

**ROLL CALL ORDER FOR MEETING OF  
June 1, 2020**

**Roussell, Cavanagh, Resnick, Sprank, Buol, Shaw, Jones**

**This meeting will be conducted as a virtual meeting.**

Due to social distancing guidelines related to the COVID-19 pandemic, City Council members and City staff will participate by webinar and will not meet in person. The virtual meeting will be aired live on CityChannel Dubuque (Mediacom cable channels 8 and 117.2), streamed live and archived 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).

The public is invited to provide input prior to, during, and after the meeting. Ways to provide questions or comments include:

- Contact the City Council [www.cityofdubuque.org/councilcontacts](http://www.cityofdubuque.org/councilcontacts)
- City Clerk's Office at [ctyclerk@cityofdubuque.org](mailto:ctyclerk@cityofdubuque.org)
- During the meeting - City's Facebook page [www.facebook.com/cityofdubuque](http://www.facebook.com/cityofdubuque)

The City of Dubuque highly encourages people to view and participate in City Council meetings through the virtual options.



**CITY OF DUBUQUE, IOWA  
CITY COUNCIL MEETING**

This meeting will be conducted virtually.  
Please see the information above for listening,  
viewing and public input options.  
June 1, 2020

Council meetings are video streamed live and archived at [www.cityofdubuque.org/media](http://www.cityofdubuque.org/media) and on Dubuque's CityChannel on the Mediacom cable system at cable channel 8 and digital 117.2

**REGULAR SESSION**

**6:30 PM**

**PLEDGE OF ALLEGIANCE**

**PRESENTATION(S)**

- 1. Mayor Emergency Declaration Proclamation Update**  
Mayor Buol will provide an update to his Emergency Declaration Proclamation of April 6, 2020.
- 2. COVID-19 Update**  
Mary Rose Corrigan, Public Health Specialist for the City of Dubuque, will provide an update on the COVID-19 pandemic and response activities.

**PROCLAMATION(S)**

- 1. Rick Dickinson Day (June 1, 2020)**  
On behalf of the Greater Dubuque Development Corporation and the City of Dubuque.
- 2. Day of Mourning (June 1, 2020)**  
On behalf of the Sisters of Charity, BVM

## CONSENT ITEMS

The consent agenda items are considered to be routine and non-controversial and all consent items will be normally voted upon in a single motion without any separate discussion on a particular item. If you would like to discuss one of the Consent Items, please go to the microphone and be recognized by the Mayor and state the item you would like removed from the Consent Agenda for separate discussion and consideration.

**1. Minutes and Reports Submitted**

City Council proceedings of 5/18; Community Development Advisory Commission of 5/20; Housing Commission of 4/28; Human Rights Commission of 3/9, 4/13; Library Board of Trustees Minutes of 2/20, 3/26, and Council Update #197 of 4/23; Proof of publication for City Council proceedings of 5/4.

**Suggested Disposition: Receive and File**

**2. Approval of City Expenditures**

City Manager recommending City Council approval for payment of City expenditures.

**RESOLUTION** 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

**Suggested Disposition: Receive and File; Adopt Resolution(s)**

**3. Re-Imagine Comiskey Park - Wellmark Foundation 2020 Grant Award**

City Manager recommending acknowledgement of the Re-Imagine Comiskey Wellmark Foundation 2020 Large MATCH grant award for the splash pad and basketball courts and further recommends approval of the execution of the grant agreement.

**Suggested Disposition: Receive and File; Approve**

**4. Letter to Governor Reynolds Regarding Healthcare Coverage for the Marshallese Residents in Iowa**

Correspondence to Governor Reynolds from Mayor Buol requesting the Governor's advocacy and support for extending State Medicaid benefits to Iowa's Marshallese residents.

**Suggested Disposition: Receive and File**

**5. Acceptance Sanitary Sewer Improvements Across Parts of Walen Acres and Parts of Beverly Pines No. 2**

City Manager recommending acceptance of the public improvements that the developer, Edwards Family Realty Company, L.C., has recently completed across parts of Lot 1 and Lot 2 of Walen Acres and parts of Lot 2 and Lot 2-2 of Beverly Pines No. 2, in the City of Dubuque, Iowa.

**RESOLUTION** Accepting public sanitary sewer improvements across parts of Lots 1 and Lot 2 of Walen Acres and parts of Lot 2 and Lot 2-2 of Beverly Pines No. 2 in the City of Dubuque, Iowa

**Suggested Disposition: Receive and File; Adopt Resolution(s)**

**6. Acceptance of Madison St. Retaining Wall Improvement Project**

City Manager recommending acceptance of the public improvement contract for the Madison Street Retaining Wall Emergency Repairs Project, as completed by Drew Cook & Sons Excavating Company, Inc.

**RESOLUTION** Accepting the Madison Street Retaining Wall Emergency Repairs Project and authorizing the payment to the contractor

**Suggested Disposition: Receive and File; Adopt Resolution(s)**

**7. Acceptance of Grant of Easement for Water Main and Storm Sewer Utilities over Robert & Leann McDonald Property**



City Manager recommending acceptance of a Grant of Easement for Water Main and Storm Sewer Utilities across Robert and Leann McDonald property being Part of Lot 1 in George Crane's Subdivision and Part of Lot 2 in Fountain Hill Subdivision No. 3 in the City of Dubuque, Iowa as part of the Roosevelt Water Tower Project.

**RESOLUTION** Accepting a Grant of Easement for water main and storm sewer utilities through, over and across part of Lot 1 in George Crane's Subdivision and part of Lot 2 in Fountain Hill Subdivision No. 3 in the City of Dubuque, Iowa

**Suggested Disposition: Receive and File; Adopt Resolution(s)**

**8. Large Neighborhood Grant Award Recommendation**

City Manager recommending approval of the recommendation from the Community Development Advisory Commission to fund seven grant applications from the Large Neighborhood Grant Program.

**Suggested Disposition: Receive and File; Approve**

**9. 2020-2023 AmeriCorps Partners in Learning Campaign for Grade Level Reading Grant Application Approved**

City Manager transmitting information that the 2020-2023 AmeriCorps Grant application recently submitted to the Iowa Commission on Volunteer Service and the Corporation for National Community Service has been approved for funding and will be issued in July/August for Council approval to begin the program in September 2020.

**Suggested Disposition: Receive and File; Approve**

**10. Equitable Poverty Prevention Plan Status Update**

City Manager transmitting an update on the Equitable Poverty Prevention Plan which highlights a newly adopted hybrid approach to conduct the second phase of community engagement in response to the COVID-19 pandemic, along with a revised project completion timeline in light of those changes.

**Suggested Disposition: Receive and File**

**11. Year III Local College Access Network (LCAN) Letter of Support**

City Attorney recommending approval to submit a letter to the Iowa Student Aid Commission in support of the Dubuque College Access Network (DCAN) and the Year III Local College Access Network (LCAN) Grant application.

**Suggested Disposition: Receive and File; Approve**

**12. Signed Contract(s)**

Dubuque Water Sports Club 2020 Lease for a portion of Miller-Riverview Park; Management Agreement with Don Dixon for Miller-Riverview Park and Campground.

**Suggested Disposition: Receive and File**

**13. Improvement Contracts / Performance, Payment and Maintenance Bonds**

Drew Cook & Sons Excavating Co. for the Julien Dubuque Drive Sanitary Project.

**Suggested Disposition: Receive and File; Approve**

**14. Alcohol License Applications**

City Manager recommending approval of annual beer, liquor and wine licenses as submitted.

**RESOLUTION** 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

**Suggested Disposition: Receive and File; Adopt Resolution(s)**

**ITEMS SET FOR PUBLIC HEARING**

**These agenda items are being scheduled for a future public hearing on the date indicated.**

**1. Intent to Dispose of Property at 396 W. Locust Street**

City Manager recommending that the City Council set a public hearing for June 15, 2020, for the purpose of disposing of City-owned real property located at 396 West Locust Street to Melissa M. and Wesley M. Anderson.

**RESOLUTION** Intent to dispose of an interest in City of Dubuque Real Estate to Melissa M. and Wesley M. Anderson, Setting a time and place for hearing, and providing for the publication of notice thereof

**Suggested Disposition:**

**Receive and File; Adopt Resolution(s), Set Public Hearing for June 15, 2020**

**BOARDS/COMMISSIONS**

**1. Boards and Commission Applicant Review**

Applicants are invited to address the City Council regarding their desire to serve on the following Boards/Commissions. Applicant appointments will be made at the next City Council meeting.

**Cable TV Commission**

One, 3-Year term through July 1, 2023 (Expiring term of Maloney)

Applicant:

Pauline Maloney, 506 St. George St.

**Catfish Creek Watershed Management Authority**

One, 4-Year term through July 16, 2024 (Expiring term of McGovern)

Applicant:

Jared McGovern, 360 S. Grandview Ave.

**Electrical Code Board**

Three, 3-Year Electrical Experience terms through May 21, 2023 (Expiring terms of Dixon, Palmer, and Townsend)

Applicants all qualify with Electrical Experience:

James Dixon, 2505 Marquette Pl.

Andy Palmer, 1865 Rosemont St

Thomas Townsend, 1940 Amelia Dr.

**Historic Preservation Commission**

One, 3-Year Architect At-Large term through July 1, 2023 (Expiring term of Monk)

Applicant qualifies as Architect At-Large:

Christina Monk, 2005 N. Main St.

*This commission is subject to the State of Iowa Gender Balance Law.*

*9 Commissioners total; currently 4 males/2 females/3 openings*

**Investment Oversight Advisory Commission**

One, 3-Year term through July 1, 2023 (Expiring term of Lassance)

Applicant:

Paul Lassance, 4846 Embassy Ct.

**MAYOR APPOINTMENT**

**Library Board of Trustees**

Two, 4-Year terms through July 1, 2024 (Expiring terms of Armstrong and Monk)

Applicants:

Robert Armstrong, 728 Alta Vista St.

Christina Monk, 2005 N. Main St.

*This commission is subject to the State of Iowa Gender Balance Law.  
7 Commissioners total; currently 2 males/3 females/2 openings*

**Resilient Community Advisory Commission**

One, 3-Year Cross Representation term through July 1, 2023 (Expiring term of Boles)

One, 3-Year At-Large term through July 1, 2023 (Expiring term of Jayawickrama)

Applicants:

Dean Boles, 1715 Geraldine Dr. Currently on Community Development Advisory Commission

Lalith Jayawickrama, 2360 Cherry St.

**Zoning Advisory Commission**

Two, 3-Year terms through July 1, 2023 (Expiring terms of Christ and Kemp)

Applicants:

Martha Christ, 88 Princeton Pl.

Rebecca Kemp, 3195 Kerry Ct.

*This commission is subject to the State of Iowa Gender Balance Law.  
7 Commissioners total; currently 3 males/1 female/3 openings*

**Zoning Board of Adjustment**

One, 3-Year term through March 25, 2023 (Vacant term of Cramer)

Applicant:

Matthew Mauss, 1540 N. Algona St.

*This commission is subject to the State of Iowa Gender Balance Law.  
5 Commissioners total; currently 2 males/2 females/1 opening*

**PUBLIC HEARINGS**

**Citizens are invited to address the City Council regarding the following agenda items. Please come to the podium and state your name and address when the item you wish to speak to is being considered.**

**1. University of Dubuque Grant of Easement on Algona Street Right-of-Way**

Proof of publication on notice of public hearing to consider granting an easement to the University of Dubuque for the private utilities conduit through the Algona Street right-of-way, and the City Manager recommending approval.

**RESOLUTION** Disposing of City interest by Grant of Easement for private utility to University of Dubuque for an underlying portion of Algona Street

**RESOLUTION** Granting Easement for Private Utility to University of Dubuque for an underlying portion of Algona Street

**Suggested Disposition: Receive and File; Adopt Resolution(s)**

**PUBLIC INPUT**

At this time, anyone in the Council Chambers may address the City Council on the Action Items on the agenda or on matters under the control of the City Council. Citizens are asked to approach the podium and state their name and address before proceeding with their comments. Individual remarks are limited to five minutes, and the overall Public Input period is limited to 30 minutes. Under the Iowa Open Meetings Law, the City Council can take no formal action on comments given during Public Input which do not relate to Action Items on the Agenda.

## ACTION ITEMS

These are items where discussion is held by the City Council - public comments are not allowed except as authorized by the Mayor.

**1. Cities are Essential Resolution**

**RESOLUTION** Approving communication to the Federal Government in support of Federal Funding for all of America's communities as part of the Cities are Essential Initiative of the National League of Cities: Dubuque is Essential: in support of fair, direct Federal emergency support to reopen and rebuild local American economies

**Suggested Disposition: Receive and File; Adopt Resolution(s)**

**2. Greater Dubuque Development Corporation - Quarterly Update**

President and CEO Rick Dickinson will present the quarterly update on the activities of the Greater Dubuque Development Corporation.

**Suggested Disposition: Receive and File**

**3. Greater Dubuque Development Corporation - Board of Directors Membership**

Correspondence from the Greater Dubuque Development Corporation requesting confirmation of City of Dubuque representation on it's Board of Directors for terms starting July 1, 2020 through June 30, 2021.

**Suggested Disposition: Receive and File; Council**

**4. Awarding the 2020 Pavement Marking Project**

City Manager recommending award of the 2020 Pavement Marking construction contract to the low bidder Selco, Inc.

**RESOLUTION** Awarding Public Improvement Contract for the 2020 Pavement Marking Project

**Suggested Disposition: Receive and File; Adopt Resolution(s)**

**5. Code of Ordinances Amendment - Title 13 Stormwater Management Utility Fee Rate; Charges**

City Manager recommending adoption of an amendment to City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 4 Stormwater Management, Section 13-4-5 SFU Rate, Charges; Utility Revenues; Section 13-4-6 Single-Family Residential Property; and Section 13-4-7 Non-Single-Family Residential Property.

**ORDINANCE** Amending City of Dubuque Code of Ordinances Section 13-4-5(D) SFU Rate, Charges; Utility Revenues

**Suggested Disposition: Receive and File; Motion B; Motion A**

**6. Code of Ordinances Amendment - Title 13 Solid Waste Rates and Charges Established; Exceptions**

City Manager recommending adoption of an amendment to City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 6 Solid Waste, Article A City or Private Collection Services, Section 13-6A-6, Rates and Charges Established; Exception.

**ORDINANCE** Amending City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 6 Solid Waste, Article A City or Private Collection Services, Section 13-6A-6 Rates and Charges Established; Exceptions

**Suggested Disposition: Receive and File; Motion B; Motion A**

**7. Code of Ordinances Amendment - Title 13 Water Use, Rates and Service - Addition of Residential Rate Exception**

City Manager recommending adoption of an amendment to City of Dubuque Code of

Ordinances Title 13 Public Utilities, Chapter 1 Water Use and Service, Article C Rates, Section 13-1C-1 Residential, Commercial, Industrial and other uses.

**ORDINANCE** Amending City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 1 Water use and Service, Article C Rates, Section 13-1C-1 Residential, Commercial, Industrial and all other uses

**Suggested Disposition: Receive and File; Motion B; Motion A**

**8. Code of Ordinances Amendment - Title 13 Sewage and Sewage Disposal; Rates Established**

City Manager recommending adoption of an amendment to City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 2 Sewers and Sewage Disposal, Article C Rates, Section 13-2C Rates Established.

**ORDINANCE** Amending City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 2 Sewers and Sewage Disposal, Article C Rates, Section 13-2C-3 Rates Established.

**Suggested Disposition: Receive and File; Motion B; Motion A**

**9. Request for Work Session - COVID-19 Update**

City Manager requesting that the City Council schedule a work session for June 8, 2020 at 6:30 p.m. for an update on COVID-19. (This meeting will be conducted virtually unless posted otherwise)

**Suggested Disposition: Receive and File; Council**

**10. Bee Branch Creek Railroad Culverts Project Video Update**

Media Services will show a video update of the Bee Branch Creek Railroad Culverts Project.

**Suggested Disposition:**

**Receive and File; Video Presentation**

**COUNCIL MEMBER REPORTS**

**ADJOURNMENT**

The agenda with supporting documents may be accessed at [www.cityofdubuque.org](http://www.cityofdubuque.org) or at the City Clerk's Office, 50 W. 13th Street, during regular business hours.

This notice is given pursuant to Chapter 21, Code of Iowa, and applicable local regulations of the City of Dubuque, Iowa and/or governmental body holding the meeting.

Written comments regarding the above items may be submitted to the City Clerk's Office, 50 W. 13th St., Dubuque, IA 52001, before or at said time of meeting.

Individuals with limited English proficiency, vision, hearing or speech impairments or requiring special assistance should contact the City Clerk's Office at (563) 589-4100, TDD/TTY (563) 690-6678, [ctyclerk@cityofdubuque.org](mailto:ctyclerk@cityofdubuque.org) as soon as feasible. Deaf or hard-of-hearing individuals can use Relay Iowa by dialing 711 or (800) 735-2942.

## City of Dubuque

## Presentation(s) # 1.

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**ITEM TITLE:** Mayor Emergency Declaration Proclamation Update

**SUMMARY:** Mayor Buol will provide an update to his Emergency Declaration Proclamation of April 6, 2020.

**SUGGESTED DISPOSITION:**

**ATTACHMENTS:**

Description	Type
Mayor Buol's Emergency Declaration Proclamation Amendment #4	Supporting Documentation



## PROCLAMATION

**WHEREAS**, one of the greatest responsibilities of any elected official is the protection of the electorate served and the protection of the greater public health and safety; and

**WHEREAS**, COVID-19 poses a serious and potentially deadly threat to the public and the public health as the Federal Center for Disease Control (“CDC”) has noted that serious illness occurs in 16% of cases with older people and people of all ages with severe chronic medical conditions, such as heart disease, lung disease and diabetes or those who are immunocompromised, seeming to be at a higher risk of developing serious COVID-19 illness and noting that the World Health Organization has determined COVID-19 to be a pandemic; and

**WHEREAS**, the Iowa Department of Public Health (“IDPH”) has issued recommendations for behavior modification to flatten the curve of COVID-19; and

**WHEREAS**, a high rate of infection has been shown to overwhelm medical systems throughout the world and numerous governmental entities and epidemiologists have stated that community spread in the United States poses the same risk of overwhelming American medical systems; and

**WHEREAS**, the Governor has issued numerous State of Public Health Disaster Emergency orders; and

**WHEREAS**, in order to flatten the curve of COVID-19 in the City of Dubuque and protect employees of the organization, it is necessary to maintain and extend several mitigation measures; and

**WHEREAS**, Iowa Code Section 372.14(2) and the City of Dubuque Code of Ordinances 7-3-1 grant the Mayor powers in circumstances when public danger or emergency exists to take extraordinary steps to protect the public health and safety.

**NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING AND OTHER VALID EMERGENT CONCERNS, I, ROY D. BUOL, MAYOR OF THE CITY OF DUBUQUE, PROCLAIM THE FOLLOWING:**

I hereby determine that a state of emergency or public danger exists and continues. Any permits or permissions previously granted for events on public property or public rights-of-way through July 6, 2020, are hereby rescinded and any amounts paid for such permits shall be refunded upon request. I hereby issue a moratorium on the issuance of special event permits, solicitor’s licenses, and permits/permissions for events on public property or public rights-of-way through at least July 6, 2020.

I further strongly encourage all citizens to comply with the closures, modification of operations, and recommendations issued by Governor Kim Reynolds.

I hereby authorize the City Council, City Boards, and City Commissions to make accommodations allowing for remote attendance and participation in regularly scheduled meetings by members of each body, staff, and the public.

I hereby suspend any requirements within the City of Dubuque Code of Ordinances which mandate or require physical meeting locations and physical notifications or mailings and hereby authorize electronic and virtual meetings and electronic notifications; this includes but is not limited to notices required by Title 16 of the city code.

I hereby authorize the City Manager to evaluate the suspension of fees within the control of the City of Dubuque to support restaurants and bars due to the significant financial and operational impacts they are experiencing due to COVID-19 and encourage creative thinking to provide assistance to other struggling businesses related to regulatory requirements under the City's control.

I hereby extend the closure of City facilities to the public through July 6, 2020; however, this closure does not apply to:

- Bunker Hill Golf Course
- Miller Riverview Park & Campground
- Port of Dubuque Marina Docks
- City parks.

While City parks are open to the public, playground equipment in city parks and swimming pools shall remain closed. The reopening of playground equipment in city parks and swimming pools continues to be evaluated.

City staff working in facilities closed to the public, or working remotely, shall work to provide services to the public electronically, by phone, by mail, and when possible, by appointment as well as access to information and the ability to participate in meetings by alternative means.

I hereby determine and direct the City Manager to evaluate the ongoing operations of the city organization and adjust operations, accordingly, including the authority to reopen or further restrict access to city facilities.

Per City of Dubuque Code of Ordinances section 7-3-1 , the public is advised that the violation of a mayoral proclamation of emergency or of any subsidiary proclamation thereto evidencing the exercise of emergency powers or of any rule or order issued pursuant thereto by the mayor or city manager of any order issued pursuant thereto by any peace officer or of any directive issued by designated emergency management or emergency services personnel pursuant thereto shall constitute a violation of that section and shall be punishable as a misdemeanor as provided by Title 1, Chapter 4 of the city code.



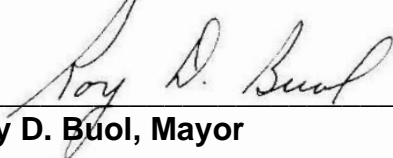
I further determine and direct the Police Chief to enforce the provisions of the Governor's proclamation and this proclamation.

This Proclamation of emergency and public danger is part of an ongoing response of the City of Dubuque to an ever-changing situation to protect public health and safety. This proclamation may be modified or superseded with more restrictive proclamations at any time as circumstances warrant. Please be aware these decisions have been made based upon the information available today. You can find the most recent information about the City's response to COVID-19 at [www.cityofdubuque.org](http://www.cityofdubuque.org).

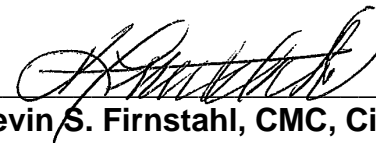
**PROCLAIMED THIS 1ST DAY OF JUNE 2020 BY THE AUTHORITY VESTED IN ME  
BY THE CODE OF IOWA AND THE CITY OF DUBUQUE CODE OF ORDINANCES.**



**IN WITNESS THEREOF, I have  
hereunto set my hand and caused the  
Great Seal of the City of Dubuque to  
be affixed this 1<sup>st</sup> day of June 2020.**

  
\_\_\_\_\_  
Roy D. Buol, Mayor

**Attest:**

  
\_\_\_\_\_  
Kevin S. Firnstahl, CMC, City Clerk

## City of Dubuque

## Presentation(s) # 2.

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**ITEM TITLE:**

COVID-19 Update

**SUMMARY:**

Mary Rose Corrigan, Public Health Specialist for the City of Dubuque, will provide an update on the COVID-19 pandemic and response activities.

**SUGGESTED DISPOSITION:**

## City of Dubuque

## Proclamation(s) # 1.

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**ITEM TITLE:**

Rick Dickinson Day (June 1, 2020)

**SUMMARY:**

On behalf of the Greater Dubuque Development Corporation and the City of Dubuque.

**SUGGESTED DISPOSITION:**

**ATTACHMENTS:**

**Description**

Rick Dickinson Day Proclamation

**Type**

Supporting Documentation

## PROCLAMATION

**WHEREAS,** today marks the 25<sup>th</sup> anniversary of Rick Dickinson joining Greater Dubuque Development Corporation as the president and chief executive officer of the organization; and

**WHEREAS,** under Rick Dickinson's leadership, Greater Dubuque Development's efforts related to business retention and expansion, workforce solutions, new business recruitment, sustainable innovations, and more have been critical to improving Dubuque's economy and overall quality of life; and

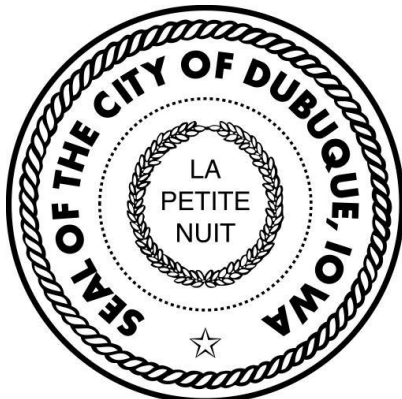
**WHEREAS,** Rick Dickinson has been integral in the creation and development of hundreds of acres of industrial parks in Dubuque over the last 25 years, making possible the expansion of dozens of local businesses and the recruitment of new businesses, especially at Dubuque Industrial Center West and the Dubuque Technology Park. Collectively, these new industrial parks are home to more than 50 businesses, millions of capital investments, and thousands of jobs; and

**WHEREAS,** Rick Dickinson has provided leadership and been a critical partner over the last 25 years as the Dubuque community has navigated challenging times and pursued large, intricate projects and initiatives that have defined our community and its trajectory.

NOW THEREFORE, I, ROY D. BUOL, MAYOR OF THE CITY OF DUBUQUE, IOWA, ON BEHALF OF THE CITY COUNCIL, STAFF AND THE CITIZENS OF DUBUQUE, DO HEREBY PROCLAIM THE FIRST DAY OF JUNE 2020 AS:

### **"RICK DICKINSON DAY"**

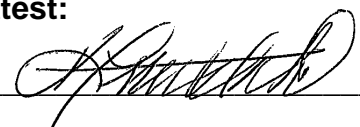
IN THE CITY OF DUBUQUE, IOWA AND URGE ALL CITIZENS TO TAKE PART IN RECOGNIZING AND HONORING THE MANY CONTRIBUTIONS THAT RICK DICKINSON HAS MADE TO OUR COMMUNITY OVER THE LAST 25 YEARS.



IN WITNESS THEREOF, I have hereunto set my hand and caused the Great Seal of the City of Dubuque to be affixed this 1<sup>st</sup> day of June 2020.

  
\_\_\_\_\_  
Roy D. Buol, Mayor

Attest:

  
\_\_\_\_\_

**Kevin S. Firnstahl, CMC, City Clerk**

2020: Submitted by Karen Kluesner of GDDC; Economic Development Director Jill Connors and Public Information Office Randy Gehl.

## City of Dubuque

## Proclamation(s) # 2.

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**ITEM TITLE:**

Day of Mourning (June 1, 2020)

**SUMMARY:**

On behalf of the Sisters of Charity, BVM

**SUGGESTED DISPOSITION:****ATTACHMENTS:****Description**

Day of Mourning Proclamation

**Type**

Supporting Documentation

## PROCLAMATION

WHEREAS, together, interfaith leaders and mayors across the nation seek to transcend our divisions and call us to mourn and honor the more than 100,000 people who have died as a result of COVID-19; and

WHEREAS, many suggest that this number may be a low estimate because people who have died at home are not included in the data; and

WHEREAS, although this pandemic is still unfolding, the nation needs time to heal and to learn the hard truths that the coronavirus has revealed – that our suffering has been unequal and disproportionate across age, race and profession; and

WHEREAS, we hope for the healing of the nation and rededicate ourselves to repairing the injustices this pandemic has revealed, even as we work for the healing of those who are afflicted with the virus. We mourn together today for the healing of the nation; and recommit ourselves to the difficult work ahead.

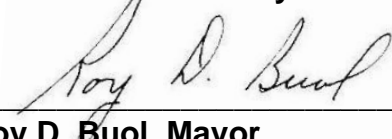
NOW THEREFORE, I, ROY D. BUOL, MAYOR OF THE CITY OF DUBUQUE, IOWA, ON BEHALF OF THE CITY COUNCIL, STAFF AND THE CITIZENS OF DUBUQUE, DO HEREBY PROCLAIM THE JUNE 1, 2020 AS

### **“A DAY OF MOURNING”**

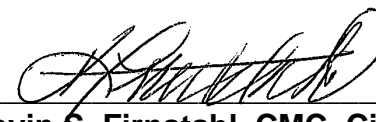
IN THE CITY OF DUBUQUE, IOWA FOR THE 100,000 AMERICAN DEATHS.



IN WITNESS THEREOF, I have hereunto set my hand and caused the Great Seal of the City of Dubuque to be affixed this 1<sup>st</sup> day of June 2020

  
\_\_\_\_\_  
Roy D. Buol, Mayor

Attest:

  
\_\_\_\_\_  
Kevin S. Firnstahl, CMC, City Clerk

2020: Submitted and accepted by LaDonna Manternach, BVM, VP of the Congregation,  
Sisters of Charity of the Blessed Virgin Mary, 1100 Carmel Drive, 563.588.2351.



## City of Dubuque

## Consent Items # 1.

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**ITEM TITLE:**

Minutes and Reports Submitted

**SUMMARY:**

City Council proceedings of 5/18; Community Development Advisory Commission of 5/20; Housing Commission of 4/28; Human Rights Commission of 3/9, 4/13; Library Board of Trustees Minutes of 2/20, 3/26, and Council Update #197 of 4/23; Proof of publication for City Council proceedings of 5/4.

**SUGGESTED DISPOSITION:**

Suggested Disposition: Receive and File

**ATTACHMENTS:**

**Description**

**Type**

City Council Proceedings of 5/18/20

Supporting Documentation

Community Development Advisory Commission Minutes of 5/20/20

Supporting Documentation

Housing Commission Minutes of 4/28/20

Supporting Documentation

Human Rights Commission Minutes of 3/9/20

Supporting Documentation

Human Rights Commission Minutes of 4/13/20

Supporting Documentation

Library Board of Trustees Minutes of 2/20/20

Supporting Documentation

Library Board of Trustees Minutes of 3/26/20

Supporting Documentation

Library Board of Trustees Council Update #197 of 4/23/20

Supporting Documentation

Proof of Publication for City Council Proceedings of 5/4/20

Supporting Documentation

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

The Dubuque City Council met in special session at 5:30 p.m. on May 18, 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, Shaw, Sprank; City Manager Van Milligen, City Attorney Brumwell

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 broadband expansion.

**WORK SESSION  
Broadband Expansion  
Acceleration Initiative**

Information Services Manager Chris Kohlmann, Traffic Engineer Dave Ness, and Sustainable Innovation Consultant for the Greater Dubuque Development Corporation David Lyons conducted a work session on Dubuque Broadband Expansion/Acceleration Initiative. Topics included:

- Dubuque Broadband Acceleration Initiative history: status, new strategy, cations, innovations, and deliverables.
- Partners, growth, value
- Creating capacity
- 2020/2021 "Tiger by the Tail"
  - Record new collaborative builds
  - Acceleration of fiber-to-the-home (FTTH) initiatives
  - Efforts on equity
  - Alliant joint build
  - SW Arterial build: ITS corridor development partnership with IDOT
  - Unite Private Network (UPN)/US Cellular (USCC)
  - Chavenelle and Radford Roads
- Leveraging public/private partnerships to lower city costs and improve city services
- ImOn new area communication timeline
- MVLink
- Comelec Internet Services
- Acting on Equity: collaborations, data collection systems
- Building for equity opportunities
- Wireless status in Dubuque

The presenters responded to questions from the City Council following the presentation.

There being no further business, Mayor Buol declared the work session adjourned at 6:32 p.m.

/s/Kevin S. Firnstahl, CMC  
City Clerk

1t 5/27

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

The Dubuque City Council met in regular session at 6:30 p.m. on May 18, 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). Public input options were provided through: Contact the City Council at [www.cityofdubuque.org/councilcontacts](http://www.cityofdubuque.org/councilcontacts); City Clerk's Office at [ctyclerk@cityofdubuque.org](mailto:ctyclerk@cityofdubuque.org); and during the meeting at [www.facebook.com/cityofdubuque](http://www.facebook.com/cityofdubuque)

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

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. 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 including case data from the Dubuque County Public Health Incident Management Team; information from Governor Reynolds' most recent proclamation and guidelines; community testing / Testiowa.gov update; contact tracing and target testing; housing needs, personal protective equipment donations and requests; Brain/Mental Health Month (May); Joint Information System / Public Information coordination and media/outlets; and information and guidelines on looking ahead and what can be done now.

2. Renee Tyler Receives University of Arkansas Clinton School Public Service Award: Assistant City Manager Cori Burbach introduced Clinton School. Clinton School of Public Service Dean Susan Hoffpauir who virtually presented Transportation Services Director Renee Tyler with the Public Service Award as the student who has demonstrated excellence in public service. Ms. Tyler was also chosen by her peers as a commencement speaker along with journalist Wolff Blitzer and President Bill Clinton.

**PROCLAMATION(S)**

1. Public Health Nurses' Recognition Day (May 18, 2020) was accepted by Mary Rose Corrigan, Public Health Specialist for the City of Dubuque.

2. Public Works Week (May 17-23, 2020) was accepted by Public Works Director John Klostermann and Civil Engineer Jon Dienst.

3. Police Officers' Recognition Week (May 17-28, 2020) was accepted by Police Chief Mark Dalsing.

4. Men's Health Month Proclamation (June 2020) was accepted by City of Dubuque Wellness Committee Chairperson Ken Miller.

### **CONSENT ITEMS**

Motion by Resnick to receive and file the documents, adopt the resolutions, and dispose of as indicated. Seconded by Roussell. Motion carried 7-0.

1. Minutes and Reports Submitted: City Council proceedings of 5/4; Community Development Advisory Commission of 4/21; Long Range Planning Advisory Commission of 4/15; Zoning Advisory Commission of 5/6; Zoning Board of Adjustment of 4/22; Proof of Publication for City Council proceedings of 4/16, 4/20, 4/22, 4/23, and 4/29. Upon motion the documents were received and filed.

2. Notice of Claims and Suits: Heather Flohr for vehicle damage, Nancy Gourley for property damage, JoAnn Witterholt-Weigel for property damage. Upon motion the documents were received, filed, and referred 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: Heather Flohr for vehicle damage, Nancy Gourley for property damage, and Jo Ann Witterholt-Weigel for property damage. Upon motion the documents were received, filed, and concurred.

4. 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. 145-20 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.

5. 2020 Consumer Confidence Water Quality Report: City Manager providing notice that the City of Dubuque will be publishing its annual consumer confidence report documenting the 2019 water quality results. Upon motion the documents were received and filed.

6. 2020 Outdoor Summer Pool Opening and Season Information: City Manager transmitting information regarding the Flora and Sutton outdoor swimming pool opening and season. Upon motion the document was received and filed.

7. Pre-Annexation Agreement for 13395 N. Cascade Road: City Manager recommending approval of a Pre-Annexation Agreement with Robert J. Anthony for property located at 13395 North Cascade Road. Upon motion the documents were received and filed, and Resolution No. 146-20 Approving a Pre-Annexation Agreement between the City of Dubuque, Iowa and Robert J. Anthony was adopted.

8. Release of Mortgage - Lower Main Development, LLC for 137-153 Main Street: City Manager recommending approval of a Release of Real Estate Mortgage to Lower Main Development, LLC for the Downtown Rehabilitation Loan for the property at 137-153 Main Street. Upon motion the documents were received and filed, and Resolution No. 147-20 Approving Release of Mortgage by the City of Dubuque, Iowa on the property at 137-153 Main Street owned by Lower Main Development, LLC was adopted.

9. Request for Proposals - COVID-19 Shelter Staffing Assistance: City Manager transmitting a Request for Proposals for Shelter Staffing Assistance for the COVID-19 City Isolation Shelter that was released on May 8, 2020, which would be paid through Community Development Block Grant Funds. Upon motion the documents were received, filed and approved.

10. Subdivision Development Agreement for a Portion of Silver Oaks Estates: City Manager recommending approval of a Subdivision Development Agreement with developer Royal Oaks Development Corporation for construction of public improvements and the dedication of public street right-of-way and associated easements in Silver Oaks Estates in the City of Dubuque. Upon motion the documents were received and filed, and Resolution No. 148-20 Approving a Subdivision Development Agreement for a portion of Silver Oaks Estates between the City of Dubuque, Iowa and Royal Oaks Development Corporation was adopted.

11. Downtown Rehabilitation Loans for W. 5th Street and Main Street Properties: City Manager recommending approval of a loan agreement between the City of Dubuque and Plastic Center, Inc. for residential and commercial improvements made at 426-428 W. 5th Street and 951-957 Main Street (Betty Jane Block). Upon motion the documents were received, filed and approved.

12. CARich Properties, LLC - First Amendment to Development Agreement for 278 W. 17th Street: City Manager recommending approval of the First Amendment to Development Agreement with CARich Properties, LLC to redevelop property at 278 W. 17th Street into a 30-unit residential complex affordable to low- and moderate-income residents. Upon motion the documents were received and filed, and Resolution No. 149-20 Approving the First Amendment to Development Agreement between the City of Dubuque, Iowa and CARich Properties, LLC was adopted.

13. 2020 Department of Justice Coronavirus Emergency Funding Grant Application: City Manager recommending approval to submit the 2020 Coronavirus Emergency Supplemental Funding Program Grant application for a two-year grant awarded under the Coronavirus Emergency Supplemental Funding (CESF) Program. Upon motion the documents were received, filed and approved.

14. Iowa Municipalities Workers' Compensation Association (IMWCA) Resolution Authorizing Membership: City Manager recommending approval of a Resolution authorizing the City to apply for membership in the Iowa Municipalities Workers' Compensation Association as approved by the City Council on May 4, 2020.

Upon motion the documents were received and filed, and Resolution No. 150-20 Authorizing the City to apply for membership in the Iowa Municipalities Workers' Compensation Association (IMWCA) was adopted.

15. Flexsteel Industries, Inc. Announcement of Planned Action: Correspondence from Flexsteel Industries, Inc. announcing planned action for exiting its Recreational Vehicle and Hospitality business affecting its global headquarters and Dubuque Operations sites. Upon motion the documents were received and filed.

16. Media Campaign in Support of Immigrant Communities: City Manager recommending approval for the City of Dubuque to join other community organizations in a messaging campaign to support immigrant communities in the wake of COVID-19. Upon motion the documents were received, filed and approved.

17. Civil Service Commission - Certified List: Civil Service Commission submitting the certified list for the position of Police Officer. Upon motion the documents were received, filed and made a Matter of Record.

18. Improvement Contracts / Performance, Payment and Maintenance Bonds: Midwest Concrete, Inc. for the 2020 Asphalt Overlay Ramp Project One. Upon motion the documents were received, filed and approved.

19. Alcohol Compliance Civil Penalty for Alcohol License Holder – Wal-Mart: City Manager recommending approval of the Acknowledgement/Settlement Agreement for an alcohol compliance violation for Wal-Mart Supercenter #204, 4200 Dodge Street. Upon motion the documents were received, filed and approved.

20. Tobacco Compliance Civil Penalty for Tobacco License Holder – Dollar General: City Manager recommending approval of the Acknowledgement/Settlement Agreement for a tobacco compliance violation for Dollar General Store #6896, 605 W. Locust Street. Upon motion the documents were received, filed and approved.

21. Tobacco Compliance Civil Penalty for Tobacco License Holder – Spencer Gifts: City Manager recommending approval of the Acknowledgement/Settlement Agreement for a tobacco compliance violation for Spencer Gifts, 555 J.F. Kennedy Road. Upon motion the documents were received, filed and approved.

22. Alcohol License Applications: City Manager recommending approval of annual beer, liquor and wine licenses as submitted. Upon motion the documents were received and filed, and Resolution No. 151-20 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 was adopted.

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

Motion by Cavanagh 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 Resnick. Motion carried 7-0.

1. University of Dubuque Grant of Easement on Algona Street Right-of-Way: City Manager recommending that the City Council set a public hearing for June 1, 2020 to consider granting the easement to the University of Dubuque for the private utilities conduit through the Algona Street right-of-way. Upon motion the documents were received and filed, and Resolution No. 152-20 Resolution of Intent to dispose of City interest by Grant of Easement for private utility to University of Dubuque for an underlying portion of Algona Street was adopted setting a public hearing for a meeting to commence at 6:30 p.m. on June 1, 2020.

2. Iowa Department of Transportation (IDOT) Consolidated Funding Application: City Manager recommending that a public hearing be set for June 15, 2020, on the Jule's Iowa Department of Transportation (IDOT) Consolidated Funding Application to explain the state and federal funding requests. Upon motion the documents were received and filed, and Resolution No. 153-20 Setting the date for a public hearing on Iowa DOT consolidated Funding application was adopted setting a public hearing for a meeting to commence at 6:30 p.m. on June 15, 2020.

In the event that a meeting at the Historic Federal Building location is not possible as a result of the COVID-19 pandemic, instructions for a virtual meeting and public input will be posted on the meeting agenda the Friday prior to the meeting date at <https://www.cityofdubuque.org/agendas> or by contacting the City Clerk's Office at 563-589-4100.

### **PUBLIC HEARINGS**

For the record, public input options were provided through Contact the City Council at [www.cityofdubuque.org/councilcontacts](http://www.cityofdubuque.org/councilcontacts); and during the meeting through the City Clerk's Office at [ctyclerk@cityofdubuque.org](mailto:ctyclerk@cityofdubuque.org), and [www.facebook.com/cityofdubuque](https://www.facebook.com/cityofdubuque).

1. Request to Rezone - 3000 and 3040 Jackson Street: Proof of publication on notice of public hearing to consider approval of a request from Steve Emerson, 3000 Jackson, LLC to rezone property at 3000 and 3040 Jackson Street from LI Light Industrial Zoning



District to C-4 Downtown Commercial Zoning District, and the Zoning Advisory Commission recommending approval. Motion by Sprank to receive and file the documents and that the requirement that a proposed ordinance be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be passed be suspended. Seconded by Resnick. Planning Services Manager Wally Wernimont provide a staff report. Developer Steve Emerson spoke in support of the project and rezoning providing information on funding, timeframe and exploring the mixed-use component of the reconstruction plans. The City Clerk and Public Information Officer stated that no public input was received regarding this item. Motion carried 7-0.

Motion by Sprank for final consideration and passage of Ordinance No. 18-20 Amending Title 16 of the City of Dubuque Code of Ordinance, Unified Development Code by reclassifying hereinafter described property located at the northeast corner of the intersection of Jackson and 30th Streets from LI Light Industrial District to C-4 Downtown Commercial District. Seconded by Resnick. Motion carried 7-0.

2. Code of Ordinances Text Amendment - Title 16 Community Gardens: Proof of publication on notice of public hearing to consider approval of a request from the City of Dubuque to define Community Gardens as “a publicly or privately owned parcel where people gather to grow produce and flowers.” List Community Gardens as a permitted use in all Residential and OR Office Residential Districts, and the Zoning Advisory Commission recommending approval. Motion by Cavanagh to receive and file the documents and that the requirement that a proposed ordinance be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be passed be suspended. Seconded by Roussell. Planning Services Manager Wally Wernimont provided a staff report on behalf of the City. The City Clerk and Public Information Officer stated that no public input was received regarding this item. Motion carried 7-0.

Motion by Cavanagh for final consideration and passage of Ordinance No. 19-20 Amending Title 16 of the City of Dubuque Code of Ordinances, Unified Development Code, by amending Chapter 16-2-3, Definitions, to add a definition of Community Gardens, and by amending Chapters 16-5-2.1, 16-5-3.1, 16-5-4.1, 16-5-5.1, 16-5-6.1 and 16-5-7.1 to add Community Gardens as a permitted use. Seconded by Sprank. Motion carried 7-0.

3. Greater Downtown Urban Renewal District - Resolution of Adoption: Proof of publication on notice of public hearing to consider approval of an Amended and Restated Urban Renewal Plan for the Greater Downtown Urban Renewal District, and the City Manager recommending approval. Motion by Resnick to receive and file the documents and adopt Resolution No. 154-20 Approving the amended and Restated Urban Renewal Plan for the Greater Downtown Urban Renewal District. Seconded by Sprank. Responding to questions from the City Council, City Manager Van Milligen and Economic Development Director Jill Connors clarified the purpose of the amendment that adds to the district a tract of land adjacent to the Four Mounds Estate owned by the City. The City Clerk and Public Information Officer stated that no public input was received regarding this item. Motion carried 7-0.

4. Bell Atlantic Mobile Systems, LLC (d/b/a Verizon Wireless) Grant of Easement – Small Cell Equipment in Flora Park: Proof of publication on notice of public hearing to consider approval of a grant of easement to Bell Atlantic Mobile Systems LLC, d/b/a Verizon Wireless, for a 10 foot-wide easement from the public right-of-way, across City of Dubuque property in Flora Park, to a light pole to access and install underground utilities to operate the small cell equipment on the light pole, and the City Manager recommending approval. Motion by Roussell to receive and file the documents and adopt Resolution No. 155-20 Disposing of an interest in real property by Grant of Easement to Bell Atlantic Mobile systems, LLC, D/B/A Verizon Wireless, for small cell equipment in Flora Park. Seconded by Cavanagh. The City Clerk and Public Information Officer stated that no public input was received regarding this item. Motion carried 7-0.

5. Kaufmann Avenue Storm Sewer Improvement Project from Francis Street to North Main Street: Proof of publication on notice of public hearing to consider approval of the plans, specifications, form of contract and estimated cost for the Kaufmann Avenue Storm Sewer Project from Francis Street to North Main Street. Motion by Resnick to receive and file the documents and adopt Resolution No. 156-20 Approval of plans, specifications, form of contract, and estimated cost for the Kaufmann Avenue Storm Sewer Improvement Project from Francis Street to North Main Street. Seconded by Sprank. The City Clerk and Public Information Officer stated that no public input was received regarding this item. Motion carried 7-0.

6. 2020 Pavement Marking Project: Proof of publication on notice of public hearing to consider approval of plans, specifications, form of contract, and estimated cost for the 2020 Pavement Marking Project, and the City Manager recommending approval. Motion by Resnick to receive and file the documents and adopt Resolution No. 157-20 Approval of the plans, specifications, form of contract, and estimated cost for the 2020 Pavement Marking Project. Seconded by Cavanagh. The City Clerk and Public Information Officer stated that no public input was received regarding this item. Motion carried 7-0.

7. Fiscal Year 2020 Budget Amendment No. 3: Proof of publication on notice of public hearing to consider approval of the Fiscal Year 2020 Budget Amendment No. 3, and the City Manager recommending approval. Motion by Jones to receive and file the documents and adopt Resolution No. 158-20 Amending the current budget for the Fiscal Year Ending June 30, 2020 as amended last on November 4, 2019. Seconded by Resnick. Responding to questions from the City Council, Director of Budget and Finance Jenny Larson stated that capital improvement projects are delayed, canceled or under review. City Manager Van Milligen stated that the construction of the boat dock for Viking River Cruises is budgeted for with savings remaining from the docking study. The City Clerk and Public Information Officer stated that no public input was received regarding this item. Motion carried 7-0.

## **PUBLIC INPUT**

Public input options were provided through: Contact the City Council at [www.cityofdubuque.org/councilcontacts](http://www.cityofdubuque.org/councilcontacts); City Clerk's Office at

cityclerk@cityofdubuque.org; and during the meeting at [www.facebook.com/cityofdubuque](https://www.facebook.com/cityofdubuque). The City Clerk and Public Information Officer stated that no public input was received.

### **ACTION ITEMS**

1. Letters to Members of Congress - Supplemental Funding Support for Local Government; Mayor Roy D. Buol providing copies of letters to Senator Grassley, Senator Ernst, and Congresswoman Finkenauer regarding supplemental funding support for local government. Motion by Roussell to receive and file the documents. Seconded by Resnick. Motion carried 7-0.

2. Federal Funding Provision to Provide Healthcare Coverage for United States Marshallese Residents: Letters submitted to Senator Grassley, Senator Ernst, and Congresswoman Finkenauer supporting federal funding provision to provide healthcare coverage for United States Marshallese residents. Motion by Cavanagh to receive and file the documents. Seconded by Shaw. Motion carried 7-0.

3. Awarding the Julien Dubuque Drive Sanitary Project: City Manager recommending award of the Julien Dubuque Drive Sanitary Project construction contract to the low bidder Drew Cook & Sons Excavating Company, Inc. Motion by Jones to receive and file the documents and adopt Resolution No. 159-20 Awarding Public Improvement Contract for the Julien Dubuque Dr. Sanitary Project. Seconded by Resnick. Motion carried 7-0.

4. Small Business Construction-Impacted Microloan: City Manager recommending approval of a resolution approving a Contract for Services by and among the City of Dubuque, Dubuque Initiatives and East Central Intergovernmental Association for the administration of a microloan program to assist downtown businesses adversely affected by lengthy City construction projects. Motion by Cavanagh to receive and file the documents and adopt Resolution No. 160-20 Authorizing the execution of a Contract for Services by and among East Central Intergovernmental Association, Dubuque Initiatives, and the City of Dubuque, Iowa. Seconded by Resnick. Motion carried 7-0.

5. Greater Downtown Urban Renewal District - North Peru Road Subarea Ordinance: City Manager recommending adoption of an ordinance amending the tax increment financing district for the Greater Downtown Urban Renewal District that will expand the District to include the new North Peru Road Subarea. Motion by Jones to receive and file the documents and that the requirement that a proposed ordinance be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be passed be suspended. Seconded by Sprank. Motion carried 7-0.

Motion by Jones for final consideration and passage of Ordinance No. 20-20 Amending Ordinance No. 26-17, Previously amended, providing that general property taxes levied and collected each year on all property located within the Greater Downtown Urban Renewal District of the City of Dubuque, County of Dubuque, State of Iowa, by and for the benefit of the State of Iowa, City of Dubuque, County of Dubuque, Dubuque Community School District, and other Taxing Districts, be paid to a special fund for

payment of principal and interest on loans, monies advanced to and indebtedness, including Bonds issued or to be issued, incurred by said City in connection with the Amended and Restated Urban Renewal Plan for the Greater Downtown Urban Renewal District. Seconded by Sprank. Motion carried 7-0.

Mayor Buol requested Action Items Nos. 6, 7 & 8 be combined in one motion. Motion by Roussell to receive and file the information and view the three video presentations. Seconded by Cavanagh. Motion carried 7-0.

6. Southwest Arterial Construction Update Video: Media Services Division showed a video of the recent progress of the Southwest Arterial Project (April 2020).

7. Roosevelt Street Water Tower Construction Video Update: Media Services Division showed a video of the recent progress of the Roosevelt Street Water Tower Construction.

8. Public Service Announcement and video from the City's Arts and Culture Partners: Media Services Division showed a Public Service Announcement (PSA) produced through the collaborative efforts of members of Dubuque's arts and cultural community.

### **COUNCIL MEMBER REPORTS**

Mayor Buol reminded residents to stay safe and stay home, and wear masks whenever and wherever possible.

There being no further business, Mayor Buol declared the meeting adjourned at 8:26 p.m.

/s/Kevin S. Firnstahl, CMC  
City Clerk

1t 5/29

# **MINUTES** **COMMUNITY DEVELOPMENT ADVISORY COMMISSION** **(UNAPPROVED)**

**DATE:** Wednesday, May 20, 2020  
**TIME:** 5:30 p.m.  
**PLACE:** Virtual GoToMeeting due to social distancing guidelines related to the COVID-19 Pandemic

Chair Gerald Hammel called the meeting to order at 5:31 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Dean Boles, Janice Craddieth, Hilary Dalton, Kelly Fox, Gerald Hammel, Michelle Hinke, Tom Wainwright

**Commissioners Absent:** Julie Woodyard

**Staff Present:** Alexis Steger, Jerelyn O'Connor, Lisa Barton

**Public Present:** Tom Barton, Judy Wolf, Terry Mozena, Jenny Manders-Raney, Jacqueline Hunter, Kaitlin Schmidt, Natalie Roling, Leslie Shalabi, Ryan Feller

## **Certification of Minutes**

Motion by Commissioner Wainwright to approve the April 21, 2020 Commission meeting minutes as submitted. Seconded by Commissioner Craddieth. Motion carried 7-0.

## **Correspondence/Public Input**

None

## **New Business**

### **a) Community Development Block Grant Application Review**

No applications were received

### **b) Review and Approve Large Neighborhood Grants**

Jerelyn O'Connor, Neighborhood Development Specialist, referred the Commission to her memo explaining the grant process and the subsequent review by the grant review committee. The Large Neighborhood Grant applications are included in their packets. Commissioner Hammel stated the following grant applications were received:

- Convivium Urban Farmstead \$2,100  
Kids Farm to Table Cooking Classes
- Crescent Community Health Center \$1,300  
Biking to Crescent Community Health Center
- Friends of St. Mary's dba Steeple Square \$2,500  
Marita Theisen Childcare Center  
Expanded Free Food Access
- Langworthy Neighborhood Association \$3,000  
Planters 2020

- Multicultural Family Center Community Beautification Project \$2,000
- St. Mark Youth Enrichment Heroes Summer Academy \$3,000
- Valley View Neighborhood Association Spring Clean Up \$1,700

O'Connor reported representatives were present from each applicant organization if the Commission would like to hear them briefly describe their projects or if they had any questions. Commissioner Craddieth would like more information from Steeple Square and the Multicultural Family Center before approval of their grant requests.

Judy Wolf, Treasurer for Steeple Square, was present and explained they would like to purchase an additional refrigerator to store fresh produce for the children at the childcare center. She indicated they serve many neighborhood families and approximately 70% of the children are low income. They have plans to eventually incorporate a garden at the child care center to expose the children to growing fresh food.

Jacqueline Hunter, Director of the Multicultural Family Center, reported their teen program is a year-round program and incorporates a significant service-learning component which encourages the young people to be involved in their community. She explained that staff would be responsible for the supervision of the teens. Hunter explained the requested funds would be utilized to purchase flowers, plants, soil, and other supplies for beautifying senior citizens yards in the neighborhood.

O'Connor reported the Large Neighborhood Grant committee met yesterday and voted unanimously to fund all applications. O'Connor noted there is adequate funding available to support all seven grants.

Commission Wainwright motioned to approve the Large Neighborhood Grant applications as submitted. Seconded by Commissioner Craddieth. Motion carried 7-0.

#### **c) Review and approve Short-term Rental/Mortgage Assistance Program**

Alexis Steger, Housing and Community Development Director, gave a quick summary of the Short-term Rental/Mortgage Assistance program. Steger stated the program would provide temporary rent and mortgage assistance to individuals or families that have experienced 50% or more reduction in income due to COVID-19. She reported there are two other requirements to be eligible for the program: 1) applicants must have applied for unemployment benefits; 2) applicants need to be current on their rent or mortgage payments as of March 1<sup>st</sup>. Steger reported the program can assist with mortgage principal and interest payments only; escrow is not eligible.

Commissioner Boles stated there is an error on page 54 that states rent/mortgage payments must be current as of April 1<sup>st</sup> rather than March 1<sup>st</sup>. Steger reported the date will be corrected.

After the Commission discussed other aspects of the program, there was a motion by Commissioner Dalton to approve the Short-term Rental/Mortgage Assistance Program. Seconded by Commissioner Hinke. Motion carried 7-0.

## **Reports**

### **Rehabilitation Program**

Alexis Steger reported that 396 W. Locust Street has been sold; closing in July.

### **Housing Commission**

No reports were available

### **Resilient Community Advisory Commission**

Commission did not meet in April

### **Human Rights Commission**

Commissioner Hammel reported the main topic was regarding the Marshallese community and circumstances related to COVID-19.

## **Information Sharing**

Steger explained the temporary shelter funded with CDBG funds for those needing to be isolated due to COVID-19 is up and running. To date, a total of 18 COVID-19 patients have utilized the shelter. Steger stated the City applied for Federal Emergency Management Assistance (FEMA) funding to help with costs and explained that CDBG will be a match. Steger explained if the City receives funding from FEMA, the unused CDBG funds could be reallocated at a later date.

## **Adjournment**

There being no further business, motion by Commissioner Craddieth to adjourn at 6:19 p.m. Seconded by Commissioner Boles. All in favor, motion carried.

Minutes transcribed by:



Lisa Barton  
Housing Financial Specialist

Respectfully submitted by:



Christopher Lester  
Community Development Specialist





## MINUTES FOR HOUSING COMMISSION MEETING

**DATE:** Tuesday, April 28, 2020  
**TIME:** 4:01 p.m.  
**PLACE:** Housing and Community Development Department  
350 West 6<sup>th</sup> Street, Room 250; Dubuque, IA 52001

Chairperson Amy Eudaley called the meeting to order at 4:03 p.m. following staff assurance of compliance with Iowa Open Meeting Law.1

Commissioners Present: Rick Baumhover      Amy Eudaley      Suzanne Stroud (Arrived 4:05 p.m.)  
Michelle Becwar      Coralita Shumaker      Gail Weitz  
Hilary Dalton      David Wall      Sam Wooden (Left 4:48 p.m.)

Commissioners Absent: Janice Craddieth

Staff Present: Alexis Steger      Tonya England      Cate Richter (Arrived 4:05 p.m.)  
Gina Hodgson      Jerelyn O'Connor

Public Present: None

### **Certification of Minutes – February 25, 2020 Housing Commission Meeting**

Commissioner Rick Baumhover moved to approve the Minutes for the February 25, 2020 Housing Commission Meeting. Commissioner Coralita Shumaker seconded. Roll call. Nine (9) in favor. Motion passed.

### **Correspondence/Public Input**

None

### **New Business**

#### a) Election of Housing Commission Chairperson

The Housing Commission discussed appointing a Chairperson due to Commissioner Eudaley's one-year term ending.

Commissioner Gail Weitz moved to appoint Commissioner Baumhover as the Chairperson for the Housing Commission. Commissioner Shumaker seconded. Roll call. Eight (8) in favor. Motion passed.

#### b) Election of Housing Commission Vice Chairperson

The Housing Commission discussed appointing a Vice Chairperson due to the ending of the one-year term.

Commissioner Eudaley motioned to reappoint Gail Weitz as the Vice Chairperson for the Housing Commission. Commissioner Sam Wooden seconded. Eight (8) in favor. Motion passed.

#### c) Administrative Plan Chapter 1 Summary and TOC Review

Alexis Steger, Department Director explained the changes in Administrative Plan, Chapter 1.

Commissioner Hilary Dalton motioned to approve the changes for Chapter 1 of the Administration Plan. Commissioner Baumhover seconded. Seven (7) in favor; one (1) abstain. Motion passed.

#### d) Administrative Plan Chapter 2 Summary and TOC Review

## MINUTES FOR HOUSING COMMISSION MEETING

Steger stated that some of the references in Chapter 2 of the Administrative Plan that were old were removed, outreach methods were updated, and reasonable accommodations are now reviewed by a committee.

Commissioner David Wall motioned to approve the changes to Chapter 2 in the Administration Plan. Commissioner Shumaker seconded. Six (6) in favor; one (1) abstain. Motion passed. *(Commissioner Shumaker lost connection to the meeting during this vote.)*

### e) Administrative Plan Chapter 3 Summary and TOC Review

Commissioner Baumhover motioned to table the discussion on Chapter 3 of the Administrative Plan until the next Housing Commission Meeting. Commissioner Michelle Becwar seconded. Eight (8) in favor. Motion passed

### f) Administrative Plan Chapter 4 Summary and TOC Review

Steger discussed the outdated information that was removed and/or updated in Chapter 4 of the Administrative Plan.

Commissioner Baumhover motioned to approve the changes for Chapter 4 of the Administrative Plan. Commissioner Dalton seconded. Eight (8) in favor. Motion passed.

### g) Administrative Plan Chapter 5 Summary and TOC Review

Steger explained the majority of changes in Chapter 5 were in the Model Administrative Plan language, which was due to legislative changes.

Commissioner Shumaker motioned to approve the changes for Chapter 5 of the Administrative Plan. Commissioner Weitz seconded. Eight in favor. Motion passed.

### h) Administrative Plan Chapter 6 Summary and TOC Review

Steger discussed in detail the changes in the Administrative Plan's Chapter 6.

Commissioner Becwar motioned to approve the changes in Chapter 6 of the Administrative Plan. Commissioner Dalton seconded. Eight (8) in favor. Motion passed.

## **Reports**

### a) Community Development Advisory Commission Report

Steger stated the Community Development Advisory Commission approved a new annual budget and a project for \$25,000 to help feed children.

### b) Rehab Report

Kris Neyen, Rehabilitation Programs Supervisor, was not present. Steger stated that no major changes have occurred for the program.

### c) Neighborhood Services

Jerelynn O'Connor, Neighborhood Development Specialist, discussed the memo she provided on the COVID-19 impact on vulnerable populations and also stated Alexis Steger and Kelly Larson worked on the development of an isolation shelter—which is up and operational.

### d) Assisted Housing Waiting List Statistical Summary

## MINUTES FOR HOUSING COMMISSION MEETING

Cate Richter, Assisted Housing Coordinator, reported there are 24 applicants on the Housing Choice Voucher Waiting List. Due to the COVID-19 restrictions, they have not be able to pull from the waiting list nor issue vouchers.

e) Housing Choice Voucher Participant Statistical Summary

Richter explained the Participant Statistical Summary has shown 799 voucher holders for the past 2 months.

f) Denial/Termination Meeting Results

Richter reported one applicant was proposed for denial; the applicant was not denied assistance. One participant was proposed for termination.

g) Equitable Poverty Prevention Plan Update

No Report

### **Information Sharing**

- a) Steger stated there was no update on Table Mound.
- b) It was asked that an item be added to the Agenda for the next regular Housing Commission Meeting to discuss the possibility of moving the time of the Housing Commission Meetings to 3 p.m.

### **Adjournment**

There being no further business to come before the Commission, Commissioner Weitz moved to adjourn the meeting. Commissioner Dalton seconded. Motion passed by voice vote. Meeting adjourned at 5:32 p.m.

Minutes taken by:



Tonya England  
Recording Secretary

Respectfully Submitted:



Gina Hodgson, Assisted Housing Supervisor

**DUBUQUE HUMAN RIGHTS COMMISSION  
MEETING MINUTES OF  
April 13, 2020**

Commissioner Breitfelder called the virtual meeting of the Dubuque Human Rights Commission to order at 4:35 p.m. on Monday, April 13, 2020.

**Roll Call:**

Present:	Anthony Allen	Miquel Jackson
	Adrienne Breitfelder	Jason Keeler
	Michael Durnin	Kathy McCarthy
	Mallory Gardiner	Gerald Hammel

Absent: Ashley Regan

Staff:	Kelly Larson	Carol Spinoso
	Collins Eboh	Temwa Phiri
	Shante Weston	

**Oath of Office**

**Approval of March 2020 Meeting Minutes**

Motion by Allen second by McCarthy to approve the meeting minutes of the March 7, 2020 goal setting session. All in favor. Motion by Durnin second by Hammel to approve the March 9, 2020 meeting minutes. All in favor.

**Reports**

**Caseload Report**

The March 2020 Caseload Report was received and filed.

**Chairperson's Report**

Commissioner Allen participated in a virtual meeting with staff from Emmaus Bible College discussing race in Dubuque. He will work on arranging a presentation prior to the end of the semester.

**Director's Report**

Kelly stated that the City Council has a scheduled work session on April 22<sup>nd</sup> at 6:30 for general updates and discussion on the financial impact of the virus on funding for the current fiscal year. On April 23<sup>rd</sup> the City Council will hold their final budget hearing for FY 21, hearing proposals from city staff in terms of how to balance the budget.

**Old Business**

**New Business**

**COVID-19 Report**

Kelly provided an update on how the Department's work has changed over the last month and where their efforts are focused. She has been working with the Housing & Community Development Director, Neighborhood Development Director, the United Way and the Community Foundation of Greater Dubuque on assessing community needs related to housing and human services support in response to the pandemic. The Department has established an Equity Team that meets weekly working on outreach within the community and getting feedback on various community needs. There is a central location for people to find out about current human services available which is through the United Way at 211. Kelly stated that individuals should be directed to 211 with any human services or brain health issues.

The Department has been coordinating the translation of information and daily updates in both Spanish and Marshallese and getting that information out through various social media venues. They have been working with Housing on setting up quarantine shelters for individuals who are homeless and the immigrant and Marshallese populations who are living in congregate settings and are unable to isolate if they would experience symptoms of the virus.

Commissioners were invited to participate in the weekly Equity Immersion Team meetings. Staff will forward the sign-in information for those meetings.

### **Standing Items: Goals**

#### **Objective 1: Race in the Heartland Conference – Jackson, Breitfelder, Allen**

Commissioner Jackson reported that the Planning Committee has not received the final financial statement from last year's conference from Josh Jasper, so they are unsure of any remaining funds. He has a few speakers confirmed and is working with Derrick Dean from the US Department of Justice on securing Kim Gardner as a possible speaker. He has also confirmed speakers as it relates to employment and education. He spoke with Rose Timmons regarding the movie "Emanuel" which is about the Charleston shooting. He is working on organizing the next virtual planning meeting. IBM has expressed an interest in possibly sponsoring the conference.

#### **Objective 2: Education – Durnin, Breitfelder, Gardiner**

The group updated the objective adding action items, timeline dates and evidence of success. The timelines had been discussed prior to the pandemic, so they may need to reevaluate some of the timeline dates listed.

#### **Objective 3: Housing – McCarthy, Keeler, Allen**

They have shared documents but have been unable to collaborate at this point.

In listening to concerns about how COVID-19 is affecting the community related to housing issues, it was suggested they create a one-page flyer which lists resources related to housing needs and issues for purposes of getting the word out. Temwa has identified spaces where flyers could be posted.

#### **Objective 4: Employment – Breitfelder, Hammel**

The group updated the action items, timelines, and evidence of successes. The timelines listed may also need to be adjusted due to the pandemic. Kelly added that Iowa Workforce Development has information on their website as it relates to unemployment issues and that Legal Aid is providing assistance on unemployment or any leave issues.

Breitfelder asked that Commissioners review the objectives and come to the May meeting prepared to discuss ideas on specific actions to take within these objectives.

### **Adjournment:**

Commissioner Hammel motioned and Commissioner Durnin seconded to adjourn. All in favor. The meeting ended at 5:36 p.m. The next regularly scheduled meeting is Monday, May 11, 2020.

Minutes approved as submitted: \_\_\_\_\_

Minutes approved as corrected: \_\_\_\_\_

**DUBUQUE HUMAN RIGHTS COMMISSION  
MEETING MINUTES OF  
March 9, 2020**

Commissioner Allan called the meeting of the Dubuque Human Rights Commission to order at 4:33 p.m. on Monday, March 9, 2020, at the Jule Operations & Training Center, 949 Kerper Blvd., Dubuque, Iowa.

**Roll Call:**

Present:	Anthony Allen	Miquel Jackson
	Adrienne Breittfelder	Jason Keeler
	Michael Durnin	Kathy McCarthy
	Mallory Gardiner	Gerald Hammel

Absent: Ashley Regan

Staff:	Kelly Larson	Carol Spinoso
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**Oath of Office**

**Approval of February 10, 2020 Meeting Minutes**

Motion by Durnin second by Jackson to approve the meeting minutes of February 10, 2020. All in favor of accepting the meeting minutes as submitted.

**Reports**

**Caseload Report**

The February 2020 Caseload Report was received and filed.

**Chairperson's Report**

Commissioner Allen attended the Dubuque 365 Impact Awards here Commissioner Jackson was presented an award for the Race in the Heartland Conference.

All Commission members attended the March 7<sup>th</sup> goal setting, which was very productive.

Attended the MFC's Black History event, where presenters focused on black history in Dubuque.

Anthony met with Linda Rhodes, a consultant with Public Works, LLC, who is gathering data for the City's Poverty Prevention Plan.

**Director's Report**

Kelly reminded Commissioners that the final budget hearing is scheduled for March 26<sup>th</sup> at 6:00 p.m. in Council Chambers.

**Old Business**

**New Business**

**Election of Officers:**

The Chair opened the floor for nominations for Chair. Durnin nominated Allen. No other nominations. Nominations closed. Allen accepted the nomination for Chair.

Nominations for Vice-Chair. Keeler nominated Hammel, Allen nominated Jackson and Breitfelder. Jackson declined. Ballot vote: Hammel 3 votes, Breitfelder 5 votes. Breitfelder accepted the office of Vice-Chair.

**Standing Items: Discuss March 7, 2020 Goals Setting Session**

Kelly presented two draft charts for consideration as there wasn't a clear consensus on whether they were maintaining the three existing goals, or if they were going with one overarching goal with the three items under that.

McCarthy recommended that on Draft 2, Objective #3, wording be added to include other protected classes as well as students of color.

Following discussion on the two chart options, McCarthy moved to vote on which draft chart they wanted to work from. Jackson seconded. Roll call:

Anthony Allen	Draft 1	Miquel Jackson	Draft 2
Adrienne Breitfelder	Draft 2	Jason Keeler	Draft 2
Michael Durnin	Draft 1	Kathy McCarthy	Draft 2
Mallory Gardiner	Draft 2	Gerald Hammel	Draft 1

They will continue their discussion using draft 2.

Commissioner Durnin moved to create four objectives within their main goal, "To build greater community awareness and connections to activities to advance Human Rights in Dubuque." Those objectives are 1) Race in the Heartland Conference; 2) Education; 3) Housing, and 4) Employment. Commissioner Keeler seconded.

Anthony Allen	Yes	Miquel Jackson	Yes
Adrienne Breitfelder	Yes	Jason Keeler	Yes
Michael Durnin	Yes	Kathy McCarthy	Yes
Mallory Gardiner	Yes	Gerald Hammel	Yes

All in favor.

Commissioners Jackson, Breitfelder and Allen will work on the Race Conference. Commissioners Durnin, Breitfelder, and Gardiner will be responsible for Education. Commissioners McCarthy, Allen, and Keeler will work on Housing. Commissioners Hammel, Breitfelder and Regan will focus on Employment. Each group will meet to collaborate on defining the objectives, identify action items, and set timelines prior to the April meeting.

**Discuss Options for Fiscal Agent for the Race in the Heartland Conference**

Commissioner Jackson stated that the Conference Planning Committee identified Key City Pride as an option to serve as fiscal agent for the conference.

**Adjournment:**

Commissioner Hammel motioned and Commissioner McCarty seconded to adjourn. All in favor. The meeting ended at 5:45 p.m. The next regularly scheduled meeting is Monday, April 13, 2020, at The Jule Operations & Training Center, 949 Kerper Blvd.

Minutes approved as submitted: \_\_\_\_\_

Minutes approved as corrected: \_\_\_\_\_

ORIGINAL

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes February 20, 2020**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:00 p.m. on Thursday, February 20, 2020

*Present:* Board President, Christy Monk; Vice President Pam Mullin; Board Secretary, Rosemary Kramer; Trustee, Greg Gorton; Trustee, Robert Armstrong; Trustee, Patty Poggemiller; Director, Susan Henricks and Secretary, Denette Kellogg.

*Excused:* Trustee Victor Lieberman

1. President Monk called the meeting to order at 4:00 p.m.

*"Moved to adopt the meeting agenda of February 20, 2020."*

*Motion: Kramer*  
*Second: Mullin*  
*Vote: Aye – 6; Nay – 0*

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, January 23, 2020.

*"Moved to approve the Board Minutes of Thursday, January 23, 2020."*

*Motion: Poggemiller*  
*Second: Armstrong*  
*Vote: Aye – 6; Nay – 0*

3. Board President's Report:

The Board reviewed the Communication with the Dubuque City Council for January, 2020.

*"Moved to receive and file the Communication with the Dubuque City Council from January, 2020"*

*Motion: Mullin*  
*Second: Poggemiller*  
*Vote: Aye – 6; Nay – 0*

4. Motion to Receive and File Informational Items:



A. Library Director's Report Summary and Update:

- 1) Library Financial Report Fiscal Year 20 - Henricks reported that January marked the passage of 58% of the fiscal year. Expenditures were at 60% and revenue was nearly 104% of projections. The budget request for FY21 is scheduled for presentation to the City Council on Monday, February 24 at 6:00 p.m. The presentations are held on second floor of the Historic Federal Building.

Henricks reported meeting with an individual who is interested in an anonymous restricted donation of \$50,000 either to the library or Foundation. Two special restrictions are associated with the gift: first, that a small amount will be invested in an endowment, and second, that the library partner with Northeast Iowa School of Music to provide music during Art @ your library receptions. Henricks will meet with the individual again for further discussion after meeting with the Library Foundation.

- 2) Library Use – Henricks reported that although January checkouts were down 2% compared to January of 2019, the year-to-date total is up 6% compared to YTD 2019. Overall the checkout of materials for adults was unchanged, but materials for children decreased 7%. Visits increased 8% during January compared to the previous January. Internet use and wireless access increased 10% compared to the same time last year. Visits to the Maker Space increased 47% compared to January of 2019. Digital materials increased by 13% in January compared to the previous year. Poggemiller requested a report for the next Board meeting to review a five-year trend for downloadable materials use and expenditures.
- 3) Personnel Update - Henricks reported that five clerk positions have been filled and several have started working, bringing relief to those who have been shelving materials. Recruitment is underway for a part-time library assistant in the Circulation Activity. Sharon Daly, the library's full-time Library Aide in Youth Services has announced her retirement effective May 31. Interviews are planned for the IT Manager position and will be completed by February 24. Twenty-one applications were received and seven candidates interviewed. Six candidates will take part in a second interview.
- 4) Marketing Update – Henricks reported Kanopy streaming video was promoted in January with an increase in use of 34% compared to the previous month and a 71% increase compared to four months ago. The library news appearing in the Dubuque Telegraph Herald from October through December 2019 was provided.

- 5) Strategic Plan – Henricks reported that focus groups have been organized. Focus groups are scheduled for Tuesday, March 24 and Thursday, March 26. Focus groups on the topic of west side service are planned for the 24th and the 26th at 6:00 p.m. at the Holiday Inn Express on Holliday Drive. Two focus groups for staff are planned for the morning of the 26th and the Board will participate in a focus group beginning at 2:15 on the 26th. A focus group with senior citizens is planned at the Lifetime Center for late morning on March 24th. Focus groups for teens and for the Spanish speaking population are in the planning process.

The Planning Retreat is confirmed for Friday, April 24 from 10:00 a.m. – 4:00 p.m. The Board can invite between 11 and 16 additional people to the Planning Retreat and will determine the mix of staff members and community members to invite at their next meeting.

- 6) Additional Book Drop at Finley Hospital – Henricks reported on a request from Kramer to consider a materials return drop at Finley Hospital. Kramer reported receiving an inquiry from someone at Finley Hospital about the possibility of getting a book drop there, noting it is a central location. To access a drive-up book drop requires a one-way street. Cost of a return drop can be up to \$8,000 and additional staff time for an extra stop must be considered. Review of the returns at Eleanor Roosevelt Middle School will be reviewed, with the idea that it could be moved to another location. A replacement book drop is scheduled for this fiscal year. The Board discussed the variety of locations a drop could be installed. Henricks will provide the information for re-evaluation of book drop use and other possible locations for the Board to consider at its next meeting.

- B. Comment Cards – The Board reviewed the one comment card received and concurred with the staff responses provided.

*"Moved to receive and file the informational update from the Library Director including the Library Expenditure and Revenue Financial Reports, Library Use Statistics, Fine Free Update, Personnel Update, Marketing Update, Strategic Planning Update, Book Drop at Finley Hospital, and Comment Cards."*

*Motion: Kramer  
Second: Gorton  
Vote: Aye – 6; Nay – 0*

5. Action Items:

- A. Library Expenditures - Henricks provided an itemized report of FY 20 expenditures from January 17 to February 13, 2020 for Board review. The vendor Modern Piping has a duplicate purchase order listing and the Board asked for additional explanation on this expenditure.

*"Moved to approve library expenditures from January 17, 2020 to February 13, 2020 with clarification requested on the Modern Piping expenditure."*

*Motion: Kramer  
Second: Mullin  
Vote: Aye – 6; Nay – 0*

- B. Outdoor Banners: Third Draft – Henricks reviewed the third draft of the outdoor banner revisions suggested by the Board. The Board reviewed the two options. The Board agreed on selecting the option with the white circle border and lighter teal clip art. The new banners will be installed as soon as the power washing of the building is completed.

*"Moved to approve the outdoor banner design with white circles and the original design with the clip art in a lighter teal."*

*Motion: Poggemiller  
Second: Gorton  
Vote: Aye – 6; Nay – 0*

- C. Personnel Manual: Residency Requirement Review – Henricks reported that residency requirements for City employees has changed from moving to within 6.5 miles of the City of Dubuque within six months of hire, to relocating within two years. The library does not have a residency requirement except for the director. Because there isn't a residency requirement for other employees, the Board agreed to leave the six months residency requirement for the library director as policy.

*"Moved to concur with no changes to the existing library policy on residency requirements for library staff."*

*Motion: Armstrong  
Second: Mullin  
Vote: Aye – 6; Nay – 0*

- D. Budget Presentation Fiscal Year (FY) 2021 - Henricks provided the FY 2021 budget presentation for the Board's review. Included in the presentation

were the fiscal year highlights, circulation statistics, future initiatives, operating budget summary, performance measures, Improvement Package (IP) requests, and Capital Improvement Package (CIP) requests. The Board suggested a revision of the checkout pie chart.

*"Moved to approve the Budget Presentation Fiscal Year 2020."*

*Motion: Mullin*  
*Second: Kramer*  
*Vote: Aye – 6; Nay – 0*

6. Library Board Adjournment – The Board adjourned at 5:26 p.m.

*"Motion to adjourn."*

*Motion: Mullin*  
*Second: Armstrong*  
*Vote: Aye – 6; Nay – 0*

*Rosemary Kramer*  

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**Rosemary Kramer, Board Secretary**

*2-20-20*  

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**Date**

ORIGINAL

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes March 26, 2020**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met by teleconferencing based in the Lacy Board Room at 4:00 p.m. on Thursday, March 26, 2020.

Present Electronically: Board President, Christy Monk; Vice President Pam Mullin; Board Secretary, Rosemary Kramer (exited at 4:21 p.m.); Trustee, Greg Gorton; Trustee, Robert Armstrong; Trustee Victor Lieberman; Trustee Patty Poggemiller; Director, Susan Henricks; and, present in person Secretary, Denette Kellogg.

1. President Monk called the meeting to order at 4:00 p.m.

*"Moved to adopt the meeting agenda of March 26, 2020."*

*Motion: Poggemiller  
Second: Mullin  
Vote: Aye – 7; Nay – 0*

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, February 20, 2020.

*"Moved to approve the Board Minutes of Thursday, February 20, 2020."*

*Motion: Kramer  
Second: Lieberman  
Vote: Aye – 7; Nay – 0*

3. Board President's Report:

The Board reviewed the Communication with the Dubuque City Council for February 2020.

*"Moved to receive and file the Communication with the Dubuque City Council from February 2020"*

*Motion: Mullin  
Second: Kramer  
Vote: Aye – 7; Nay – 0*

#### 4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update: Henricks reported that the City estimates a shortage of 2.5 million dollars in FY-20 budget due to COVID19. Henricks is reviewing Library budget line items to offer budget cuts in response to the City's request. All positions in the City, which are currently vacant, will be frozen if they are considered non-essential.

- 1) Library Financial Report Fiscal Year (FY) 20 - Henricks reported that the close of February marks 67% of the fiscal year lapsing. The budget is on target with expenditures at 66%. Revenue collected is higher than projected and is currently at 107% of the estimated total.
- 2) Library Use – Henricks reported that much like January, February saw a decrease in checkouts (2%), but an increase in visits by 17%. Attendees to the Maker Space programs increased 95% compared to the previous year, which had already broken a record. Similarly, the overall number of visitors to the Maker Space increased 60.5%. Youth Services had a strong month with a 10% increase in the number of checkouts of books, and a 19% increase in attendance to programs; however, it was not enough to cover the drop in checkouts and program attendance by adults.

Henricks continues to take direction from the City on day to day operations due to COVID19. Services currently offered to the community include taking reference and account phone inquiries, curbside service, digital materials, and database collections. Currently, 16 employees are working from home with more anticipated.

- 3) Personnel Update - Henricks reported that Library User Support Specialist Michael Kerth has been appointed to the Information Technology Systems Manager. Recruitment will begin soon for the vacancy that he leaves. Personnel requests have been delayed in the City's Human Resources department as City Staff are working on setting up employees to work remotely due to COVID19. The Library also had a vacant part-time library assistant and was waiting on a decision. As of the Board meeting these two positions are currently in a hiring freeze due to the COVID19 budget cuts. Henricks will continue to keep the Board updated of these daily changes in Library operations with the goal of keeping as many services open to the public as possible.
- 4) Marketing Update – Henricks reported Freegal (downloadable music to keep) was promoted in February. Use was the highest this fiscal

year by 27%. Only two months were slightly higher since this product was introduced in 2014.

Marketing efforts during COVID19 are being directed to the Library's online collections, databases, and social media.

- 5) Strategic Plan – Henricks reported that due to COVID19 all focus groups were cancelled, which necessitated that the planning retreat be cancelled as well. Consultants at Kimberly Bolan and Associates, LLC reported that their calendar is “wide open” and they can be responsive as soon as the Library is ready to move forward with the strategic planning process.
- 6) Book Drop Update – Henricks provided a follow-up to questions from February's meeting. The library no longer has a book drop in storage as it was used to replace one that was rusted. Funds are in the budget this fiscal year to purchase a new book drop with plans to replace the one at Eleanor Roosevelt Middle School. Return use at the Eleanor Roosevelt Middle School was only 41 items the week of March 6 to March 12. This includes 25 books and 16 DVD/CDs.

Discontinuation of the materials return at the school would provide an opportunity to locate a book drop at a new location. The Board discussed options for locating a book drop on the north or south side of town. The return is a drive-up and this requires a one-way street. The Board agreed to continue to review opportunities of possible high use to place a book drop.

- 7) E-book Update – Henricks provided a report spanning just over 11 years of digital materials to the Board. During this time \$753,138 has been spent on digital materials and platform fees. Holdings as of mid-March were 15,303 resulting in an average cost per title of \$49.22. The average cost per checkout is \$2.07.
- 8) Art Update – Henricks reported that a year ago, the Trustees had asked whether paintings purchased from the interest of the Lull Trust fund could be sold under the terms of the trust. The Board had decided (and remains committed) not to sell any works of art purchased by this fund; however, the subject has come up in the past. Barry Lindahl shared his legal opinion on this issue. Language in the brief reference in the will says that the Board should use the interest from the \$5,000 bequest to purchase artwork of “permanent value.” Confusion has arisen from the interpretation of these words.

Does "permanent value" mean works of quality that will last and appreciate, or does "permanent value" mean that the library must keep the art works permanently? After review, Lindahl said that a court must make that decision.

Lieberman noted that the letter from the City Attorney discusses the intent of the donor. Henricks reported if descendants are found, this information would be provided back to the City Attorney for their opinion. The Board agreed to take no further action at this time.

Kramer exited the meeting at 4:21 p.m.

- B. Comment Cards – The Board reviewed the five comment cards received and concurred with the staff responses provided.

*"Moved to receive and file the informational update from the Library Director including the Library Expenditure and Revenue Financial Reports, Library Use Statistics, Personnel Update, Marketing Update, Strategic Planning, Book Drop Update, E-book Update, Art Update and, and Comment Cards."*

*Motion: Armstrong*  
*Second: Lieberman*  
*Vote: Aye – 6; Nay – 0*

5. Action Items:

- Library Expenditures - Henricks provided an itemized report of FY 20 City purchase card (P-card) expenditures January 22 through February 20, 2020; and, the purchase order expenditures February 24 through March 20, 2020 for Board review. Henricks reported that the P-cards are credit cards with limitations on use for purchases in addition to the purchase order, typically for online orders. P-cards purchase reports are one month behind as they are paid when the credit card statement is received.

*"Moved to approve library expenditures to include City Purchase Cards and Purchase Orders from January 22 through March 20, 2020."*

*Motion: Gorton*  
*Second: Lieberman*  
*Vote: Aye – 6; Nay – 0*

6. Library Board Adjournment – The Board adjourned at 4:45 p.m.

*"Motion to adjourn."*



Motion: Lieberman  
Second: Poggemiller  
Vote: Aye – 6; Nay – 0

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*Rosemary Kramer* *3/26/20*  
**Rosemary Kramer, Board Secretary** **Date**

*Carnegie-Stout Public Library  
Library Board of Trustees Update  
From the Meeting April 23, 2020*

Present: Christy Monk, President; Pam Mullin, Vice-President; Rosemary Kramer, Secretary, and Trustees, Robert Armstrong, Victor Lieberman, and Patty Poggemiller.

Excused: Greg Gorton

- The Board approved library expenditures
- March marked the end of the third quarter of the fiscal year. Revenue collected was 16.3% over projections and is likely very close to what it will be at the end of the fiscal year due to the library's temporary closure. Expenditures were at 73%.
- The shortage of revenue at the City level has necessitated budget cuts for FY 2020. A cut of \$72,389 is targeted during this fiscal year and \$60,272 for FY 2021. Capital projects are also cut and total over \$300,000 for both years. Next year the amount targeted for a cut will appear in the library's budget, but will remain frozen, not allowing expenditure. The City Manager will review the budget each quarter and restore line items when the funds are available.
- The position of an assistant in IT has been frozen. This position is critical for library operations and requires a budget amount of \$66,727 – or approximately 6% of available funds that are not salaries and not already frozen. Managers have been asked to review their budgets for a 6% decrease. When these lines have been identified, the City Manager will be approached to request approval to recruit for this position and offer the savings from the identified line items.
- As expected, visits and checkouts were down by 34% and 21% respectively; however, use of the library has transitioned to the online environment. Social media engagements increased significantly: YouTube 246%; Facebook 198%; Pinterest 31%; Twitter 153%; Instagram 264%; Chilton Car Repair 36%; Gale Databases 145%; Newsbank 111%; Novelist 88%; Telegraph Herald Archives 3%; Kanopy streaming video 67%; Freegal music 7%; Flipster magazines 30%, and Overdrive e-Books and e-Audio 17%.
- Online programming has been offered and a sample of this service includes:
  - Podcast – two online, additional material for four to six podcasts
  - Online discussion after view a Kanopy movie
  - Geek Out! Book Club Online

- Patron choice for the May online book discussion for adults
  - Newsletters for adult and youth are now sent weekly
  - Blog has been revitalized with one to two posts weekly
  - Two virtual story times per week – a total of seven now available to view. The first one had 1,800 views and 83 likes.
  - More digital content has been added to the collection
  - Youth Services working on an approved grant that will give a free book to children to be distributed through the free lunch program
  - Maker Space staff has created 26 videos that have been watched 352 times since the library closed.
- Marketing Update: During the month of February Novelist was the featured database promoted online and through social media and e-mail. Novelist is an advisory tool that people can use to identify recommendations for good reads or read alike. Use increased 88%.
- Approved reopening plan:
    - Remain closed through May 17. Open for curbside service beginning May 18. (This is a target date. It may change depending on when the virus peaks. We want to be on the down side of the bell curve before launching curbside service).
      - A workflow plan must be established to ensure distance is kept among staff members
      - Staff will wear masks and gloves when handling materials.
      - Staff set items on a cart when the patron arrives, and steps back while the patron takes the checked out items that are in a tied bag.
      - Staff check items in and load on carts that will be quarantined in the auditorium and program room for three days prior to reshelving.
      - Staff not essential to this service will continue to work remotely.
- When the virus has been identified as less a risk for contagion in our community, we will open the facility for limited services according to this plan: (The library will follow the lead of the City when it launches limited reopening of its facilities)
    - No sitting or spending time in the library – available for browsing materials and check out.
    - No programs
    - Plexiglass or some type of barrier at the Circulation Desk and other service desks
    - Public service staff – wearing masks

- Mark with tape on the floor, six-foot increments for forming a line at service desks and self-check machines
  - May have limited computer access – details must be worked out
  - Limit the number of people in the building at one time – details must be worked out and may vary due to families with children, or adult visitors
- The library will reopen for full service when the restrictions on social distancing have lifted.

*Library Board of Trustees*



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Christy Monk, Board President  
Pam Mullin, Vice-President  
Rosemary Kramer, Board Secretary  
Robert Armstrong  
Greg Gorton  
Victor Lieberman  
Patty Poggemiller



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Susan Henricks, Director

**STATE OF IOWA**  
**DUBUQUE COUNTY**

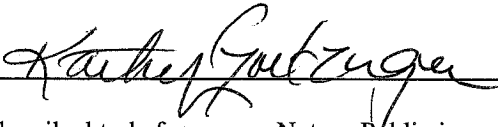
**SS:**

**CERTIFICATE OF PUBLICATION**

I, Kathy Goetzinger, a Billing Clerk for Woodward Communications, Inc., an Iowa corporation, publisher of the Telegraph Herald, a newspaper of general circulation published in the City of Dubuque, County of Dubuque and State of Iowa; hereby certify that the attached notice was published in said newspaper on the following dates:


05/13/2020

and for which the charge is 234.67

  
\_\_\_\_\_

Subscribed to before me, a Notary Public in and for Dubuque County, Iowa,

this 13th day of May, 2020

  
\_\_\_\_\_

Notary Public in and for Dubuque County, Iowa.



Ad text : CITY OF DUBUQUE, IOWA  
CITY COUNCIL  
PROCEEDINGS  
SPECIAL SESSION

The Dubuque City Council met in special session at 5:00 p.m. on May 4, 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). Pursuant to Chapter 21.5 Code of Iowa, portions of this meeting were unavailable to the public.

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

Mayor Buol read the call and stated this is a special session of the City Council called for the purpose of conducting professional evaluations pursuant to Chapter 21.5(1)(i) Code of Iowa

CLOSED SESSION

Professional Evaluation(s) Chapter 21.5(1)(i)  
Code of Iowa

Motion by Cavanagh to convene in Closed Session at 5:06 p.m. to discuss professional evaluations pursuant to Chapter 21.5(1)(i) Code of Iowa. Seconded by Roussell. Motion carried 7-0.

Having completed the evaluations, upon motion, the City Council reconvened in open session at 6:22 p.m.

Motion by Shaw to adjourn at 6:23 p.m. Seconded by Sprank. Motion carried 7-0.

CITY OF DUBUQUE, IOWA  
CITY COUNCIL  
PROCEEDINGS  
REGULAR SESSION

The Dubuque City Council met in regular session at 6:30 p.m. on May 1, 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). Public input options were provided through: Contact the City Council at [www.cityofdubuque.org/councilcontacts](http://www.cityofdubuque.org/councilcontacts); City Clerk's Office at [ctyclerk@cityofdubuque.org](mailto:ctyclerk@cityofdubuque.org); and during the meeting at [www.facebook.com/cityofdubuque](http://www.facebook.com/cityofdubuque)

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

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

1. COVID-19 Update: Dubuque City / County Emergency Management Coordinator Tom Berger provided an update on COVID-19 data and response activities.

## PROCLAMATION(S)

1. Kids to Parks Day Proclamation (May 16, 2020) was accepted by Leisure Services Manager Marie Ware. Mayor Buol reminded everyone to practice social distancing guidelines while using the parks.

2. Mental Health Month (May 2020) was accepted by Mayor Buol on behalf of Mental Health America of Dubuque County.

3. Public Service Recognition Week (May 3-9, 2020) was accepted Mayor Buol on behalf of the men and women who serve our city as federal, state, county, and local government employees.

## CONSENT ITEMS

Motion by Resnick to receive and file the documents, adopt the resolutions, and dispose of as indicated. Seconded by Cavanagh. Motion carried 7-0.

1. Minutes and Reports Submitted: City Council proceedings of 4/16, 4/20, 4/22, 4/23, 4/29; Community Development Advisory Commission of 4/15; Proof of publication for City Council Proceedings of 4/6; Proof of publication for List of Claims and Summary of Revenues for month ending 3/31. Upon motion the documents were received and filed.

2. Notice of Claims and Suits: CEI ASO Syneos Health on behalf of Karl Devoto. Upon motion the documents were received, filed, and referred 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: DEI ASO Syneos Health on behalf of its client Karl Devoto for vehicle damage. Upon motion the documents were received, filed, and concurred.

4. Dubuque's Response to COVID-19: Community Resources & Fiscal Year 2021 City Budget Update Public Information Brochure: City Manager providing a copy of the City's public information brochure regarding Dubuque's Response to COVID-19: Community Resources & Fiscal Year 2021 City Budget Update. Upon motion the document was received and filed.

5. 2020 Construction Projects Public Information Mailer: City Manager providing a copy of the City's public information mailer informing residents of the 2020 construction season projects impacting traffic. Upon motion the document was received and filed.

6. 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. 134-20 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.

7. Iowa Department of Transportation (IDOT) Transportation Alternatives Program for the Bee Branch Trail Phase I: City Manager recommending authorization for the Mayor to execute the Iowa Department of Transportation Federal Aid Agreement for Transportation Alternative Program (TAP) for the Bee Branch Trail, Phase I from 16th Street at Sycamore Street to 12th Street. Upon motion the documents were received and filed, and Resolution No. 135-20 Approving the Iowa Department of Transportation Federal Aid Agreement for a Transportation Alternatives Program (TAP) Project was adopted.

8. Downtown Rehabilitation Loan Program for 2501 Jackson Street: City Manager recommending approval of a Downtown

Rehabilitation Grant Award to Friends of Paradise Church for a facade grant at 2501 Jackson Street to improve the aesthetics of the Washington Neighborhood. Upon motion the documents were received and filed, and Resolution No. 136-20 Approving a Grant Agreement between the City of Dubuque, Iowa and Friends of Paradise Church for the redevelopment of 2501 Jackson Street was adopted.

9. Dubuque Golf and Country Club Fireworks Request 2020: Correspondence from the Dubuque Golf and Country Club requesting permission to display fireworks on Saturday, July 4, 2020 at about 9:30 p.m. on the Dubuque Golf and Country Club grounds with a rain date of Sunday, September 6, 2020. Upon motion the document was received, filed, and approved.

10. Recommendation for Approval and Acceptance of the Iowa Municipalities Workers' Compensation Coverage: City Manager recommending that the City transition from a self-insured workers' compensation program to a fully funded workers' compensation coverage option. It is further recommended that the City execute the Agreement for IMWCA to provide claims administration services for a fee of \$10,000 for the twenty-five open claims for fiscal year 2021 beginning on July 1, 2020 and at the pro-rated fee from May 15, 2020 to June 30, 2020. Upon motion the documents were received, filed, and approved.

11. Signed Contract(s): Strand Associates Task Order No. 20-10 for SCADA assistance at the Water & Resource Recovery Center (W&RRC); Platinum Hospitality Group, LLC Third Amendment to Facility Management Agreement for the Grand River Center. Upon motion the documents were received and filed.

12. Improvement Contracts / Performance, Payment and Maintenance Bonds: Drew Cook & Sons for the Jackson Street (11th to 12th) Reconstruction Project; Eastern Iowa Excavating & Concrete, LLC for the Millwork District Parking Lot #1; Mainline Excavating Co., Inc. for the Eagle Point Park environmental Restoration Project Phase 2. Upon motion the documents were received, filed, and approved.

13. Alcohol License Renewals: City Manager recommending approval of annual beer, liquor and wine licenses as submitted. Upon motion the documents were received and filed, and Resolution No. 137-20 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 was adopted.

#### ITEMS SET FOR PUBLIC HEARING

Motion by Jones 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 Roussell. Motion carried 7-0. [Due to the COVID-19 pandemic, the location of the public hearings will be specified on the meeting agenda posted May 15, 2020.]

1. Kaufmann Avenue Storm Sewer Improvement Project from Francis Street to North Main Street: City Manager recommending preliminary approval of the plans, specifications, form of contract and estimated cost, and ordering the advertisement for bids for the Kaufmann Avenue Storm Sewer Project from Francis Street to North Main Street. It is further recommended that the public hearing be set for May 18, 2020. Upon motion the documents were received and filed and Resolution No.



138-20 Preliminary approval of plans, specifications, form of contract, and estimated cost; setting date of public hearing on plans, specifications, form of contract, and estimated cost; and ordering the advertisement for bids was adopted setting a public hearing for a meeting to commence at 6:30 p.m. on May 18, 2020.

2. 2020 Pavement Marking Project: City Manager recommending preliminary approval of the construction plans and specifications for the 2020 Pavement Marking Project. It is further recommended that a public hearing be set for May 18, 2020 and ordering the advertisement for bids for the 2020 Pavement Marking Project. Upon motion the documents were received and filed and Resolution No. 139-20 Preliminary approval of plans, specifications, form of contract, and estimated cost; setting date of public hearing on plans, specifications, form of contract, and estimated cost; and ordering the advertisement for bids was adopted setting a public hearing for a meeting to commence at 6:30 p.m. on May 18, 2020.

3. Fiscal Year 2020 Budget Amendment No. 3: City Manager recommending the third Fiscal Year 2020 Budget Amendment be set for public hearing for May 18, 2020. Upon motion the documents were received and filed and Resolution No. 140-20 Setting the date for the public hearing on Amendment No. 3 to the Fiscal Year 2020 Budget for the City of Dubuque was adopted setting a public hearing for a meeting to commence at 6:30 p.m. on May 18, 2020.

4. Bell Atlantic Mobile Systems, LLC (d/b/a Verizon Wireless) Grant of Easement Small Cell Equipment in Flora Park: City Manager recommending approval of a resolution granting Bell Atlantic Mobile Systems LLC, d/b/a Verizon Wireless, a 10 foot-wide easement from the public right-of-way, across City of Dubuque property in Flora Park, to a light pole to access and install underground utilities to operate the small cell equipment on the light pole. It is further recommended that the public hearing be set for May 18, 2020. Upon motion the documents were received and filed and Resolution No. 141-20 Setting public hearing on the Grant of Easement to Bell Atlantic Mobile Systems, LLC d/b/a Verizon Wireless, for small cell equipment in Flora Park was adopted setting a public hearing for a meeting to commence at 6:30 p.m. on May 18, 2020.

#### BOARDS/

#### COMMISSIONS

Appointment was made to the following commission.

1. Historic Preservation Commission: One, 3-Year term through July 1, 2021 (Vacant term of Hilgendorf-Sewell). Applicant: William Doyle, 1591 White St. Motion by Cavanagh to appoint Mr. Doyle to a 3-year-term through July 1, 2021. Seconded by Jones. Motion carried 7-0.

#### PUBLIC HEARINGS

1. Julien Dubuque Drive Sanitary Sewer Project: Proof of publication on notice of public hearing to consider approval of plans, specifications, form of contract and estimated cost for the Julien Dubuque Drive Sanitary Sewer Project, and the City Manager recommending approval. Motion by Rousell to receive and file the documents and adopt Resolution No. 142-20 Approval of plans, specifications, form of contract, and estimated cost for the Julien Dubuque Dr. Sanitary Project. Seconded by Cavanagh. Motion carried 7-0. The City Clerk and

Public Information Officer stated that no public input was received regarding this item.

2. Community Development Block Grant (CDBG) Fiscal Year 2020 Annual Plan Amendment #2: Proof of publication on notice of public hearing to consider approval of Amendment #2 to the Fiscal Year 2020 Community Development Block Grant Annual Plan, and the City Manager recommending approval. Motion by Cavanagh to receive and file the documents and adopt Resolution No. 143-20 Adopting Amendment 2 to the Fiscal Year 2020 (Program Year 20219) Community Development Block Grant (CDBG) Annual Action Plan. Seconded by Sprank. Responding to questions from the City Council, Housing and Community Development Director Alexis Steger stated that the department is working with community partner organizations that cannot meet the insurance requirements for temporary housing but are stepping up to meet other basic needs. Motion carried 7-0. The City Clerk and Public Information Officer stated that no public input was received regarding this item.

#### PUBLIC INPUT

For the record, public input options were provided through: Contact the City Council at [www.cityofdubuque.org/councilcontacts](http://www.cityofdubuque.org/councilcontacts); City Clerk's Office at [cityclerk@cityofdubuque.org](mailto:cityclerk@cityofdubuque.org); and during the meeting at [www.facebook.com/cityofdubuque](https://www.facebook.com/cityofdubuque). The City Clerk and Public Information Officer stated that no public input was received during this meeting. The City Clerk referenced email correspondence received from the Dubuque Branch NAACP Friends of Fair Housing Tom LoGuidice, 786 Stone Ridge Place; and Lynn Sutton, 859 Air Hill Street, regarding the City's response and assistance to residents impacted by the COVID-19 pandemic. Luis Del Toro, 901 Gilliam Street, submitted email correspondence expressing concerns and suggestions related to Action Item #1.

#### ACTION ITEMS

1. City Manager Retention Resolution: City Attorney submitting a Retention Resolution for the City Manager at the request of the City Council. Motion by Jones to receive and file the documents and adopt Resolution No. 144-20 Retention Resolution. Seconded by Cavanagh. Mayor Buol read the resolution for the record followed by Council discussion. Motion carried 7-0.

2. Request to Schedule Work Session on Update on Broadband Expansion: City Manager recommending that the City Council schedule a work session for 5:30 p.m. on May 18, 2020 to provide an update on telecommunications projects with emphasis on fiber to the home, public-private partnerships and expanded broadband access. Motion by Jones to receive and file the documents and schedule the work session as recommended. Seconded by Cavanagh. No schedule conflicts were expressed. Motion carried 7-0.

3. Video Update on New Dubuque Industrial Center West Projects: The Media Services Division presented a video update of the new projects in the Dubuque Industrial Center West. Motion by Cavanagh to receive and file the information and view the video presentation. Seconded by Roussell. Motion carried 7-0.

There being no further business, Mayor Buol declared the meeting adjourned at 7:45 p.m.

/s/Kevin S. Firnstahl, CMC  
City Clerk





## City of Dubuque

## Consent Items # 2.

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**ITEM TITLE:**

Approval of City Expenditures

**SUMMARY:**

City Manager recommending City Council approval for payment of City expenditures.

**RESOLUTION** 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

**SUGGESTED DISPOSITION:**

Suggested Disposition: Receive and File; Adopt Resolution(s)

**ATTACHMENTS:**

**Description**

**Type**

Expenses Submitted for City Council Approval-MVM Memo

City Manager Memo

Staff Memo

Staff Memo

Resolution

Resolutions

Expenditures Report

Supporting Documentation

Expenditures Report - Exceptions

Supporting Documentation



**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Expenses Submitted for City Council Approval

**DATE:** May 26, 2020

Director of Finance and Budget Jennifer Larson is submitting expenses to the City Council for approval at the June 1, 2020 meeting. Payments on these expenses will be made June 3, 2020.

In addition, Finance is submitting expenses paid since May 20, 2020, for City Council review. The payments for these claims were approved either by prior City Council action or meet the criteria as an exemption to prior City Council approval.

I concur with the recommendation and respectfully request Mayor and City Council approval.

  
Michael C. Van Milligen

MCVM:jh  
Attachment

cc: Crenna Brumwell, City Attorney  
Teri Goodmann, Assistant City Manager  
Cori Burbach, Assistant City Manager  
Jenny Larson, Finance and Budget Director



TO: Mike Van Milligen, City Manager

FROM: Jennifer Larson, Director of Finance and Budget

DATE: May 26, 2020

RE: Expenses Submitted for City Council Approval

Finance is submitting the following expenses to City Council for approval at the June 1, 2020 meeting. Payments on these expenses will be made June 3, 2020.

In addition, Finance is submitting expenses paid since May 20, 2020 to City Council for review. The payments for these claims were approved either by prior City Council action or meet the criteria as an exemption to prior City Council approval.

Pursuant to Iowa Code §372.13A *Payments without prior authorization of council*, all expenses are submitted to City Council for approval before payment, except if approved by prior City Council action or are exempt under City Council resolution 142.18.

## RESOLUTION NO.

### **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**

Whereas, Section 1-7-7(E) of the Municipal Code of the City of Dubuque provides that the Finance Director-City Treasurer shall keep an accurate account of all disbursements, money, or property, specifying date, to whom, and from what fund paid; and

Whereas, the invoices, presented by those firms and persons providing such goods and services have been pre-audited by Finance Department personnel in accordance with generally accepted internal control procedures and have been determined to have been requisitioned for a lawful municipal purpose; and

Whereas, the Finance Director-City Treasurer has provided a list of Expenditures attached hereto, and by this reference made a part hereof, to be drawn to pay for goods and services provided for City purposes; and

Whereas, the City Council of the City of Dubuque has heretofore, by Resolution 142-18 adopted May 7, 2018, authorized the Finance Director-City Treasurer to issue checks in payment of certain expenditures known as Exception Expenditures prior to City Council approval and such list is attached hereto.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA THAT:

Section 1. The Finance Director-City Treasurer is hereby authorized to issue payment for goods and services provided for City purposes in response to the purchase orders and contracts issued in compliance with state and municipal code requirements as requested by designated requisitioning authorities in accordance with approved budget appropriations.

Section 2. In accordance with Iowa Code Section 372.13(6), the City Clerk and Finance Director are hereby authorized and directed to provide the statement of receipts and disbursements to the City Council, and to publish a summary thereof.

Passed, approved, and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Roy D. Buol, Mayor

Attest:

\_\_\_\_\_  
Kevin S. Firnstahl, City Clerk



## Council Approval

**Pay Date: 6/3/20**

VENDOR NAME	PAYMENT AMOUNT	DESCRIPTION
ACCURATE ANALYTICAL TESTIN	\$ 104.00	2123 CENTRAL LEAD TES
ACCURATE ANALYTICAL TESTIN	104	1495 GLEN OAK LEAD TE
ACE CONSTRUCTION	11445	THIS IS THE CONTRACT
ACE CONSTRUCTION	4550	THIS IS THE CONTRACT
ACE CONSTRUCTION	11375	THIS IS THE CONTRACT
ACUSHNET CO	650	GOLF BAGS BALL AND H
ACUSHNET CO	1501.96	GOLF BAGS BALL AND H
ACUSHNET CO	251.48	GOLF BAGS BALL AND H
ADDOCO INC	216	DICW AREAS
ADIDAS AMERICA INC	150.54	GOLF SHOES SHIRTS J
ADIDAS AMERICA INC	1081.45	GOLF SHOES SHIRTS J
ADIDAS AMERICA INC	322.38	GOLF SHOES SHIRTS J
ADIDAS AMERICA INC	90	GOLF SHOES SHIRTS J
ADIDAS AMERICA INC	2626.52	GOLF SHOES SHIRTS J
ADIDAS AMERICA INC	127.28	GOLF SHOES SHIRTS J
ADIDAS AMERICA INC	-96	GOLF SHOES SHIRTS J
ADIDAS AMERICA INC	-882	GOLF SHOES SHIRTS J
ADVANCE DESIGNS	438.32	LIME GREEN
AHLERS & COONEY PC	140	URBAN RENEWAL GENERAL
AIRGAS USA LLC	1.5	LARGE CO2 TANK RENTAL
AIRGAS USA LLC	2535.98	BULK CO2 FOR WATER PL
AIRGAS USA LLC	2852.6	LIQUID OXYGEN PURCHAS
AIRGAS USA LLC	2417.27	LIQUID OXYGEN PURCHAS
AIRGAS USA LLC	2767.35	LIQUID OXYGEN PURCHAS
AIRGAS USA LLC	1504.3	LIQUID OXYGEN PURCHAS
AIRGAS USA LLC	1726.8	LIQUID OXYGEN PURCHAS
AIRGAS USA LLC	56.34	NITROGEN FOR THE LAND
ALLIANT ENERGY	5781.02	FY-20 ELECTRICAL SERV
ALLIANT ENERGY	12749.85	ELECTRICAL USAGE FOR
ALLIANT ENERGY	13454.69	ELECTRICAL USAGE FOR
ALLIANT ENERGY	88.58	FOR PARKS AND RECREAT
ALLIANT ENERGY	95.63	FOR PARKS AND RECREAT
ALLIANT ENERGY	224.35	FOR PARKS AND RECREAT
ALLIANT ENERGY	119.27	FOR PARKS AND RECREAT
ALLIANT ENERGY	713.54	FOR PARKS AND RECREAT
ALLIANT ENERGY	439.75	FOR PARKS AND RECREAT
ALLIANT ENERGY	116.67	FOR PARKS AND RECREAT
ALLIANT ENERGY	116.67	FOR PARKS AND RECREAT
ALLIANT ENERGY	193.71	FOR PARKS AND RECREAT
ALLIANT ENERGY	19.73	FOR PARKS AND RECREAT
ALLIANT ENERGY	1044.97	UTILITY EXPENSE -ELEC
ALLIANT ENERGY	812.72	UTILITY EXPENSE -ELEC
ALLIANT ENERGY	1429.81	ENERGY COSTS FOR VARI
ALLIANT ENERGY	26.89	ENERGY COSTS FOR 2350
ALLIANT ENERGY	25.73	ENERGY COSTS FOR 2350

VENDOR NAME	PAYMENT AMOUNT	DESCRIPTION
ALLIANT ENERGY	41.76	ENERGY COSTS FOR 2350
ALLIANT ENERGY	22.56	396 W LOCUST ELECTRIC
ALTORFER INC		237 RENTAL OF A MINI SKID
ALTORFER INC	119.24	3475-(1) FLASHER (131
ANTONE E DIXON	215.94	REIMBURSEMENT FOR FUE
ARAMARK UNIFORM SERVICES	61.7	MAT AND MOP SERVICE A
ARAMARK UNIFORM SERVICES	20.96	MAT AND MOP SERVICE A
ARAMARK UNIFORM SERVICES	11.65	MAT AND MOP SERVICE A
ARAMARK UNIFORM SERVICES	22.12	MAT AND MOP SERVICE A
ARAMARK UNIFORM SERVICES	95.02	WATER DISTRIBUTION AN
ARAMARK UNIFORM SERVICES	109.75	WATER DISTRIBUTION AN
ARAMARK UNIFORM SERVICES	254.94	WATER PLANT UNIFORMS
ARAMARK UNIFORM SERVICES	58.76	DISTRIBUTION/METERS U
ARAMARK UNIFORM SERVICES	139.67	DISTRIBUTION/METERS U
ARAMARK UNIFORM SERVICES	161.54	WATER PLANT UNIFORMS
ARAMARK UNIFORM SERVICES	63.46	FY-20 LINEN SERVICE
ARAMARK UNIFORM SERVICES	61.7	MAT AND MOP SERVICE A
ARAMARK UNIFORM SERVICES	20.96	MAT AND MOP SERVICE A
ARAMARK UNIFORM SERVICES	11.65	MAT AND MOP SERVICE A
ARAMARK UNIFORM SERVICES	22.12	MAT AND MOP SERVICE A
ARAMARK UNIFORM SERVICES	22.74	MAT AND MOP SERVICE A
ARAMARK UNIFORM SERVICES	22.74	MAT AND MOP SERVICE A
ARAMARK UNIFORM SERVICES	42.2	MATS CLOTHS SHOP TO
ARAMARK UNIFORM SERVICES	11.22	MATS CLOTHS SHOP TO
ARAMARK UNIFORM SERVICES	12.74	FLOOR MATS - JOTC INV
ARAMARK UNIFORM SERVICES	3.39	FLOOR MATS - JOTC INV
ARAMARK UNIFORM SERVICES	42.2	MATS CLOTHS SHOP TO
ARAMARK UNIFORM SERVICES	11.22	MATS CLOTHS SHOP TO
ARAMARK UNIFORM SERVICES	32.28	FY20-UNIFORM CLEANING
ARAMARK UNIFORM SERVICES	15.61	FY20-UNIFORM CLEANING
ARAMARK UNIFORM SERVICES	32.28	FY20-UNIFORM CLEANING
ARAMARK UNIFORM SERVICES	15.61	FY20-UNIFORM CLEANING
ASBURY SENIOR LIVING LLC	75532.82	CONSTRUCTION CONTRACT
ASBURY SENIOR LIVING LLC	24467.18	CONSTRUCTION CONTRACT
ASCENT AVIATION GROUP INC	295	TOTALFBO SOFTWARE MAI
B L MURRAY COMPANY INC	196.38	CLEANING SUPPLIES
BAKER & TAYLOR CO BOOKS	-15.4	ADULT BOOKS
BAKER & TAYLOR CO BOOKS	1664.65	ADULT BOOKS
BARD MATERIALS CENTRAL	76.25	BLANKET PURCHASE ORDE
BARD MATERIALS CENTRAL	70.25	BLANKET PURCHASE ORDE
BARD MATERIALS CENTRAL	366	BLANKET PURCHASE ORDE
BARD MATERIALS CENTRAL	6842.5	BLANKET PURCHASE ORDE
BARD MATERIALS CENTRAL	247.75	BLANKET PURCHASE ORDE
BARD MATERIALS CENTRAL	277	BLANKET PURCHASE ORDE
BARD MATERIALS CENTRAL	313.5	BLANKET PURCHASE ORDE
BARD MATERIALS CENTRAL	488	BLANKET PURCHASE ORDE
BARD MATERIALS CENTRAL	366	BLANKET PURCHASE ORDE
BARD MATERIALS CENTRAL	1792.64	BLANKET PURCHASE ORDE
BARD MATERIALS CENTRAL	66.75	BLANKET PURCHASE ORDE

VENDOR NAME	PAYMENT AMOUNT	DESCRIPTION
BARD MATERIALS CENTRAL	66.75	BLANKET PURCHASE ORDE
BARD MATERIALS CENTRAL	1098	BLANKET PURCHASE ORDE
BARD MATERIALS CENTRAL	5155	BLANKET PURCHASE ORDE
BARD MATERIALS CENTRAL	427	BLANKET PURCHASE ORDE
BARD MATERIALS CENTRAL	366	BLANKET PURCHASE ORDE
BARKER FINANCIAL LLC	6772.25	SPG2020TIF
BARRON MOTOR INC	148.12	1815-(2) REAR BRAKE R
BARRON MOTOR INC	317.32	1828-(2) FRONT BRAKE
BAY SCAN TECHNOLOGIES	904	5 CASES ALPHAPAK DVD
BERNARD COMMUNICATIONS COM	24.99	PUBLIC AND PRIVATE WI
BERNARD COMMUNICATIONS COM	24.99	PUBLIC AND PRIVATE WI
BERNARD COMMUNICATIONS COM	24.99	PUBLIC AND PRIVATE WI
BERNARD COMMUNICATIONS COM	24.98	PUBLIC AND PRIVATE WI
BFG SUPPLY CO LLC	241.59	FOR GREENHOUSE PLANTS
BFG SUPPLY CO LLC	193.44	BUGFOOD/BENEFICIALS
BIECHLER ELECTRIC INC	122.51	REPLACE BREAKER WITH
BLACK HILLS/IOWA GAS UTILI	48.71	FOR PARKS AND RECREAT
BLACK HILLS/IOWA GAS UTILI	409.39	GAS BILL FOR CITY HAL
BLACK HILLS/IOWA GAS UTILI	3629.79	GAS USAGE - WATER & R
BLACK HILLS/IOWA GAS UTILI	1088.87	REPAIRS TO DAMAGED FA
BLACKSTONE ENVIRONMENTAL I	615	WEST BLUM 2 - PROFESS
BLACKSTONE ENVIRONMENTAL I	591.25	WEST BLUM #2 - ENVIRO
BLACKSTONE ENVIRONMENTAL I	1672.5	WEST BLUM #2 - ENVIRO
BLACKSTONE ENVIRONMENTAL I	500	GENERAL ENVIRONMENTAL
BODENSTEINER IMPLEMENT COM	356.37	3457-(1) BATTERY (131
BOUND TREE MEDICAL LLC	263.21	VARIOUS MEDICAL SUPPL
BOUND TREE MEDICAL LLC	55.8	VARIOUS MEDICAL SUPPL
BOUND TREE MEDICAL LLC	642.76	VARIOUS MEDICAL SUPPL
BRENDAN B NUGENT	187.01	REIMBURSEMENT FOR FUE
CAPITAL SANITARY	48.6	BUNKER HILL OFFICES-M
CAPITAL SANITARY	142.55	HAND CLEANER
CAPITAL SANITARY	62.4	VINYL GLOVES
CAPITAL SANITARY	60.92	JANITORIAL SUPPLIES
CAPITAL SANITARY	98.55	JANITORIAL SUPPLIES F
CAPITAL SANITARY	33.47	JANITORIAL SUPPLIES F
CAPITAL SANITARY	18.6	JANITORIAL SUPPLIES F
CAPITAL SANITARY	35.32	JANITORIAL SUPPLIES F
CAPITAL SANITARY	72.18	COMET DSNF CLEANER BA
CAPITAL SANITARY	72.18	COMET DSNF CLEANER BA
CARLISLE RYAN DIGITAL SERV	92.14	LUNCHEON
CDW GOVERNMENT INC	2610.48	6 PNY 2060S GRAPHICS
CDW GOVERNMENT INC	2061.16	MERAKI 48 PORT SWITCH
CENGAGE LEARNING INC	364.37	ADULT LARGE PRINT BOO
CENTRAL LIGHTING & EQUIPME	1500	PRESERVE IOWA SUMMIT
CENTRAL LIGHTING & EQUIPME	8500	PRESERVE IOWA SUMMIT
CHARLES A HARRIS	119.6	MILEAGE REIMBURSEMENT
CHEMSEARCH	394.68	WINGERT BYPASS FEEDER
CHRISTOPHER D RICHARD	10500	278 17TH ST - 30 UNIT
CHRISTOPHER J LESTER	1000	TUITION REIMBURSEMENT

VENDOR NAME	PAYMENT AMOUNT	DESCRIPTION
CINTAS CORP	161.74	TOWEL & MAT SERVICE F
CINTAS CORP	700.25	CLEAN RUGS FOR CITY H
CINTAS CORP	165.74	CLEANING THE RESTROOM
CINTAS CORP	56.27	CLEANING THE RESTROOM
CINTAS CORP	31.28	CLEANING THE RESTROOM
CINTAS CORP	59.42	CLEANING THE RESTROOM
CINTAS CORP	49.32	CLEAN RUGS FOR FEDERA
CINTAS CORP	101.49	CLEANING RAMPS-INVOIC
CINTAS CORP	47.82	CLEANING RAMPS-INVOIC
CINTAS CORP	223.4	CLEANING RAMPS-INVOIC
CINTAS CORP	264.22	CLEANING RAMPS-INVOIC
CINTAS CORP	274.24	CLEANING RAMPS-INVOIC
CINTAS FIRST AID & SAFETY	61.47	ADDITIONAL GLOVES FOR
CINTAS FIRST AID & SAFETY	38.81	NITRILE GLOVES FOR PL
CINTAS FIRST AID & SAFETY	38.81	NITRILE GLOVES FOR PL
CLAREY'S SAFETY EQUIPMENT	251.7	CAL GAS
CLARKE UNIVERSITY	458.6	FRANCHISE FEES
CLARKE UNIVERSITY	2616.17	FRANCHISE FEES
CLARKE UNIVERSITY	308.87	FRANCHISE FEES
CLARKE UNIVERSITY	2293.31	FRANCHISE FEES
CLEAN SWEEP OF I & I LLC	11.96	POLICE VEHICLE WASHES
CLEMENT COMMUNICATIONS, IN	286.08	SUPERVISOR'S GUIDE TO
COBRA PUMA GOLF	204	GOLF CLUBS LOGO HATS
COBRA PUMA GOLF	351.63	GOLF CLUBS LOGO HATS
COBRA PUMA GOLF	169.38	GOLF CLUBS LOGO HATS
COMMUNICATIONS ENGINEERING	4787.2	CABLING WORK AT CITY
COMMUNICATIONS ENGINEERING	3456	FINANCE REMODEL
COMMUNICATIONS ENGINEERING	5441.2	ELECTRONIC DATA COLLE
CONTINENTAL RESEARCH CORP	361.56	P-S1X01-006-GL-01-469
CONTINENTAL RESEARCH CORP	36.3	SHIPPING - INV#-00143
DAN ARENSDORF CONSTRUCTION	280	10 CY BLACK DIRT ON 5
DAN ARENSDORF CONSTRUCTION	50	DELIVERY
DEBRA A SEARLES	12.82	CLOROX SANITIZING CLE
DELL MARKETING LP	18750	15 DELL PRECISION 753
DELTA DENTAL OF IOWA	16713.58	FY20 DELTA DENTAL
DESMAN ASSOCIATES	7500	PROFESSIONAL PARKING
DORA M SERNA	1294.75	TRANSLATION 13 DOCUMEN
DREW COOK & SONS EXCAVATING	82845.07	JACKSON ST. 11TH - 12
DREW COOK & SONS EXCAVATING	26378	JACKSON ST. 11TH - 12
DUBUQUE COMMUNITY SCHOOL D	2723.28	FRANCHISE FEES
DUBUQUE COMMUNITY SCHOOL D	25.4	FRANCHISE FEES
DUBUQUE COMMUNITY SCHOOL D	61.12	FRANCHISE FEES
DUBUQUE COMMUNITY SCHOOL D	308.56	FRANCHISE FEES
DUBUQUE COUNTY RECORDER	22	ENGELVOLD MORTGAGE REC
DUBUQUE COUNTY RECORDER	22	RECORDING MORTGAGE FO
DUBUQUE COUNTY SHERIFF	18393.54	FY20 BUILDING MAINTEN
DUBUQUE COUNTY SHERIFF	18383.53	FY20 BUILDING MAINTEN
DUBUQUE COUNTY SHERIFF	109272.7	GEO THERMAL, YEAR 2
DUBUQUE COUNTY TREASURER	1365.11	FY20 GENERAL RELIEF F

VENDOR NAME	PAYMENT AMOUNT	DESCRIPTION
DUBUQUE FIRE EQUIPMENT INC	37.6	RECHARGE 20# DRY CHEM
DUBUQUE FIRE EQUIPMENT INC	23.91	BATTERY FOR BACK UP L
DUBUQUE FIRE EQUIPMENT INC	76	POD MARINA
DUBUQUE FIRE EQUIPMENT INC	1505.15	INSPECTIONS ON LANDFI
DUBUQUE FIRE EQUIPMENT INC	32.8	3262-(1) RECHARGE 10#
DUBUQUE HOSE & HYDRAULICS	78.58	HARDWARE FOR STREET A
DUBUQUE SIGN COMPANY	98	SNEEZE GUARD FOR DIST
DUBUQUE SIGN COMPANY	404.5	MILLER RIVERVIEW CAMP
DUBUQUELAND DOOR COMPANY	194.92	GARAGE DOOR REPAIRS A
DUBUQUELAND DOOR COMPANY	66.2	GARAGE DOOR REPAIRS A
DUBUQUELAND DOOR COMPANY	36.78	GARAGE DOOR REPAIRS A
DUBUQUELAND DOOR COMPANY	69.88	GARAGE DOOR REPAIRS A
EAST CENTRAL INTERGOVERN A	5000	CONSULTING DOT BUILD
ENGLISH RIDGE LLC	129686.62	04 28 2020 EMAIL TO P
ENGRAVED GIFT COLLECTION L	20	NAME TAGS FOR: PUTCHI
EXPRESS EMPLOYMENT PROFESS	127.5	WE 3/22/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	127.5	WE 3/22/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	127.5	WE 3/22/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	127.5	WE 3/22/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	127.5	WE 3/22/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	149.06	WE 3/8/20 ANGEL TRAWI
EXPRESS EMPLOYMENT PROFESS	149.06	WE 3/8/20 ANGEL TRAWI
EXPRESS EMPLOYMENT PROFESS	149.06	WE 3/8/20 ANGEL TRAWI
EXPRESS EMPLOYMENT PROFESS	149.06	WE 3/8/20 ANGEL TRAWI
EXPRESS EMPLOYMENT PROFESS	149.07	WE 3/8/20 ANGEL TRAWI
EXPRESS EMPLOYMENT PROFESS	124.05	WE 3/15/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	124.05	WE 3/15/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	124.05	WE 3/15/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	124.05	WE 3/15/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	124.05	WE 3/15/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	183.75	WE 3/29/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	183.75	WE 3/29/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	183.76	WE 3/29/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	183.76	WE 3/29/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	183.76	WE 3/29/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	150	WE 4/12/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	150	WE 4/12/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	150	WE 4/12/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	150	WE 4/12/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	150	WE 4/12/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	16.87	WE 4/26/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	16.87	WE 4/26/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	16.88	WE 4/26/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	16.88	WE 4/26/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	16.88	WE 4/26/20 ANGEL TRAW
EXPRESS EMPLOYMENT PROFESS	1305.2	TEMP HELP AT THE LAND
EXPRESS EMPLOYMENT PROFESS	924.09	TEMP HELP AT THE LAND
FOUR MOUNDS FOUNDATION	1800	351 E. 15TH STREET -
GENE C ROKUSEK	300	2692-INSTALL RIGHT SI

VENDOR NAME	PAYMENT AMOUNT	DESCRIPTION
GENE C ROKUSEK	600	2694-INSTALL BOTH LEF
GEOGRAPH TECHNOLOGIES LLC	13000	ANNUAL SOFTWARE RENEW
GRAINGER INC	17.5	SAFETY SUPPLIES
GRAINGER INC	17.5	SAFETY SUPPLIES
GRAINGER INC	17.5	SAFETY SUPPLIES
GRAINGER INC	221.6	SAFETY SUPPLIES
GRAINGER INC	34.99	SAFETY SUPPLIES
GRAINGER INC	23.33	SAFETY SUPPLIES
GRAINGER INC	81.65	SAFETY SUPPLIES
GRAINGER INC	17.5	SAFETY SUPPLIES
GRAINGER INC	52.49	SAFETY SUPPLIES
GRAINGER INC	99.14	SAFETY SUPPLIES
GRAYMONT WESTERN LIME INC	3786.72	HIGH CALCIUM QUICKLIM
GRAYMONT WESTERN LIME INC	3763.2	HIGH CALCIUM QUICKLIM
GRAYMONT WESTERN LIME INC	3720.57	HIGH CALCIUM QUICKLIM
GREATER DUBUQUE DEVELOPMEN	125000	POS WORKFORCE FY20
GREATER DUBUQUE DEVELOPMEN	40000	POS MARKETING FY20
HAUSERS WATER SYSTEMS INC	130	9 MIXED BED EXCHANGE
HEIMAN INC	724	FIRE HOSE NOZZLE
HIGLEY INDUSTRIES INC	359.76	HAND CLEANER TO MINIM
HILLCREST FAMILY SERVICES	50.39	FRANCHISE FEES
HILLCREST FAMILY SERVICES	259.83	FRANCHISE FEES
HILLS & DALES CHILD DEVELO	344.25	FRANCHISE FEES
HOLIDAY INN	1019.2	2255 FRANCIS - LEAD R
HOLLENBACK PLUMBING LLC	1014.96	2255 FRANCIS - EMERG.
HOLY FAMILY CATHOLIC SCHOO	1015.05	FRANCHISE FEES
HOLY FAMILY CATHOLIC SCHOO	92.94	FRANCHISE FEES
HORSFIELD MATERIALS INC	568.13	4 1/2 CY C-4 MIX CONC
HORSFIELD MATERIALS INC	757.5	6 CY C-4 MIX CONCRETE
HOUSING	250	DEPOSIT REFUND TO NAT
HOYA OPTICAL LABS OF AMERI	129	SAFETY GLASSES FOR JU
ICON ENTERPRISES INC	1531.54	3RD QUARTER FEE FOR H
ICON ENTERPRISES INC	1531.54	4TH QUARTER FEE RENEW
IIW ENGINEERS & SURVEYORS,	1447.5	INV73631
IIW ENGINEERS & SURVEYORS,	323.75	ENGINEERING SERVICES
IIW ENGINEERS & SURVEYORS,	1043.75	PROJECT #2 - PURINA D
IIW ENGINEERS & SURVEYORS,	925	CHAVENELLE TRAIL PROJ
IOWA BASED MILLING LLC	5400	ASPHALT MILLING ON FR
IOWA COMMUNITIES ASSURANCE	2542.27	FY20 DAMAGE CLAIMS
IOWA COMMUNITIES ASSURANCE	5223.96	FY20 DAMAGE CLAIMS
IOWA DEPARTMENT OF AGRICUL	20	IOWA FERTILIZER LICEN
IOWA DEPT OF NATURAL RESOU	397.6	ANNUAL TITLE V PERMIT
IOWA DEPT OF TRANSPORTATIO	89.28	GUARDRAIL SECTION FOR
IOWA FINANCE AUTHORITY	34815.97	WF-10-001 GRONEN
IOWA GOLF ASSOCIATION	200	18 HOLE CLUB FEE
IOWA GOLF ASSOCIATION	440	UNFILLED INDIVIDUAL M
J & R SUPPLY COMPANY	236.55	PARK HILL PUMPS AIR R
J & R SUPPLY COMPANY	2450	5 BOLT DOWN RING AND
J & R SUPPLY COMPANY	923	CATCH BASIN CURB BOX

VENDOR NAME	PAYMENT AMOUNT	DESCRIPTION
J & R SUPPLY COMPANY	550	SAW BLADE
J & S MOBILE BLASTING	3516	CONCRETE POOL
J&R RENTAL LLC	328.88	3257-REPAIR CONCRETE
JOHNSON SERVICES III LLC	1125	2255 FRANCIS ST - LEA
JOHNSON SERVICES III LLC	3600	2255 FRANCIS ST - LEA
JON W DIENST	173.25	APRIL 2020 MILEAGE
JP SCHERRMAN INC	444.24	NOT REGENERATING
KALEJ RAKIN	153.92	TRANSLATION OF COVID
KANE APPRAISAL & REAL ESTA	500	6000 PENNSYLVANIA AVE
KIM A HERRIG	425	WEEKLY CUSTODIAL SERV
KONE INC	250	ELEVATOR MAINTENANCE
KONE INC	140	ELEVATOR MAINTENANCE
KONE INC	500	ELEVATOR MAINTENANCE
KONE INC	320	ELEVATOR MAINTENANCE
KONE INC	304	ELEVATOR MAINTENANCE
KONE INC	750	ELEVATOR MAINTENANCE
KONE INC	210	ELEVATOR MAINTENANCE
KONE INC	127.5	ELEVATOR MAINTENANCE
KONE INC	127.5	ELEVATOR MAINTENANCE
KRUSER SEPTIC SERVICE INC	825	04/20/20 -VACUUMED SC
KRUSER SEPTIC SERVICE INC	1050	04/23/20 - PUMP CLARI
KRUSER SEPTIC SERVICE INC	265	104/28/20 - TRAILER J
KRUSER SEPTIC SERVICE INC	487.5	04/29/20 VACUUMED BAR
LEISURE SERVICES REFUNDS	555	GOLF SEASON PASS WANT
LEISURE SERVICES REFUNDS	840	COUPLES SEASON PASS
LEISURE SERVICES REFUNDS	140	GRADUATION PARTY-EPP
LEISURE SERVICES REFUNDS	35	DCSD TRANSPORTATION P
LEISURE SERVICES REFUNDS	115	WELCH FAMILY REUNION-
LEISURE SERVICES REFUNDS	115	WEDDING CEREMONY-EPP
LEISURE SERVICES REFUNDS	115	FAMILY REUNION-MURPHY
LENZ MONUMENT	2075	INSTALL 2ND LIME STON
LENZ MONUMENT	84	FUERST TURNER WEINE
LESLEIN TRUCKING	13376.7	LIME SLUDGE HAULING
LIBERTY TIRE RECYCLING LLC	5696.48	DRAIN FILL MATERIAL F
LIME ROCK SPRINGS CO	569.34	PEPSI PRODUCTS
LIME ROCK SPRINGS CO	355.16	PEPSI PRODUCTS
LIME ROCK SPRINGS CO	72	PEPSI PRODUCTS
LIME ROCK SPRINGS CO	38.4	PEPSI PRODUCTS
LIME ROCK SPRINGS CO	19.2	PEPSI PRODUCTS
LOGAN CONTRACTORS SUPPLY I	3111.4	DOWEL BARS AND EPOXY
LORAS COLLEGE	260.53	FRANCHISE FEES
LORAS COLLEGE	3444.43	FRANCHISE FEES
LORAS COLLEGE	234.59	FRANCHISE FEES
LORAS COLLEGE	3173.97	FRANCHISE FEES
LORAS COLLEGE	3217.77	FRANCHISE FEES
LORAS COLLEGE	246.36	FRANCHISE FEES
LORAS COLLEGE	3600.81	FRANCHISE FEES
LORAS COLLEGE	236.27	FRANCHISE FEES
LOYALTY PUBLISHING INC	200	DUBUQUE COUNTY 2019-2

VENDOR NAME	PAYMENT AMOUNT	DESCRIPTION
MAAS HEATING INC	604.57	WEEKLY BOILER CHECKS
MARK J PORTZ	489.33	TRAINING/TRAVEL REIMB
MARTIN EQUIPMENT OF IL INC	357.02	3456-(3) ELBOW FITTING
MARTIN EQUIPMENT OF IL INC	72.48	3455-(2) AIR FILTERS
MARTIN GARDNER ARCHITECTUR	5353.75	PROFESSIONAL SERVICES
MEDICAL ASSOCIATES	48	EMPLOYMENT DS 4/1/202
MEDLINE INDUSTRIES INC	380	MEDICAL GLOVES
MERCY FAMILY PHARMACY	568.52	ON DUTY WORK INJURY
MERCY FAMILY PHARMACY	87.98	ON DUTY WORK INJURY
MICHAEL F TOEDT	3198	LOWER BEE BRANCH
MICHAEL F TOEDT	3198	UPPER BEE BRANCH
MIDWEST ALARM SERVICES INC	20	CENTRAL RAMP BRYCER C
MIDWEST TAPE LLC	95.98	ADULT DVDS AND AUDIO
MIDWEST TAPE LLC	172.44	ADULT DVDS AND AUDIO
MIDWEST TAPE LLC	26.74	ADULT DVDS AND AUDIO
MIDWEST TAPE LLC	39.99	ADULT DVDS AND AUDIO
MIRACLE EXPRESS INC	6.97	POLICE VEHICLE CAR WA
MODERN PIPING INC	1579.71	REPAIRS FOR CENTRAL R
MODERN PIPING INC	11838	FIRST FLOOR HEATING A
MOLO OIL COMPANY	7874.64	STORES-7504 GALS B20
MORNINGSTAR INC	4002	SUBSCRIPTION 6/22/20-
MR ROOTER PLUMBING	654.2	CLEANING THE SEWER AT
MULGREW OIL COMPANY	571.91	220-LANDFILL FUEL FOR
MULGREW OIL COMPANY	680.92	220-LANDFILL FUEL FOR
MULGREW OIL COMPANY	717.08	220-LANDFILL FUEL FOR
MULGREW OIL COMPANY	468.8	220-LANDFILL FUEL FOR
MUNICIPAL PIPE TOOL CO LLC	869.66	REPAIR OZ-3 SEWER TV
MUNICIPAL PIPE TOOL CO LLC	183.38	ALUMINUM MEASURING WH
NAN MCKAY & ASSOCIATES, IN	239	HOUSING CHOICE VOUCHER
NATIONAL COMMUNITY DEVELOP	940	MEMBERSHIP DUES FOR C
NEAL REPAIR LLC	255	4008-CHECK OUT SWEEPER
NEAL REPAIR LLC	313.29	3244-CHECK OUT NOISY
NEAL REPAIR LLC	1628.62	4008-REPLACE CRANK SH
NEAL REPAIR LLC	127.5	3476-CHECK OUT TURBO
NEAL REPAIR LLC	340	3471-LOOK AT POOR RUN
NEAL REPAIR LLC	364.38	3471-REPLACE BLOWN ST
NEAL REPAIR LLC	340	3471-INSTALL FIVE NEW
NEAL REPAIR LLC	365	3471-CHECK OUT LOW PO
NEAL REPAIR LLC	850	3456-HELP REPLACE COO
NEAL REPAIR LLC	510	3471-CHECK OUT NOISE
NEAL REPAIR LLC	110	3456-HELP INSTALL NEW
NEAL REPAIR LLC	400	3471-(1) REBUILT LEEC
NEAL REPAIR LLC	332.24	3456-(1) REMAN ALTERN
NEAL REPAIR LLC	127.5	3456-INSTALL NEW BOLT
NEAL REPAIR LLC	170	3471-INSTALL NEW VGT
NEAL REPAIR LLC	212.5	3471-REPAIR AIR CONDI
NEAL REPAIR LLC	127.5	3471-CHECK CODES
NORTHEAST IOWA COMMUNITY C	18	BALANCE DUE FOR PERRO
NORTHERN LIGHTS FOODSERVIC	121.36	FOR BHGC SNACK BAR TH



VENDOR NAME	PAYMENT AMOUNT	DESCRIPTION
NORTHLAND PRODUCTS CO INC	158.95	133-SERVICE SHOP PART
OPG-3	14245	PROPROJSOPE - LF PRO
OVERDRIVE INC	582	MARCH RECORDS BY QUAR
OVERDRIVE INC	458.45	YA AUDIO CHILDRENS B
OVERDRIVE INC	206.01	YA AUDIO CHILDRENS B
OVERDRIVE INC	108	YA AUDIO CHILDRENS B
OVERHEAD DOOR COMPANY	82	LABOR/INSTALLATION R
PAMELA J CONNOLLY	150	APRIL 2020 SESSIONS
PARKING INC	1935	HID INDALA FLEXCARD P
PASSPORT LABS INC	1695	FEBRUARY 2020 MOBILE
PEGGY S ABIDI	50	FEB 13 2020 TO MAY 2
PEGGY S ABIDI	50	FEB 13 2020 TO MAY 2
PER MAR SECURITY SERVICES	190.17	SECURITY MONITORING S
PER MAR SECURITY SERVICES	15	FY20 AMERICORPS BACKG
PIGOTT INC.	77738.67	FINANCE REMODEL
PIGOTT INC.	12782.15	FINANCE REMODEL
POWER PROCESS EQUIPMENT IN	247.16	#084676 - ARC 855 BLA
POWER PROCESS EQUIPMENT IN	4235	CHESTERTON SEAL MACHI
PURCHASE POWER	195.68	ACCT #8000-9090-1039-
PURCHASE POWER	31.26	ACCT #8000-9090-1039-
PURCHASE POWER	7.04	ACCT #8000-9090-1039-
PURCHASE POWER	6.22	ACCT #8000-9090-1039-
PURCHASE POWER	826.57	ACCT #8000-9090-1039-
QUILL CORPORATION	46.79	STAPLER AND ART SORTE
QUILL CORPORATION	11.42	STAPLER AND ART SORTE
R W BORLEY ADVERTISING INC	466.9	GIFT CATALOGS WITH RE
RACOM CORPORATION	6136.5	NETWORK AND CAMERA EX
RACOM CORPORATION	1735	NETWORK AND CAMERA EX
RACOM CORPORATION	4933.05	NETWORK AND CAMERA EX
RACOM CORPORATION	26.37	FY20 RADIO SYSTEM ACC
RACOM CORPORATION	26.37	EDACS ACCESS - MONTHL
RACOM CORPORATION	59.57	MONTHLY PAYMENT THRU
RACOM CORPORATION	92.98	MONTHLY PAYMENT THRU
RACOM CORPORATION	19.6	MONTHLY PAYMENT THRU
RACOM CORPORATION	666.53	MONTHLY PAYMENT THRU
RACOM CORPORATION	16.56	MONTHLY PAYMENT THRU
RACOM CORPORATION	16.94	MONTHLY PAYMENT THRU
RACOM CORPORATION	62.52	MONTHLY PAYMENT THRU
RACOM CORPORATION	16.94	MONTHLY PAYMENT THRU
RACOM CORPORATION	26.37	MONTHLY EDACS ACCESS.
RACOM CORPORATION	52.74	EDACS ACCESS - FY20 -
RACOM CORPORATION	131.85	FY20 EDACS MONTHLY FE
RACOM CORPORATION	52.74	MONTHLY EDACS ACCESS
RACOM CORPORATION	79.11	MONTHLY EDACS ACCESS
RACOM CORPORATION	26.37	MONTHLY EDACS ACCESS
RACOM CORPORATION	553.77	MONTHLY EDACS ACCESS
RACOM CORPORATION	8901.79	XLP-185P POLICE RADIO
RACOM CORPORATION	107.25	RADIO MICROPHONE REPA
RACOM CORPORATION	105	RADIO REPAIR BUS 2607

VENDOR NAME	PAYMENT AMOUNT	DESCRIPTION
RACOM CORPORATION	105.48	EDACS ACCESS FOR 92 R
RACOM CORPORATION	52.74	EDACS ACCESS FOR 92 R
RACOM CORPORATION	52.74	EDACS ACCESS FOR 92 R
RACOM CORPORATION	26.37	EDACS ACCESS FOR 92 R
RACOM CORPORATION	632.88	EDACS ACCESS FOR 92 R
RACOM CORPORATION	131.85	EDACS ACCESS FOR 92 R
RACOM CORPORATION	316.44	EDACS ACCESS FOR 92 R
RACOM CORPORATION	158.22	EDACS ACCESS FOR 92 R
RACOM CORPORATION	79.11	EDACS ACCESS FOR 92 R
RACOM CORPORATION	184.59	EDACS ACCESS FOR 92 R
RACOM CORPORATION	26.37	EDACS ACCESS FOR 92 R
RACOM CORPORATION	26.37	EDACS ACCESS FOR 92 R
RACOM CORPORATION	210.96	EDACS ACCESS FOR 92 R
RACOM CORPORATION	79.11	EDACS ACCESS FOR 92 R
RACOM CORPORATION	342.81	EDACS ACCESS FOR 92 R
RAHKEE NORMAN	2844	1495 GLEN OAK - LEAD
RAHKEE NORMAN	7443	1495 GLEN OAK - LEAD
RDG PLANNING & DESIGN	8317.4	PROFESSIONAL ENGINEER
RELATION SPECIALTY RISK	348.6	AMERICORPS INSURANCE
RENTAL SERVICES INC	3198	FY2020 BACKGROUND CHE
RILCO FLUID CARE	1644.3	STORES-(1080) QTS BUL
RILCO FLUID CARE	123.75	132-(125) GALLONS BUL
RILCO FLUID CARE	123.75	134-(125) GALLONS BUL
RILCO FLUID CARE	94	118-(1) 55 GAL DRUM -
RILCO FLUID CARE	344.1	DEF-BULK 80-QTY
RILCO FLUID CARE	344.1	DEF-BULK 80-QTY
RIVER CITY PAVING	841.81	BLANKET PURCHASE ORDE
RIVER CITY PAVING	1062.13	BLANKET PURCHASE ORDE
RIVER CITY PAVING	8169.33	BLANKET PURCHASE ORDE
RIVER CITY PAVING	918.8	BLANKET PURCHASE ORDE
RIVER CITY PAVING	3102.82	BLANKET PURCHASE ORDE
RIVER CITY PAVING	866.63	BLANKET PURCHASE ORDE
RIVER CITY PAVING	23037.13	BLANKET PURCHASE ORDE
RIVER CITY PAVING	50.65	BLANKET PURCHASE ORDE
RIVER CITY PAVING	607.8	BLANKET PURCHASE ORDE
RIVER CITY PAVING	914.21	ASPHALT FOR WORK AT T
RIVER CITY PAVING	14422.6	BLANKET PURCHASE ORDE
RIVER CITY PAVING	1271.31	BLANKET PURCHASE ORDE
RIVER CITY STONE	571.69	BLANKET ORDER FOR STO
RIVER CITY STONE	154.94	BLANKET ORDER FOR STO
RIVER CITY STONE	498.96	BLANKET ORDER FOR STO
RIVER CITY STONE	100.01	BLANKET ORDER FOR STO
RIVER CITY STONE	364.93	FILL FOR WATER MAIN R
RIVER CITY STONE	80.64	FILL FOR WATER MAIN R
RIVER CITY STONE	1560.32	BLANKET ORDER FOR STO
RIVER CITY STONE	871.35	BLANKET ORDER FOR STO
RIVER CITY STONE	1562.16	STONE FOR THE LANDFIL
ROBERT G WRIGHT JR	375	LEAD - 2601 JACKSON
ROBERT G WRIGHT JR	500	LEAD - 2601.5 JACKSON

VENDOR NAME	PAYMENT AMOUNT	DESCRIPTION
ROBERT G WRIGHT JR	1200	1603 LINCOLN LEAD PRO
RON CLESEN'S ORNAMENTAL PL	9500	BASKETS DELIVERED
SCHMITT & BEELER TRANSPORT	200	BERGFELD
SCOTT A COULSON	280	REMOVED FENCE SO TREE
SELCO INC	212	22ND & ELM SIGNAGE
SKYLINE TRUCKING & STORAGE	665	19 CY BLACK DIRT ON 5
SKYLINE TRUCKING & STORAGE	75	HAM HOUSE FLOWER BEDS
ST LUKES HEALTH - UNITYPOI	84	FY20 UNITYPOINT-WAR E
STAPLES ADVANTAGE	48.66	TRANSIT OFFICE SUPPLI
STAPLES ADVANTAGE	12.93	TRANSIT OFFICE SUPPLI
STAPLES ADVANTAGE	50.3	VARIOUS OFFICE SUPPLI
STEEL MART	51.04	METAL PLATE FOR THE A
STEPHANIE J WEHR	73.71	REIMBURSEMENT FOR FUE
STETSON BUILDING PRODUCTS	52.82	SLEDGE HAMMER AND CHA
STETSON BUILDING PRODUCTS	82.26	CURB MARKING PAINT
STRAND ASSOCIATES INC	5133.81	PROFESSIONAL SVCS - 2
STRYKER CORPORATION	343.4	3 CPR DEVICES POWER
STRYKER CORPORATION	1103.7	3 CPR DEVICES POWER
STRYKER CORPORATION	1963	3 CPR DEVICES POWER
STRYKER CORPORATION	43693.6	3 CPR DEVICES POWER
SUPERION, LLC	21120	SOFTWARE-TRAINING-REP
SUPERION, LLC	136684.24	2020 PUBLIC SAFETY SO
SUPERION, LLC	4994.16	2020 PUBLIC SAFETY SO
SUPERION, LLC	2352.62	2020 PUBLIC SAFETY SO
SUPERIOR WELDING SUPPLY CO	52.56	132-(2) TANKS OXYGEN
SUPERIOR WELDING SUPPLY CO	96.43	133-(1) TANK ARGON/CO
SUPERIOR WELDING SUPPLY CO	18.8	3236-(2) ALUMINUM WIR
SUPERIOR WELDING SUPPLY CO	45	133-ANNUAL TANK RENT
SUSAN A HENRICKS	75	REIMBURSEMENT FOR REG
SUSTAINABLE STRATEGIES DC	4000	CONSULTING - PREPARAT
TAYLOR MADE GOLF	407.76	GOLF BALLS
TAYLOR MADE GOLF	523.8	GOLF BALLS
TAYLOR MADE GOLF	407.76	GOLF BALLS
TELEGRAPH HERALD	231.82	AD FOR A PUBLIC HEARI
TELEGRAPH HERALD	70.68	APRIL 29 CITY COUNCIL
TELEGRAPH HERALD	111.36	PUBLIC HEARING FY2019
TEMPERLEY EXCAVATING INC	7974.54	EDWARDS SANITARY SEWE
TESKA ASSOCIATES INC	937.5	IMAGINE DUBUQUE CONSU
TEST AMERICA LABORATORIES	97.75	J180923-1 - NPDES PER
TEST AMERICA LABORATORIES	79	J180923-1 - NPDES PER
TEST AMERICA LABORATORIES	8.84	J180923-1 - NPDES PER
TEST AMERICA LABORATORIES	97.75	J181679-1 - NPDES PER
TEST AMERICA LABORATORIES	79	J181679-1 - NPDES PER
TEST AMERICA LABORATORIES	8.84	J181679-1 - ENVIRONME
TEST AMERICA LABORATORIES	79	J181184-1 - NPDES PER
TEST AMERICA LABORATORIES	79	J181184-1 - NPDES PER
TEST AMERICA LABORATORIES	7.9	J181184-1 - ENVIRONME
THE BOOK FARM INC	2819.22	CHILDRENS BOOKS
THEODORE J STACKIS	1555	NW ARTERIAL CLEAN UP

VENDOR NAME	PAYMENT AMOUNT	DESCRIPTION
THEODORE J STACKIS	2785	CARTER RD STORM SEWER
THEODORE J STACKIS	2530	W. 32ND WATERSHED CLE
THEODORE J STACKIS	340	2601 JACKSON MOVING F
THOMPSON TIRE & RETREAD	1677.24	1916-(4) 31580R225 WO
THOMPSON TIRE & RETREAD	516.18	3415-(22) G177 CAPS
THOMPSON TIRE & RETREAD	765.43	3416-(2) G177 CAPS (
THOMPSON TRUCK & TRAILER I	1548.6	3413-REPAIR FOR COIL
THOMSON REUTERS - WEST	1645	IOWA CRIMINAL LAW AND
THREE RIVERS FS INC	623.5	HOOK UP 100 POUND CYL
TIMOTHY L SPECHT	2490	2123 CENTRAL LEAD PRO
TIMOTHY L SPECHT	3875	2123 CENTRAL LEAD PRO
TIMOTHY L SPECHT	1980	2123 CENTRAL LEAD PRO
TIMOTHY L SPECHT	2925	2123 CENTRAL LEAD PRO
TRI COUNTY EQUIPMENT & REP	5216.76	3471-(1) GASKET (1)
TRICON CONSTRUCTION GROUP	322983.89	UPPER BEE BRANCH CREE
TRICON CONSTRUCTION GROUP	23750	UPPER BEE BRANCH CREE
TRICON CONSTRUCTION GROUP	134171.86	UPPER BEE BRANCH CREE
TROXLER ELECTRONIC LABORAT	450	SOIL DENSITY GAUGE AN
TRUE NORTH LUBRICANTS LLC	1154.91	3471-(5) 5 GAL BUCKET
TSCHIGGFRIE EXCAVATING	10575	RENTAL OF RE-ROUTE PU
TURNT KIDZ DANCE ORGANIZAT	204	INSTRUCTION THRU JUNE
ULINE INC	1129.7	UTILITY CARTS FOR OFF
UNION HOERMANN PRESS	13258.07	RESPONSE TO COVID19 &
UNITED PARCEL SERVICE-IOWA	13.23	SHIPPING EXPENSES
UNITED PARCEL SERVICE-IOWA	25.73	134-FREIGHT CHARGE TO
VAN METER INDUSTRIAL INC	253.72	HARDWARE AND TAPE FOR
VAN METER INDUSTRIAL INC	54.17	ELECTRICAL SUPPLIES T
VAN METER INDUSTRIAL INC	57.22	CONDUIT FOR STREET AN
VAN METER INDUSTRIAL INC	15.41	WIRE CONNECTIONS FOR
VAN METER INDUSTRIAL INC	316.68	LAMPS PHOTO CELLS P
VAN METER INDUSTRIAL INC	39.14	LAMPS PHOTO CELLS P
VAN METER INDUSTRIAL INC	78.7	LAMPS PHOTO CELLS P
VERGENT POWER SOLUTIONS IN	17561.61	QUARTERLY PMT FOR THE
VERIZON WIRELESS SERVICES	206.23	BUS ONBOARD COMPUTER
VERIZON WIRELESS SERVICES	137.49	BUS ONBOARD COMPUTER
WELLS FARGO BANK NA	3000	2016ABC PAYING AGENT
WELU PRINTING COMPANY	354.17	N. CASCADE RD POSTCAR
WELU PRINTING COMPANY	1941.24	2020 CONSTRUCTION PRO
WELU PRINTING COMPANY	637.63	CEDAR TERMINAL SANITA
YAMAHA MOTOR CORPORATION U	5640	60 GOLF CARTS FROM JU
ZEPHYR ALUMINUM PRODUCTS	2162.3	REPLACEMENT GLASS FOR
ZOLL MEDICAL CORPORATION	367.5	VARIOUS MEDICAL SUPPL
ZOLL MEDICAL CORPORATION	92.4	VARIOUS MEDICAL SUPPL
ZOLL MEDICAL CORPORATION	420	VARIOUS MEDICAL SUPPL
	\$	2,143,657.05

## EXCEPTIONS TO COUNCIL PRE-APPROVAL

CK NBR	CHECK DATE	VENDOR	PAYMENT AMOUNT	DESCRIPTION
ET200567	05/22/2020	3C PAYMENT USA CORP	\$ 100.00	MONTHLY ACH CREDIT/DEBIT
ET200568	05/22/2020	3C PAYMENT USA CORP	100.00	MONTHLY ACH CREDIT/DEBIT
ET200533	05/19/2020	7G DISTRIBUTING LLC	693.50	ALCOHOL CHARGES FOR BUNKE
487507	05/27/2020	ACCURATE ANALYTICAL TESTING	549.00	DUST WIPES FOR: 2123
487492	05/27/2020	ACE CONSTRUCTION	41,834.00	THIS IS THE CONTRACT
487522	05/27/2020	AECOM TECHNICAL SERVICES INC	3,259.52	CONSTRUCTION RELATED
487495	05/27/2020	ALLIANT ENERGY	3,255.33	ELECTRICAL USAGE FOR
487495	05/27/2020	ALLIANT ENERGY	31.97	ENERGY COSTS FOR 1615
487495	05/27/2020	ALLIANT ENERGY	127.79	ENERGY COSTS FOR 1700
487495	05/27/2020	ALLIANT ENERGY	21.13	ENERGY COSTS FOR 400
487495	05/27/2020	ALLIANT ENERGY	121.70	ENERGY COSTS FOR 4551
487495	05/27/2020	ALLIANT ENERGY	1,321.28	ENERGY COSTS FOR VARI
487495	05/27/2020	ALLIANT ENERGY	252.54	FOR PARKS AND RECREAT
ET200513	05/14/2020	ALTERNATIVE SERVICE CONCEPTS LLC	3,406.30	WORKERS COMP WEEKLY CLAIM
ET200522	05/18/2020	ALTERNATIVE SERVICE CONCEPTS LLC	3,867.31	WORKERS COMP WEEKLY CLAIM
ET200584	05/27/2020	ALTERNATIVE SERVICE CONCEPTS LLC	1,936.88	WORKERS COMP WEEKLY CLAIM
487553	05/27/2020	ARAMARK UNIFORM SERVICES	126.92	FY-20 LINEN SERVICE
487553	05/27/2020	ARAMARK UNIFORM SERVICES	22.74	MAT AND MOP SERVICE A
487553	05/27/2020	ARAMARK UNIFORM SERVICES	35.00	SHOP TOWEL CLEANING;U
487498	05/27/2020	AV FUEL	9,432.75	AVIATION FUEL FOR RES
487499	05/27/2020	BAKER & TAYLOR CO BOOKS	1,738.54	ADULT BOOKS
487548	05/27/2020	BARD MATERIALS CENTRAL	376.25	CONCRETE FOR FBO HANG
ET200516	05/15/2020	BC/BS OF IOWA/WELLMARK	69,366.20	WEEKLY & MONTH END TRANS
ET200517	05/15/2020	BC/BS OF IOWA/WELLMARK	65,438.84	WEEKLY & MONTH END TRANS
ET200536	05/20/2020	BC/BS OF IOWA/WELLMARK	83,573.66	WEEKLY & MONTH END TRANS
ET200539	05/20/2020	BC/BS OF IOWA/WELLMARK	83,464.72	WEEKLY & MONTH END TRANS
ET200585	05/27/2020	BC/BS OF IOWA/WELLMARK	129,710.10	WEEKLY & MONTH END TRANS
487516	05/27/2020	BEECHER, KATHERINE L	5.67	UB REFUND
487556	05/27/2020	BI-COUNTY DISPOSAL INC	50.00	TRANSFER SCRAP METAL
487497	05/27/2020	BLACK HILLS/IOWA GAS UTILITY CO	31.50	ENERGY COSTS FOR THE
487497	05/27/2020	BLACK HILLS/IOWA GAS UTILITY CO	233.08	FOR PARKS AND RECREAT
487497	05/27/2020	BLACK HILLS/IOWA GAS UTILITY CO	173.97	FY2020 GAS COSTS
487497	05/27/2020	BLACK HILLS/IOWA GAS UTILITY CO	279.77	GAS BILL FOR 1101 CEN
487497	05/27/2020	BLACK HILLS/IOWA GAS UTILITY CO	52.96	GAS BILL FOR MULTI-CU
487497	05/27/2020	BLACK HILLS/IOWA GAS UTILITY CO	148.42	NATURAL GAS FOR NEW T
487497	05/27/2020	BLACK HILLS/IOWA GAS UTILITY CO	613.09	NATURAL GAS USAGE FOR
487497	05/27/2020	BLACK HILLS/IOWA GAS UTILITY CO	462.56	UTILITY EXPENSE - GAS
487561	05/27/2020	BLUE SKIES OVER DUBUQUE INC	114.27	BATTERY DISPOSAL
ET200569	05/22/2020	BLUEFIN PAYMENT SYSTEMS LLC	85.00	MONTHLY FEES
ET200570	05/22/2020	BLUEFIN PAYMENT SYSTEMS LLC	88.80	MONTHLY FEES
487312	05/20/2020	BODINE, BRIDGET M	11.35	UB REFUND
487493	05/27/2020	BOUND TO STAY BOUND BOOKS INC	169.29	CHILDRENS BOOKS
487535	05/27/2020	BRANT E SCHUELLER	51.18	APRIL 2020 MILEAGE/PA
487500	05/27/2020	CAPITAL SANITARY	210.72	CLEANING SUPPLIES
487500	05/27/2020	CAPITAL SANITARY	12.59	JANITORIAL SUPPLIES A
487512	05/27/2020	CARTER, MELISSA M	127.00	UB REFUND
481897	05/19/2020	CDW GOVERNMENT INC	2,179.26	1 APPLE IMAC 27" AND APPL
ET200541	05/20/2020	CENTURY LINK	215.64	PHONE LINES FOR CITY. PRI
ET200542	05/20/2020	CENTURY LINK	5,186.16	PHONE LINES FOR CITY. PRI
ET200543	05/20/2020	CENTURY LINK	46.99	PHONE LINES FOR CITY. PRI
ET200544	05/20/2020	CENTURY LINK	165.40	PHONE LINES FOR CITY. PRI
ET200545	05/20/2020	CENTURY LINK	116.97	PHONE LINES FOR CITY. PRI
ET200546	05/20/2020	CENTURY LINK	38.99	PHONE LINES FOR CITY. PRI
ET200547	05/20/2020	CENTURY LINK	38.99	PHONE LINES FOR CITY. PRI
ET200548	05/20/2020	CENTURY LINK	2,217.01	PHONE LINES FOR CITY. PRI

CK NBR	CHECK DATE	VENDOR	PAYMENT AMOUNT	DESCRIPTION
ET200549	05/20/2020	CENTURY LINK	161.46	TELEPHONE SERVICE FOR FY2
ET200550	05/20/2020	CENTURY LINK	92.16	PHONE LINES FOR CITY. PRI
ET200551	05/20/2020	CENTURY LINK	5,206.96	PHONE LINES FOR CITY. PRI
ET200552	05/20/2020	CENTURY LINK	47.15	PHONE LINES FOR CITY. PRI
ET200553	05/20/2020	CENTURY LINK	177.74	PHONE LINES FOR CITY. PRI
ET200554	05/20/2020	CENTURY LINK	117.45	PHONE LINES FOR CITY. PRI
ET200555	05/20/2020	CENTURY LINK	39.15	PHONE LINES FOR CITY. PRI
ET200556	05/20/2020	CENTURY LINK	39.15	PHONE LINES FOR CITY. PRI
ET200557	05/20/2020	CENTURY LINK	2,177.48	PHONE LINES FOR CITY. PRI
ET200558	05/20/2020	CENTURY LINK	162.10	TELEPHONE SERVICE FOR FY2
ET200559	05/20/2020	CENTURY LINK	77.98	PHONE LINES FOR CITY. PRI
ET200560	05/20/2020	CENTURY LINK	78.30	PHONE LINES FOR CITY. PRI
ET200561	05/20/2020	CENTURY LINK	118.97	PHONE LINES FOR CITY. PRI
ET200562	05/20/2020	CENTURY LINK	119.45	PHONE LINES FOR CITY. PRI
487501	05/27/2020	CINTAS CORP	205.76	CLEANING SERVICE AT T
487502	05/27/2020	CINTAS FIRST AID & SAFETY	113.85	NITRO GLOVES FOR THE
481898	05/26/2020	CITY TREASURER	100.00	START UP MONEY
487479	05/22/2020	CITY TREASURER	154,461.44	DED:0010 IPERS
487482	05/22/2020	CITY TREASURER	50,798.20	DED:*SIA STATE IA
487482	05/22/2020	CITY TREASURER	3,878.24	DED:0210 CHILD SPRT
487482	05/22/2020	CITY TREASURER	8,444.10	DED:0610 FLEX-DEPND
487482	05/22/2020	CITY TREASURER	15,403.13	DED:0620 FLEX-MED
487482	05/22/2020	CITY TREASURER	45.95	DED:0630 FLEX-LIFE
487482	05/22/2020	CITY TREASURER	570.73	DED:0640 FLEX-PARK
487482	05/22/2020	CITY TREASURER	22.50	DED:0650 FLEX-TRNST
487482	05/22/2020	CITY TREASURER	36,546.00	DED:1200 ICMA 457 \$
487482	05/22/2020	CITY TREASURER	4,040.60	DED:1201 ICMA 457 %
487485	05/22/2020	CITY TREASURER	34,925.82	DED:0410 HEALTH PTX
487485	05/22/2020	CITY TREASURER	68,416.15	DED:0420 HEALTH PTX
487485	05/22/2020	CITY TREASURER	291,990.78	DED:0430 HEALTH PTX
487486	05/22/2020	CITY TREASURER	1,738.24	DED:0510 DENTAL PTX
487486	05/22/2020	CITY TREASURER	6,349.58	DED:0530 DENTAL PTX
487487	05/22/2020	CITY TREASURER	1,006.23	DED:0710 LIFE PRETX
487487	05/22/2020	CITY TREASURER	90.21	DED:0720 LIFE N_PTX
487487	05/22/2020	CITY TREASURER	940.53	DED:0810 LIFE INS
487487	05/22/2020	CITY TREASURER	710.22	DED:0820 LIFE INS
487487	05/22/2020	CITY TREASURER	228.76	DED:0830 LIFE INS
487487	05/22/2020	CITY TREASURER	141.24	DED:0910 AD&D
487487	05/22/2020	CITY TREASURER	106.80	DED:0920 AD&D
487487	05/22/2020	CITY TREASURER	34.40	DED:0930 AD&D
487490	05/22/2020	CITY TREASURER	30.00	DED:1130 FILING FEE
487503	05/27/2020	CLARKE UNIVERSITY	8,291.11	FRANCHISE FEES
487508	05/27/2020	COLLIOD ENVIRONMENTAL TECH LLC	22,595.00	GEOSYNTHETIC CLAY LIN
487509	05/27/2020	COOPER, ORLANDO A	77.00	UB REFUND
487504	05/27/2020	CRESCENT ELECTRIC	110.90	GE LAMPS/MULTIVAPOR
487510	05/27/2020	DAVIDSON, KEVIN J	265.00	UB REFUND
487515	05/27/2020	DORANTES-CALLEJAS, NICOMEDES	61.16	UB REFUND
487481	05/22/2020	DUBUQUE BANK & TRUST COMPANY	116,852.06	DED:*FI FICA
487481	05/22/2020	DUBUQUE BANK & TRUST COMPANY	42,055.06	DED:*FM MEDICARE
487481	05/22/2020	DUBUQUE BANK & TRUST COMPANY	104,321.03	DED:*FT FEDERAL
ET200524	05/19/2020	DUBUQUE BANK & TRUST COMPANY	50.00	PETDATA EFT MONTHLY BANK
ET200525	05/19/2020	DUBUQUE BANK & TRUST COMPANY	50.00	ECHECK SCAN SOFTWARE FEE
487518	05/27/2020	DUBUQUE COMMUNITY SCHOOL DIST	5,059.14	FRANCHISE FEES
487518	05/27/2020	DUBUQUE COMMUNITY SCHOOL DIST	150.59	REIMBURSEMENT FOR BUS TRA
487519	05/27/2020	DUBUQUE COUNTY AUDITOR	4,333.19	FRANCHISE FEES
487520	05/27/2020	DUBUQUE COUNTY HISTORICAL SOCIETY	205.89	FRANCHISE FEES
487521	05/27/2020	DUBUQUE VISITING NURSE ASSOCIATION	1,956.20	VNA BILLING FOR APRIL
487523	05/27/2020	EAST CENTRAL INTERGOVERN ASSOC	66.77	LEAD TESTING FOR 2660

CK NBR	CHECK DATE	VENDOR	PAYMENT AMOUNT	DESCRIPTION
487523	05/27/2020	EAST CENTRAL INTERGOVERN ASSOC	203.40	LEAD TESTING ON 728 W
487524	05/27/2020	EBSCO SUBSCRIPTION SERVICE	8,946.00	EBSCO PACKAGE CONSUME
ET200518	05/15/2020	ELAVON INC	84.17	BUNKER HILL - CC FEES
ET200523	05/19/2020	ELAVON INC	293.48	BLUEFIN-TRANSIT MONTHLY C
ET200537	05/20/2020	ELAVON INC	634.08	BLUEFIN-TRANSIT MONTHLY C
487558	05/27/2020	ELLA M LAHEY	20.23	MILEAGE REIMBURSEMENT
487525	05/27/2020	EMMAUS BIBLE COLLEGE	5,623.55	FRANCHISE FEES
487555	05/27/2020	EXPRESS EMPLOYMENT PROFESSIONALS	8,351.70	TEMP HELP AT THE LAND
487517	05/27/2020	FABER, DENIS D	119.01	UB REFUND
487552	05/27/2020	FOTH INFRASTRUCTURE & ENVIRO LLC	816.00	ACQUIRE SNOW REMOVAL
487506	05/27/2020	FOUR OAKS FAMILY & CHILDREN'S SERVI	3,536.22	FY20 PURCHASE OF SERV
487526	05/27/2020	GRAINGER INC	145.00	DISPOSAL COVERALLS FO
487527	05/27/2020	HEIAR FENCING & SUPPLY INC	9,010.00	FENCING AT THE WATER
487528	05/27/2020	HENDRICKS FEED & SEED CO INC	180.00	DEMARC BLD LANDSCAPIN
487551	05/27/2020	HILLS & DALES CHILD DEVELOPMENT	1,420.22	FRANCHISE FEES
487483	05/22/2020	ILLINOIS DEPARTMENT OF REVENUE	56.28	DED:*SIL STATE IL
487488	05/22/2020	ILLINOIS STATE DISBURSEMENT UNIT	230.77	DED:0220 CHILD SPRT
487559	05/27/2020	INGRAM LIBRARY SERVICES INC.	1,119.12	ADULT BOOKS YA BOOKS
487489	05/22/2020	IOWA DEPT OF REVENUE	4.79	DED:0110 LEVY-IA
487529	05/27/2020	IOWA ONE CALL	1,115.50	FY20 ONE CALLS/LOCATE
487530	05/27/2020	JERRY STEWARD TRUCKING INC	37.50	COLLECTION AND PROPER
487505	05/27/2020	KNOLL, CASSIDY	63.00	UB REFUND
487511	05/27/2020	KOSTER, WILLIE P	76.00	UB REFUND
487563	05/27/2020	LEISURE SERVICES REFUNDS	115.00	AMAYAS GRADUATION-MUR
487564	05/27/2020	LEISURE SERVICES REFUNDS	55.00	BABY SHOWER-EPP NORTH
487565	05/27/2020	LEISURE SERVICES REFUNDS	180.00	REFUND FOR AUDREY
487566	05/27/2020	LEISURE SERVICES REFUNDS	115.00	BABY SHOWER-EPP LOG C
487567	05/27/2020	LEISURE SERVICES REFUNDS	115.00	GRADUATION PARTY-MURP
487568	05/27/2020	LEISURE SERVICES REFUNDS	70.00	CONGRATULATIONS-EPP B
487569	05/27/2020	LEISURE SERVICES REFUNDS	70.00	FAMILY REUNION-EPP EA
487570	05/27/2020	LEISURE SERVICES REFUNDS	20.00	WEDDING-WASHINGTON PA
487571	05/27/2020	LEISURE SERVICES REFUNDS	35.00	FAMILY GATHERING-MURP
487572	05/27/2020	LEISURE SERVICES REFUNDS	70.00	PARENTS AS TEACHERS G
487573	05/27/2020	LEISURE SERVICES REFUNDS	115.00	WEDDING RECEPTION-EPP
487574	05/27/2020	LEISURE SERVICES REFUNDS	35.00	BIRTHDAY PARTY-EPP SH
487575	05/27/2020	LEISURE SERVICES REFUNDS	35.00	FAMILY REUNION-MURPHY
487576	05/27/2020	LEISURE SERVICES REFUNDS	70.00	TRI STATE ANTIQUE CAR
487577	05/27/2020	LEISURE SERVICES REFUNDS	35.00	FAMILY REUNION-MURPHY
487578	05/27/2020	LEISURE SERVICES REFUNDS	100.00	SCOTT AND THERESA BEN
487579	05/27/2020	LEISURE SERVICES REFUNDS	115.00	GRADUATION PARTY-MURP
487560	05/27/2020	LIBERTY TIRE RECYCLING LLC	8,345.25	COLLECTION AND PROPER
487560	05/27/2020	LIBERTY TIRE RECYCLING LLC	5,485.50	DRAIN FILL MATERIAL F
ET200540	05/20/2020	LIFE LINE BILLING SYSTEMS LLC	48.34	AMBULANCE CREDIT CARD FEE
ET200540	05/20/2020	LIFE LINE BILLING SYSTEMS LLC	3,309.18	AMBULANCE OVER-PAYMENT RE
ET200540	05/20/2020	LIFE LINE BILLING SYSTEMS LLC	6,373.16	MONTHLY SERVICE CHARGE FO
487532	05/27/2020	MAQUOKETA VALLEY ELECTRIC COOP	735.98	ENERGY COSTS FOR VARI
487532	05/27/2020	MAQUOKETA VALLEY ELECTRIC COOP	3,130.20	FY20 BLANKET PO FOR E
ET200534	05/19/2020	MATTHEWS DISTRIBUTING CO	241.60	ALCOHOL CHARGES FOR BUNKE
487484	05/22/2020	MFPRSI	182,799.80	DED:0020 MFPRSI
487554	05/27/2020	MIDWEST TAPE LLC	34.24	ADULT DVD
ET200578	05/22/2020	MIDWESTONE BANK	103.00	2020.04 ALL OTHER VOUCHER
ET200587	05/27/2020	MIDWESTONE BANK	469.00	2019.12 ALL OTHER VOUCHER
ET200587	05/27/2020	MIDWESTONE BANK	469.00	2020.01 ALL OTHER VOUCHER
ET200587	05/27/2020	MIDWESTONE BANK	165.00	2020.01 PRO-R ALL OTHER V
ET200587	05/27/2020	MIDWESTONE BANK	811.00	2020.02 ALL OTHER VOUCHER
ET200587	05/27/2020	MIDWESTONE BANK	468.00	2020.03 ALL OTHER VOUCHER
ET200587	05/27/2020	MIDWESTONE BANK	468.00	2020.04 ALL OTHER VOUCHER
487549	05/27/2020	MI-T-M EQUIPMENT SALES & SERVICE	350.00	JOB BOX FOR THE LANDF

CK NBR	CHECK DATE	VENDOR	PAYMENT AMOUNT	DESCRIPTION
487436	05/20/2020	NEIL ALAN SCOTT	2.45	UB REFUND
487533	05/27/2020	NORTHEAST IOWA COMMUNITY COLLEGE	827.33	FRANCHISE FEES
487550	05/27/2020	ONLINE COMPUTER LIBRARY CENTER	1,726.26	CATALOGING AND METADA
ET200526	05/19/2020	OPENEDGE - GLOBAL PAYMENTS	3,349.40	DMASWA MONTHLY CC FEES
ET200527	05/19/2020	OPENEDGE - GLOBAL PAYMENTS	275.41	MILLER RIVERVIEW PARK MO
ET200528	05/19/2020	OPENEDGE - GLOBAL PAYMENTS	152.14	POD MARINA MONTHLY CC FEE
ET200535	05/19/2020	OPENEDGE - GLOBAL PAYMENTS	1,372.47	DMASWA MONTHLY CC FEES
ET200565	05/21/2020	OPENEDGE - GLOBAL PAYMENTS	150.05	POD MARINA MONTHLY CC FEE
ET200581	05/22/2020	OPENEDGE - GLOBAL PAYMENTS	297.57	MILLER RIVERVIEW PARK MO
487557	05/27/2020	OVERDRIVE INC	9,999.66	ADULT BOOKS
487557	05/27/2020	OVERDRIVE INC	1,722.51	CHILDRENS BOOKS
487557	05/27/2020	OVERDRIVE INC	1,882.65	YA E-BOOKS
ET200571	05/22/2020	PAYMENTUS GROUP INC	10.44	FY19 MO DLEC CC FEE PMTS
ET200572	05/22/2020	PAYMENTUS GROUP INC	107.06	FY19 MONTHLY WRRR CC FEE
ET200573	05/22/2020	PAYMENTUS GROUP INC	996.25	ONLINE UTILITY BILLING E-
ET200574	05/22/2020	PAYMENTUS GROUP INC	9.80	FY19 MO DLEC CC FEE PMTS
ET200575	05/22/2020	PAYMENTUS GROUP INC	880.25	ONLINE UTILITY BILLING E-
ET200582	05/22/2020	PAYMENTUS GROUP INC	103.99	FY19 MONTHLY WRRR CC FEE
487540	05/27/2020	PRAIRIE FARMS	3,353.37	FRANCHISE FEES
487531	05/27/2020	RICHARD W JONES	12.70	RX FOR RETIRED FIREFI
487534	05/27/2020	RIVER CITY STONE	474.59	STONE FOR THE LANDFIL
487313	05/20/2020	ROGERS, SEBASTIAN	13.11	UB REFUND
ET200519	05/15/2020	RXBENEFITS INC	1,099.50	FY20 RXBENEFITS
ET200520	05/15/2020	RXBENEFITS INC	83,703.18	FY20 RXBENEFITS
487536	05/27/2020	SCOTT PRINTING	319.84	PRINTING OBITUARY FIL
487537	05/27/2020	SHERWIN WILLIAMS COMPANY	984.97	AIRFIELD PAINT; FBO F
487311	05/20/2020	SHIPP, CODY J	3.78	UB REFUND
ET200514	05/15/2020	SISCO	263.85	SHORT TERM DISABILITY
ET200521	05/18/2020	SISCO	461.74	SHORT TERM DISABILITY
ET200580	05/22/2020	SISCO	230.87	SHORT TERM DISABILITY
ET200586	05/27/2020	SISCO	230.87	SHORT TERM DISABILITY
487538	05/27/2020	SPAHN & ROSE LUMBER	242.87	QUONSET HANGAR SLIDIN
ET200512	05/14/2020	STANDARD INSURANCE CO	26.05	FY20 STANDARD LIFE INSURA
487539	05/27/2020	STETSON BUILDING PRODUCTS INC	269.94	REBAR FOR FBO HANGAR
487541	05/27/2020	TOTAL MAINTENANCE INC	5,184.00	REFRIGERANT FOR CHILL
ET200529	05/19/2020	TRANSFIRST	197.18	INTERMODAL RAMP CC FEES
ET200530	05/19/2020	TRANSFIRST	51.65	RAMPS - MONTHLY CC FEES
ET200531	05/19/2020	TRANSFIRST	3,911.36	UB/PARKING TICKETS CC FEE
ET200532	05/19/2020	TRANSFIRST	83.51	PASSPORT PARKING MONTHLY
ET200538	05/20/2020	TRANSFIRST	171.70	BUS TICKET SALES - CC FEE
ET200563	05/21/2020	TRANSFIRST	1,439.13	PASSPORT PARKING MONTHLY
ET200564	05/21/2020	TRANSFIRST	1,914.73	UB/PARKING TICKETS CC FEE
ET200566	05/21/2020	TRANSFIRST	369.38	RAMPS - MONTHLY CC FEES
ET200576	05/22/2020	TRANSFIRST	206.52	BUS TICKET SALES - CC FEE
ET200577	05/22/2020	TRANSFIRST	199.49	INTERMODAL RAMP CC FEES
ET200583	05/27/2020	TRANSFIRST	0.39	BUS TICKET SALES - CC FEE
ET200515	05/15/2020	TREASURER STATE OF IOWA	254.00	RECREATION DEPT. SALES TA
ET200579	05/22/2020	TREASURER STATE OF IOWA	32,135.00	UTILITY EXCISE & SALES TA
487513	05/27/2020	TRENTZ, SARAH A	61.00	UB REFUND
487491	05/27/2020	TRI-STATE PORTA POTTY INC	145.00	PORTABLE RESTROOM FOR
487542	05/27/2020	TSCHIGGFRIE EXCAVATING	90,000.00	KERPER BLVD SANITARY
487514	05/27/2020	TULLY, LUCAS J	14.00	UB REFUND
487543	05/27/2020	ULINE INC	443.52	TECH PROCESSING MATER
487480	05/22/2020	UNITED WAY SERVICES INC	209.00	DED:1700 UNITED WAY
487544	05/27/2020	VERIZON WIRELESS SERVICES LLC	555.19	CELL PHONE USAGE FOR
487545	05/27/2020	WARTBURG THEOLOGICAL SEMINARY	1,253.89	FRANCHISE FEES
487562	05/27/2020	WAUSAU EQUIPMENT CO INC	671,024.00	MULTI-FUNCTION UNIT S
487546	05/27/2020	WELDON TIRE	107.10	SKID LOADER TIRE REPA



CK NBR	CHECK DATE	VENDOR	PAYMENT AMOUNT	DESCRIPTION
487547	05/27/2020	ZEPHYR ALUMINUM PRODUCTS	3,530.00	FLIGHT OPS BUILDING W
			<u>\$ 2,700,005.59</u>	

## City of Dubuque

## Consent Items # 3.

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**ITEM TITLE:** Re-Imagine Comiskey Park - Wellmark Foundation 2020 Grant Award

**SUMMARY:** City Manager recommending acknowledgement of the Re-Imagine Comiskey Wellmark Foundation 2020 Large MATCH grant award for the splash pad and basketball courts and further recommends approval of the execution of the grant agreement.

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Approve

**ATTACHMENTS:**

**Description**

**Type**

Re-Imagine Comiskey Wellmark Foundation 2020  
Large MATCH Grant-MVM Memo

City Manager Memo

Staff memo

Staff Memo

Comiskey Wellmark Foundation Grant Agreement

Supporting Documentation



**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Re-Imagine Comiskey Wellmark Foundation 2020 Large MATCH Grant Award and Grant Agreement Approval

**DATE:** May 26, 2020

Leisure Services Manager Marie Ware recommends City Council acknowledgement of the award of a \$100,000 Re-Imagine Comiskey Wellmark Foundation 2020 Large MATCH Grant for the splash pad and basketball courts and further recommends approval of the execution of the grant agreement. The grant has a dollar for dollar match and the current City capital project funding for the Comiskey Park Project will be used for the match.

I concur with the recommendation and respectfully request Mayor and City Council approval.

  
Michael C. Van Milligen

MCVM:jh  
Attachment

cc: Crenna Brumwell, City Attorney  
Teri Goodmann, Assistant City Manager  
Cori Burbach, Assistant City Manager  
Marie L. Ware, Leisure Services Manager

**TO:** Michael C. Van Milligen, City Manager  
**FROM:** Marie L. Ware, Leisure Services Manager  
**SUBJECT:** Re-Imagine Comiskey Wellmark Foundation 2020 Large MATCH Grant Award and Grant Agreement Approval  
**DATE:** May 15, 2020

## INTRODUCTION

The purpose of this memorandum is to acknowledge the award of a Re-Imagine Comiskey Wellmark Foundation 2020 Large MATCH Grant for the splash pad and basketball courts and request approval of the grant agreement.

## BACKGROUND

The 3.74-acre Comiskey Park serves as the only convenient outdoor space for Dubuque's low-income Washington and North End Neighborhoods. The current Comiskey Park has a playground (circa 1994) with some older pieces, tennis court (circa 2005), softball diamond with skinned infield, 18-stall parking lot, small skate park (circa 2005), basketball court (2005), community center (2002) and open space used for soccer, rugby and community events. Existing amenities are overused and do not meet current recreation demands.

The City of Dubuque purchased an adjacent 1.95-acre parcel for the Bee Branch project which expanded Comiskey Park after the project completion. Expansion efforts will increase recreation access, enhance quality of life and improve health outcomes for Dubuque's disadvantaged households.

The City of Dubuque was awarded a \$508,000 Land and Water Conservation Fund (LWCF) Outdoor Recreation Legacy Partnership (ORLP) Program grant to expand outdoor recreational opportunities in the park. The National Park Service grant is managed through the Iowa Department of Natural Resources. The city has budgeted a match of the grant of \$693,277 in six capital improvement projects. The total project was estimated to be \$1,201,277 at the time of that grant.

Saiki Design was selected to assist with the community engagement process. The process was branded Re-Imagine Comiskey. Saiki Design along with the assistance of the Leisure Services, Engineering, Human Rights, Planning, and Neighborhood Development Departments created a community engagement plan. This engaged

residents and community partners into a process to Re-Imagine Comiskey. That process is nearing completion with preliminary designs that gaining further input from the residents and community partners. The consultants and city team are now reviewing the project budgets and semi-final conceptual designs.

## **DISCUSSION**

The community engagement process to Re-Imagine Comiskey had some very clear priorities coming from residents and partners. They desired a splash pad, more opportunities for basketball and a new playground. The opportunity and deadline of the grant was prior to completing full community engagement however these two amenities started and have remained as priorities. In a future memo when the report and plan is final and ready for adoption all the input and processes will be summarized in more detail.

The project priorities aligned with Wellmark Foundation's grant priorities which include safe environments in which to be physically active. The grant has a dollar for dollar match and the project needs to be completed by December 31, 2022. The current city capital project funding for the Comiskey Park project will be used for the match.

The public input had the top two features of the Re-Imagined Comiskey as basketball and splash pad at the time of the grant application. A grant request of \$100,000 for these two amenities was for a Wellmark grant project total of \$369,200. This is just one portion of the larger Comiskey Park improvement. The grant will be added to the total project budget.

The City Leisure Services Department received word on Tuesday, May 12 that they had been awarded the \$100,000 Wellmark Large Match Grant. Wellmark Foundation Manager Gina Rooney stated, "I am so excited to see the park transform – and make a trip to Dubuque." The grant agreement is attached.

## **RECOMMENDATION**

I respectfully request approval for the execution of the Re-Imagine Comiskey Wellmark Large March grant agreement.

cc: Jenny Larson, Budget Director  
Stephen Fehsal, Parks Division Manager

Attachment: Grant Agreement

## **The Wellmark Foundation Grant Agreement**

This Wellmark Foundation Grant Agreement (“**Agreement**”) is made by and between The Wellmark Foundation (“**Foundation**”), an Iowa nonprofit corporation, and the GRANTEE identified on the signature page (hereinafter, “**Grantee**”).

### **RECITALS:**

- A. Foundation qualifies as a private foundation under the Internal Revenue Code of 1986 as amended (“**Code**”).
- B. The purpose of this Agreement is to set forth the terms and conditions under which the Foundation has awarded a grant to Grantee.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties agree as follows:

### **Article I Scope**

This Agreement applies to the project submitted by Grantee as a grant application entitled “Re-Imagine Comiskey: Splash Pad and Basketball Courts,” as more fully described in Grantee’s written proposal (Grant ID 2020-01-069) to the Foundation incorporated by this reference as a part of this Agreement (“**Grant Project**”). This Agreement does not apply to any other project or program of Grantee or the Foundation.

### **Article II Grant Award**

The Foundation agrees to award Grantee the total of \$100,000.00 for the Grant Project to be paid in one (1) payment over the Grant Period defined in Article III at the discretion of the Foundation (\$100,000.00 overall award; \$100,000.00 full grant payment to be made on or about September 18, 2020). The payment shall be made subsequent to the announcement of the Grant Project award and full execution of this Agreement.

All payments hereunder are subject to the terms and conditions of this Agreement and shall be used only for purposes specified in the Grant Project. Grant Project funds shall not be used to reimburse expenses incurred prior to the Foundation’s date of acceptance of this Agreement. Any funds that are not used by the end of the next calendar year following the end of the Grant Period shall be transferred back to the Foundation. The process and procedure for the transfer of unexpended funds will be done in accordance with instructions by the Foundation. An unfunded extension of the Grant Period may be granted in writing at the sole discretion of the Foundation.

### **Article III Grantee Responsibilities and Representations**

Grantee shall perform all services and activities as described in the grant application submitted to the Foundation. Grantee also shall comply with such procedures as the Foundation has established, from time to time, as requirements for the Grant Project award and as set forth in its notification of the award and/or posted on the Foundation website ([www.wellmark.com/foundation](http://www.wellmark.com/foundation)), incorporated herein by reference and made a part of this Agreement. The “**Grant Period**” will be September 18, 2020 through December 31, 2022. Grantee agrees to submit written progress and budget reports to the Foundation every six months during the Grant Period (initial report due June 1, 2021) and a final report upon completion. Grantee agrees to include video or photographs as may be appropriate with the progress reports and agrees to submit other reports that the Foundation may reasonably request. Grantee agrees to permit the Foundation to visit the Grant Project and videotape or photograph the Grant Project.

In carrying out the Grant Project, Grantee shall comply with all applicable laws, regulations, and rules and will not infringe, misappropriate, or violate the intellectual property rights of any third party. At all times during the Grant Period, Grantee shall maintain its tax-exempt status under (and conduct its activities in accordance with) Section 501(c)(3) of the Code unless Grantee is a government entity.

#### **Article IV Changes in Grant Project**

Any changes in the Grant Project (including, without limitation, any changes in the services or activities described in the proposal materials or work plan) require the prior written approval of the Foundation. Failure to obtain prior approval may result in the suspension of the award payments or termination of this Agreement in accordance with Article XI.

#### **Article V Changes in Key Personnel**

Grantee shall provide notice to the Foundation within ten (10) days of any changes in the key personnel performing services for the Grant Project. Such written notice shall include the individual's successor, title and resume.

#### **Article VI Records; Right to Examination and Audit**

Grantee shall maintain adequate accounting records and other records related to the Grant Project. Grantee will permit the Foundation on-site visits and access to examine and audit all records and documents reasonably related to Grantee's obligations under this Agreement. Grantee agrees to ensure the cooperation of its employees, officers, directors and agents in such examination and audit. The Foundation will provide notice to Grantee prior to the performance of an examination and audit and arrange a mutually acceptable time for it.

#### **Article VII Assignment**

This Agreement shall not be assigned by either party without the prior written consent of the other party, which consent shall not be unreasonably withheld. Any assignment not in accordance with this Article VII shall be null and void.

#### **Article VIII Publication by Foundation and Grantee; Rights to Data**

The Foundation may include information about the Grant Project, including any videos or photographs, in its periodic public reports and may make such information available on the [Wellmark.com/foundation](http://Wellmark.com/foundation) website as part of press releases, public reports, presentations, newsletters, tax returns, and other public disclosures.

Grantee may publish the results of the Grant Project subject to the Foundation's prior review and comment. Any materials used by Grantee for the purpose of publicity pursuant to this Agreement shall display the Foundation's designated and approved logo in a manner acceptable to and approved by the Foundation.

In the event activities supported by this Agreement produce original computer programs, writing, sound recordings, pictorial reproductions, drawings or other graphic representations and works of similar nature (the term computer programs includes executable computer programs and supporting data in any form) (collectively, the "**Materials**"), the Foundation reserves the right to use, duplicate and disclose, in whole or in part, the Materials in any manner for any purpose whatsoever. Without limiting the foregoing, Grantee hereby grants to the Foundation a non-exclusive, transferable, perpetual, irrevocable, royalty-free, paid-up, worldwide license to use or publish the Materials in any manner for any purpose whatsoever.

## **Article IX Release of Information**

Grantee agrees to provide to the Foundation, upon request, all written program records including, but not limited to, non-identifiable physician and client records, statistical information, board, administrative and financial records, including budget, accounting activities, financial statements and audits reasonably related to the Grant Project.

## **Article X Remedies for Breach**

In the event Grantee violates or breaches the terms of this Agreement, the Foundation reserves all contractual and legal remedies that are available.

Upon notice, the Foundation may suspend this Agreement, in whole or in part, and withhold payment of funds or recoup awarded funds when the Grantee has failed to comply with the terms of this Agreement until a corrective action plan has been submitted and approved by the Foundation. Reasons for suspension of this Agreement may include, but are not limited to, the following:

- a. Delinquency in submitting required reports by established due dates.
- b. Failure to show satisfactory progress in achieving the objectives of the Grant Project or failure to meet the terms and conditions of this Agreement.
- c. Failure to provide adequate management of the Grant Project funds.
- d. Failure to obtain matching funding in the amount and time required in the award notification when such funding was a condition of the grant award.

A suspension shall be in effect until the Grantee has taken corrective action or given evidence satisfactory to the Foundation that corrective action will be taken or until this Agreement is terminated.

Costs incurred by the Grantee during the suspension period shall not be allowed under this Agreement unless expressly authorized in the notice of suspension. Necessary costs that the Grantee could not reasonably avoid during the suspension shall be allowed only if the Grantee had a prior obligation for these expenses.

## **Article XI Term and Termination**

This Agreement shall commence upon the date of acceptance by the Foundation and shall terminate at the conclusion of the Grant Period. This Agreement may be terminated immediately upon notice (1) if circumstances beyond the control of the Foundation or the Grantee make continuation of this Agreement impossible, or (2) in the event of the Grantee's noncompliance with any term or condition, related rules, regulations or requests or the Grantee has proven unable to fulfill the work and services described in this Agreement.

In the event of such termination, the Grantee shall be reimbursed by the Foundation only for those costs allowable under the award for the Grant Project that are incurred prior to the termination date. Any unexpended funds shall be immediately returned to the Foundation unless otherwise agreed by the Foundation.

## **Article XII Notices**

Any notice required to be given under this Agreement shall be in writing and deemed delivered when personally delivered, sent by a commercial overnight courier, sent by certified mail, return receipt requested, or



transmitted by electronic means, to the address set forth on the signature page to this Agreement and the Grant Project.

**Article XIII**  
**Nonwaiver and Invalidity**

Failure of either party to exercise any of such party's rights under this Agreement will not constitute a waiver of such rights in the future. In the event any provision of this Agreement is held invalid, illegal or unenforceable, in whole or in part, the remaining provisions of this Agreement shall not be affected thereby and shall continue to be valid and enforceable.

**Article XIV**  
**Section Headings and Interpretation**

The Section headings used in this Agreement have been inserted for convenience of reference only and shall not in any manner modify or restrict any of its terms or provisions. This Agreement shall not be construed more strongly against any party regardless of who was more responsible for its preparation.

**Article XV**  
**Entire Agreement and Amendments**

This Agreements and all attachments hereto constitute the entire Agreement between the parties with respect to the subject matter hereof and any prior agreements, understandings, representations and warranties, whether written or oral in regard to the subject matter hereof, are hereby superseded. No amendment, change or modification of any of the terms, provisions or conditions of this Agreement shall be effective unless such amendment is clearly identified as an amendment to this Agreement, made in writing and signed by authorized personnel of both parties.

**Article XVI**  
**Governing Law**

This Agreement shall be construed and enforced in accordance with the laws of the State of Iowa without regard to conflict of laws principles.

**Article XVII**  
**Limitation of Action**

No action, regardless of form, may be brought by either party on any claim arising out of this Agreement more than two years after the claim arose.

**Article XVIII**  
**Indemnification**

The Grantee shall indemnify and hold Foundation harmless from and against any and all liabilities, losses, damages, costs or expenses, including, but not limited to, reasonable attorneys' fees and legal expenses, incurred by Foundation as a result of a breach of this Agreement by the Grantee or any tortious, unlawful or unauthorized acts or omissions by the Grantee,

**Article XIX**  
**Consent to Jurisdiction**

Each of the parties hereby irrevocably submits to the exclusive jurisdiction of any United States District Court or Iowa District Court sitting in Des Moines, Iowa in any action or proceeding arising out of or relating to this Agreement, and each party hereby irrevocably agrees that all claims in respect of such action or proceeding shall be heard and determined in either of such courts. Each of the parties irrevocably waives any objection, including without limitation, any objection on the grounds of forum nonconveniens, which it may now or

hereafter have to the bringing of any such action or proceedings in such respective jurisdictions. In addition, the parties agree that neither of them shall commence any action arising out of or relating to this Agreement in any court other than the United States District Court or the Iowa District Court sitting in Des Moines, Iowa.

**Article XX**  
**Waiver of Jury Trial**

**EACH OF THE PARTIES IRREVOCABLY WAIVES ALL RIGHT TO TRIAL BY JURY IN ANY ACTION, PROCEEDING OR COUNTERCLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT.**

**IN WITNESS WHEREOF, THE PARTIES HAVE CAUSED THIS AGREEMENT TO BE EXECUTED IN DUPLICATE COUNTERPARTS, EACH BEING DEEMED AN ORIGINAL, AS OF THE DATE of execution set forth below.**

Legal Name of Grantee	City of Dubuque
IRS Tax Identification Number	42-6004596
Mailing Address	
Email Address	
Signature	
Printed Name and Title	
Date Signed	

Name of Grantor	The Wellmark Foundation
Mailing Address	1331 Grand Avenue, Des Moines, IA 50309
Email Address	WellmarkFoundation@Wellmark.com
Signature	
Printed Name and Title	
Date of Acceptance	

## Certificate Of Completion

Envelope Id: B4907A35C45947EFB889F7B48AECE60F

Status: Sent

Subject: Grant Agreement available for City of Dubuque

Source Envelope:

Document Pages: 5

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 0

Gina Rooney

AutoNav: Enabled

rooneygj@wellmark.com

Envelopeld Stamping: Enabled

IP Address: 198.245.41.130

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

## Record Tracking

Status: Original

Holder: Gina Rooney

Location: DocuSign

5/20/2020 1:37:43 PM

rooneygj@wellmark.com

## Signer Events

### Signature

### Timestamp

Security Level: Email, Account Authentication  
(None)

#### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Mary Lawyer

LawyerM@Wellmark.com

Security Level: Email, Account Authentication  
(None)

#### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

## In Person Signer Events

### Signature

### Timestamp

## Editor Delivery Events

### Status

### Timestamp

## Agent Delivery Events

### Status

### Timestamp

Marie Ware

mware@cityofdubuque.org

Security Level: Email, Account Authentication  
(None)

Sent: 5/20/2020 1:43:22 PM

Viewed: 5/26/2020 8:38:30 AM

#### Electronic Record and Signature Disclosure:

Accepted: 5/26/2020 8:38:30 AM

ID: 1689ac65-7883-48e1-bce3-f8ee1b876776

Company Name: The Wellmark Foundation

## Intermediary Delivery Events

### Status

### Timestamp

## Certified Delivery Events

### Status

### Timestamp

## Carbon Copy Events

### Status

### Timestamp

Steve Fehsal

sfehsl@cityofdubuque.org

Security Level: Email, Account Authentication  
(None)

#### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Wellmark Foundation Manager		
RooneyG@Wellmark.com		
Security Level: Email, Account Authentication (None)		
<b>Electronic Record and Signature Disclosure:</b>		
Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	5/20/2020 1:43:22 PM
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure		
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, The Wellmark Foundation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact The Wellmark Foundation:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [WellmarkFoundation@wellmark.com](mailto:WellmarkFoundation@wellmark.com)

### **To advise The Wellmark Foundation of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [WellmarkFoundation@wellmark.com](mailto:WellmarkFoundation@wellmark.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from The Wellmark Foundation**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [WellmarkFoundation@wellmark.com](mailto:WellmarkFoundation@wellmark.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with The Wellmark Foundation**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [WellmarkFoundation@wellmark.com](mailto:WellmarkFoundation@wellmark.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify The Wellmark Foundation as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by The Wellmark Foundation during the course of your relationship with The Wellmark Foundation.

## City of Dubuque

## Consent Items # 4.

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**ITEM TITLE:** Letter to Governor Reynolds Regarding Healthcare Coverage for the Marshallese Residents in Iowa

**SUMMARY:** Correspondence to Governor Reynolds from Mayor Buol requesting the Governor's advocacy and support for extending State Medicaid benefits to Iowa's Marshallese residents.

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File

**ATTACHMENTS:**

Description	Type
Mayor Roy Buol Letter to Governor Kim Reynolds requesting Medicaid coverage for Marshallese Community in Iowa	Supporting Documentation
Human Rights Commission Support for COFA Act	Supporting Documentation





Office of the Mayor  
City Hall  
50 West 13<sup>th</sup> Street  
Dubuque, IA 52001-4845  
[www.cityofdubuque.org](http://www.cityofdubuque.org)

May 28, 2020

Honorable Kim Reynolds  
Iowa State Capitol  
1007 E Grand Avenue #101  
Des Moines, IA 50319

Dear Governor Reynolds,

As Mayor and on behalf of my City Council colleagues and the citizens of Dubuque, I am writing to request your advocacy and support for extending State Medicaid benefits to Iowa's Marshallese residents.

Since the late 1980's, the Compact of Free Association (COFA) has defined the relationship between the United States and the independent governments of the Freely Associated States (FAS) including the Republic of the Marshall Islands, the Federated States of Micronesia and the Republic of Palau. Under the Compact, the United States was granted access to strategic military bases in the Pacific and, in exchange, the United States government would provide broad migration privileges for COFA citizens, including the Marshallese. Currently there are nearly 70,000 COFA citizens residing in the U.S. and an estimated 800-900 in Dubuque.

In 1996, with the passage of welfare reform legislation in Congress, COFA citizens were statutorily barred from access to Medicaid in what was considered an egregious oversight. Previously included in Medicaid eligibility rolls, this nearly twenty-five-year lack of access to medical coverage for COFA citizens has had a devastating impact and is especially evident now during the global pandemic of COVID-19.

Nationally, the Marshallese population is experiencing rapid population growth primarily in the Midwest and the South. The U.S. Census indicates that the following states have populations more than 1,000: Hawaii, California, Texas, Washington, Oregon, Utah, Oklahoma, Florida, Arkansas, Missouri, and Arizona. These numbers will continue to increase as the islands become uninhabitable between 2030 and 2050 because of climate change.

<https://www.latimes.com/environment/story/2019-10-11/marshall-islands-national-climate-crisis>

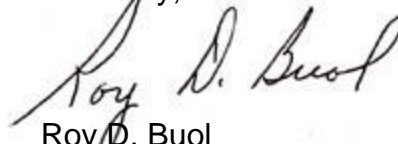
Between 2000 and 2010, Dubuque experienced a 279% population growth in the Pacific Islander population according to the U.S. Census. While the results of the 2020 Census are not complete, over a period of three days during the COVID-19 crisis in April, City of Dubuque staff members working with community leaders were able to identify 600 Marshallese residents in need of food assistance within the City of Dubuque limits, suggesting our numbers will continue to climb.

In addition, 19.6% of Pacific Islanders in the U.S. live in poverty, compared to 15% of the overall population. Ineligibility for Medicaid, even when income requirements are met, creates an almost insurmountable barrier to prosperity for Marshallese. Locally here in Dubuque, Crescent Community Health Center (Crescent) saw 263 patients in 2019 who identified themselves as being Pacific Islanders. Of these patients, 93 are diagnosed with diabetes representing 35% of the patient population. For comparison, about 8% of the general patient population at Crescent has a diagnosis of diabetes. In addition, 72 of these patients, or 27%, are diagnosed with hypertension. This compares to 16% of the general patient population. Fifty-two patients have both diagnoses. As a result, many members of the population are at high risk for significant negative outcomes if they contract COVID-19. Within the past three weeks, at least three Marshallese community members have died from COVID-19 in Dubuque and several are in intensive care.

Governor Reynolds, I urge you to correct the injustice that was created by an oversight in 1996 and provide access to healthcare through the State of Iowa Medicaid Program to our Marshallese neighbors in Dubuque.

Through this global crisis, the City of Dubuque has reaffirmed its identified goal to “create an equitable community of choice” by demonstrating and building greater resiliency, sustainability, equity and compassion into the lives of our residents and in the Dubuque community writ large. We value and depend upon your partnership to achieve this goal of healthcare access for the Marshallese in Dubuque, throughout Iowa and the country.

Sincerely,



Roy D. Buol  
Mayor



TO: Michael C. Van Milligen, City Manager

FROM: Kelly Larson, Human Rights Director

DATE: May 12, 2020

SUBJECT: Human Rights Commission Support for Health Care for Compact of Free Association Migrants, Including the Marshallese

The purpose of this memo is to forward to the City Council the Human Rights Commission's support for State and Federal solutions to provide health care coverage for community members from the Marshall Islands, as well as other community members who are covered by the Compact of Free Association (COFA).

At its regularly scheduled meeting on May 11, 2020, the Human Rights Commission discussed the impact COVID-19 is having locally on our Marshallese community members, including concerns regarding the lack of Medicaid coverage for this population. Art Roche, a community member and retired employee of Mercy One who is actively involved in leading the Dubuque Pacific Islander Health Project Advisory Committee, provided background on the health conditions facing our local population, their legal status, and the efforts that have been underway to address a gap in their healthcare coverage. Assistant City Manager Teri Goodmann provided information related to the City Council's support of state and federal action to address this gap as part of its legislative priorities.

At the conclusion of the conversation, the Commission voted in favor of forwarding a memo to the City Council expressing its support for a letter from the Mayor to State and Federal officials encouraging actions to grant healthcare coverage to the COFA population via Medicaid or through other means. This memo serves as their statement of support for taking action to advance healthcare coverage for this population, particularly during this time of COVID-19.

Cc: Teri Goodmann, Assistant City Manager

## City of Dubuque

## Consent Items # 5.

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**ITEM TITLE:** Acceptance Sanitary Sewer Improvements Across Parts of Walen Acres and Parts of Beverly Pines No. 2

**SUMMARY:** City Manager recommending acceptance of the public improvements that the developer, Edwards Family Realty Company, L.C., has recently completed across parts of Lot 1 and Lot 2 of Walen Acres and parts of Lot 2 and Lot 2-2 of Beverly Pines No. 2, in the City of Dubuque, Iowa.

**RESOLUTION** Accepting public sanitary sewer improvements across parts of Lots 1 and Lot 2 of Walen Acres and parts of Lot 2 and Lot 2-2 of Beverly Pines No. 2 in the City of Dubuque, Iowa

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Adopt Resolution(s)

**ATTACHMENTS:**

Description	Type
Walen Acres Acceptance of Sanitary Sewer Improvements-MVM Memo	City Manager Memo
Staff Memo	Staff Memo
Resolution	Resolutions
Aerial Photo	Supporting Documentation
Agreement - Executed	Supporting Documentation



**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Acceptance of Sanitary Sewer Improvements across Parts of Lot 1 and Lot 2 of Walen Acres and Parts of Lot 2 and Lot 2-2 of Beverly Pines No. 2, in the City of Dubuque, Iowa

**DATE:** May 26, 2020

City Engineer Gus Psihoyos is recommending acceptance of the public improvements that the developer, Edwards Family Realty Company, L.C., has recently completed across parts of Lot 1 and Lot 2 of Walen Acres and parts of Lot 2 and Lot 2-2 of Beverly Pines No. 2, in the City of Dubuque, Iowa. Maintenance guarantees for said public improvements shall be provided by the City of Dubuque from the date of acceptance by the City Council.

I concur with the recommendation and respectfully request Mayor and City Council approval.

  
Michael C. Van Milligen

MCVM:jh  
Attachment

cc: Crenna Brumwell, City Attorney  
Teri Goodmann, Assistant City Manager  
Cori Burbach, Assistant City Manager  
Gus Psihoyos, City Engineer

**TO:** Michael C. Van Milligen, City Manager

**FROM:** Gus Psihoyos, City Engineer

**SUBJECT:** Acceptance of Sanitary Sewer Improvements across parts of Lot 1 and Lot 2 of Walen Acres and parts of Lot 2 and Lot 2-2 of Beverly Pines No. 2, in the City of Dubuque, Iowa

**DATE:** May 22, 2020

### **INTRODUCTION**

The enclosed material provides for City Council acceptance of the public improvements that the developer, Edwards Family Realty Company, L.C., have recently completed across parts of Lot 1 and Lot 2 of Walen Acres and parts of Lot 2 and Lot 2-2 of Beverly Pines No. 2, in the City of Dubuque, Iowa.

### **BACKGROUND**

The property owners Melissa N. Walen (Walen) and Edwards Family Realty Company, L.C. (Edwards) requested the extension of the public sanitary sewer from Lot 2-2 of Beverly Pines through the Walen and Edwards property to serve existing and future buildings. The new sanitary sewer construction has been inspected and approved by Engineering Department staff. The City of Dubuque will own and maintain the public sanitary sewer utility. The property owners have granted a 20-foot-wide utility easement over the sanitary sewer.

### **DISCUSSION**

The project extended approximately 560 feet of 8" sanitary sewer, installation of a 4-foot diameter sanitary sewer manholes, clearing, grubbing, rock excavation and landscape restoration. The City will be able to levy a connection charge for any future sewer connections to this new extension.

### **RECOMMENDATION**

I would, therefore, recommend that the City Council accept the public improvements. Maintenance guarantees for said public improvements shall be provided by the City from the date of acceptance by City Council.

### **ACTION TO BE TAKEN**

The City Council is requested to adopt the attached resolution accepting the public sanitary sewer improvements across parts of Lot 1 and Lot 2 of Walen Acres and parts of Lot 2 and Lot 2-2 of Beverly Pines No. 2, in the City of Dubuque, Iowa.

**RESOLUTION NO.**

**ACCEPTING PUBLIC SANITARY SEWER IMPROVEMENTS ACROSS PARTS OF LOT 1 AND LOT 2 OF WALEN ACRES AND PARTS OF LOT 2 AND LOT 2-2 OF BEVERLY PINES NO. 2, IN THE CITY OF DUBUQUE, IOWA**

Whereas, pursuant to a Sanitary Sewer Construction Agreement between the City of Dubuque, Melissa N. Walen, and Edwards Family Realty Company, L.C., certain public improvements including sanitary sewer and appurtenances, were installed by Edwards Family Realty Company, L.C. across parts of Lot 1 and Lot 2 of Walen Acres and parts of Lot 2 and Lot 2-2 of Beverly Pines No. 2, in the City of Dubuque, Iowa; and

Whereas, the improvements have been completed and the City Manager has examined the work and has filed a certificate stating that the same has been completed in accordance with the plans approved by the City Council and in conformance with City specifications, and has recommended that the improvements be accepted by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:

Section 1. That the recommendation of the City Manager be approved and that said public improvements across parts of Lot 1 and Lot 2 of Walen Acres and parts of Lot 2 and Lot 2-2 of Beverly Pines No. 2, in the City of Dubuque, Iowa, be and the same are hereby accepted.

Section 2. The City will own, operate, and maintain the public sewer improvements after the date of acceptance by the City Council.

Passed, approved and adopted this \_\_\_\_ day of \_\_\_\_\_, 2020.

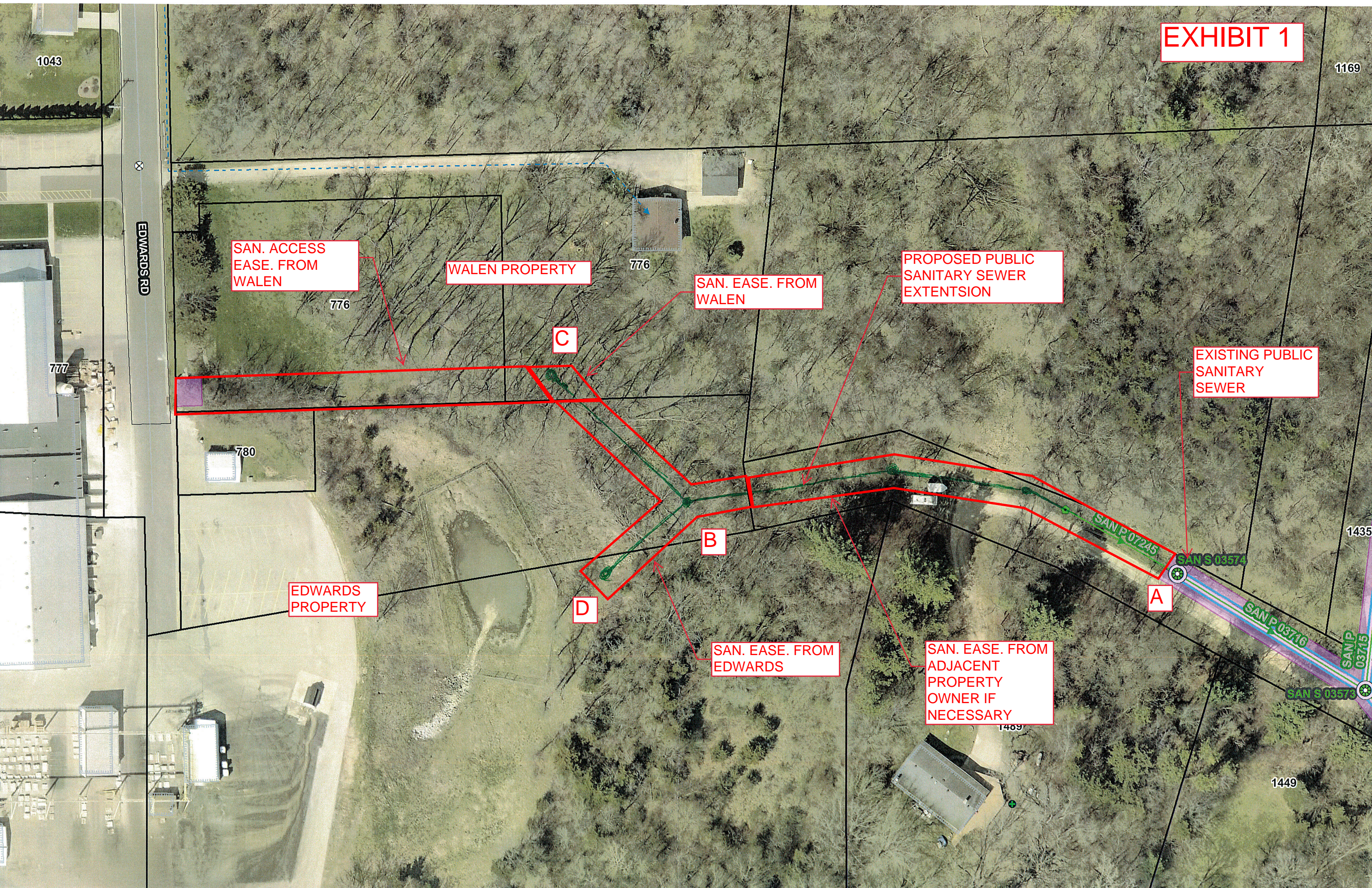
\_\_\_\_\_  
Roy D. Buol, Mayor

Attest:

\_\_\_\_\_  
Kevin S. Firnstahl, City Clerk



EXHIBIT 1





**SANITARY SEWER CONSTRUCTION AGREEMENT  
BETWEEN  
THE CITY OF DUBUQUE, IOWA AND MELISSA WALEN  
AND  
EDWARDS FAMILY REALTY COMPANY, L.C.**

This Sanitary Sewer Construction Agreement (Agreement) is made and entered into this 17<sup>th</sup> day of February 2020, by and between the City of Dubuque, Iowa, an Iowa municipal corporation (City), and Melissa N. Walen (Walen), and Edwards Family Realty Company, L.C. (Edwards)

WHEREAS, Walen is the owner of the real estate legally described as Lot 1 and Lot 2 of Walen Acres in the City of Dubuque, Iowa, common address 776 Edwards Rd. (Walen Property); and

WHEREAS, Edwards is the owner of the real estate legally described as Lot 2 of Beverly Pines No. 2, common address 777 Edwards Rd. in the City of Dubuque, Iowa (Edwards Property); and

WHEREAS, City owns and maintains a public sanitary sewer, that lies within Lot 2-2 of Beverly Pines, in the City of Dubuque, Iowa; and

WHEREAS, Walen and Edwards have requested the extension of the public sanitary sewer from Lot 2-2 of Beverly Pines through the Walen Property and Edwards Property to serve existing and future buildings thereon; and

Whereas, Edwards and the City have prepared plans and specifications for the sanitary sewer extension project (Project); and

WHEREAS, Edwards desires to construct the Project and will need to construct and carry out any other activities associated with the Project in accordance with City plans and specifications; and

WHEREAS, Edwards wishes to dedicate the sanitary sewer utility extension improvements and any associated easements over Edwards Property, as required by the City, to the City; and

WHEREAS, Walen wishes to dedicate any associated easements over Walen Property, as required by the City, to the City; and

WHEREAS, City, Walen, and Edwards wish to share in the cost of the construction of the project and any additional easements necessary from any adjacent landowners.

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

## **SECTION 1. GENERAL CONDITIONS.**

1.1 Edwards will begin work on the Project on or about March 1, 2020. The Project will be substantially completed by May 1, 2020. An initial plan for the Project is attached as Exhibit 1.

1.2 Work on the Project may not commence until this Agreement is executed by City, Walen and Edwards.

1.3 Edwards is responsible and will pay for all initial costs related to the Project, including but not limited to construction costs.

1.4 Edwards will be responsible for the total actual construction cost of the total Project on attached Exhibit 1. Cost of the total Project is estimated at \$42,519.66. Which includes \$4,500.00 for rock if encountered.

1.5 Walen will pay for all costs associated with the installation of sanitary sewer from Section B to C as shown on attached Exhibit 1. Before the project commences Walen will pay Edwards \$13,711.43 which includes the following items based on estimated quantities:

A.	120 lineal feet of 8" PVC pipe at \$75.92/LF (Section B to C)	\$9,111.43
B.	Sanitary Sewer Manhole (Location C)	\$2,600.00
C.	Easement 1/3 of \$1,500 (Section A to B)	\$ 500.00
D.	Rock (16.67 Cubic Yard at \$90.00 / cu yd. (Section B to C)	<u>\$1,500.00</u>
	Total Estimated Cost	\$13,711.43

If any of the above items are more or less than the actual final costs, Walen will either be charged or refunded the difference by Edwards.

1.6 The City will pay Edwards \$8,061.59 within 30 days of acceptance of the project by the City Council. The City agrees to pay 1/3 of the rock cost from Section A to B, shown on Exhibit 1.

1.7 City, Edwards and Walen agree to each pay for one-third of any required easement acquisitions from adjacent property owners (Section A to B). Total Easement costs are estimated at \$1,500.00.

1.8 City reserves the right to collect any other connection charges from Section A to B of the project.

1.9 The City will charge Walen a monthly sanitary sewer fee based on water consumption once the project is accepted by City Council.

## **SECTION 2. PLANS AND PERMITS.**

2.1 City will prepare final design plans, that meet current City standards, for the Project prior to commencing work.

## **SECTION 3. INSPECTIONS AND ACCEPTANCE.**

3.1 The City will inspect the Project throughout its implementation and at its completion to ensure compliance with the approved plans and specifications. If the project establishes that the Project has been completed in accordance with the approved plans and City requirements and specifications, the Project will be accepted by City Council. There will be no additional cost for the inspection.

## **SECTION 4. EASEMENT AND MAINTENANCE.**

4.1 Edwards will grant to the City an easement dedicating sanitary sewer utility easement (20' width) over Edwards Property as shown on attached Exhibit 1. City will prepare all grant of easement and easement survey exhibits as necessary. Said easement shall be for access, construction and other activities associated with the sanitary sewer, including but not limited to the maintenance and repair of the sewers by the City. City will record Grant of Easement with County Recorder. City is responsible for all recording fees associated with easement.

4.2 Walen will grant to the City an easement dedicating sanitary sewer utility easement (20' width) and sanitary sewer access easement over Walen Property as shown on attached Exhibit 1. City will prepare all grants of easement and easement survey exhibits as necessary. Said easements shall be for access, construction, and other activities associated with the sanitary sewer, including but not limited to the maintenance and repair of the sewers by the City. City will record Grants of Easement with County Recorder. City is responsible for all recording fees associated with easements.

4.3 After Edwards and Walen have dedicated the proposed sewer improvements and easements to the City, and the Project has been completed, inspected and accepted by the City Council, City will be responsible for the maintenance and repair of the sanitary sewer from the date of City Council acceptance and onward in accordance with the Grant of Easement language. The City shall be responsible for limited site restoration following any future sanitary sewer work (future repairs, inspections, replacement). Restoration by the City shall only include disturbed turf areas. Restoration of all other newly installed landscaping, paving and other improvements shall be the responsibility of the property owner or other.

## **SECTION 5. INSURANCE AND INDEMNIFICATION.**

5.1 Edwards agrees to hold harmless and indemnify City, and its officers, agents and employees, against any and all claims, actions, demands, losses, liabilities or legal expenses that may arise on account of injury to any person or damage to any property occurring in connection with the Project. This indemnification includes, but is not limited to, any liability or obligation of the City arising from any claim by Edwards or any person, firm, or corporation providing services for Edwards in connection with the Project.

5.2 At all times during the Project, from commencement of work to acceptance by the City of the Project, any contractors or subcontractors hired by Edwards to perform work on the Project must comply with the insurance requirements set forth in the Insurance Schedule F, attached as Exhibit 2.

## **SECTION 6. MISCELLANEOUS.**

6.1 This Agreement may not be assigned without the prior written permission of the City. Such written approval will not be unreasonably withheld.

6.2 This Agreement represents the entire Agreement between the parties. There are no verbal additions to this Agreement, and all amendments, additions or changes to this Agreement must be in writing and agreed to by both parties.

6.3 All covenants, conditions, and provisions of this Agreement will inure to the benefit of and be binding upon the parties hereto and their respective successors, heirs and assigns.

6.4 This Agreement is governed by the laws of the State of Iowa and venue for any action arising from or related to this Agreement will be in the District Court of Iowa, Dubuque County, Iowa.

6.5 If any term of this Agreement is found to be void or invalid, such invalidity will not affect the remaining terms of this Agreement, which will continue in full force and effect.

6.6 All Riders and Exhibits attached hereto form material parts of this Agreement.


7.7 All notices and correspondence related to this Agreement must be sent to the following:

If to Edwards: Edwards Family Realty Company, L.C.  
10671 Eagle Ridge Court  
Peosta, IA 52068

If to Walen: Melissa N. Walen  
776 Edwards Drive  
Dubuque, IA 52003

If to City: City of Dubuque, Iowa  
Attention: Gus Psihoyos, City Engineer  
50 West 13<sup>th</sup> Street  
Dubuque, Iowa 52001

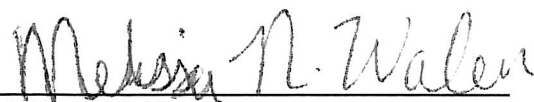
**CITY OF DUBUQUE, IOWA**

By:   
Gus Psihoyos  
City Engineer

**EDWARDS FAMILY REALTY  
COMPANY, L.C.**

By:   
Robert B. Edwards

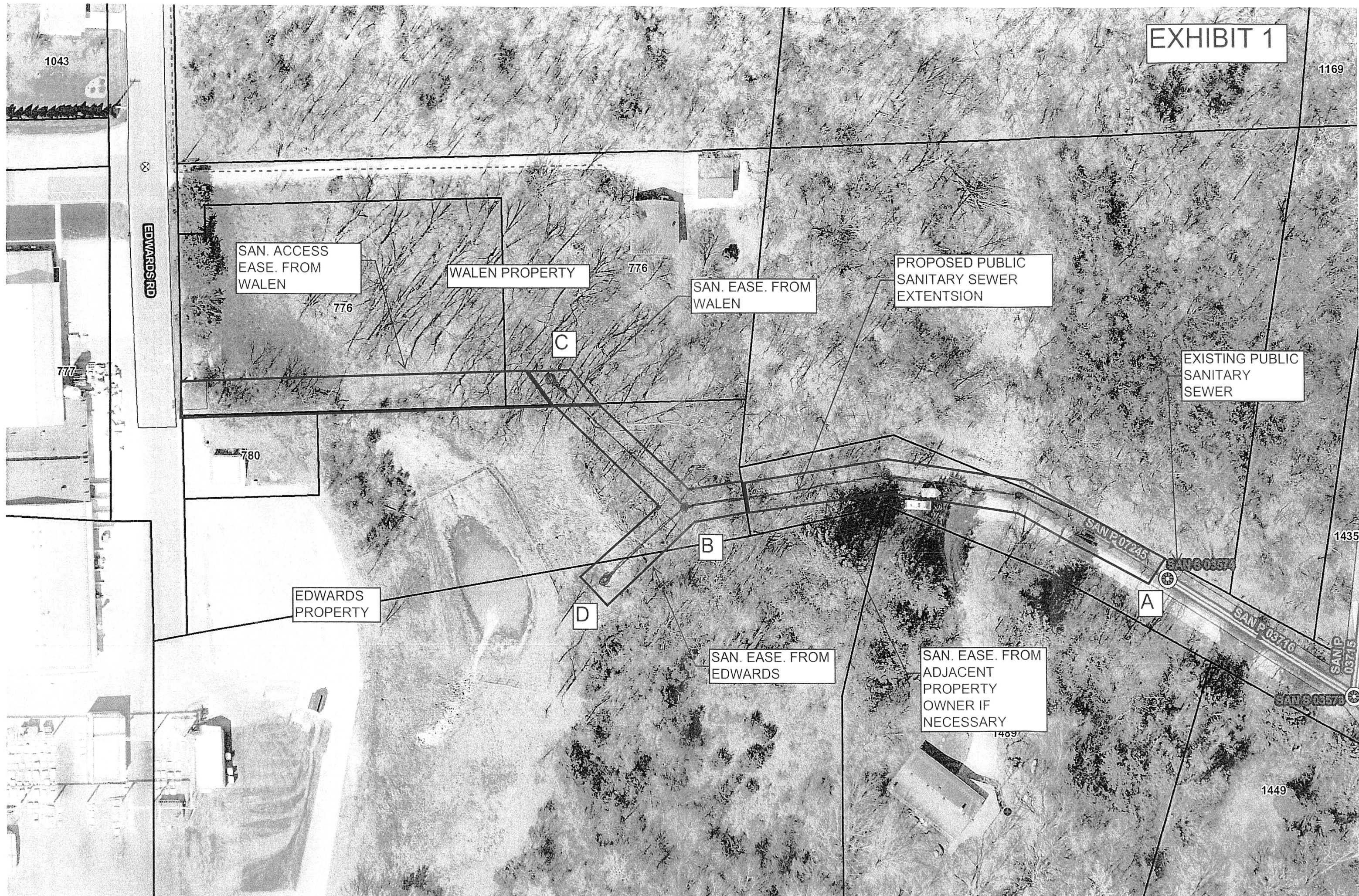
**MELISSA N. WALEN**

By:   
Melissa N. Walen

**EXHIBIT 1**  
**INITIAL SEWER CONSTRUCTION PLAN AND EASEMENTS**



EXHIBIT 1





**EXHIBIT 2**  
**INSURANCE SCHEDULE F**



**City of Dubuque Insurance Requirements for General, Artisan or Trade Contractors,  
Subcontractors or Sub-Subcontractors**

**INSURANCE SCHEDULE F**

**Class A:**

Asbestos Removal	Fiber Optics	Sanitary Sewers
Asphalt Paving	Fire Protection	Sheet Metal
Concrete	Fireproofing	Site Utilities
Construction Managers	General Contractors	Shoring
Cranes	HVAC	Special construction
Culverts	Mechanical	Steel
Decking	Paving & Surfacing	Storm sewers
Demolition	Piles & Caissons	Structural Steel
Deconstruction	Plumbing	Trails
Earthwork	Retaining Walls	Tunneling
Electrical	Reinforcement	Water main
Elevators	Roofing	

**Class B:**

Chemical Spraying	Landscaping	Rough Carpentry
Doors, Window & Glazing	Masonry	Stump Grinding
Drywall Systems	Vehicular Snow Removal	Tank Coating
Fertilizer Application	Painting & Wall Covering	Tree Removal
Geotech Boring	Pest Control	Tree Trimming
Insulation	Scaffolding	Tuckpointing
Finish Carpentry	Sidewalks	Waterproofing
	Plastering	Well Drilling

**Class C:**

Carpet Cleaning	General Cleaning	Power Washing
Carpet & Resilient Flooring	Grass Cutting	Tile & Terrazzo Flooring
Caulking & Sealants	Janitorial	Window Washing
Acoustical Ceiling	Non Vehicular Snow & Ice Removal	
Filter Cleaning	Office Furnishings	

**City of Dubuque Insurance Requirements for General, Artisan or Trade Contractors,  
Subcontractors or Sub Subcontractors**

**INSURANCE SCHEDULE F (continued)**

1. Contractor shall furnish a signed certificate of insurance to the department responsible for the contract for the coverage required in Exhibit I prior to commencing work and at the end of the project if the term of work is longer than 60 days. Contractors presenting annual certificates shall present a certificate at the end of each project with the final billing. Each certificate shall be prepared on the most current ACORD form approved by the Iowa Department of Insurance or an equivalent approved by the Director of Finance and Budget or Designee. The certificate must clearly indicate the project number, project name, or project description for which it is being provided Eg: Project # \_\_\_\_\_  
Project name: Edwards WahlenSanitary Sewer Construction Project or  
Project Location at \_\_\_\_\_ or  
construction of \_\_\_\_\_.
2. All policies of insurance required hereunder shall be with an insurer authorized to do business in Iowa and all insurers shall have a rating of A or better in the current A.M. Best's Rating Guide.
3. Each Certificate required shall be furnished to the Engineering Department of the City of Dubuque.
4. Failure to provide the coverages described in this Insurance Schedule shall not be deemed a waiver of these requirements by the City of Dubuque. Failure to obtain or maintain the required insurance shall be considered a material breach of this contract.
5. Contractor shall require all subcontractors and sub-subcontractors to obtain and maintain during the performance of work insurance for the coverages described in this Insurance Schedule and shall obtain certificates of insurance from all such subcontractors and sub-subcontractors. Contractor agrees that it shall be liable for the failure of a subcontractor and sub-subcontractor to obtain and maintain such coverage. The City may request a copy of such certificates from the Contractor.
6. All required endorsements to various policies shall be attached to the certificate of insurance.
7. Whenever an ISO form is referenced the current edition must be provided.
8. Contractor shall be required to carry the minimum coverage/limit, or greater if required by law or other legal agreement, in Exhibit I - Insurance Schedule F. If the contractor's limits of liability are higher than the required minimum limit then the contractor's limits shall be this agreement's required limits.
9. Contractor shall be responsible for deductibles and self-insured retention.

City of Dubuque Insurance Requirements for General, Artisan or Trade Contractors,  
Subcontractors or Sub Subcontractors

**INSURANCE SCHEDULE F (continued)**

**EXHIBIT I**

**A) COMMERCIAL GENERAL LIABILITY**

General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Limit (any one occurrence)	\$50,000
Medical Payments	\$5,000

- 1) Coverage shall be written on an occurrence, not claims made, form. The general liability coverage shall be written in accord with ISO form CG 00 01 or business owners form BP 00 02. All deviations from the standard ISO commercial general liability form CG 00 01 or business owners form BP 00 02 shall be clearly identified.
- 2) Include ISO endorsement form CG 25 04 "Designated Location(s) General Aggregate Limit" or CG 25 03 "Designated Construction Project(s) General Aggregate Limit" as appropriate.
- 3) Include endorsement indicating that coverage is primary and non-contributory.
- 4) Include Preservation of Governmental Immunities Endorsement. (Sample attached).
- 5) Include additional insured endorsement for:  
The City of Dubuque, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees and volunteers. Use ISO form CG 20 10 (Ongoing operations).
- 6) The additional insured endorsement shall include completed operations under ISO form CG 20 37 during the project term and for a period of two years after the completion of the project.
- 7) Policy shall include Waiver of Right to Recover from Others endorsement.

**B) WORKERS' COMPENSATION & EMPLOYERS LIABILITY**

Statutory Benefits covering all employees injured on the job by accident or disease as prescribed by Iowa Code Chapter 85.

Coverage A	Statutory—State of Iowa	
Coverage B	Employers Liability	
	Each Accident	\$100,000
	Each Employee-Disease	\$100,000
	Policy Limit-Disease	\$500,000

Policy shall include Waiver of Right to Recover from Others endorsement.

Coverage B limits shall be greater if required by the umbrella/excess insurer.

**OR**

Nonelection of Workers' Compensation or Employers' Liability Coverage under Iowa Code sec. 87.22. Completed form must be attached.

City of Dubuque Insurance Requirements for General, Artisan or Trade Contractors,  
Subcontractors or Sub Subcontractors

**INSURANCE SCHEDULE F (continued)**

**C) AUTOMOBILE LIABILITY**

Combined Single Limit \$1,000,000

**D) UMBRELLA/EXCESS LIABILITY**

Umbrella liability coverage must be at least following form with the underlying policies included herein (General Liability, Automobile, Workers Compensation).

All Class A contractors with contract values in excess of \$10,000,000 must have umbrella/excess liability coverage of \$10,000,000.

All Class A and Class B contractors with contract values between \$500,000 and \$10,000,000 must have umbrella/excess liability coverage of \$3,000,000.

All Class A and B contractors with contract values less than \$500,000 must have umbrella/excess liability coverage of \$1,000,000.

All Class C contractors are not required to have umbrella/excess liability coverage.

All contractors performing earth work must have a minimum of \$3,000,000 umbrella regardless of the contract value.

**E) POLLUTION LIABILITY**

Coverage required: ☐ yes ☒ no

Pollution liability coverage shall be required if project involves any pollution exposure for hazardous or contaminated materials including, but not limited to, the removal of lead, asbestos, or PCB's. Pollution product and complete operations coverage shall also be covered.

Each Occurrence	\$2,000,000
Policy Aggregate	\$4,000,000

- 1) Policy to include job site and transportation coverage.
- 2) Include additional insured for:  
The City of Dubuque, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees and volunteers. Use ISO form CG 20 10. (Ongoing operations) or its equivalent and CG 20 37 (completed operations) or its equivalent.
- 3) Include Preservation of Governmental Immunities Endorsement.
- 4) Provide evidence of coverage for 5 years after completion of project.

City of Dubuque Insurance Requirements for General, Artisan or Trade Contractors,  
Subcontractors or Sub Subcontractors

**INSURANCE SCHEDULE F (continued)**

**F) RAILROAD PROTECTIVE LIABILITY**

Coverage required: \_\_\_ yes ☒ no

Any contract for construction or demolition work on or within fifty feet (50') from the edge of the tracks of a railroad and affecting any railroad bridge, trestle, tracks, roadbeds, tunnel, underpass, or crossing, for which an easement, license or indemnification of the railroad is required, shall require evidence of the following additional coverages.

Railroad Protective Liability:

\$\_\_\_\_\_ each occurrence (per limits required by Railroad)

\$\_\_\_\_\_ policy aggregate (per limits required by Railroad)

**OR**

An endorsement to the Commercial General Liability policy equal to ISO CG 24 17 (Contractual Liability-Railroads). A copy of this endorsement shall be attached to the certificate of insurance.

**City of Dubuque Insurance Requirements for General, Artisan or Trade Contractors,  
Subcontractors or Sub Subcontractors**

**PRESERVATION OF GOVERNMENTAL IMMUNITIES ENDORSEMENT**

1. Nonwaiver of Governmental Immunity. The insurer expressly agrees and states that the purchase of this policy and the including of the City of Dubuque, Iowa as an Additional Insured does not waive any of the defenses of governmental immunity available to the City of Dubuque, Iowa under Code of Iowa Section 670.4 as it is now exists and as it may be amended from time to time.
2. Claims Coverage. The insurer further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time. Those claims not subject to Code of Iowa Section 670.4 shall be covered by the terms and conditions of this insurance policy.
3. Assertion of Government Immunity. The City of Dubuque, Iowa shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurer.
4. Non-Denial of Coverage. The insurer shall not deny coverage under this policy and the insurer shall not deny any of the rights and benefits accruing to the City of Dubuque, Iowa under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the City of Dubuque, Iowa.

No Other Change in Policy. The above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

**SPECIMEN**

## City of Dubuque

## Consent Items # 6.

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**ITEM TITLE:** Acceptance of Madison St. Retaining Wall Improvement Project

**SUMMARY:** City Manager recommending acceptance of the public improvement contract for the Madison Street Retaining Wall Emergency Repairs Project, as completed by Drew Cook & Sons Excavating Company, Inc.

**RESOLUTION** Accepting the Madison Street Retaining Wall Emergency Repairs Project and authorizing the payment to the contractor

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Adopt Resolution(s)

**ATTACHMENTS:**

**Description**

**Type**

Madison Street Retaining Wall Emergency Repairs Project-MVM Memo

City Manager Memo

Staff Memo

Staff Memo

Resolution

Resolutions



**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Madison Street Retaining Wall Emergency Repairs Project

**DATE:** May 26, 2020

City Engineer Gus Psihoyos is recommending acceptance of the public improvement contract for the Madison Street Retaining Wall Emergency Repairs Project, as completed by Drew Cook & Sons Excavating Company, Inc., in the final contract amount of \$39,957.36, which is a 42.9% decrease from the original contract amount of \$70,022.20.

I concur with the recommendation and respectfully request Mayor and City Council approval.

  
Michael C. Van Milligen

MCVM:jh  
Attachment

cc: Crenna Brumwell, City Attorney  
Teri Goodmann, Assistant City Manager  
Cori Burbach, Assistant City Manager  
Gus Psihoyos, City Engineer



**TO:** Michael C. Van Milligen, City Manager  
**FROM:** Gus Psihoyos, City Engineer  
**DATE:** May 26, 2020  
**RE:** Madison Street Retaining Wall Emergency Repairs Project

### **INTRODUCTION**

The enclosed resolution provides for the acceptance of the Public Improvement Contract for the Madison Street Retaining Wall Emergency Repairs Project.

### **DISCUSSION**

The existing stone retaining wall at 1849 Madison Street has failed. This wall supports the sidewalk, street and gas utility on Madison Street. WHKS of East Dubuque, IL prepared the structural design of the wall with the City engineering staff assisting with the plan development.

The project included the reconstruction of the 45' long by 8-foot-high wall with a modular concrete wall (Redi-rock) similar to the wall that was replaced on another section of Madison Street in 2010. This type of wall is aesthetically pleasing and is much lower in cost to install than native limestone.

The Madison Street Retaining Wall Emergency Repairs Project was completed by Drew Cook & Sons Excavating Company, Inc. of Dubuque, Iowa in the final contract amount of \$39,957.36 which is a 42.9% decrease from the original contract amount of \$70,022.20. The cost for the project was significantly lower due to the contractor using special care to maintain the curb, gutter and street that was estimated to be replaced as part of the project.

### **RECOMMENDATION**

I recommend that the City Council accept the improvements and authorize the payment of the contract amount of \$39,957.36 to Drew Cook & Sons Excavating Company, Inc. for the Madison Street Retaining Wall Emergency Repairs Project.

### **BUDGET IMPACT**

The project cost for the Madison Street Retaining Wall Emergency Repairs Project is summarized below:

<b>Description</b>	<b>Estimate</b>	<b>Award</b>	<b>Final</b>
Construction	\$ 97,835.00	\$ 70,022.20	\$ 39,957.36
Contingency	9,784.00	9,784.00	
Design, Construct Admin & Inspection	16,143.00	16,143.00	22,255.50
<b>Total Construction Cost</b>	<b>\$123,762.00</b>	<b>\$ 96,149.20</b>	<b>\$ 62,212.86</b>

The project funding is summarized as follows:

<b>CIP No.</b>	<b>Fund Description</b>	<b>Fund Amount</b>
3001029	Stone Retaining Walls	\$ 62,212.86
<b>Total Project Funding</b>		<b>\$ 62,212.86</b>

### **REQUESTED ACTION**

The City Council is requested to adopt the attached resolution to accept the improvements and to authorize the payment of the contract amount of \$39,957.36 to Drew Cook & Sons Excavating Company, Inc. for the Madison Street Retaining Wall Emergency Repairs Project.

cc: Robert Schiesl, Assistant City Engineer  
Adam Decker, Engineering Tech  
Luke Steger, Engineering Tech

**RESOLUTION NO. -20**

**ACCEPTING THE MADISON STREET RETAINING WALL EMERGENCY REPAIRS PROJECT AND AUTHORIZING THE PAYMENT TO THE CONTRACTOR**

WHEREAS, the public improvement contract for the Madison Street Retaining Wall Emergency Repairs Project, (the Project) has been completed by the Contractor, Drew Cook & Sons Excavating Company, Inc. (Contractor), the City Engineer has examined the work and recommends that the Project be accepted; and

WHEREAS, the final contract amount for the Project is \$39,957.36;

WHEREAS, the Contractor has previously been paid \$37,959.49, leaving a balance of \$1,997.87; and

WHEREAS, the City Council finds that the recommendation of the City Engineer should be accepted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:

Section 1. The recommendation of the City Engineer is approved, and the Project is hereby accepted.

Section 2. The Finance Director is hereby directed to pay to the Contractor the balance of the retainage of \$1,997.87 as provided in Iowa Code chapter 573, and to pay such retainage in accordance with the provisions of Iowa Code chapter 573 or Iowa Code chapter 26.13.

Passed, approved and adopted this 1<sup>st</sup> day of June 2020.

\_\_\_\_\_  
Roy D. Buol, Mayor

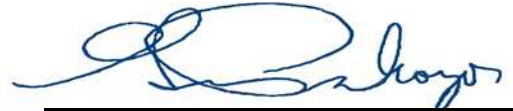
Attest:

\_\_\_\_\_  
Kevin S. Firnstahl, CMC City Clerk

**CITY ENGINEER'S CERTIFICATE OF FINAL COMPLETION OF MADISON STREET  
RETAINING WALL EMERGENCY REPAIRS PROJECT**

The undersigned City Engineer of the City of Dubuque, Iowa, hereby certifies that he has inspected the Madison Street Retaining Wall Emergency Repairs Project has been performed in compliance with the terms of the Public Improvement Contract, and that the total cost of the completed work is \$62,212.86.

Dated this 26<sup>th</sup> day of May 2020.



Gus Psihoyos, City Engineer

Filed in the office of the City Clerk on the 26<sup>th</sup> day of May 2020.

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Kevin S. Firnstahl, CMC, City Clerk

## City of Dubuque

## Consent Items # 7.

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**ITEM TITLE:** Acceptance of Grant of Easement for Water Main and Storm Sewer Utilities over Robert & Leann McDonald Property

**SUMMARY:** City Manager recommending acceptance of a Grant of Easement for Water Main and Storm Sewer Utilities across Robert and Leann McDonald property being Part of Lot 1 in George Crane's Subdivision and Part of Lot 2 in Fountain Hill Subdivision No. 3 in the City of Dubuque, Iowa as part of the Roosevelt Water Tower Project.

**RESOLUTION** Accepting a Grant of Easement for water main and storm sewer utilities through, over and across part of Lot 1 in George Crane's Subdivision and part of Lot 2 in Fountain Hill Subdivision No. 3 in the City of Dubuque, Iowa

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Adopt Resolution(s)

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
Acceptance of Grant of Easement from McDonald-MVM Memo	City Manager Memo
Staff Memo	Staff Memo
Resolution	Resolutions
Grant of Easement	Supporting Documentation
Area Map	Supporting Documentation



**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Acceptance of a Grant of Easement for Water Main and Storm Sewer Utilities over Robert and Leann McDonald Property in Dubuque, Iowa as part of the Roosevelt Water Tower Project

**DATE:** May 26, 2020

City Engineer Gus Psihoyos recommends City Council acceptance of a Grant of Easement for Water Main and Storm Sewer Utilities across Robert and Leann McDonald property being Part of Lot 1 in George Crane's Subdivision and Part of Lot 2 in Fountain Hill Subdivision No. 3 in the City of Dubuque, Iowa as part of the Roosevelt Water Tower Project.

I concur with the recommendation and respectfully request Mayor and City Council approval.

  
Michael C. Van Milligen

MCVM:jh  
Attachment

cc: Crenna Brumwell, City Attorney  
Teri Goodman, Assistant City Manager  
Cori Burbach, Assistant City Manager  
Gus Psihoyos, City Engineer



**TO:** Michael C. Van Milligen, City Manager

**FROM:** Gus Psihoyos, City Engineer

**DATE:** May 22, 2020

**RE:** Acceptance of a Grant of Easement for Water Main and Storm Sewer Utilities over Robert and Leann McDonald Property in Dubuque, Iowa as part of the Roosevelt Water Tower Project

### **INTRODUCTION**

The purpose of this memorandum is to seek approval and acceptance of a Grant of Easement for Water Main and Storm Sewer Utilities across Robert and Leann McDonald property being Part of Lot 1 in George Crane's Subdivision and Part of Lot 2 in Fountain Hill Subdivision No. 3 in the City of Dubuque, Iowa as part of the Roosevelt Water Tower Project.

### **BACKGROUND**

In June 2018, with support from the City Manager and Council, the City's consulting engineer, IIW, P.C. of Dubuque, Iowa, completed planning and design of the Roosevelt Street Water Tower Project, which included a 1.25-million-gallon elevated water storage tower, pressure reducing stations, water main improvements, and water treatment plant pump improvements.

The Roosevelt Street Water Tower project is the result of extensive analysis to determine the best solution to increase operating pressures in one of the City's nine pressure zones, Pressure Zone 2. Several studies identified the need for increased pressures in the area as the existing elevated water tower located in Eagle Point Park was determined to be limiting the available water pressure in the zone. Most notably the pressure at the highest point along Roosevelt Street, which has been recorded in the range of 20 and 25psi. This is problematic when looking to achieve typical recommended system pressures of 60 to 80 psi with a minimum working pressure of 35psi to serve current, new, and future developments.

In April 2019, the City of Dubuque awarded the Roosevelt Street 1.25 MG Elevated Water Tower Project to McDermott International, dba CB&I, in the amount of \$2,928,600, and associated water distribution improvements to Portzen Construction of Dubuque, Iowa in the amount of \$986,620. The Roosevelt Street Water Tower, currently under construction, will replace the functionally obsolete 0.5 million-gallon Eagle Point Park Elevated Tower and the Stafford Street booster pump station, and provide maximum fire flows and accommodate current and future water demands.

## **DISCUSSION**

Part of the Roosevelt Street Water Tower project includes the installation of a new 12" water main extension from Delicia Drive to the new tower site. This is considered a crucial component of the Roosevelt Street Water Tower Project. This main extension serves as the primary water feed to the new tower as well as creating a water loop through the Orchard Hills Subdivision.

Storm drainage improvements are also a part of the project and follow the proposed 12" water main to Delicia Drive. The water main and drainage improvements pass on and through private property owned by the McDonalds.

The McDonalds have worked in good faith the City of Dubuque and are agreeable to granting an easement for the water and storm drainage improvements as part of the Roosevelt Street Tower Project.

## **RECOMMENDATION**

I recommend accepting the Grant of Easement for Water Main and Storm Sewer Utilities through, over and across part of Lot 1 in George Crane's Subdivision and Part of Lot 2 in Fountain Hill Subdivision No. 3 in the City of Dubuque, Iowa, as shown on the attached Grant of Easement document to facilitate the construction of the Roosevelt Water Tower Project.

## **ACTION TO BE TAKEN**

I respectfully request acceptance of the Grant of Easement for Water Main and Storm Sewer Utilities from Robert and Leann McDonald through the adoption of the enclosed resolution.

Prepared by Nate Kieffer, PLS

cc: Denise Blakeley Ihrig, Water Department Manager  
Jesse Bernhardt, GIS Specialist



Prepared by: Nate Kieffer, City of Dubuque, 50 W. 13<sup>th</sup> Street, Dubuque, IA 52001 (563) 589-4270  
Return to: Kevin S. Firnstahl, City Clerk, City of Dubuque, 50 W. 13<sup>th</sup> Street, Dubuque, IA 52001 (563) 589-4121

## **RESOLUTION NO.**

### **ACCEPTING A GRANT OF EASEMENT FOR WATER MAIN AND STORM SEWER UTILITIES THROUGH, OVER AND ACROSS PART OF LOT 1 IN GEORGE CRANE'S SUBDIVISION AND PART OF LOT 2 IN FOUNTAIN HILL SUBDIVISION NO. 3 IN THE CITY OF DUBUQUE, IOWA**

Whereas, ROBERT D. MCDONALD, II AND LEANN D. MCDONALD AS TRUSTEES OF THE ROB AND LEANN MCDONALD FOUNTAIN HILL REVOCABLE FAMILY TRUST NO. 3 DATED JULY 24, 2018, has executed a Grant of Easement for Water Main and Storm Sewer Utilities through, over and across Part of Lot 1 in George Crane's Subdivision and Part of Lot 2 in Fountain Hill Subdivision No. 3 in the City of Dubuque, Iowa.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:

Section 1. The City Council of the City of Dubuque, Iowa, hereby approves of, accepts and consents to the Grant of Easement for Water Main and Storm Sewer Utilities through, over and across Part of Lot 1 in George Crane's Subdivision and Part of Lot 2 in Fountain Hill Subdivision No. 3 in the City of Dubuque, Iowa, Iowa as shown on the Grant of Easement for Water Main and Fiber Optic Utility, from ROBERT D. MCDONALD, II AND LEANN D. MCDONALD AS TRUSTEES OF THE ROB AND LEANN MCDONALD FOUNTAIN HILL REVOCABLE FAMILY TRUST NO. 3 DATED JULY 24, 2018, a copy of which is attached hereto.

Section 2. The Mayor is hereby authorized and directed to execute and acknowledge on behalf of the City of Dubuque any instruments in connection herewith.

Section 3. The City Clerk is hereby authorized to and directed to record this resolution and Grant of Easement for Water Main and Storm Sewer Utilities with the Dubuque County Recorder.

Passed, approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Roy D. Buol, Mayor

Attest:

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Kevin S. Firnstahl, CMC, City Clerk

Prepared by: Russell N. Kieffer, City of Dubuque, 50 W. 13<sup>th</sup> Street, Dubuque, Iowa 52001 (563)589-4270  
Return to: Russell N. Kieffer, City of Dubuque, 50 W. 13<sup>th</sup> Street, Dubuque, Iowa 52001 (563)589-4270

### **GRANT OF EASEMENT FOR WATER MAIN & STORM SEWER UTILITIES**

For and in consideration of the sum of Ten and 00/100s Dollars (\$10.00) and other good and valuable consideration, the receipt whereof is hereby acknowledged, ROBERT D. MCDONALD, II AND LEANN D. MCDONALD AS TRUSTEES OF THE ROB AND LEANN MCDONALD FOUNTAIN HILL REVOCABLE FAMILY TRUST NO. 3 DATED JULY 24, 2018, of Dubuque County, State of Iowa, for themselves, their heirs and assigns, do hereby grant, sell and convey to the CITY OF DUBUQUE, IOWA, a municipal corporation, its agents and contractors, from the date hereof, rights of ways and easements through, under and across the following described real estate situated in Dubuque, Iowa, to wit:

Part of Lot 1 in George Crane's Subdivision and Part of Lot 2 in Fountain Hill Subdivision No. 3 in the City of Dubuque, Iowa as shown on Exhibit A attached hereto and by reference made a part hereof.

Said easements shall be as shown on the attached Exhibit A for the purpose of constructing and maintaining water main, storm sewer, and other appurtenances, along with the right, privilege and authority to construct, reconstruct, maintain, operate, repair, patrol and remove said improvements.

Together with the right to enter upon said property and occupy the temporary easement area as shown on the attached Exhibit A during the period of construction until the project is accepted by City Council.

It is understood and agreed that the Grantee herein shall restore the disturbed area due to the construction, maintenance or repair of said water main and other appurtenances. Grantor shall not erect any structure over or within the easement area without obtaining the prior written approval of the City Engineer.

Grantor shall not change the grade, elevation, and contour or perform any construction or excavation that will diminish the lateral support or integrity of said improvements without obtaining the prior written consent of the City Engineer.

To have and to hold unto the said City of Dubuque, Iowa, forever, and the undersigned do hereby expressly covenant that they are the owners in fee of said real estate and have good right to execute this agreement, and that the Grantee, its agents or contractors, shall at all times have free access to and egress from and over said real estate to maintain or repair said water main and storm sewer thereon or therein.

Dated at Dubuque, Iowa this 21 day of May, 2020.

THE ROB AND LEANN MCDONALD  
FOUNTAIN HILL REVOCABLE  
FAMILY TRUST NO. 3 DATED JULY  
24, 2018

By: [Signature]  
Robert D. McDonald, II, Trustee

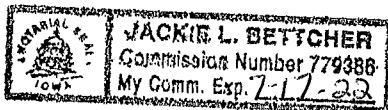
By: [Signature]  
Leann D. McDonald, Trustee

NOTARY PUBLIC

STATE OF IOWA,

COUNTY OF DUBUQUE, SS:

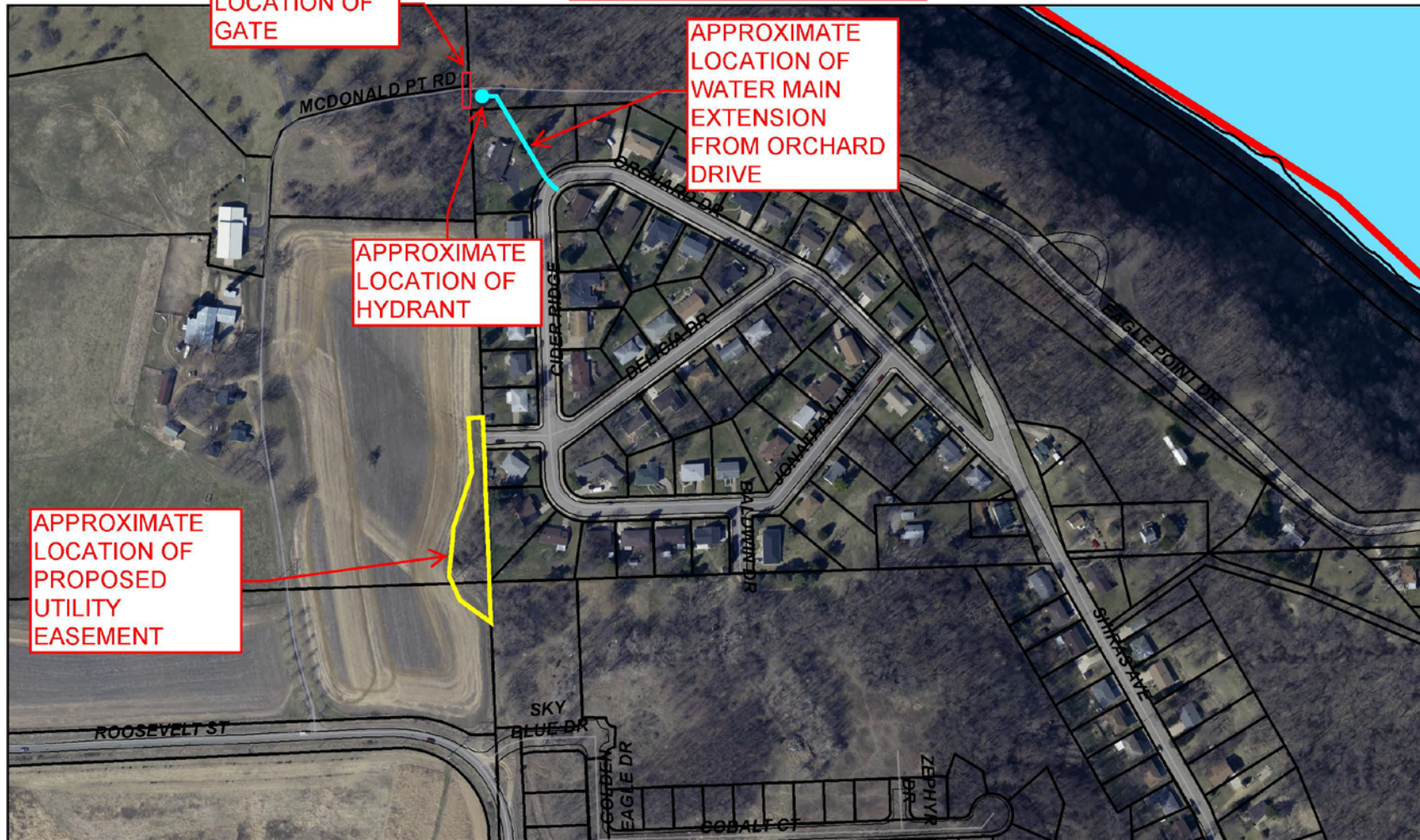
On this 21 day of May, A.D., 2020 before me, the undersigned, a Notary Public in and for said County, in said State, personally appeared Robert D. McDonald, II and Leann D. McDonald, to me known to be the identical person(s) named in and who executed the within and foregoing instrument, to which this is attached, and acknowledged that they executed the same as their voluntary act and deed.



[Signature]  
Notary Public In and For Said State



EASEMENT AGREEMENT  
EXHIBIT C



**DISCLAIMER:** This information was compiled using the Dubuque Area Geographic Information System (DAGIS), which includes data created by both the City of Dubuque and Dubuque County. It is understood that, while the City of Dubuque and participating agencies utilized the most current and accurate information available, DAGIS and its suppliers do not warrant the accuracy or currency of the information or data contained herein. The City and participating agencies shall not be held liable for any direct, indirect, incidental, consequential, punitive, or special damages, whether foreseeable or unforeseeable, arising out of the authorized or unauthorized use of this data or the inability to use this data or out of any breach of warranty whatsoever.

1 inch = 300 feet

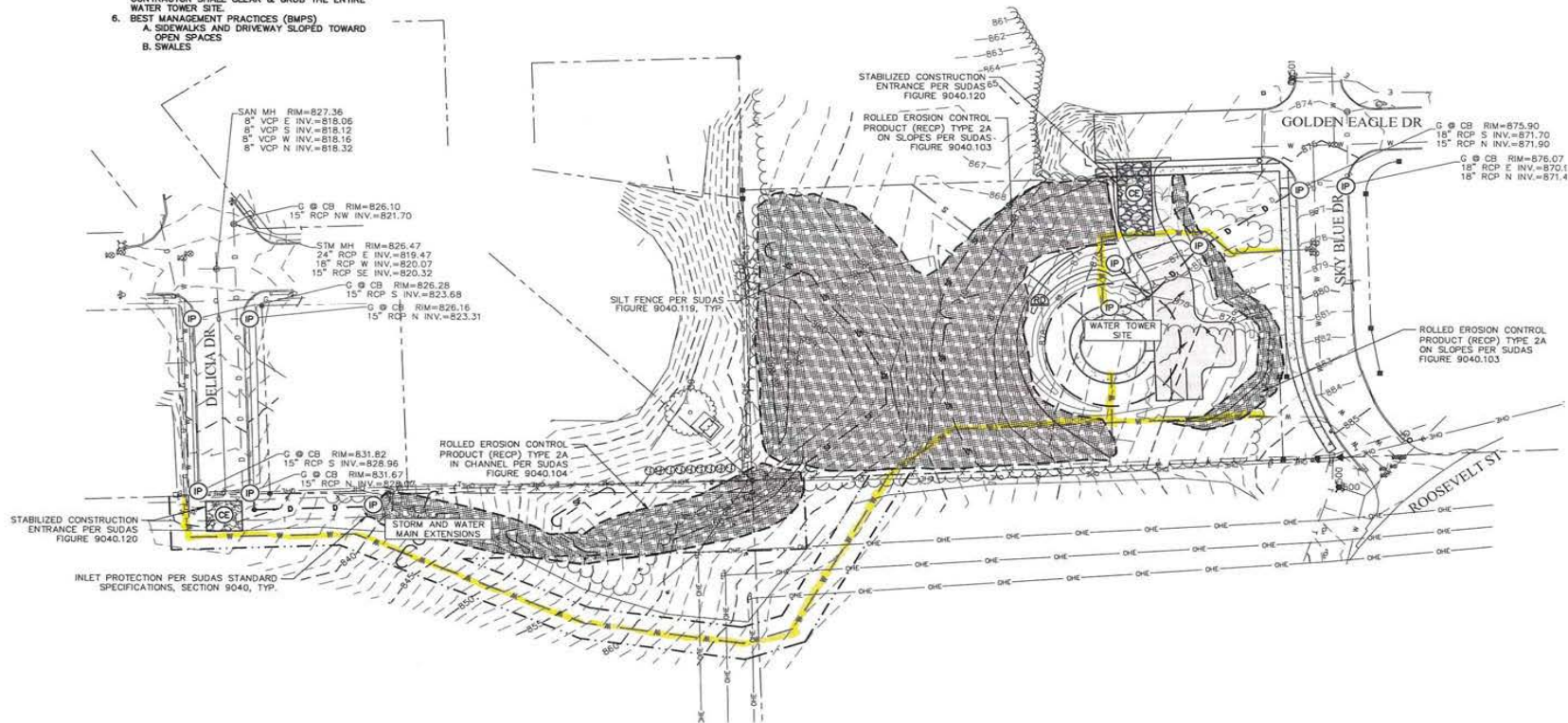


Map Prepared by:  
City of Dubuque  
Engineering Division  
50 West 13th Street  
Dubuque, Iowa 52001  
Phone: (563) 589-4270  
Fax: (563) 589-4205



## EXHIBIT B IMPROVEMENT PLAN

- NOTES:**
1. ALL CONTRACTORS SHALL CONDUCT THEIR OPERATIONS IN A MANNER THAT MINIMIZE EROSION AND PREVENTS SEDIMENT FROM LEAVING THE PROJECT SITE.
  2. REFER TO EROSION CONTROL LEGEND ON SHEET A.02 FOR EXPLANATION OF EROSION CONTROL SYMBOLS.
  3. REPLACE TOPSOIL TO A MINIMUM DEPTH OF 6" OVER ALL DISTURBED AREA.
  4. TEMPORARY CONSTRUCTION TRAFFIC SHALL ACCESS THE SITE FROM SKY BLUE DRIVE.
  5. THE CONTRACTOR SHALL CLEAR AND GRUB THE SITE TO THE EXTENT NECESSARY TO CONSTRUCT THE PROPOSED IMPROVEMENTS INCLUDING NECESSARY ROOM FOR STAGING ON THE PROPOSED SITE. CONTRACTOR SHALL CLEAR & GRUB THE ENTIRE WATER TOWER SITE.
  6. BEST MANAGEMENT PRACTICES (BMPs)
    - A. SIDEWALKS AND DRIVEWAY SLOPED TOWARD OPEN SPACES
    - B. SWALES



P:\V\1712\DRAWINGS\CON\17122.DWG 11/22/2018 1:26:24 PM L'INN NEAL

DESIGN TEAM: <b>liw</b>	CITY OF DUBUQUE - WATER DEPT	DUBUQUE COUNTY	PROJECT NUMBER: 17127	WATER SYSTEM IMPROVEMENTS 2019 CONTRACT A	SHEET: C.04	REV. .
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## City of Dubuque

## Consent Items # 8.

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**ITEM TITLE:** Large Neighborhood Grant Award Recommendation  
**SUMMARY:** City Manager recommending approval of the recommendation from the Community Development Advisory Commission to fund seven grant applications from the Large Neighborhood Grant Program.  
**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Approve

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
Neighborhood Grant Award Recommendation-MVM Memo	City Manager Memo
FY 2020 Large Neighborhood Grant Award Recommendation Memo	Staff Memo
2020 Large Neighborhood Grant Guidelines	Supporting Documentation
Large Neighborhood Grant 2020 Applications	Supporting Documentation



**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** FY 2020 Large Neighborhood Grant Award Recommendation

**DATE:** May 26, 2020

Neighborhood Development Specialist Jerelyn O'Connor recommends City Council approval of the recommendation of the Community Development Advisory Commission to fund the following seven grant applications from the Large Neighborhood Grant Program in a total amount of \$15,600:

Convivium Urban Farmstead Kids Farm to Table Cooking Class	\$2,100
Crescent Community Health Center Biking to Crescent CHC	\$1,300
Friends of St. Mary's dba Steeple Square Marita Theisen Childcare Center – expanded Fresh food access	\$2,500
Langworthy Neighborhood Association Planters 2020	\$3,000
Multicultural Family Center Community Beautification Project	\$2,000
St. Mark Youth Enrichment St. Mark Heroes Summer Academy	\$3,000
Valley View Neighborhood Association Spring Clean-up	\$1,700

I concur with the recommendation and respectfully request Mayor and City Council approval.

  
Michael C. Van Milligen

MCVM:jh

Attachment

cc: Crenna Brumwell, City Attorney  
Teri Goodmann, Assistant City Manager  
Cori Burbach, Assistant City Manager  
Jerelyn O'Connor, Neighborhood Development Specialist



**TO:** Michael C. Van Milligen, City Manager  
**FROM:** Jerelyn O'Connor, Neighborhood Development Specialist  
**SUBJECT:** FY 2020 Large Neighborhood Grant Award Recommendation  
**DATE:** May 28, 2020

### **Introduction**

The purpose of this memo is to present the recommendation of the Community Development Advisory Commission which reviewed the FY 20 Large Neighborhood Grants applications to the City Council for approval.

### **Background**

The Large Neighborhood Grant Program is funded by the City's Community Development Block Grant (CDBG) Program. It is designed to support projects undertaken by neighborhood associations and other non-profit organizations to support the empowerment of residents to address needs and opportunities to make their neighborhoods more livable. It is intended to support neighborhood development and provide a direct benefit to low/moderate income individuals or neighborhoods. The Large Neighborhood Grant application period was opened in March. A grant workshop was scheduled for March 18 at the Carnegie Stout Library. Due to the closing of city facilities, the grant workshop was cancelled. The original application due date was April 13. Due to the challenges presented by the pandemic, the grant deadline was extended until May 15.

### **Discussion**

The following applications were received and reviewed by a grant review committee made up of Community Development Advisory Commissioners and city staff.

Convivium Urban Farmstead Kids Farm to Table Cooking Class	\$2,100
Crescent Community Health Center Biking to Crescent CHC	\$1,300
Friends of St. Mary's dba Steeple Square Marita Theisen Childcare Center – expanded Fresh food access	\$2,500

Langworthy Neighborhood Association Planters 2020	\$3,000
Multicultural Family Center Community Beautification Project	\$2,000
St. Mark Youth Enrichment St. Mark Heroes Summer Academy	\$3,000
Valley View Neighborhood Association Spring Clean-up	\$1,700

### **Recommendation**

The grant review committee met on Tuesday, May 19, 2020 and recommended to the full Community Development Advisory Commission to approve the seven grant applications. The Commission voted unanimously on May 20, 2020 to approve the grant requests. Total grant requests are \$15,600 and there is \$16,100 available. The source of funding is the City's Community Development Block Grant (CDBG) program.

### **Requested Action**

I respectfully request City Council approve the recommendations of the Community Development Advisory Commission regarding the FY 20 funding of the Large Neighborhood Grant Program.

Encl.  
Grant Guidelines  
Grant applications

# **CITY OF DUBUQUE**

## **NEIGHBORHOOD LARGE GRANT PROGRAM**

### **Purpose**

The Neighborhood Large Grant Program is designed to support projects undertaken by neighborhood associations and other non-profit organizations to support the empowerment of residents to address needs and opportunities to make their neighborhoods more livable. It is intended to support neighborhood development and provide a direct benefit to low/moderate income individuals or neighborhoods.

### **Funding priorities**

Projects which:

- identify and/or build upon neighborhood strengths and assets,
- address needs of low-and-moderate income residents,
- support neighborhood development and improve quality of life
- Projects that support efforts to make Dubuque a more equitable and inclusive community.

### **Overview**

- Neighborhood associations may apply.
- Non-profit organizations who are proposing a neighborhood improvement project may apply with the expressed endorsement of the neighborhood association representing the area.
- Only one application per neighborhood association per competition is allowed.
- A neighborhood association may not endorse more than one application from another non-profit organization per competition.
- Project must be located within CDBG areas or be targeted to low-and moderate-income persons.
- Projects will be for no less than \$1,000 and no more than \$3,000 in grant funds.
- Projects must complete any approval process required by other city departments in conjunction with this application. Contact the Neighborhood Development Specialist for assistance.

The online application must be submitted by **12:00 noon on April 13, 2020 for review and approval at the April 15, 2020 Community Development Advisory Commission meeting. Access the online application at [www.cityofdubuque.org/neighborhoods](http://www.cityofdubuque.org/neighborhoods). To learn more about the grant program and guidelines, contact Jerelyn O'Connor, Neighborhood Development Specialist, At 563-564-5635 or [joconnor@cityofdubuque.org](mailto:joconnor@cityofdubuque.org)**

### **Eligible activities**

- costs related to the provision of Public Service as defined by CDBG regulations including, but not limited to, labor, supplies and materials;
- Public Services activities include, but are not limited to job training, crime prevention and public safety, child care, education programs, services for senior citizens, recreational services.
- acquisition or lease of real property;
- acquisition, construction, reconstruction or rehabilitation and/or installation of public facilities and improvements;
- removal of architectural barriers;
- rehabilitation and preservation activities; and
- planning and neighborhood studies.

### **Ineligible activities**

- No religious or political activities can be supported with these funds.



- Equipment may not be purchased with these funds, unless necessary to the project.
- Payments cannot be made directly to individuals.
- Reimbursement is not allowed for costs incurred prior to grant approval, except costs relating to obtaining required city permits.
- Generally, food and entertainment expenses are ineligible.

### **Types of Projects**

- Extensive beautification efforts e.g., design, purchase elements (planters, benches) landscaping and streetscape improvements.
- Technical assistance and workshops providing skills to neighbors or to the association
- Conducting studies, cataloging neighborhood assets/strengths, or accessing a consultant for association development and planning activities.
- Extensive clean-up projects.
- Large communication projects e.g., writing a guide or manual or making copies for all neighbors.
- Housing, rehabilitation, capital projects and public facility projects.

### **Rating Criteria**

- To what level does the project meet one or more of the funding priorities?
- Involvement of the Neighborhood
- Impact of the project
- Budget

### **The Process**

- Determine if the project is in a CDBG area or will be of direct benefit to low-and-moderate income persons (see map and/or discuss with staff).
- Begin the process for receiving approval from other City departments if needed.
- Receive approval from the association during a regularly scheduled or special meeting (as outlined in your by-laws) through a motion.
- Complete the application, obtain signatures, obtain attachments, make copies and submit on time.
- Attend Community Development Advisory Commission meeting when grants are reviewed.

### **After Approval**

- Sign contract with City of Dubuque.
- Prepare timely activity reports and payment requests
- Document expenditures and activities completed
- If things are not progressing along the same time line as listed in the grant, communicate with neighborhood development staff about changes
- Complete activities
- Complete an evaluation and close out at the end of the project
- Ensure the project is completed by the date on the time line

### **Equal Opportunity**

The City of Dubuque agrees not to discriminate by reason of age, race, religion, color, sex, national origin or handicap unrelated to the duties of a position of applicants for employment, promotion, demotion or transfer, recruitment, layoff or termination, compensation, selection for training or participation in recreational and educational activities.



# Low/Moderate Income Areas

## City of Dubuque, IA





## Large Neighborhood Grant 2020

Applicant - Neighborhood Association or Dubuque non-profit organization	Convivium Urban Farmstead
Project Name	Kids Farm-to-Table Cooking Classes
Project Start Date	6/1/2020
Project End Date	12/15/2020
Organizational Mission Statement (briefly explain what your group does and why)	Convivium Urban Farmstead's mission is to create community around food – growing, preparing, preserving, and of course, enjoying food. To us, creating community around food also means providing tools and education about healthy food choices to kids who are struggling with food access and the adverse health effects of a highly processed food diet.
Project Leader/Grant Contact	Natalie Roling
Email	<a href="mailto:natalie@convivium-dbq.com">natalie@convivium-dbq.com</a>
Phone Number	5635572900
Address1	2811 Jackson St.
City	Dubuque
State	IA
Zip	52001
Additional Contact	Leslie Shalabi
Email	<a href="mailto:leslie@convivium-dbq.com">leslie@convivium-dbq.com</a>
Phone Number	5635572900
Please check the location(s) or service area(s) for your project	North End
Which one of the City Council's Goals does your	Vibrant Community: Healthy & Safe



project best address?  
Choose only one.

Targeted Planning and  
Outreach

Ages under 18, Middle class/income, Working Class/Income

1. Please describe your project. Be as specific as possible and address each question. a. What is your project? b. Who will benefit from your project? c. How will you implement your project (include timeline, process and people)?

Our project is a series of hands-on cooking classes for kids. Each class will be three hours long and offered to kids ages 8 to 12. The classes will provide exposure to real food and to how food grows. At the beginning of each class, kids will tour Convivium's neighborhood gardens and harvest ingredients to then use in the kitchen. The classes will provide knowledge of what healthy food looks like and the importance of making healthy choices. And they will also teach kids basic cooking skills to be able to prepare their own food using real ingredients.

Our plan is to offer six classes, that can be signed up for individually, throughout the summer covering a variety of cooking topics. Class sizes (including instructors) will be 10 or fewer. This will not only help everyone stay safe and healthy, but also allow for ample hands-on time in the kitchen. Participants will sign up for these classes ahead of time and will be charged a minimal sign-up fee for classes to encourage attendance (classes will be \$10 each and scholarship slots will also be offered). We will recruit kids from low to moderate-income households, with emphasis on North End residents.

If summer classes are not possible due to COVID, our backup plan would be to use the funds to offer the classes as an afterschool program this fall in partnership with Fulton Elementary. (197)

Ideally, classes will be scheduled for July and August, in the peak of the growing season. We will recruit and market the classes in May and June. Again, if this is not possible we will contact Fulton this summer to schedule fall classes. We have an existing relationship with teachers and administrators and have taught after-school cooking classes with students before.

2a. Does your project address one or more of the funding priorities? Check all that apply.

Address needs of low-and-moderate income residents, Support neighborhood development and improve quality of life

2b. Tell us how your project addresses each of the principle(s) checked to the left.

Address needs of low and moderate income residents:  
Over 30% of North End residents live below the poverty line, 25-50% of households receive SNAP benefits, and North End residents are considered to have increased health risks, many of which are diet related. Our classes will target North End residents and children of low and moderate income families to help address these statistics. We believe that exposing kids to healthy food at a young age significantly increases the chance they will make healthier or more conscious food choices in the future.

Support neighborhood development and improve quality of life:  
These cooking classes will provide exposure to healthy food and teach skills of how to prepare the food to kids at an age where they are starting to develop their palettes and make food choices more independently. This will improve the quality of life as kids will grow up with this knowledge and these skills, which will in turn have a positive, long-term impact on their health.

3. How will your project address diversity, equity and inclusion? Consider incorporating this lens into project planning, marketing, and execution. How have you engaged neighborhood residents in the planning of this project. Have any special efforts been made to reach those typically not engaged in neighborhood projects? (100 word maximum)

Convivium strives to reach and make our programming available to all, especially those living in our immediate community. Statistics show that between 35-50% of North End residents are of minority decent whose median household income is nearly half of the city average. To make these hands-on kids cooking classes accessible to these low and moderate income families, we will offer them at an extremely reduced rate (\$10 for three hours) and offer scholarship slots for all of the classes, so that even the money is not a barrier.

If we use our backup plan, Fulton has an 85.7% free and reduced lunch population and many of the kids that attend live right here in the North End neighborhood.

4. Statement of Impact. For example, describe changes in the neighborhood that will result in this project. What are expected results. What is the impact of the project? Discuss who will benefit from the proposed project and how they will benefit.

Ultimately, our ideal impact is that as a result of these cooking classes kids will make healthier food choices and request healthier food options within their home and their neighborhood. That being said, we recognize that long-term and behavioral change are difficult to measure.

Because of this, our impact will be measured with the following three outcomes: (1) expose over 50 kids to at least one new vegetable, (2) teach over 50 kids at least one new cooking skill, and (3) ensure that over 50% of participants are low and moderate income and that over 30% are North End residents.

We believe that teaching kids the knowledge of how to grow and prepare your own food is a tremendous step toward self-sufficiency and can go a long way toward reducing food insecurity and improving health statistics in the North End and Dubuque.

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(Section Break)

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9. Budget: Show evidence of careful financial planning by completing the following proposed project budget.

*Only list expenses associated with your proposed project. List both request grant funds and other cash or in-kind resources. Each field must have a numerical value. You may enter '0' as a value.*

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How much total money are you requesting? Maximum grant award is \$3,000

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Supplies & Materials

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Grant Funds Requested	500
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Cash or in-kind resources	600
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Total Supplies/Materials Costs	1100
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Marketing/printing

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Grant Funds Requested	400
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Cash or in-kind resources	0
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Total Marketing Costs	400
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Personnel

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Grant Funds Requested	1200
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Cash or in-kind resources	500
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Total Personnel Costs	1700
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Contractors

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Grant Funds Requested	0
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Cash or in-kind resources	0
Total Contractor Costs	0
Other Expenses	
Grant Funds Requested	0
Cash or in-kind resources	360
Total Other Costs	360
TOTAL PROJECT EXPENSES	
Total Grant Funds Requested	2100
Total other cash or in-kind resources	1460
Total Project Costs	3560
10. Other resources: What community assets will you contribute or use for this project? Please provide a description of the match you noted above. Examples could include financial match, individual volunteer hours, organization or association involvement, connection to a traditionally unengaged or marginalized population, donation of equipment or space, or collaboration with another event or initiative happening in the community. (150 word maximum)	Match includes: facility rental space, kitchen supplies and equipment usage, time preparing class materials and set-up, time and costs associated with recruitment and registration.
Please read and acknowledge assurances before proceeding.	<a href="#">Assurances</a>

I hereby certify that, to the best of my knowledge, all of the information contained in the application is true and correct. I agree

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Thank you for completing this grant application. Once you submit this form, you will receive a confirmation email. The Community Development Advisory Commission will review applications at their April 15, 2020 meeting. You are encouraged to attend that meeting to present your project and answer any questions commissioners may have. Contact Jerelyn O'Connor, Neighborhood Development Specialist, [joconnor@cityofdubuque.org](mailto:joconnor@cityofdubuque.org), 563-589-4326 with any questions.

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## Large Neighborhood Grant 2020

Applicant - Neighborhood Association or Dubuque non-profit organization	Crescent Community Health Center
Project Name	Biking to Crescent CHC
Project Start Date	6/1/2020
Project End Date	9/4/2020
Organizational Mission Statement (briefly explain what your group does and why)	Crescent Community Health Center provides high-quality, respectful, and affordable medical and dental care to improve the health and well-being of our community.
Project Leader/Grant Contact	Barb O'Hea
Email	<a href="mailto:bohea@crescentchc.org">bohea@crescentchc.org</a>
Phone Number	5636902432
Address1	1690 Elm Street Suite 300
City	Dubuque
State	Iowa
Zip	52001
Additional Contact	<i>Field not completed.</i>
Email	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Please check the location(s) or service area(s) for your project	City Wide
Which one of the City Council's Goals does your project best address? Choose only one.	Connected Community: Equitable Transportation, Technology, Infrastructure and Mobility

Targeted Planning and Outreach

Our process was non-targeted

1. Please describe your project. Be as specific as possible and address each question. a. What is your project? b. Who will benefit from your project? c. How will you implement your project (include timeline, process and people)?

a) Crescent Community Health Center relocated to 1690 Elm Street in November 2019. With this move we no longer have a bike rack available for our patients and staff who choose or have no other transportation options. Our project is to purchase and install a bike rack.

b) The bike rack will remove barriers and promote a healthy alternative for Crescent patients who rely on bicycles for transportation. In addition, everyone will benefit from the project as this is not limited to patients and staff at Crescent, but to the entire community as it will be installed in a visible location and close to the newly constructed bee branch bike trail.

c) Once installed, a bicycle rack is a self-service option that provides a safe and potentially secure place to store their bike (with bicycle owner's using their own locking devices).

The request is for \$1,300, \$500 for the cost of a 5Grid Bike Rack and \$800 for the cement pad and installation.

2a. Does your project address one or more of the funding priorities? Check all that apply.

Identify and/or build upon neighborhood strengths and assets, Address needs of low-and-moderate income residents, Support neighborhood development and improve quality of life , Supports efforts to make Dubuque a more equitable and inclusive community

2b. Tell us how your project addresses each of the principle(s) checked to the left.

Crescent's mission is to improve the health and well-being of the community. In many cases it is about removing barriers such as transportation and encouraging wellness activities. Having a safe and secure bike rack may encourage many of our neighbors, mostly low to moderate income to look at biking as a way not only to enjoy a little exercise, but also see it as a great alternative to transportation. Biking is something that can be enjoyed by all and with the increased investments in downtown Dubuque for safe trails we can only hope for an increase in downtown biking,

3. How will your project address diversity, equity and inclusion? Consider incorporating this lens into project planning, marketing, and execution. How have

Crescent Community Health Center is located in the heart of downtown and easily accessed from adjacent lower income neighborhoods including the point, south end, hill/college, and north end areas. Crescent has extensive community outreach as the majority of the population we serve live and work in

you engaged neighborhood residents in the planning of this project. Have any special efforts been made to reach those typically not engaged in neighborhood projects? (100 word maximum)

these neighborhoods. Our staff works diligently to reduce barriers to their health care. A consistent barrier is transportation.

4. Statement of Impact. For example, describe changes in the neighborhood that will result in this project. What are expected results. What is the impact of the project? Discuss who will benefit from the proposed project and how they will benefit.

Many of the patients at Crescent are low income and live in the neighborhood where the clinic is located. Many do not own a vehicle besides a bicycle or there is only one vehicle per household, making transportation available based on household priority.

In addition, because of COVID-19, we anticipate an increase in patients bicycling to Crescent as many of our patients who previously depended on public transportation may look to alternative modes like biking. Without a rack to lock their bikes to along with a designated secure area, they may miss appointments due to the risk of bicycle theft. Prior to our move, the bike rack at our previous location was used on a regular basis, both by our patients and the residents at Washington Square apartments.

Additionally, we anticipate an increased use of the rack due to proximity to the bike trails connecting on 16th Street. This project will benefit Crescent patients, staff, and will have city-wide impact and use.

(Section Break)

9. Budget: Show evidence of careful financial planning by completing the following proposed project budget.

*Only list expenses associated with your proposed project. List both request grant funds and other cash or in-kind resources. Each field must have a numerical value. You may enter '0' as a value.*

How much total money are you requesting? Maximum grant award is \$3,000	\$1,300
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#### Supplies & Materials

Grant Funds Requested	\$500.00
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Cash or in-kind resources	0
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Total Supplies/Materials Costs	\$500.00
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#### Marketing/printing

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Grant Funds Requested	0
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Cash or in-kind resources	0
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Total Marketing Costs	0
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#### Personnel

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Grant Funds Requested	0
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Cash or in-kind resources	0
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Total Personnel Costs	0
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#### Contractors

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Grant Funds Requested	\$800
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Cash or in-kind resources	0
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Total Contractor Costs	\$800
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#### Other Expenses

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Grant Funds Requested	<i>Field not completed.</i>
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Cash or in-kind resources	<i>Field not completed.</i>
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Total Other Costs	<i>Field not completed.</i>
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#### TOTAL PROJECT EXPENSES

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Total Grant Funds Requested	\$1,300
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Total other cash or in-kind resources	0
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Total Project Costs	\$1,300
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10. Other resources: What community assets will you contribute or use for this	Crescent Community Health Center has not indicated a financial match but is committed to the continued maintenance
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project? Please provide a description of the match you noted above. Examples could include financial match, individual volunteer hours, organization or association involvement, connection to a traditionally unengaged or marginalized population, donation of equipment or space, or collaboration with another event or initiative happening in the community. (150 word maximum)

on the bike rack and to make sure that it is in a lighted, safe, and secure location.

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Please read and acknowledge assurances before proceeding.

[Assurances](#)

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I hereby certify that, to the best of my knowledge, all of the information contained in the application is true and correct.

I agree

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Thank you for completing this grant application. Once you submit this form, you will receive a confirmation email. The Community Development Advisory Commission will review applications at their April 15, 2020 meeting. You are encouraged to attend that meeting to present your project and answer any questions commissioners may have. Contact Jerelyn O'Connor, Neighborhood Development Specialist, [joconnor@cityofdubuque.org](mailto:joconnor@cityofdubuque.org), 563-589-4326 with any questions.

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## Large Neighborhood Grant 2020

Applicant - Neighborhood Association or Dubuque non-profit organization	Friends of St. Mary's DBA Steeple Square
Project Name	Marita Thesien Childcare Center - expanded fresh food access
Project Start Date	7/30/2020
Project End Date	9/30/2020
Organizational Mission Statement (briefly explain what your group does and why)	Steeple Square serves as a collaborative, inclusive center, providing an attractive hub for social life and community support while preserving its historic fabric and features. The campus is an agent for positive change and a catalyst for restoring lives and neighborhood empowerment.
Project Leader/Grant Contact	Ellen Goodman Miller
Email	<a href="mailto:ellenm@gronen.com">ellenm@gronen.com</a>
Phone Number	563-542-6421
Address1	PO Box 3188
City	Dubuque
State	IA
Zip	52004
Additional Contact	Judy Wolf
Email	<a href="mailto:jewolf@mchsi.com">jewolf@mchsi.com</a>
Phone Number	5635809884
Please check the location(s) or service area(s) for your project	Downtown
Which one of the City Council's Goals does your	Partnership for a Better Dubuque: Building our Community that is Viable and Equitable

project best address?  
Choose only one.

Targeted Planning and  
Outreach

Our process was non-targeted

1. Please describe your project. Be as specific as possible and address each question. a. What is your project? b. Who will benefit from your project? c. How will you implement your project (include timeline, process and people)?

With support from the Large Neighborhood grant, Steeple Square will purchase a second refrigerator at the Marita Theisen Childcare Center in order to store fresh, healthy foods for our children. Our center prioritizes providing healthy, nutritious meals to the students we serve as one of many ways to give them a head start in these early years. Because our center continues to grow, this additional refrigerator is a simple but high-impact way to meet the needs of our community's children on a daily basis. If awarded funding, up to 68 children will benefit from this increased capacity. Approximately 70% of the children served by the Marita Theisen Childcare Center are low-income. We know that fresh and healthy food is a key building block of success and healthy immune systems.

2a. Does your project address one or more of the funding priorities? Check all that apply.

Address needs of low-and-moderate income residents, Support neighborhood development and improve quality of life

2b. Tell us how your project addresses each of the principle(s) checked to the left.

The Marita Theisen Childcare Center serves 70% low-income families, many from the surrounding neighborhood. By increasing our access to store and serve fresh, perishable foods, we will improve quality of life of the children we serve.

3. How will your project address diversity, equity and inclusion? Consider incorporating this lens into project planning, marketing, and execution. How have you engaged neighborhood residents in the planning of this project. Have any special efforts been made to reach those typically not engaged in neighborhood projects? (100 word maximum)

The project will serve every student/family that is part of the Marita Theisen Childcare Center at Steeple Square.

4. Statement of Impact. For example, describe changes in the neighborhood that will result in this project. What are expected results. What is the impact of the project? Discuss who will benefit from the proposed project and how they will benefit.

This project will immediately make impact by increasing the healthy foods that our children have access to at Marita Theisen Childcare center. Additionally, with increased refrigeration capacity, we look to the future to cultivate partnerships with local foods organizations in order to increase impact within the neighborhood and our families through partnerships that could include cooking classes, community gardening and more.

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(Section Break)

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9. Budget: Show evidence of careful financial planning by completing the following proposed project budget.  
*Only list expenses associated with your proposed project. List both request grant funds and other cash or in-kind resources. Each field must have a numerical value. You may enter '0' as a value.*

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How much total money are you requesting? Maximum grant award is \$3,000	2500
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#### Supplies & Materials

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Grant Funds Requested	2500
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Cash or in-kind resources	0
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Total Supplies/Materials Costs	2750
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#### Marketing/printing

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Grant Funds Requested	0
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Cash or in-kind resources	0
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Total Marketing Costs	0
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#### Personnel

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Grant Funds Requested	0
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Cash or in-kind resources	0
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Total Personnel Costs	0
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#### Contractors

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Grant Funds Requested	0
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Cash or in-kind resources	250
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Total Contractor Costs	250
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#### Other Expenses

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Grant Funds Requested	0
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Cash or in-kind resources	0
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Total Other Costs	0
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#### TOTAL PROJECT EXPENSES

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Total Grant Funds Requested	2500
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Total other cash or in-kind resources	250
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Total Project Costs	2750
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10. Other resources: What community assets will you contribute or use for this project? Please provide a description of the match you noted above. Examples could include financial match, individual volunteer hours, organization or association involvement, connection to a traditionally unengaged or marginalized population, donation of equipment or space, or collaboration with another event or initiative happening in the community. (150 word maximum)

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Our team will access volunteers to install the appliance.

Please read and [Assurances](#)  
acknowledge assurances  
before proceeding.

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I hereby certify that, to the I agree  
best of my knowledge, all of  
the information contained  
in the application is true  
and correct.

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Thank you for completing this grant application. Once you submit this form, you will receive a confirmation email. The Community Development Advisory Commission will review applications at their April 15, 2020 meeting. You are encouraged to attend that meeting to present your project and answer any questions commissioners may have. Contact Jerelyn O'Connor, Neighborhood Development Specialist, [joconnor@cityofdubuque.org](mailto:joconnor@cityofdubuque.org), 563-589-4326 with any questions.

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## Large Neighborhood Grant 2020

Applicant - Neighborhood Association or Dubuque non-profit organization	Langworthy Neighborhood Association
Project Name	Planters 2020
Project Start Date	6/19/2020
Project End Date	6/26/2020
Organizational Mission Statement (briefly explain what your group does and why)	The Langworthy Neighborhood Association is a group of property owners and tenants that live in the defined boundaries of the neighborhood. We gather throughout the year to improve the physical aspect of the neighborhood as well as the livability.
Project Leader/Grant Contact	Terry Mozena
Email	<a href="mailto:TerryMozena@gmail.com">TerryMozena@gmail.com</a>
Phone Number	563-542-2866
Address1	1036 W 3rd Street
City	Dubuque
State	Iowa
Zip	52001
Additional Contact	David Klavitter
Email	<a href="mailto:klavitter@gmail.com">klavitter@gmail.com</a>
Phone Number	563-580-5838
Please check the location(s) or service area(s) for your project	Other
Which one of the City Council's Goals does your project best address? Choose only one.	Livable Neighborhoods and Housing: Great Places to Live



Targeted Planning and Outreach

Our process was non-targeted

1. Please describe your project. Be as specific as possible and address each question. a. What is your project? b. Who will benefit from your project? c. How will you implement your project (include timeline, process and people)?

To purchase and install flower planters throughout the neighborhood. Many years ago we placed approx 70 planters near the streets in front of neighbors houses. Each neighbor is responsible for planting and maintaining the pot. Not all neighbors wanted a pot in front of their home at that time. Some of those folks have moved or changed their mind and now want to be part of having a planter.

2a. Does your project address one or more of the funding priorities? Check all that apply.

Identify and/or build upon neighborhood strengths and assets, Address needs of low-and-moderate income residents, Support neighborhood development and improve quality of life

2b. Tell us how your project addresses each of the principle(s) checked to the left.

The flower pots have brought our neighborhood together, some folks even have contests on how beautiful they can make their planters look. It brings a common bond to the area. Low and moderate income individuals may not be able to afford a planter and this grant would help take that burden off them. The beauty of the planters improves the quality of life for the residence by building a sense of pride.

3. How will your project address diversity, equity and inclusion? Consider incorporating this lens into project planning, marketing, and execution. How have you engaged neighborhood residents in the planning of this project. Have any special efforts been made to reach those typically not engaged in neighborhood projects? (100 word maximum)

All neighbors would be included to help put the pots out and plant them. Some neighbors are elderly or unable to care for their pots, so we have developed an adoption program where a neighbor will take care of the pot and keep it beautiful.

4. Statement of Impact. For example, describe changes in the neighborhood that will result in this project. What are expected results.

These flower pots and given us a sense of identity. When I tell folks where I live they mention all the flower pots that we have in our neighborhood, and this grant will allow us to fill in the empty spots, giving those folks a sense of belonging.

What is the impact of the project? Discuss who will benefit from the proposed project and how they will benefit.

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(Section Break)

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9. Budget: Show evidence of careful financial planning by completing the following proposed project budget.

*Only list expenses associated with your proposed project. List both request grant funds and other cash or in-kind resources. Each field must have a numerical value. You may enter '0' as a value.*

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How much total money are you requesting? Maximum grant award is \$3,000	3,000
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#### Supplies & Materials

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Grant Funds Requested	3,000
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Cash or in-kind resources	500
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Total Supplies/Materials Costs	3500
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#### Marketing/printing

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Grant Funds Requested	0
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Cash or in-kind resources	0
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Total Marketing Costs	0
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#### Personnel

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Grant Funds Requested	0
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Cash or in-kind resources	0
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Total Personnel Costs	0
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#### Contractors

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Grant Funds Requested	0
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Cash or in-kind resources	0
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Total Contractor Costs	0
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#### Other Expenses

Grant Funds Requested	<i>Field not completed.</i>
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Cash or in-kind resources	<i>Field not completed.</i>
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Total Other Costs	<i>Field not completed.</i>
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#### TOTAL PROJECT EXPENSES

Total Grant Funds Requested	3000
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Total other cash or in-kind resources	500
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Total Project Costs	3500
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10. Other resources: What community assets will you contribute or use for this project? Please provide a description of the match you noted above. Examples could include financial match, individual volunteer hours, organization or association involvement, connection to a traditionally unengaged or marginalized population, donation of equipment or space, or collaboration with another event or initiative happening in the community. (150 word maximum)

The neighborhood will pickup the pots, deliver the pots to the desired location, dig to level the pots, pay and fill up the pots with soil, pay for flowers to get the pots started...Volunteers hours estimated at approx. 12 hours. request is for 25 pots are approx 120.00/each

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Please read and acknowledge assurances before proceeding.

[Assurances](#)

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I hereby certify that, to the best of my knowledge, all of the information contained

I agree

in the application is true  
and correct.

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Thank you for completing this grant application. Once you submit this form, you will receive a confirmation email. The Community Development Advisory Commission will review applications at their April 15, 2020 meeting. You are encouraged to attend that meeting to present your project and answer any questions commissioners may have. Contact Jerelyn O'Connor, Neighborhood Development Specialist, [joconnor@cityofdubuque.org](mailto:joconnor@cityofdubuque.org), 563-589-4326 with any questions.

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## Large Neighborhood Grant 2020

Applicant - Neighborhood Association or Dubuque non-profit organization	Multicultural Family Center
Project Name	Community Beautification Project
Project Start Date	8/3/2020
Project End Date	12/31/2020
Organizational Mission Statement (briefly explain what your group does and why)	The Multicultural Family Center empowers all families and community members of Dubuque to reach their potential and build unity through diversity, equity, and inclusion
Project Leader/Grant Contact	Jacqueline Hunter
Email	<a href="mailto:jhunter@cityofdubuque.org">jhunter@cityofdubuque.org</a>
Phone Number	(563) 213-2879
Address1	1157 Central Avenue
City	Dubuque
State	IA
Zip	52001
Additional Contact	Sarah Peterson
Email	<a href="mailto:spetersen@cityofdubuque.org">spetersen@cityofdubuque.org</a>
Phone Number	5635823681
Please check the location(s) or service area(s) for your project	Downtown
Which one of the City Council's Goals does your project best address? Choose only one.	Partnership for a Better Dubuque: Building our Community that is Viable and Equitable

Targeted Planning and Outreach	Ages under 18, American Indian/Alaskan Native , Asian, Bi-Sexual, Black/African American , Gay, Heterosexual/Straight, Hispanic/Latinx, Lesbian, Multi-Racial, Native Hawaiian/Other Pacific Islander, Persons with Disabilities, Trans or Transgender, Unemployed/Fixed Income, White/Caucasian, Working Class/Income
1. Please describe your project. Be as specific as possible and address each question. a. What is your project? b. Who will benefit from your project? c. How will you implement your project (include timeline, process and people)?	Teen/Tween' Nights at the Multicultural Center is a year round program that provides an array of programs, activities and events that support the healthy growth and development of teens who primarily reside in the downtown community of Dubuque. Through various partnerships we are intentional in introducing young people to: arts and culture programming, educational and career opportunities, financial literacy training, team building activities and service - learning experiences that advance diversity, equity, and inclusion in our community. We are seeking financial support for our service-learning activities this year that will be focused on yard clean up and beautification for elderly community residents.
2a. Does your project address one or more of the funding priorities? Check all that apply.	Identify and/or build upon neighborhood strengths and assets, Address needs of low-and-moderate income residents, Support neighborhood development and improve quality of life , Supports efforts to make Dubuque a more equitable and inclusive community
2b. Tell us how your project addresses each of the principle(s) checked to the left.	Priority 1 - The MFC works to connect our talented teens to community through service learning projects, such as our food pantry and community clean-up events. We have a youth advisory board. Their efforts are concentrated on addressing community needs and concerns, through a youth lens. Priority 2 - Our community service activities are designed to address the needs of the downtown community - food scarcity and beautification projects. Priority 3 - Every part of Dubuque is important and every area should be as beautiful as the next. We want to beautify homes in the downtown neighborhoods, particularly for low-income seniors who do not have the extra money to do so, . Priority 4 - Our mission is dedicated to creating more equitable and inclusive spaces in and outside of the MFC. We believe in building spaces outside of our brick and mortar building.
3. How will your project address diversity, equity	Limited income families and families of color in Dubuque are far more likely to have limited resources and opportunities to

and inclusion? Consider incorporating this lens into project planning, marketing, and execution. How have you engaged neighborhood residents in the planning of this project. Have any special efforts been made to reach those typically not engaged in neighborhood projects? (100 word maximum)

participate in quality of life programming. Utilizing our many partners, we work to close the gap on opportunities and experiences for those families. With many of our programs geared towards youth, this year we created out TAB (Teen Advisory Board) to elicit the voice of youth in our community in the planning of programs. Since the COVID crisis, out teens (who we meet with virtually every week) have begun to see the impact to many of the most vulnerable members of our community. Our teens want to commit their efforts this year to our seniors. This will include assisting in our food pantry - which will be held monthly (not quarterly) and yard beautification projects for the elderly members of our community.

4. Statement of Impact. For example, describe changes in the neighborhood that will result in this project. What are expected results. What is the impact of the project? Discuss who will benefit from the proposed project and how they will benefit.

The Multicultural Family Center believes every person has worth and something they can contribute to our community. We actively seek opportunities to give every person who enters our building a space to belong and a place to impact their community. Our primary focus is on youth because it holds true that they are our future residents, workers, and community contributors. We believe if we can create a sense of service and belonging when they are young, they will be more vested as adults. Our teen oriented programming (Teen Nights/Teen Advisory Board/Summer Teen Nights/Outdoor Education/Camping) are about building the child, the home, and the community. Our hope is that if our youth are participating in more efforts that are community-based but youth led, they will find value in "their story" and the importance of their role as a member of the Dubuque community. We also hope that it changes the narrative that so often associated with young people (not being engaged).

(Section Break)

9. Budget: Show evidence of careful financial planning by completing the following proposed project budget.

*Only list expenses associated with your proposed project. List both request grant funds and other cash or in-kind resources. Each field must have a numerical value. You may enter '0' as a value.*

How much total money are you requesting? Maximum grant award is \$3,000

2000

Supplies & Materials

Grant Funds Requested	2000
Cash or in-kind resources	0
Total Supplies/Materials Costs	0
Marketing/printing	
Grant Funds Requested	0
Cash or in-kind resources	0
Total Marketing Costs	0
Personnel	
Grant Funds Requested	0
Cash or in-kind resources	0
Total Personnel Costs	0
Contractors	
Grant Funds Requested	0
Cash or in-kind resources	0
Total Contractor Costs	0
Other Expenses	
Grant Funds Requested	0
Cash or in-kind resources	0
Total Other Costs	0
TOTAL PROJECT EXPENSES	
Total Grant Funds Requested	2000
Total other cash or in-kind resources	0
Total Project Costs	2000



10. Other resources: What community assets will you contribute or use for this project? Please provide a description of the match you noted above. Examples could include financial match, individual volunteer hours, organization or association involvement, connection to a traditionally unengaged or marginalized population, donation of equipment or space, or collaboration with another event or initiative happening in the community. (150 word maximum)

As this project was not part of our initial programming plans this year, there are no budgeted dollars. We are revising our summer program to meet what we feel are critical needs areas in our community. Our Board of Directors is committed to assisting with the food insecurity concerns that are present and will likely continue to grow in the coming months but cannot dedicate funds to our beautification efforts. Our goal is to work with our Neighborhood Associations to identify members of our community that would be interested in having our teens assist in yard clean-up. All work will be done by our staff, AmeriCorp members, participants and MFC volunteers.

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Please read and acknowledge assurances before proceeding.

[Assurances](#)

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I hereby certify that, to the best of my knowledge, all of the information contained in the application is true and correct.

I agree

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Thank you for completing this grant application. Once you submit this form, you will receive a confirmation email. The Community Development Advisory Commission will review applications at their April 15, 2020 meeting. You are encouraged to attend that meeting to present your project and answer any questions commissioners may have. Contact Jerelyn O'Connor, Neighborhood Development Specialist, [joconnor@cityofdubuque.org](mailto:joconnor@cityofdubuque.org), 563-589-4326 with any questions.

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## Large Neighborhood Grant 2020

Applicant - Neighborhood Association or Dubuque non-profit organization	St. Mark Youth Enrichment
Project Name	St. Mark Heroes Summer Academy
Project Start Date	6/29/2020
Project End Date	7/31/2020
Organizational Mission Statement (briefly explain what your group does and why)	St. Mark Youth Enrichment is a non-profit organization dedicated to our mission to provide innovative programs and services that cultivate educational and social-emotional growth of youth and families. Our mission is enacted through quality, before and after school and summer learning programs that serve more than 550 students in Dubuque county.
Project Leader/Grant Contact	Kaitlin Schmidt
Email	<a href="mailto:kschmidt@stmarkyouthenrichment.org">kschmidt@stmarkyouthenrichment.org</a>
Phone Number	563-590-7551
Address1	1201 Locust St.
City	Dubuque
State	Iowa
Zip	52001
Additional Contact	Dawn Cogan
Email	<a href="mailto:dcogan@stmarkyouthenrichment.org">dcogan@stmarkyouthenrichment.org</a>
Phone Number	563-582-6211
Please check the location(s) or service area(s) for your project	Downtown
Which one of the City Council's Goals does your	Vibrant Community: Healthy & Safe

project best address?  
Choose only one.

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Targeted Planning and  
Outreach

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Ages under 18, Middle class/income

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1. Please describe your project. Be as specific as possible and address each question. a. What is your project? b. Who will benefit from your project? c. How will you implement your project (include timeline, process and people)?

a) St. Mark is requesting funds to support teaching staff for the Heroes Summer Academy that fill Dubuque children's summer days with connection, fun, and learning. The Heroes Summer Academy provides a safe and engaging environment where students grow in academics & social emotional skills.

b) The program will serve 100 students throughout Dubuque, primarily reaching students that attend the five, downtown, Title 1 schools where poverty is more concentrated; 67% qualify for free/reduced priced lunch, 26% of students identify as a race other than white, with many students having had adverse or traumatic experiences.

c) The St. Mark Heroes Summer Academy will be held for five weeks, from June 29-July 31st, Monday-Friday from 8:30-12:30. The program takes place in the St. Mark Center with additional space with partners and neighbors the Boys and Girls Club, St. John's Episcopal Church, and the Dubuque Museum of Art. The Boys & Girls Club also provides St. Mark's students a healthy breakfast, lunch and snack daily. Throughout the program, students are taught by certified educators and participate in interactive learning centers, engaging in student-driven academic enrichment choices that range from reading, arts, and STEM (Science, Technology, Engineering, & Math). St. Mark partners with more than 50 organizations enrichment experiences that bring learning to life. Social emotional learning is integrated into all activities. All staff are trained in St. Mark's model that promotes skills like identifying and regulating emotions, resolving conflict, and building trusting relationships.

A parent last year shared in a survey, "We had a really rough end of the school year...and it was completely turned around over the summer by the patient teachers working with my kiddo."

Additional note on COVID-19 impact: St. Mark has been coordinating with other partners on summer programming plans and the impact of the COVID-19 pandemic. Many

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partners are continuing plans to move forward with programming in July. St. Mark is actively working on policies and procedures to take every safety and health precaution possible, including screening measures for staff and students, additional sanitary procedures, etc. Structural changes to programming are being activated as well such as virtual enrichment/field trips and increased classroom spaces to lower class sizes. This will likely result in increased staffing costs to maintain appropriate ratios.

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2a. Does your project address one or more of the funding priorities? Check all that apply.

Identify and/or build upon neighborhood strengths and assets, Address needs of low-and-moderate income residents, Support neighborhood development and improve quality of life , Supports efforts to make Dubuque a more equitable and inclusive community

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2b. Tell us how your project addresses each of the principle(s) checked to the left.

Collaboration with neighboring partners and coordinating programming leverages the Downtown neighborhood's strengths and assets. These partnerships include the Boys & Girls Club, St. John's Episcopal Church, the Mosaic Lodge, the Multi-Cultural Family Center, Leisure Services park programs, and many more partners throughout the community that provide enrichment activities.

St. Mark addresses social, emotional, and cognitive needs of low-and-moderate income students and families served. Summer learning programs directly impact quality of life of those served and increases equitable access to close achievement gaps. According to the National Summer Learning Association, more than half of the achievement gap between lower- and higher-income youth can be explained by unequal access to summer learning opportunities including enrichment experiences. Research reveals that learning programs targeted to low-income students can help close the achievement gap.

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3. How will your project address diversity, equity and inclusion? Consider incorporating this lens into project planning, marketing, and execution. How have you engaged neighborhood residents in the planning of this project. Have any special efforts been made

St. Mark reaches at-risk students and their families by targeting Title 1 schools with disproportionate numbers of students in poverty and students of color. St. Mark aims to reflect the diversity of the students we serve in the staff that are hired, books, curriculum, cultural enrichment activities, etc. Families are engaged to guide policies and practices to meet social, emotional, and cognitive needs by providing a safe environment with qualified, compassionate staff trained in best-practice social emotional practices. St. Mark also collaborates

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to reach those typically not engaged in neighborhood projects? (100 word maximum)

in community initiatives efforts like Inclusive Dubuque, My Brothers Keeper, and the Campaign for Grade Level Reading.

4. Statement of Impact. For example, describe changes in the neighborhood that will result in this project. What are expected results. What is the impact of the project? Discuss who will benefit from the proposed project and how they will benefit.

The large neighborhood grant funds will directly impact the lives of 100 students (K-5) in the Dubuque community. The primary objectives are to combat summer learning loss by having students increase/maintain reading proficiency and social emotional skills and also gain enriching learning experiences that are critical for future success. St. Mark expects outcomes similar to last year where 91% of students maintained or improved in their literacy skills and 85% improved or maintained social emotional skills.

Beyond literacy and social emotional outcomes St. Mark aims toward other objectives including:

All enrolled students will build their home libraries with leveled reading books.

All of the parents/caregivers will participate in summer program orientation to ensure effective communication of expectations and needs of students.

Parents, teachers, and para-educators will note anecdotal positive changes in students' growth over the summer.

(Section Break)

9. Budget: Show evidence of careful financial planning by completing the following proposed project budget.

*Only list expenses associated with your proposed project. List both request grant funds and other cash or in-kind resources. Each field must have a numerical value. You may enter '0' as a value.*

How much total money are you requesting? Maximum grant award is \$3,000

3,000

#### Supplies & Materials

Grant Funds Requested

0

Cash or in-kind resources

32,785.10

Total Supplies/Materials Costs

32,785.10

#### Marketing/printing

Grant Funds Requested	0
Cash or in-kind resources	5,070
Total Marketing Costs	5,070

#### Personnel

Grant Funds Requested	3,000
Cash or in-kind resources	101,171.64
Total Personnel Costs	104,171.64

#### Contractors

Grant Funds Requested	0
Cash or in-kind resources	6,500
Total Contractor Costs	6,500

#### Other Expenses

Grant Funds Requested	0
Cash or in-kind resources	10,305
Total Other Costs	10,305

#### TOTAL PROJECT EXPENSES

Total Grant Funds Requested	3,000
Total other cash or in-kind resources	155,831.74
Total Project Costs	158,831.74

10. Other resources: What community assets will you contribute or use for this project? Please provide a description of the match you noted above. Examples

Other expenses includes administrative costs including building and grounds, insurance, utilities, etc., evaluation, professional development, and travel.

The \$3,000 request is for the teaching personnel that work

could include financial match, individual volunteer hours, organization or association involvement, connection to a traditionally unengaged or marginalized population, donation of equipment or space, or collaboration with another event or initiative happening in the community. (150 word maximum)

directly with students and make an impact on their lives daily.

\$155,831.74 of other resources are made up of in-kind contributions, program fees, grants, and donations and fundraising efforts. The Boys and Girls Club provides all snacks and meals for the Dubuque program, estimated at a \$27,000 value. St. Mark's summer program primarily serves low income families that receive full to partial scholarships, but a nominal tuition fee is charged for families who are able to pay, this is estimated to be \$18,500. Currently secured grant funds total \$15,000 (Prudential Financial, Sustainable Dubuque, Dollar General, and Iowa Women's Foundation). St. Marks general fundraising efforts and other general operating grant funds are anticipated to cover remaining costs.

Please read and acknowledge assurances before proceeding.

[Assurances](#)

I hereby certify that, to the best of my knowledge, all of the information contained in the application is true and correct.

I agree

Thank you for completing this grant application. Once you submit this form, you will receive a confirmation email. The Community Development Advisory Commission will review applications at their April 15, 2020 meeting. You are encouraged to attend that meeting to present your project and answer any questions commissioners may have. Contact Jerelyn O'Connor, Neighborhood Development Specialist, [joconnor@cityofdubuque.org](mailto:joconnor@cityofdubuque.org), 563-589-4326 with any questions.

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## Large Neighborhood Grant 2020

Applicant - Neighborhood Association or Dubuque non-profit organization	Valley View Neighborhood Association
Project Name	Spring Clean Up
Project Start Date	5/27/2020
Project End Date	6/24/2020
Organizational Mission Statement (briefly explain what your group does and why)	<p>The main goals of our neighborhood is to increase the quality life of all members.</p> <p>Living in a safe, clean, well maintained neighborhood benefits everyone. The neighborhood beautification will increase property value and improve the appearance of properties by making resources available to those that may be unable to afford it. We also hope that</p>
Project Leader/Grant Contact	Jenny Manders-Raney
Email	<a href="mailto:jlmanders@aol.com">jlmanders@aol.com</a>
Phone Number	563-599-4243
Address1	330 Olympic Heights Rd
City	Dubuque
State	Iowa
Zip	52001
Additional Contact	Carol Bertjens
Email	<i>Field not completed.</i>
Phone Number	563-582-1906
Please check the location(s) or service area(s) for your project	Downtown



Which one of the City Council's Goals does your project best address? Choose only one.

Livable Neighborhoods and Housing: Great Places to Live

Targeted Planning and Outreach

Our process was non-targeted

1. Please describe your project. Be as specific as possible and address each question. a. What is your project? b. Who will benefit from your project? c. How will you implement your project (include timeline, process and people)?

The Valley View Spring Clean Up Weekend is an annual event to clean and beautify the neighborhood for the upcoming summer. Our neighborhood is very diverse with approximately 40 % home owners, 60% rental properties, with a few businesses sprinkled within our borders. . The clean up weekend allows neighbors to clean up the neighborhood after a long winter, but it allows the association to take a proactive approach in addressing issues that often arise during the summer, children playing in the street, loud nuisance complaints, street storage, garbage, etc. The event is an opportunity to get neighbors out and about, talking with each other. In the past we have had a picnic on Saturday afternoon so neighbors can visit and get to know each other. With the current situation, that may not happen this year.

We are looking to have the clean up from June 10-13, 2020.

Timeline:

1. End of May 2020: Officers meeting to plan the details of the Beautification project and divide up responsibilities.
2. End of May 2020: Call and order all supplies for the Project and establish delivery dates.
3. Early June 2020: Design and print flyers and distribute to neighborhood members.
4. Early June 2020: Schedule help for members that need it.
5. June 10-13, 2020: nClean up!!!

July 6, 2019

2a. Does your project address one or more of the

Identify and/or build upon neighborhood strengths and assets, Address needs of low-and-moderate income residents, Support neighborhood development and improve quality of life

funding priorities? Check all that apply.

2b. Tell us how your project addresses each of the principle(s) checked to the left.

One of our neighborhood's greatest asset is our commitment as a community to provide a safe and friendly neighborhood.

The Spring clean allows low and moderate income neighbors to be able to clean up their home and yards, taking pride in their homes. This interns leads to an improvement of the quality life for all neighbors of the association.

3. How will your project address diversity, equity and inclusion? Consider incorporating this lens into project planning, marketing, and execution. How have you engaged neighborhood residents in the planning of this project. Have any special efforts been made to reach those typically not engaged in neighborhood projects? (100 word maximum)

Our neighborhood is home to several ethnic groups, to name a few; Caucasian, African Americans, Latino, and Pacific Islander. The clean up flyers that are distributed to neighbors prior to the clean encourages everyone to participate. We offer assistance to those with physical barriers. We also have a table with a variety of pamphlets with resources available from the city and local non profits, in a variety of languages.

4. Statement of Impact. For example, describe changes in the neighborhood that will result in this project. What are expected results. What is the impact of the project? Discuss who will benefit from the proposed project and how they will benefit.

We hope that the Spring Clean Up with make the neighborhood cleaner and safer, which will give the neighbors a sense of pride in their neighborhood. There will be a variety of projects running simultaneously to provide residents a choice of which to participate in. It provides a means to do some improvement projects that many neighbors do not have the ability to do themselves. It provides a chance for neighbors to help neighbors who are less fortunate, thus creating new friendships. Creating new friendships helps strengthens our neighborhood, making them safer and a friendlier place to live. It may also establish a new opportunity for children, teaching them to respect their neighbors and their property. It provides an avenue for children to learn new tasks, such as gardening, with a variety of people all working towards a similar goal. Hopefully the project will serve as a springboard for new ideas of improvement to the neighborhood.

(Section Break)

9. Budget: Show evidence of careful financial planning by completing the following proposed project budget.

*Only list expenses associated with your proposed project. List both request grant funds and other cash or in-kind resources. Each field must have a numerical value. You may enter '0' as a value.*

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How much total money are you requesting? Maximum grant award is \$3,000	1700
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Supplies & Materials

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Grant Funds Requested	1655
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Cash or in-kind resources	410
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Total Supplies/Materials Costs	2065
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Marketing/printing

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Grant Funds Requested	45
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Cash or in-kind resources	0
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Total Marketing Costs	45
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Personnel

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Grant Funds Requested	0
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Cash or in-kind resources	0
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Total Personnel Costs	0
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Contractors

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Grant Funds Requested	0
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Cash or in-kind resources	0
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Total Contractor Costs	0
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Other Expenses

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Grant Funds Requested	0
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Cash or in-kind resources	0
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Total Other Costs	0
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#### TOTAL PROJECT EXPENSES

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Total Grant Funds Requested	1700
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Total other cash or in-kind resources	410
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Total Project Costs	2110
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10. Other resources: What community assets will you contribute or use for this project? Please provide a description of the match you noted above. Examples could include financial match, individual volunteer hours, organization or association involvement, connection to a traditionally unengaged or marginalized population, donation of equipment or space, or collaboration with another event or initiative happening in the community. (150 word maximum)

The neighborhood association makes its own organic weed killer and neighbors contribute to those ingredients. Association members provide all the set up materials, (tables, chairs, tools, etc.). Members provide all the volunteer hours, (creating the flyers, delivering them, set up and tear down for the clean up, etc).

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Please read and acknowledge assurances before proceeding.

[Assurances](#)

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I hereby certify that, to the best of my knowledge, all of the information contained in the application is true and correct.

I agree

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Thank you for completing this grant application. Once you submit this form, you will receive a confirmation email. The Community Development Advisory Commission will review applications at their April 15, 2020 meeting. You are encouraged to attend that meeting to present your project and answer any questions

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commissioners may have. Contact Jerelyn O'Connor, Neighborhood Development Specialist, [joconnor@cityofdubuque.org](mailto:joconnor@cityofdubuque.org), 563-589-4326 with any questions.

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## City of Dubuque

## Consent Items # 9.

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**ITEM TITLE:** 2020-2023 AmeriCorps Partners in Learning Campaign for Grade Level Reading Grant Application Approved

**SUMMARY:** City Manager transmitting information that the 2020-2023 AmeriCorps Grant application recently submitted to the Iowa Commission on Volunteer Service and the Corporation for National Community Service has been approved for funding and will be issued in July/August for Council approval to begin the program in September 2020.

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Approve

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
AmeriCorps Partners in Learning Campaign for Grade Level Reading-MVM Memo	City Manager Memo
Staff memo	Staff Memo
AmeriCorps Partners in Learning Grant Application 2020-2023	Supporting Documentation



**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** 2020-2023 AmeriCorps Partners in Learning Campaign for Grade Level Reading Grant Application Approved

**DATE:** May 26, 2020

Leisure Services Manager Marie Ware is transmitting information that the 2020-2023 AmeriCorps Grant application recently submitted to the Iowa Commission on Volunteer Service and the Corporation for National Community Service has been approved for funding in the amount of \$203,761. The grant agreement will be issued in July/August for Council approval to begin the program in September 2020.

The match for the grant is paid for by in-kind supervision, office space, as well as funds from the Dubuque Community School District, St. Mark Youth Enrichment, Leisure Services Recreation Division, Carnegie-Stout Public Library. The District provides a \$45,000 match. The City also provides a \$20,000 match which was approved as an improvement package almost three years ago.

The current 2020-2021 grant has been budgeted in the current FY 2020 City budget and the remainder will be proposed in the FY 2021 budget. The grant will be matched with local in-kind and cash funds of \$206,824, totaling to \$410,585. The in-kind and cash match is paid for by AmeriCorps sites and in-kind match for administration, supervision, and training. This match is 50% of the total grant. This grant would run from September 1, 2020 through August 31, 2021. This grant application is a federal grant. This is for year one of a new, three-year grant cycle.

  
Michael C. Van Milligen

MCVM:jh  
Attachment

cc: Crenna Brumwell, City Attorney  
Teri Goodman, Assistant City Manager  
Cori Burbach, Assistant City Manager  
Marie L. Ware, Leisure Services Manager

**TO:** Michael C. Van Milligen, City Manager  
**FROM:** Marie L. Ware, Leisure Services Manager  
**SUBJECT:** 2020-2023 AmeriCorps Partners in Learning Campaign for Grade Level Reading Grant Application Approved  
**DATE:** May 26, 2020

## INTRODUCTION

The purpose of this memo is to provide notification of the 2020-2023 AmeriCorps Grant application recently submitted to the Iowa Commission on Volunteer Service and the Corporation for National and Community Service (CNCS) has been approved for funding at the requested level. The grant agreement will be issued in July/August for Council approval to begin the program in September 2020.

## BACKGROUND

AmeriCorps Partners in Learning Program has been extremely successful in its 20 years of operation, thirteen of which have been under the leadership of the City of Dubuque. The program's success is apparent in the over 800 AmeriCorps Alumni giving over 450,000 hours of service in our community. These members and alumni have performed invaluable service.

AmeriCorps members are paid living allowance stipend for their service and receive an education award. The stipends and awards are a part of the grant. These funds are often directly invested in our community in the form of groceries, rent or tuition to local colleges and universities as well as other direct living expenses. Some of the AmeriCorps members are grandparents and earn education awards they are passing along to their grandchildren.

The Corporation for National and Community Service (CNCS) has established priority areas of funding for their grants. AmeriCorps Partners in Learning fits nicely into CNCS priority area of education. CNCS emphasizes performance measures and being able to measure progress. They require evidence-based approaches with evaluative data and use of a logic model. We must provide evidence that the proposed intervention is effective for the proposed population and community challenge. A third-party evaluation was completed prior to the writing of this grant. The evaluation provided excellent feedback on the AmeriCorps Partners in Learning Program. This was used in the writing of the grant attached.



The grant focuses on ensuring students read at grade level by 3<sup>rd</sup> grade and targeting students with literacy needs. The program has been awarded three-year grants since near its inception. The grant is currently in its 6<sup>th</sup> year, and this grant will fund years 7 – 9. The grant was submitted to the Iowa Commission on Volunteer Service and now has moved for federal consideration to the Corporation for National and Community Service. Success is that the grant was recommended for consideration for federal funding.

## **DISCUSSION**

AmeriCorps members have become partners in the school they serve. The AmeriCorps Program has partnered with the Dubuque Community School District to formulate a program that continues to place AmeriCorps members in elementary schools at the Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grade level. The contact time for students will be 21,600 hours. The School District provides training to the AmeriCorps members that aligns with the curriculum taught in the schools. By creating this focus, we have moved the needle with our AmeriCorps program and members and will continue these efforts.

The AmeriCorps grant is a part of the Campaign for Grade Level Reading locally, now known as Every Child Reads. The City Council's priorities include work on the Campaign. This focus allows more AmeriCorps members to be placed in the schools serving students to raise their reading proficiency. This service is in line with the Community Solution Action Plan and efforts around the collective impact model related specifically to Grade Level Reading.

Twenty-Two AmeriCorps members will serve in thirteen elementary schools within the Dubuque Community School District. They will tutor Kindergarten through third graders at least three times a week. The short-term outcome proposed in the grant is for 400 of the 500 students with literacy needs who complete our program will improve by 10 points as measured by the FAST assessment.

Additionally, during the school year, three AmeriCorps Members will serve with St. Mark Youth Enrichment and 1 Full-Time Member will serve with the Carnegie-Stout Public Library's Children's library. Six AmeriCorps members will serve students in the summer in neighborhood parks through Leisure Services providing educational programming; one members will serve at Carnegie-Stout Public Library in summer reading programs; and six members will serve at St. Mark's Youth Enrichment. Lastly, 12 members will serve at Dubuque Community School District summer reading.

For the last academic year (2018-2019) the AmeriCorps program was a huge success. 97% of the 477 students who worked with AmeriCorps members 30 times or more improved their FAST Composite Score and are assessments the Dubuque Community School District uses to assess student's reading proficiency. We are making a difference in the lives of Dubuque's children.

This work focuses resources on third grade reading hoping to recover children before they become disengaged. It is a much better investment to work at the early age. School District personnel have been leaders in helping the AmeriCorps program focus the member resources in ways that have been and will continue to be most impactful.

## **BUDGET IMPACT**

The match for the grant is paid for by in-kind supervision, office space, as well as funds from the Dubuque Community School District, St. Mark Youth Enrichment, Leisure Services Recreation Division, Carnegie-Stout Public Library. The District provides a \$45,000 match. The City also provides a \$20,000 match which was approved as an improvement package almost three years ago.

The current 2020-2021 grant has been budgeted in the current FY 2020 city budget and the remainder will be proposed in the FY 2021 budget. The grant request from CNCS is \$203,761 which will be matched with local in-kind and cash funds of \$206,824, totaling to \$410,585. The in-kind and cash match is paid for by AmeriCorps sites and in-kind match for administration, supervision, and training. This match is 50% of the total grant. This grant would run from September 1, 2020 through August 31, 2021. This grant application is a federal grant. This application, if funded, would be a year one of a new, three-year grant cycle.

## **RECOMMENDATION**

This memo is for informational purpose only. No action is needed at this time.

attachment: 2020-2023 Application for Federal Assistance, Budget and Budget Narrative

cc: Heather Satterly, AmeriCorps Program Director  
Jenny Larson, Finance and Budget Director

# DRAFT

## PART I - FACE SHEET

### APPLICATION FOR FEDERAL ASSISTANCE

Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)

1. TYPE OF SUBMISSION:

Application ☒ Non-Construction

2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):

3. DATE RECEIVED BY STATE:

12-NOV-19

STATE APPLICATION IDENTIFIER:

2b. APPLICATION ID:

20AC220460

4. DATE RECEIVED BY FEDERAL AGENCY:

FEDERAL IDENTIFIER:

#### 5. APPLICATION INFORMATION

LEGAL NAME: City of Dubuque

DUNS NUMBER: 093105302

ADDRESS (give street address, city, state, zip code and county):

2200 Bunker Hill Rd  
Dubuque IA 52001 - 3010  
County: Dubuque

NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):

NAME: Heather M. Satterly

TELEPHONE NUMBER: (563) 690-6171

FAX NUMBER:

INTERNET E-MAIL ADDRESS: hsatterl@cityofdubuque.org

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

426004596

7. TYPE OF APPLICANT:

7a. Local Government - Municipal

7b. Local Government, Municipal

8. TYPE OF APPLICATION (Check appropriate box).

☐ NEW

☒ NEW/PREVIOUS GRANTEE

☐ CONTINUATION

☐ AMENDMENT

If Amendment, enter appropriate letter(s) in box(es):



A. AUGMENTATION

B. BUDGET REVISION

C. NO COST EXTENSION D. OTHER (specify below):

9. NAME OF FEDERAL AGENCY:

**Corporation for National and Community Service**

10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.006

10b. TITLE: AmeriCorps State

11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

City of Dubuque AmeriCorps Partners in Learning Program

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):

Dubuque, IA

11.b. CNCS PROGRAM INITIATIVE (IF ANY):

13. PROPOSED PROJECT: START DATE: 09/01/20 END DATE: 08/31/21

14. CONGRESSIONAL DISTRICT OF: a.Applicant  b.Program

15. ESTIMATED FUNDING: Year #:

a. FEDERAL

\$ 203,761.00

b. APPLICANT

\$ 206,824.00

c. STATE

\$ 0.00

d. LOCAL

\$ 0.00

e. OTHER

\$ 0.00

f. PROGRAM INCOME

\$ 0.00

g. TOTAL

\$ 410,585.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

☐ YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

☒ NO. PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ YES if "Yes," attach an explanation. ☒ NO

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:

Heather M. Satterly

b. TITLE:

AmeriCorps Director

c. TELEPHONE NUMBER:

(563) 690-6171

d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:

e. DATE SIGNED:

11/12/19

## Narratives

### Executive Summary

The AmeriCorps Partners in Learning (APIL) program proposes to have 49 AmeriCorps members who will tutor K-3rd grade struggling readers one on one or in small groups in the Dubuque Community School District's elementary schools and summer programs. At the end of the first program year, the AmeriCorps members will be responsible for increasing the reading scores of 400 students with literacy needs. In addition, the AmeriCorps members will leverage an additional 100 volunteers who will be engaged in Dubuque community days of service.

The program will focus on the CNCS focus area of Education. The CNCS investment of \$203,761 will be matched with \$206,824, \$191,074 in public funding and \$15,750 in private funding.

### Rationale and Approach/Program Design

#### THEORY OF CHANGE AND LOGIC MODEL

Dubuque Community School District's (DCSD) students are not reading at grade level by 3rd grade. Data from DCSD's FAST (Formative Reading Assessment System for Teachers) and Certified Annual Enrollment provide us with current literacy rates. In Fall 2019, 36% of all DCSD 3rd grade students were not reading at grade level. When poverty is taken into consideration, the data is more severe. In Fall 2019, 47% of DCSD's 3rd grade students that were eligible for Free and Reduced Lunch did not read at grade level, compared to the 27% of Non-Free and Reduced Lunch students who did not read at grade level. When looking at all grade levels leading up to grade 3, the data is similar. In Fall 2019, 56% of DCSD 2nd grade students, 53% of 1st grade students and 59% of Kindergarten students, were not reading at grade level. In the Fall of 2019, 39% of DCSD K-3rd grade students, or approximately 2,999 students, were not reading at grade level. 5 of 13 Dubuque elementary schools (Audubon, Fulton, Lincoln, Marshall, Prescott) are Title 1 which means they are designated as schools with high percentages of children from low-income families. In the remaining 8 elementary schools, there exists an increasing percentage of students in poverty: Bryant (39%); Carver (47%); Eisenhower (40%); Hoover (66%); Irving (42%); Kennedy (53%); Sageville (63%); Table Mound (38%).

Our program realizes and understands that children from many backgrounds, impoverished or not, struggle with reading. However, living in poverty can create a reality for students that contributes to the struggle of reading at grade level. First, children in poverty are more likely to be unprepared for kindergarten. A series of longitudinal studies by Hart and Risley (1995-2003) demonstrated low income children heard 30 million fewer words total by age three than did more affluent children.

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These early gaps result in persistent academic challenges in beginning elementary school years. Second, students in poverty often experience learning loss during the summer. According to the Campaign for Grade Level Reading, research has proven the summer slide exists. Simply, students lose ground academically when not engaged academically during the summer. The problem is particularly acute among low-income students who lose an average of more than two months in the summer. In Dubuque, the rate of impoverished households is rising. Research conducted by MIT in 2018 showed that there is a strong positive correlation between the poverty rate and affordable quality childcare. Because of this issue, our low-income families in our community struggle significantly with students accessing early childhood education and quality educational summer programming. The long term academic ramifications for students who do not read at grade level by 3rd grade are great. According to the Campaign for Grade Level Reading, reading by 3rd grade is a critical milestone in a child's academic success. Before 3rd grade, students learn how to read. After 3rd grade, students transition from learning how to read, to reading to learn. According to a study by researchers, students who couldn't read at grade level by 3rd grade continued to fall further behind their peers after 3rd grade (McNamara, J.K., Scissons, M, and Gutknecht, N; 2011). In addition, a 2012 study by the Annie E. Casey Foundation states children who do not read proficiently by the end of third grade are four times less likely to graduate from high school on time than proficient readers. These ramifications are serious for both the individual student and the community.

Our integrated, comprehensive, two pronged approach will ensure students with literacy needs read at grade level by the end of 3rd grade. The first approach consists of a school year program where members provide 1-1 or small group literacy interventions to struggling readers. The second approach consists of a summer program where members provide 1-1 or small group literacy support and enrichment activities. According to the Campaign for Grade Level Reading, communities must use a collaborative approach to ensure students read at grade level by 3rd grade. Our program works with both the school district and community partners to target literacy efforts in Dubuque's elementary schools and summer programs. This year-round approach ensures students continue to build on their grade level reading efforts from the school year through the summer months.

During the school year, the program will place 22 (11 RHT and 11 MT) members as trained Academic Reading Tutors in 13 DSCD elementary schools. Members will tutor K-3rd grade, Tier 2 students identified through the Multi-Tiered System of Support (MTSS). MTSS is an evidence-based model to integrate academic interventions. Tier 2 students are students who are not proficient in reading or who are at risk of becoming not proficient in reading and require interventions. Tier 2 students do not

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often receive needed interventions from classroom teachers or staff because their time must be spent with Tier 3 students who need intense, individual interventions from a certified teacher. Therefore, AmeriCorps members are critical to Tier 2 students' literacy success because these interventions would not otherwise occur.

Tutoring sessions will occur 1-1 or in small groups. Each session will occur at least three times per week for 15-30 minutes for a minimum of 10 weeks or 30 sessions and until the student has been reassessed and results show the child performing at grade level. Additionally, members will be providing limited targeted support to 4th (20 15-30 minute sessions) and 5th (10 15-30 minute sessions) grade students who have received at least 2 years of previous interventions from our program during K-3rd grades, who are not proficient or at risk of losing proficiency. 1 FT member with Carnegie Stout Public Library will focus on phonemic awareness skill building with the DCSD preschool programs. 3 QT members with St Mark Youth Enrichment will support literacy homework help and social-emotional learning during the after-school programs at 3 Title 1 DCSD schools. AmeriCorps members will use two specific interventions, LEAD 21 and Lexia, both of which are critical to the success of the tutoring session. These interventions are curriculum used by the classroom teacher and align with Iowa's Common Core standards. LEAD 21 is designed to foster essential literacy skills and strategies, such as phonemic awareness, phonics, fluency and comprehension. LEAD 21 provides systematic and explicit instruction as well as built-in differentiated interventions specifically for Tier 2 students. Lexia provides all students a personalized, systematic, structured approach in the following reading areas: phonological awareness, phonics, fluency, and comprehension. It also provides differentiated interventions for Tier 2 students. Lexia's research proven program targets skill gaps as they emerge and provides student-specific interventions through Lexia Lessons. Lexia Lessons are scripted materials which allow each member to provide explicit, multi-sensory interventions in a specific skill area. LEAD 21 and Lexia intervention materials are already created for our members, which means all members are provided with a specific script to follow.

School-based AmeriCorps members will target 800 DCSD students with literacy needs who start our tutoring program. The program defines start as a student who has at least 10 tutoring sessions with an AmeriCorps member. Of the 800 students that our members start with, 500 (ED 1A) will complete the tutoring program. The program defines completion as a student who has 30 tutoring sessions which equates to 10 weeks of the program with at least three sessions per week. Of those 500 students, 400 (ED 5A) will show steady progress toward grade level reading proficiency based upon

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fall and spring Formative Assessment System for Teachers (FAST) literacy assessment scores. The program defines steady progress as improving by 1 or more FAST determined risk levels from the student's fall to spring FAST assessment. Students who make steady progress from fall to spring are more likely to read at grade level by 3rd grade.

During the summer, the program will combat summer learning loss by placing 26 Minimum Time (MT) members in summer programs. AmeriCorps members will provide K-3rd grade students small group or 1-1 literacy supports and enrichment programming. Each site will also provide additional literacy and enrichment interventions. Ten MT members will serve at DCSD's Summer Academy for the 6 week program. Six MT members will serve at Leisure Service Playground Explorations for the ten week program. One MT member will serve at Carnegie-Stout Public Library for the 6 week program. Six MT members will serve at St. Mark Youth Enrichment for the 6 week program. The school year tutoring program, coupled with the summer literacy support and enrichment programs, will ensure students read at grade level by 3rd grade.

### EVIDENCE BASE

APIL's program design is evidence informed and meets the preliminary tier level. Using an outside evaluator, Dr. Rachel Daack PhD, of Clarke University, APIL conducted an outcome evaluation of the school-based portion of our literacy services which yielded positive results indicating the sustainability of student gains in reading over time. The results of the process evaluation to determine stakeholder perceptions of program delivery and student impacts were also positive, as are the student gains seen based on our annual performance measure data.

The external outcome evaluation was conducted using a longitudinal cohort design during the 2018-2019 program year for the 2017-2020 grant cycle. APIL has seen steady, positive student growth towards proficiency in annual performance measure results. In 2014-2015, our first year, the program saw a 67% improvement towards K-3rd grade reading proficiency, and in 2015-2016, the program saw an 89% increase towards K-3rd grade reading proficiency. The steady improvement in our program data led us to the two main questions for our external outcome evaluation, which were: 1) whether students at grade level by the end of third grade maintained growth to grade level through fifth grade? and 2) whether students in the high and low-risk categories at the end of third grade grew by fifth grade?

Complete data sets of FAST reading proficiency scores were available from DCSD for 276 of the 321 individual students served by APIL during the school year program. The data sets were of students who were in 2nd grade in 2014-2015 or 3rd grade in 2015-2016 through the end of 5th grade and

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were included in the study. The evaluation results indicated that 52% of the 111 students served that completed 3rd grade at grade level in reading remained at grade level in fifth grade. Of the 96 students with 'high risk' reading scores in 3rd grade, 5% had improved to grade level by 5th grade and nearly 30% improved by at least one risk level. Among the 69 students with 3rd grade 'some risk' scores, by 5th grade, 22% had improved to grade level and another 54% were able to maintain their 'some risk' rating. Additionally, 36% of these students dropped to 'some risk' and 12% dropped all the way to 'high risk' by fifth grade. The findings from the evaluation demonstrated that for most of the students we served, reading gains were maintained or continued to improve through 5th grade. However, for a portion of the students a decline was noted after 3rd grade and the end of APIL support. Taking this research data into consideration, the program and DCSD has determined that that APIL will extend its intervention model to provide limited target support to 4th and 5th grade students who received interventions from our program during K-3rd grade in an effort to help students maintain or improve their risk level.

The program conducted a process evaluation from March 2016 to November 2016. The two main research questions were: 1) Is the APIL program being implemented consistently with the program's logic model and theory of change and 2) Are program beneficiaries generally satisfied with the program? The program utilized an outside evaluator to conduct and analyze focus groups, surveys and data files. Surveys completed by the site supervisors showed 100% of the 12 respondents agreed the interventions implemented by AmeriCorps members have helped children make progress in grade level reading; 100% agreed AmeriCorps is positively contributing to K-3rd grade reading proficiency; 100% agreed they were satisfied with the program overall; and 92% agreed the students tutored by AmeriCorps members have more positive connections to school because of AmeriCorps members. There were also very high responses to members' training, attitude and professionalism.

In the program's 2018-2019 school year, the program had 24 AmeriCorps members serve as Academic Reading Tutors. Out of the 1,078 K-3rd grade students served during the school year, 489 K-3rd grade Tier 2 students completed the tutoring program with the required dosage of three times per week for 15-30 minutes each session, for a minimum of 10 weeks or 30 sessions over the course of the school year. Of these 489 students, there were complete data sets for 477 students. Of the 477, 97% or 463 improved their FAST reading proficiency scores by at least 10 points, moving them toward grade level proficiency as reported for Performance Measure ED5A.

During the Summer 2019, 199 students started the 6 week DCSD Summer Reading Academy, where 12 MT members served as academic and enrichment tutors. Based on FAST data, 56% of students



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improved by at least 1 risk level due to the summer program reading support they received, 31% of students remained at High Risk, 13% remained at some or low risk, and only 1% of students declined a risk level. Summer data from DCSD is meaningful to our program, because it shows that our program is helping stem the summer learning loss issues among our districts most at-risk students. DCSD is excited about the performance measurement and evaluation data, as both show students who completed the APIL AmeriCorps tutoring program during both the school year and summer program had positive gains in their reading proficiency.

### NOTICE PRIORITY

The APIL program doesn't fit with any 2020-2021 CNCS priority areas. However, the program does fit with several of our State of Iowa priorities based on the I CVS State Service Plan: 1) comprehensive community strategy for Dubuque's Campaign for Grade Level Reading 2) engage underrepresented populations and those that provide a high return on investment 3) address disparities with minority populations 4) Governors priority areas of education, childcare and enrichment; and 5) actively participate in the Iowa Disaster Cadre. The program fits with one of Iowa's priorities based on Iowa Code. The program is an Iowa Reading Corps program providing data-based, models of literacy instruction to tutor students from pre-k to 3rd grade who are not proficient in reading or who are at risk of becoming not proficient in reading.

### MEMBER EXPERIENCE

Member experience is a priority of our program. Development begins with the recruitment process where the Director strategically recruits, interviews and places members from our community to the site that is the best fit for each member. During their year of service, members are challenged to develop personally and professionally. Members are supported and developed at their host site in partnership with their site supervisors. The Director takes a personal, 1-1 approach with every member to challenge them in different ways. This can include community presentations, mentoring other members, applying for graduate school or leading service projects. Members also gain important experiences through our Days of Service which are conducted in partnership with Dubuque's National Service Partnership (DNSP), a collaboration of area national service members and programs. Through National Days of Service and DSNP, members learn about their community, network with other national service members, and participate in service opportunities.

Members are provided 12 hours of orientation consisting of general information on the Corporation for National and Community Service (CNCS), AmeriCorps and the Iowa Commission on Volunteer Service (ICVS). The program reviews member's rights and responsibilities, code of conduct, prohibited

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activities, Drug Free Workplace Act, grievance procedures, suspension and termination procedures, sexual harassment and discrimination policies. Members review and sign the Member Service Agreement which includes the review of the National Criminal History Background Check, prohibited activities and grievance procedure. Members are trained on data collection, time sheets, and other program specific information. Additionally, members participate in 4 hours of communication training through a low/high ropes course to provide individual and team challenges, as well as 21 hours of training, spread out over monthly meetings, focused on Diversity, Equity and Inclusion, ensuring that members are able to provide the best support to students from different cultures and backgrounds. DCSD trains members on Tier 2 students, professionalism, confidentiality, LEAD 21 curriculum, and Lexia interventions. Members are provided intensive on-site training and orientation at their host site. Finally, all members develop and present a reflection project during our End of Service Ceremony and Life After AmeriCorps Training.

### Organizational Capability

#### ORGANIZATIONAL BACKGROUND AND STAFFING

API L has been sponsored by the City of Dubuque since 2007. The City of Dubuque is a Municipal Corporation governed by an elected mayor and six-member council. The City relies on its expert personnel to plan and implement the grant and provides in-kind administration, personnel and fiscal support. The City Council reviews the grant and budget documents each year. The AmeriCorps Director, Heather Satterly, a 3-term AmeriCorps alum, has been the Director for 2 years in addition to working in Iowa AmeriCorps Grant Management for 3 years. Kim Stickney, also an AmeriCorps alum, has been the AmeriCorps Assistant for 10 years. She organizes and maintains key program paperwork such as Background Checks and Data Collection Submissions. Marie Ware, Leisure Services Department Manager, oversees the activities of the AmeriCorps Director and members. Marie has been directly and indirectly involved with grant award management for over twenty-five years for three cities and a non-profit agency. Arielle Swift, Assistant Public Works Director, previously our Accountant, has overseen the fiscal responsibilities of the program since 2015. Jennifer Raber, Finance Manager, & Jennifer Larson, Finance and Budget Director, have been training since April 2019, and will continue to be supported by Arielle.

#### COMPLIANCE AND ACCOUNTABILITY

API L strongly believes in compliance and accountability. The program prides itself in having a reputation as a high functioning, low risk program and has a complete plan for compliance and accountability. The Director ensures site supervisors and host sites fully understand the prohibited

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activities, non-duplication and non-displacement guidelines, and all other rules and regulations through service agreements and training. The Director also conducts at least two site visits a year, as well as a mid-term review to ensure rules and regulations are being followed. The Director keeps lines of communications open between members and site supervisors to ensure compliance and accountability. The Director monitors the activities being performed through ongoing communication with members and site supervisors. The Director can visit any site, at any time without prior appointment. Should a compliance issue be suspected or arise, the Director holds a meeting with all parties involved to review guidelines and design a corrective action plan. If compliance issues continue to be a concern the members are removed from their assigned placement until the site can ensure all activities fall within the AmeriCorps guidelines. If compliance issues are not corrected, or re-appear, the Director will no longer place members at the host site. Lastly, the program manages and implements its program with limited compliance issues. Our staff takes CNCS' Criminal History Record Check very seriously as well as the following program management policies: time sheets, in kind documentation, position descriptions, Member Service Agreements, Host Site Agreements, mandatory training requirements, corrective action forms, midterm and end of year evaluations, grievance, termination of service, drug free workplace, sexual harassment, prohibited activities and unallowable activities. Our systems follow this cyclical pattern: follow, monitor, review and update to detect instances of risk or noncompliance. The AmeriCorps Director runs all background checks on members. As these checks are completed, the Director completes the I CVS NSCHC Document Checklist and attaches it to copies of all Background checks. Additionally, copies of all checks are kept in the member electronic file, as well as in a hard copy format. The AmeriCorps Assistant reviews all background checks to ensure compliance. The Director and Assistant conduct member and staff file audits twice a year and works closely with its expert fiscal staff to ensure compliance.

### CULTURE THAT VALUES LEARNING

APIL, as part of the City of Dubuque, believes in creating an equitable community of choice by being a data-driven & outcome focused high performance government built on four pillars: Equity, Resiliency, Sustainability and Compassion. The City of Dubuque City Council develops and sets goals, policy agenda top priorities and high priorities, as well as management agenda top priorities and high priorities based on the City mission and vision statements. These goals and priorities set the tone and expectations of the City government plan for the next 2 years, driving each department and division within the organization to collect data, measure performance, and continually strive to create meaningful impact for community members. All departments, including APIL, have performance

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measures that connect to the City goals and priorities. Data is collected on a regular basis and reported annually to the City Council and the community in the City annual budget review process. During this budget review process, all departments present the updates to performance measures and impacts to the City Council for a decision on the next years budget and goals.

### MEMBER SUPERVISION

All of our members receive two layers of supervision. First, every host site designates a site supervisor. Each site supervisor provides daily supervision to their members and conducts biweekly, 1-1 meetings with each of their members for clear guidance. Site supervisors also provide on-site training as described previously and observations by the site supervisor to ensure accurate interventions. Second, the Director serves as an added level of supervision for all members. The Director meets regularly with each member to discuss progress and ensure member activities fall within allowable activities. The Director has an open door policy and members may contact via in-person meeting, email, phone, or text at any time for any reason. Each site supervisor is trained by the Director. Training occurs before members arrive on site and are completed in person, 1-1, as well as in recorded webinar format to review overall program changes. The site supervisor training consists of an overview of the CNCS and ICVS, member responsibilities, supervisor responsibilities and host site agreements, in-kind match documentation, time sheets, data collection, prohibited activities and unallowable activities including nonduplication and nondisplacement. Site supervisors can contact the Director with questions/concerns at any time.

The AmeriCorps brand is a high priority for our program. All members receive apparel and a photo id, both with the AmeriCorps logo. Members are required to wear their photo id at all times during service and are required to wear their AmeriCorps logo apparel at least once per week or more frequently if participating in a community event. All host sites are provided an "AmeriCorps Members Serve Here" sign and display it in a prominent location.

### Cost Effectiveness and Budget Adequacy

SEE BUDGET.

### Evaluation Summary or Plan

#### APIL EVALUATION PLAN

#### PROGRAM BACKGROUND/PROGRAM MODEL

AmeriCorps Partners in Learning Program (APIL) has been extremely successful in its 20 years of operation, 13 of which have been under the leadership of the City of Dubuque. The program has

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always focused around education, however, the current iteration of APIL focuses on ensuring students read at grade level by 3rd grade and targeting students with literacy needs. The programs success in the Dubuque community is apparent in the over 750 AmeriCorps alumni giving over 450,000 hours of service in our community.

The AmeriCorps Partners in Learning Program has become an important part of the schools served. The AmeriCorps Program has partnered with the Dubuque Community School District to formulate a program that continues to place AmeriCorps members in elementary schools at the Kindergarten, 1st, 2nd and 3rd grade level. The School District provides training to the AmeriCorps members that aligns with the curriculum taught in the schools. By creating this focus, we have moved the needle with our AmeriCorps program and members and will continue these efforts.

### SCOPE AND PURPOSE OF CURRENT EVALUATION

As a Grantee receiving Corporation funds of less than \$500,000 annually, AmeriCorps Partners in Learning is required to conduct a process evaluation. However, APIL has decided to again go beyond the minimum to conduct an external impact evaluation of its school year reading tutoring program. The evaluation will replicate the longitudinal cohort design that was used for the 2017-2020 grant cycle and add an additional component to determine if students who have received multiple years of reading interventions from the AmeriCorps program during K-3rd grade maintain or improve their reading proficiency by the 5th grade at the same or higher rates than students only served for a single year.

The purpose of this evaluation is to better understand the sustainability of APIL AmeriCorps reading tutoring over time. The findings of the evaluation will help our AmeriCorps Program learn and grow to better support our students. Our intent, as a program and a partner in a community impact model, is to determine how effective our program is and to use this information to drive enhancements to our processes and procedures and inform future decision-making for our community.

### THEORY OF CHANGE

Dubuque Community School District's (DCSD) students are not reading at grade level by 3rd grade. Data from DCSD's FAST (Formative Reading Assessment System for Teachers) and Certified Annual Enrollment provide us with current literacy rates. In Fall 2019, 36% of all DCSD 3rd grade students were not reading at grade level. In Fall 2019, 56% of DCSD 2nd grade students, 53% of 1st grade students and 59% of Kindergarten students, were not reading at grade level. Overall, in the Fall of 2019, 39% of DCSD K-3rd grade students, or approximately 2,999 students, were not reading at grade

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level.

The long term academic ramifications for students who do not read at grade level by 3rd grade are great. According to the Campaign for Grade Level Reading, reading by 3rd grade is a critical milestone in a child's academic success. Before 3rd grade, students learn how to read. After 3rd grade, students transition from learning how to read, to reading to learn. According to a study by researchers, students who couldn't read at grade level by 3rd grade continued to fall further behind their peers after 3rd grade (McNamara, J.K., Scissons, M, and Gutknecht, N; 2011). In addition, a 2012 study by the Annie E. Casey Foundation states children who do not read proficiently by the end of third grade are four times less likely to graduate from high school on time than proficient readers. These ramifications are serious for both the individual student and the community.

Our integrated, comprehensive, two pronged approach will ensure students with literacy needs read at grade level by the end of 3rd grade. The first approach consists of a school year program where members provide 1-1 or small group literacy interventions to struggling readers. Each session will occur at least three times per week for 15-30 minutes for a minimum of 10 weeks or 30 sessions and until the student has been reassessed and results show the child performing at grade level. Additionally, members will be providing limited targeted support to 4th (20 15-30 minute sessions) and 5th (10 15-30 minute sessions) grade students who received interventions from our program during K-3rd who are not proficient or at risk of losing proficiency.

The second approach consists of a summer program where members provide 1-1 or small group literacy support and enrichment activities. This year-round approach ensures students continue to build on their grade level reading efforts from the school year through the summer months.

### OUTCOME OF INTEREST

The outcome of interest underlying this impact evaluation is that students with literacy needs who receive APIL interventions will improve their reading proficiency as a result of the interventions provided by the APIL AmeriCorps members. This impact evaluation will study the FAST Assessment scores of students who have received AmeriCorps Interventions during their K-3rd grade years and the FAST Assessment scores of the same students after they have completed 5th grade.

### EVALUATION RESEARCH QUESTIONS

The impact evaluation will address the following three research questions:

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- 1) Do students supported by APIL who reach grade level reading proficiency by the end of third grade maintain growth to grade level through fifth grade?
- 2) Do students who receive multiple years of support by APIL improve or maintain proficiency through fifth grade at a higher rate than students supported for only one year?
- 3) Do students supported by APIL who remain in the high and some-risk categories at the end of third grade maintain their risk level by fifth grade?

### EVALUATION DESIGN

APIL proposes to use a longitudinal cohort design to track changes in student reading proficiency over time. The strengths of this design include being able to utilize existing FAST data collected by our program and Dubuque Community School District, as well as data that will be collected during the 2019-2020 5th grade Spring FAST Assessment. The Dubuque Community School District conducts these evaluations, holds the data, and regularly analyzes this data, ensuring that the evaluation results will be produced with high reliability and validity. Another strength of this impact evaluation design is that our program will be replicating the same design that was conducted for the 2017-2020 grant competition. This allows our program to analyze new variables and also allows our program to build a long-term research plan with this design. One of the downsides of this design is that it can take several years to acquire the data and some students may not complete 5th grade with the DCSD, which can reduce the final number of complete data sets to review. While this is a limitation, the positives of this design significantly outweigh the negatives. Our program will be able to utilize this long-term data to make changes to our program design and effectiveness.

### DATA COLLECTION AND ANALYSIS PLAN.

APIL utilizes the results of the Formative Assessment System for Teachers (FAST), the state-wide mandated reading assessment used by Dubuque Community School District for all K-5th grade students to determine reading proficiency. The DCSD instructional coaches (who are also the AmeriCorps Site Supervisors) conduct the FAST Assessment three times each year. Much of the data for this evaluation has been collected, checked and processed in previous years by both the DCSD and the program for yearly performance measures while students were being served during their K-3rd grade years. Data is collected in the same way for every program year to ensure accuracy and consistency. Each program year's data is held by the program to allow for the program to compare which students are seen for multiple years. The program will only pull student data for students who met dosage and duration requirements of our program. The APIL Director sends DCSD a list of

## Narratives

students who have completed the programs dosage and duration requirements. The DCSD reviews the students spring FAST scores and risk levels for both 3rd and 5th grade and then cleans this data of all Personal Identifiable Information of the students and provides the risk levels for 3rd and 5th grade and the total number of years the students were served by APIL to our external evaluator to analyze how many students improved, maintained or declined from their 3rd grade FAST risk level to their 5th grade FAST risk level using a multivariate regression model. Our evaluator analyzes this quantitative data and aggregates it into a report for our AmeriCorps Program and DCSD, looking for themes, concerns, or outliers.

### EVALUATOR QUALIFICATIONS

Dr. Rachel Daack, PhD, of Clarke University, will work closely with the Program Director to develop and execute our impact evaluation. Dr. Daack has a BA in Global Studies, a MA in Geography and a PhD in Interdisciplinary Studies and currently served as a Professor of Sociology at Clarke University in Dubuque, IA. Dr. Daack has prior experience with APIL, as she conducted both the Outcome Evaluation (2018-2019) and Process Evaluation (2015-2016). Dr. Daack also provides evaluation services to several community organizations, which includes St. Mark Youth Enrichment and the Dubuque Dream Center, which support the Dubuque Campaign for Grade-Level Reading Initiative, making her an ideal evaluator for our program.

Heather Satterly is a 3-term AmeriCorps alum, and has been the AmeriCorps Director of the City of Dubuques AmeriCorps Partners in Learning Program for 2 years. Heather has a BS degree in Recreation, Parks and Tourism Administration with an emphasis on Recreation Therapy from Western Illinois University. Heather has also worked for another competitively funded Iowa AmeriCorps Program as a Program Manager for 3 years. She organizes and maintains Student logs and Data Collection Submissions from AmeriCorps Members and handles the compilation of all member-student intervention data.

Tammy Duehr is the Lead Instructional Coach and the K-5th grade Language Arts Coordinator for the Dubuque Community School District. Tammy has been an educator for the past 28 years. She has a BS in Elementary Education and Early Childhood Education from Clarke University and a MS in Reading from Southern Connecticut State University. She was a first and second grade classroom teacher for 20 years and has held her current positions for the past 8 years. As one of her job responsibilities, she is always involved with student data. DCSD currently uses FastBridge as their literacy screener. Gathering, analyzing, and interpreting FAST data is something DCSD does three



## Narratives

times each year. Tammy is responsible for pulling all the data off the FastBridge system and organizing it for the district and for individual schools to analyze and make instructional decisions. Tammy has participated in State meetings to learn about FAST and has the support of Keystone AEA when working with FAST data.

### BUDGET

Line Item	Total	Year 1	Year 2	Year 3	Notes
Staffing (Evaluator)	\$3,000	\$1,000	\$1,000	\$1,000	\$50/hr @ 20 hours
Staffing (DCSD)	\$3,480	\$1,160	\$1,160	\$1,160	\$58/hour @ 20 hours
Budget Total	\$6,480	\$2,160	\$2,160	\$2,160	

### TIMELINE

In 2020-21 (Year One), program staff will begin to pull student data of students who have only received services for one year in Q1. In Q2, program staff will provide a finalized list of students served for only one year to DCSD and DCSD will begin to pull 3rd grade and 5th grade FAST scores, risk level, race, gender and Free-Reduced Lunch status. In Q3, DCSD staff will provide the cleaned data to our external evaluator, who will begin the analysis. Program staff will begin to pull student names who were served for multiple years. In Q1 of Year Two (2021-2022), program staff will finalize the list of students who received AmeriCorps services for multiple years during K-3rd grade and will provide the list of students to DCSD. In Q2 and Q3, DCSD will begin to pull 3rd grade and 5th grade FAST scores, risk level, race, gender and Free-Reduced Lunch status. In Q3, DCSD staff will provide the cleaned data to our external evaluator, who will begin the analysis. Data will be analyzed and a report will be prepared for the final evaluation report in Q1 of Year Three (2022-2023) for submission with our next recompile application due to CNCS in January 2023. The Evaluator, Program Staff and DCSD staff will meet together to review the report to determine a post-evaluation action plan to drive decision making for continuous improvements to reading interventions, delivery methods, member training, and/or management systems will be developed.

### Amendment Justification

N/A

### Clarification Summary

N/A

## Narratives

**Continuation Changes**

N/A

**Grant Characteristics**

## Performance Measures

**MSYs by Focus Area**



**Table1: MSYs by Focus Areas**

Focus Area	% MSYs
Education	100%

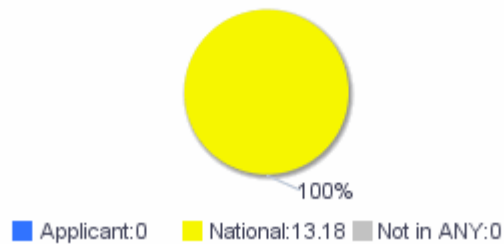
**MSYs by Objective**



**Table2: MSYs by Objectives**

Objectives	%MSYs
K-12 Success	100%

**% of MSY NPM VS Applicant VS Not in ANY**



**Table3: %MSYs by NPM vs.Applicant vs. Not in ANY**

% MSYs	NPM	Applicant	Not in ANY
	100%	0%	0%

**Table4: No of MSY and Members by Objective**

Objectives	No of MSYs	No of Members
K-12 Success	13.18	49
Total	13.18	49

Primary Focus Area: Education

Primary Intervention: Tutoring

Secondary Focus Area:

Secondary Intervention:

Performance Measure: Tutoring K-3 grade students in Reading

Focus Area:	Education	Objective:	K-12 Success	No of MSY's:	13.18	No of Members:	49
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## Problem Statement:

Dubuque Community School District's students are not reading at grade level by 3rd grade. There are a few challenges that create this problem. First, is poverty. Students living in poverty are more likely to be unprepared for kindergarten. Research shows children from low income homes have limited exposure to reading and vocabulary in the early years which can result in persistent academic challenges in elementary school. Second, is summer learning loss. Research spanning 100 years has proven students lose ground academically when they are out of school for the summer. Therefore, the purpose of AmeriCorps Partners in Learning is a two pronged program.

During the school year, members tutor K-3rd grade students with literacy needs in the elementary schools in reading to ensure students read at grade level by 3rd grade. Students will be identified as having a literacy need based upon their scores with the Iowa FAST testing. 5 of the 13 elementary schools have a majority of students who are eligible for free or reduced lunch. Students tutored at these 5 schools are considered economically disadvantaged. The remaining 8 schools have free or reduced lunch rates of 33%, 22%, 29%, 35%, 28%, 21%, 26% and 29%.

During the summer, members spend 50% of their time tutoring K-3rd grade students with literacy needs who are enrolled in a summer program in reading to combat the summer slide. Students tutored in the summer will be identified as having a literacy need based upon their scores with the Iowa FAST testing. 5 of the 13 elementary schools have a majority of students who are eligible for free or reduced lunch. Students who attend one of these 5 schools are considered economically disadvantaged. The remaining 8 schools have free or reduced lunch rates of 33%, 22%, 29%, 35%, 28%, 21%, 26% and 29%.

## Selected Interventions:

Tutoring

## Describe Interventions:

During the school year, 11 RHT and 11 MT tutor K-3rd grade, Tier 2 students identified through the Multi-Tier System of Supports in reading in small groups or one on one at least three times per week for 15-30 minutes each session for a minimum of 10 weeks or 30 sessions and until the child has been reassessed and results show the child performing at grade level. Research shows tutoring sessions for Tier 2 students must be at least three times a week for 15-30 minutes to be effective. 30 sessions equates to 10 weeks of our program if sessions are at least three times per week for 10 weeks. Research shows 10 weeks is sufficient to see academic gains in the school year. Materials used complement classroom curriculum.

Members are trained on data collection processes during orientation and by DCSD at their on-site trainings. The program's dosage and duration are revisited to reinforce tutoring sessions are occurring according to the program's standards. The program uses strong data collection tools to collect information for our output (ED1A). Each member is given a student log to collect students' name, teacher, grade and number of sessions for each intervention used. The members send their data to the Director and Assistant, biweekly, where they analyze the data, ensure accuracy, and organizes the data by school and member. The program sends the collected data to the site supervisor quarterly to analyze for accuracy and progress to targeted outputs and outcomes. The program has an agreement with DCSD to get literacy data on the students we serve in a timely manner. In the spring, the Director sends DCSD a list of students who completed the program. DCSD compares the completed students' fall and spring reading assessments and analyzes how many students improved from fall to spring FAST Assessment. DCSD provides the program with each school's number and percent of students who improved.

## ED1A Output:

ED1A: Number of individuals served

Target: 500 Individuals

Measured By: Tracking System

Performance Measure: Tutoring K-3 grade students in Reading

Problem Statement:

Selected Interventions:

**Described Instrument:** Members will record the name and school of each student who starts the school year program on the Student Attendance Log. The list of student names will be cross referenced to ensure no student is counted twice. Members will track each student's individual tutoring session on the Student Attendance Log. Sessions must be one on one or small group and 15-30 minutes at least 3 times per week. Students who start our program and have a literacy need will be counted in this measure. Students will be identified as having a literacy need based upon their scores with the Iowa FAST testing. Members will record the number of tutoring sessions completed for each student. Each session must meet the requirement of one on one or small group for at least 15-30 minutes. For our school year program, students who have received at least 30 tutoring sessions and have a literacy need will be counted as having completed the school year program. Students will be identified as having a literacy need based upon their scores with the Iowa FAST testing.

ED5A Outcome:

ED5A: Number of students with improved academic performance

**Target:** 400 Students

**Measured By:** Standardized Test

**Described Instrument:** During our school year program, in the fall students take a standardized, district-approved pre-test in reading titled Formative Assessment System for Teachers (FAST). FAST aligns with the materials being used in our tutoring program and is appropriate for K-3rd grade. FAST has demonstrated reliability and validity for K-3rd grade students. FAST will be administered to students in the spring at the end of the school year. Students who complete our school year program (30 sessions or more), who have a literacy need and who improve in their risk level from the fall to spring FAST assessment will be counted under this measure. Students will be identified as having a literacy need based upon their scores and risk level with the Iowa FAST testing. A change in risk level is significant because the FAST expects students to grow by a risk level. Therefore, if struggling students, they are showing great growth from fall to spring.

# DRAFT

## Program Information

### AmeriCorps Funding Priorities

\*Check any priority area(s) that apply to the proposed program. In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus, high quality program design, and outcomes.

No NOFO Priority Area

### Grant Characteristics

\*Check any grant characteristic(s) that apply to the proposed program.

None of the above grant characteristics

# DRAFT

## Demographics

Other Revenue Funds	0
Number of volunteers generated by AmeriCorps members	100
Ed Priority: Enter row number (1-13) of intervention in Education Evidence Brief (enter 0 for N/A)	0
EO Priority: Enter row number (1-4) of intervention in Econ Opp Evidence Brief (enter 0 for N/A)	0
HF Priority: Enter row number (1-5) of intervention in Healthy F. Evidence Brief (enter 0 for N/A)	0

# DRAFT

## Required Documents

<u>Document Name</u>	<u>Status</u>
Evaluation	Sent
Federally Approved Indirect Cost Agreement	Not Applicable
Labor Union Concurrence	Not Applicable
Other Documents	Sent



## Logic Model

Problem	Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes
The community problem that the program activities (interventions) are designed to address.	Resources that are necessary to deliver the program activities (interventions), including the number of locations/sites and number/type of AmeriCorps members.	The core activities that define the intervention or program model that members will implement or deliver, including duration, dosage and target population.	Direct products from program activities.	Changes in knowledge, skills, attitudes and opinions. These outcomes, if applicable to the program design, will almost always be measurable during the grant year.	Changes in behavior or action. Depending on program design, these outcomes may or may not be measurable during the grant year.	Changes in condition or status in life. Depending on program design, these outcomes may or may not be measurable during the grant year. Some programs, such as environmental or capacity-building programs, may measure changes in condition over a period as short as one year.
Dubuque Community School District students do not read at grade level by 3rd grade, making them four times less likely to graduate on time.	<p>School Year Program (September through May) 11 RHT and 11 MT AmeriCorps Members 11 Elementary Schools within Dubuque Community School District 1 FT at Carnegie Stout Public Library 3 QT at St Mark Youth Enrichment</p> <p>Summer Program (June through August) 23 MT AmeriCorps Members in total 6 MT at Leisure</p>	1-1 and small group reading tutoring to K-3rd grade, tier 2 students identified through the Multi-Tier System Supports (MTSS). Administered at least three times per week for 15-30 minutes each session for a minimum of 10 weeks or 30 sessions and until the child has been reassessed and results show the child performing at grade level.	500 students with literacy needs will complete our tutoring program (National Performance Measure ED1A)	400 of the 500 students with literacy needs who complete our program will improve by 1 risk level as measured by the FAST Assessment when comparing fall to spring scores (National Performance Measure ED5A)	Children read at grade level by the end of third grade	Children stay on grade level for middle and high school years. Children graduate high school.

## Logic Model

Problem	Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes
	Services Playground Program 1 MT at Carnegie Stout Public Library 6 MT at St. Mark Youth Enrichment 10 MT at DCSD Summer Academy					

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# City of Dubuque AmeriCorps Partners in Learning Program

## City of Dubuque

Application ID: 20AC220460

Budget Dates:

	Total Amt	CNCS Share	Grantee Share	
<b>Section I. Program Operating Costs</b>				
A. Personnel Expenses	63,738	55,000	8,738	
B. Personnel Fringe Benefits	27,243	25,694	1,549	
C. Travel				
Staff Travel	1,580	0	1,580	
Travel to CNCS-Sponsored Meetings	779	0	779	0
Member Travel				
Total	\$2,359	\$0	\$2,359	
D. Equipment				
E. Supplies	6,274	2,800	3,474	
F. Contractual and Consultant Services	30,370	0	30,370	
G. Training				
Staff Training	1,000	0	1,000	
Member Training	2,670	0	2,670	
Total	\$3,670	\$0	\$3,670	
H. Evaluation	2,160	0	2,160	
I. Other Program Operating Costs	5,660	3,656	2,004	
<b>Section I. Subtotal</b>	<b>\$141,474</b>	<b>\$87,150</b>	<b>\$54,324</b>	
<b>Section I Percentage</b>		<b>62%</b>	<b>38%</b>	
<b>Section II. Member Costs</b>				
A. Living Allowance				
Full Time (1700 hrs)	16,150	0	16,150	
1-Year Half Time (900 hours)	0	0	0	
Reduced Half Time (675 hrs)	70,543	30,543	40,000	
Quarter Time (450 hrs)	12,825	6,075	6,750	
Minimum Time (300 hrs)	96,900	43,700	53,200	
2-Year Half Time (2nd Year)	0	0	0	
2-Year Half Time (1st Year)	0	0	0	
Three Quarter Time (1200 hours)	0	0	0	
Total	\$196,418	\$80,318	\$116,100	
B. Member Support Costs				
FICA for Members	15,026	15,026	0	
Worker's Compensation	6,285	6,285	0	
Health Care	4,800	4,800	0	
Total	\$26,111	\$26,111	\$0	
<b>Section II. Subtotal</b>	<b>\$222,529</b>	<b>\$106,429</b>	<b>\$116,100</b>	
<b>Section II. Percentages</b>		<b>48%</b>	<b>52%</b>	
<b>Section III. Administrative/Indirect Costs</b>				
A. Corporation Fixed Percentage				
Corporation Fixed Amount	42,509	6,109	36,400	
Commission Fixed Amount	4,073	4,073	0	
Total	\$46,582	\$10,182	\$36,400	
B. Federally Approved Indirect Cost Rate				
<b>Section III. Subtotal</b>	<b>\$46,582</b>	<b>\$10,182</b>	<b>\$36,400</b>	
<b>Section III Percentage</b>		<b>22%</b>	<b>78%</b>	
<b>Section I + III. Funding Percentages</b>		<b>52%</b>	<b>48%</b>	
<b>Budget Totals</b>	<b>\$410,585</b>	<b>\$203,761</b>	<b>\$206,824</b>	
<b>Budget Total Percentage</b>		<b>50%</b>	<b>50%</b>	
<b>Required Match</b>		<b>50%</b>		
<b># of years Receiving CNCS Funds</b>		<b>14</b>		

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**City of Dubuque AmeriCorps Partners in Learning Program****City of Dubuque**

<b>Total MSYs</b>		<b>13.18</b>	
<b>Cost/MSY</b>		<b>\$15,460</b>	
	<b>Total Amt</b>	<b>CNCS Share</b>	<b>Grantee Share</b>
<b>Budget Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Budget Total Percentage</b>		<b>0%</b>	<b>0%</b>
<b>Required Match</b>		<b>50%</b>	
<b># of years Receiving CNCS Funds</b>		<b>14</b>	
<b>Total MSYs</b>		<b>13.18</b>	

# Budget Narrative: City of Dubuque AmeriCorps Partners in Learning Program for City of Dubuque

## Section I. Program Operating Costs

### A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
AmeriCorps Director: - 1 person(s) at 67100 each x 83.61 % usage	55,000	1,102	56,102
AmeriCorps Assistant: - 1 person(s) at 20363 each x 37.5 % usage	0	7,636	7,636
<b>CATEGORY Totals</b>	55,000	8,738	63,738

### B. Personnel Fringe Benefits

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Program Director: Health \$14,310 + Workers Comp @.032 =\$1,796 + FICA @ .0765= \$4292 + IPERS @ .0944= \$5296	25,694	0	25,694
Program Assistant: Workers Comp @ .032= \$244 + FICA @ .0765= \$584 + IPERS @ .0944= \$721	0	1,549	1,549
<b>CATEGORY Totals</b>	25,694	1,549	27,243

### C. Travel

#### Staff Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Travel to CNCS-Sponsored Meetings: Director travel to 1 CNCS Sponsored meeting: \$229 airfare, \$400 in hotel, meal= \$50 per day diem x 3 days = \$150	0	779	779
Travel to ICVS sponsored meeting: ICVS (Director travel to ICVS sponsored meeting: 2 Trips to Des Moines @ 450 miles each=900 miles x .58 per mile (City of Dubuque policy approved mileage reimbursement rate) = \$522; \$50 per day diem x 3 days \$150; \$328 for 3 night in hotel)	0	1,000	1,000
Director's Travel: Director Travel (Mileage for site supervision for 18 site visits, 60 midterm reviews, and service projects, x 1000 miles per year x .58 per mile (City of Dubuque policy approved mileage reimbursement rate) =\$580.)	0	580	580
<b>CATEGORY Totals</b>	0	2,359	2,359

#### Member Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

### D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

## E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Member Gear with AmeriCorps Logo: Member gear w/AmeriCorps logo (Uniforms-polo shirts for school based program members, 22 x \$40= \$880, t-shirts for summer based program 27 x \$15 = \$405, name tags \$5 x 49 members = \$245; all with AmeriCorps logo)	0	1,530	1,530
Copy machine maintenance and supplies: Ccopy machine \$456 quarterly, office supplies (paper, ink, toner, pens, pencils, post-it notes) \$10 per month x 12= \$120	0	1,944	1,944
AmeriCorps Program Technology Replacement: AmeriCorps Director Tech Replacement cost and timeline per Host Org Tech Replacement Policy(Yr 1: Director Laptop Computer + 2 monitors, Mouse & keyboard \$2800)	2,800	0	2,800
<b>CATEGORY Totals</b>	2,800	3,474	6,274

## F. Contractual and Consultant Services

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Member Development: 1 DCSD employees hourly wage and benefits for 40 hours of training & evaluation = \$58 X 40. Trainings include Reading Strategies, LEAD 21 curriculum, assessing students, data processing. Approx 20 days provided over the year.- Daily Rate of 58	0	2,320	2,320
Member Supervision: 3 hours of direct member supervision/week per member for 34 weeks by 11 DCSD staff @ a minimum of \$25/hour- Daily Rate of 25	0	28,050	28,050
<b>CATEGORY Totals</b>	0	30,370	30,370

## G. Training

### Staff Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Program Director training: Program director attendance at conferences required by the program sponsor: 8 trainings x \$75 registration, \$50 per day diem x 8 = 1000- Daily Rate of 125	0	1,000	1,000
<b>CATEGORY Totals</b>	0	1,000	1,000

### Member Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Member Development/Communication: 4 Mounds Team Building/communication training; 2 trainings per year at \$600 each= \$1200- Daily Rate of 600	0	1,200	1,200
Member Orientation and ongoing training: Member Orientation (Portfolios, handbooks, printed materials and other training supplies as needed. \$30 x 49 members=1470. 3 day orientation training for fall and summer members. Ongoing monthly training for both fall and summer members.)- Daily Rate of 30	0	1,470	1,470
<b>CATEGORY Totals</b>	0	2,670	2,670

## H. Evaluation

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Program Evaluation to support AmeriCorps program Evaluation Plan: Program Evaluation conducted by outside evaluator (\$50/hr for 20 hours=\$1,000)- Daily Rate of 50	0	1,000	1,000
DCSD Data Processing for AmeriCorps Program Evaluation: 1 DCSD employees hourly wage and benefits for 20 hours of training & evaluation = \$58 X 20. Data collection and processing of raw data to be evaluated by outside evaluator- Daily Rate of 58	0	1,160	1,160
<b>CATEGORY Totals</b>	0	2,160	2,160

## I. Other Program Operating Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Criminal History Background Checks: Background Checks (54 x \$54 each = 2916. Includes FBI, state of residence and state of service checks for 49 members and 5 site summer supervisors. No funds budgeted for 2 program staff- no expected turn-over.	2,916	0	2,916
Site Liability Insurance: \$500 flat rate	0	500	500
Member Timekeeping System: Member Timekeeping System (\$16 x 49 members=\$784)	0	784	784
AmeriCorps Director Cell Phone: Program Director cell phone/lpad combo \$60 x 12= \$720 (negotiated rate per sponsor); For AmeriCorps Program/Staff use only.	0	720	720
Member Assistance Program (MAP): Member Assistance Program from ASC-\$250 Enrollment + \$10 x 49 = \$740	740	0	740
<b>CATEGORY Totals</b>	3,656	2,004	5,660
<b>SECTION Totals</b>	87,150	54,324	141,474
<b>PERCENTAGE</b>	62%	38%	

## Section II. Member Costs

### A. Living Allowance

Item -# Mbrs w/ Allow -Allowance Rate -# Mbrs w/o Allow	CNCS Share	Grantee Share	Total Amount
Full Time (1700 hrs): 1 Member(s) at a rate of 16150 each Members W/O allowance 0	0	16,150	16,150
1-Year Half Time (900 hours): 0 Member(s) at a rate of 0 each Members W/O allowance 0	0	0	0
2-Year Half Time (1st Year): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (2nd Year): Member(s) at a rate of each Members W/O allowance	0	0	0
Reduced Half Time (675 hrs): 11 Member(s) at a rate of 6413 each Members W/O allowance 0	30,543	40,000	70,543
Quarter Time (450 hrs): 3 Member(s) at a rate of 4275 each Members W/O allowance 0	6,075	6,750	12,825
Minimum Time (300 hrs): 34 Member(s) at a rate of 2850 each Members W/O allowance 0	43,700	53,200	96,900

Three Quarter Time (1200 hours): Member(s) at a rate of each Members W/O allowance	0	0	0
<b>CATEGORY Totals</b>	80,318	116,100	196,418

## B. Member Support Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA for Members: .0765 X 196418= \$15,026	15,026	0	15,026
Worker's Compensation: .032 x 196418= 6285	6,285	0	6,285
Health Care: \$400*12 / FT member = 4800	4,800	0	4,800
<b>CATEGORY Totals</b>	26,111	0	26,111
<b>SECTION Totals</b>	106,429	116,100	222,529
<b>PERCENTAGE</b>	48%	52%	

## Section III. Administrative/Indirect Costs

### A. Corporation Fixed Percentage

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Corporation Fixed Amount: Corporation Fixed Amount @ 5.26% x CNCS share section I + CNCS share section II x 60%= \$6109 Grantee share = 10% total section I + total section II = \$36400	6,109	36,400	42,509
Commission Fixed Amount: ICVS Fixed Amount @ 5.26% X CNCS section I + CNCS section II x 40%= \$4073	4,073	0	4,073
<b>CATEGORY Totals</b>	10,182	36,400	46,582

### B. Federally Approved Indirect Cost Rate

Calculation -Cost Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0
<b>SECTION Totals</b>	10,182	36,400	46,582
<b>PERCENTAGE</b>	22%	78%	

<b>BUDGET Totals</b>	203,761	206,824	410,585
<b>PERCENTAGE</b>	50%	50%	
<b>Total MSYs</b>	13.18		
<b>Cost/MSY</b>	15,460		

## Source of Funds

Section	Match Description	Amount	Type	Source
Source of Funds	Dubuque Community School District (Secured)	45,000	Cash	State/Local



	St Mark Youth Enrichment (Secured)	15,750	Cash	Private
	City of Dubuque (Secured)	114,544	Cash	State/Local
	Dubuque Community School District Site Supervision & Program Development In-Kind (Secured)	31,530	In Kind	State/Local
Total Source of Funds		206,824		

## City of Dubuque

## Consent Items # 10.

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**ITEM TITLE:** Equitable Poverty Prevention Plan Status Update  
**SUMMARY:** City Manager transmitting an update on the Equitable Poverty Prevention Plan which highlights a newly adopted hybrid approach to conduct the second phase of community engagement in response to the COVID-19 pandemic, along with a revised project completion timeline in light of those changes.  
**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
Equity Poverty Prevention Plan Status Update-MVM Memo	City Manager Memo
Staff Memo	Staff Memo
Equity Poverty Prevention Plan Schedule	Supporting Documentation
Caucus for Community Prospectus	Supporting Documentation
8 Determinants of Poverty	Supporting Documentation
Equity Poverty Prevention Plan RFP	Supporting Documentation



**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Equitable Poverty Prevention Plan Status Update

**DATE:** May 27, 2020

ICMA Intergovernmental Management Fellow Rahim Akrami and Public Works LLC Project Manager Linda Rhodes are transmitting an update on the Equitable Poverty Prevention Plan which highlights a newly adopted hybrid approach to conduct the second phase of community engagement in response to the COVID-19 pandemic, along with a revised project completion timeline in light of those changes.

  
Michael C. Van Milligen

MCVM:jh  
Attachment

cc: Crenna Brumwell, City Attorney  
Teri Goodman, Assistant City Manager  
Cori Burbach, Assistant City Manager  
Rahim Akrami, ICMA Intergovernmental Management Fellow  
Wally Wernimont, Planning Services Manager

**TO:** Michael C. Van Milligen, City Manager

**FROM:** Rahim Akrami, ICMA Intergovernmental Management Fellow  
Linda Rhodes, Ed.D., Project Manager, Public Works LLC

**SUBJECT:** **Equitable Poverty Prevention Plan Status Update**

**DATE:** May 26, 2020

## **INTRODUCTION**

The purpose of this memo is to provide an update on the Equitable Poverty Prevention Plan and highlight a newly adopted hybrid approach to conduct the second phase of Community Engagement in response to the COVID-19 Pandemic along with a revised project completion timeline in light of those changes.

## **BACKGROUND**

The Dubuque City Council has retained Public Works, LLC as the consulting firm to help create an Equitable Poverty Prevention Plan (EPPP) for the community in the amount of \$85,250. This plan is a Top Priority on the Council's 2018 - 2020 Policy Agenda. The plan's objectives are:

- To engage various members of the community to develop and commit to the creation of the plan including business leaders, philanthropists, government and school leaders, non-profit and faith leaders, and community members who are living or have lived with the stresses of poverty.
- To examine existing programs for success over time by analyzing data, identifying trends and best practices through an equity lens with creation of annual performance measurements to track progress toward desired outcomes in five years.
- To develop an action plan and implementation strategy that is validated with the project steering committee and the community including a budget and phasing for review and adoption by the City Council.

## **DISCUSSION**

Community engagement is an essential part of the EPPP process to gain feedback from populations experiencing and living in poverty and those providers/stakeholders who offer direct services to such individuals. Two essential phases of Community Engagement are core to this project. Below is a brief update on each phase.

### **A. Phase One: Understanding the Lay of the Land**

The first phase of the EPPP project to gather insights from community leaders via Key Informant Interviews and persons experiencing poverty via Focus Groups has been completed. The Public Works Team has been on the ground in the City of Dubuque for five onsite visits during the Fall of 2019 and February 2020. During that time 8 focus groups were held with persons experiencing poverty involving 45 persons. Key Informant interviews have been held either in-person or in-depth phone sessions with 55 people. The EPPP project also required e-surveys to be developed, deployed and analyzed by Public Works. As a result, 4 surveys were developed: a publicly posted survey on the City of Dubuque website (236 responses) a Key Informant Survey template for interviews, a survey for teachers K-12 designed for the school district that wasn't deployed as the district offered, instead, statistical data gathered from other sources, and a Community Service Agency survey that will be deployed via an email from the Mayor in June 2020 reaching nearly 230 agencies. All surveys were designed with input from the EPPP Steering Committee.

Currently, infographics of key points learned from each focus group are being completed and an analysis of what was learned through all of the key informant interviews. These key points are being synthesized with highlights from past studies and reports on poverty in Dubuque, which will culminate in a trend analysis of the nature of poverty in the City focusing on how people fall into poverty, and what determinants cause them to remain within the cycle of poverty.

In addition, Public Works created a "Matrix of Community Resource Agencies" identifying 230 organizations and programs offering direct services to persons experiencing poverty. These were categorized among 35 service areas and 25 population segments. City Planning will identify those organizations receiving City funds to augment funding data of all service organizations gleaned from the survey deployed by the Mayor. The goal is to better assess who is providing what services to which populations and the funding sources used to provide those services.

There are eight determinants of poverty being studied for the project and are shown in the graphic below:



## Phase Two: Gaining Insights on a Path Forward

The second phase of Community Engagement focuses on identifying a "path forward" out of poverty that resonates with those most affected by poverty. This includes identifying best

practices that empower people to move forward and then gaining insights from stakeholders and those experiencing poverty as to those best practices that they believe will be most successful in their community.

Prior to COVID-19, Public Works was poised to begin holding both a large conference in May and small community events (July and August) that included a booth at an annual summer festival to gather feedback from those impacted by poverty, social service providers, and civic leaders on their views towards best practices giving those experiencing poverty a path forward from it. The results would then culminate into a Menu of Options for the City Administration that would include benchmarks, outcome measures and projected budgets over a five-year period.

Today, however, given the highly contagious nature of COVID-19 and the unpredictability of recurrence once restrictions are lifted, the EPPP Steering Committee in concert with Public Works, has opted to no longer hold a large community conference or small gatherings to explore best practice ideas of addressing and preventing poverty. Instead, the Committee recommends and the City Manager has approved a new “virtual hybrid strategy” to conduct the second phase of Community Engagement.

Public Works LLC will now implement a “Caucus for Community” initiative that offers small neighborhood caucuses for consumers experiencing poverty to provide their feedback on best practice ideas along with stakeholders who provide services to address and prevent poverty. This will be done remotely using such platforms as Zoom, Go-to-Meetings, What’s App, Google Meets any of which reaches consumers of poverty-related services,



This new direction requires creating a “Caucus for Community ToolKit” that will include a video describing the state of poverty in the City of Dubuque, resources to address it and presents best practice ideas for stakeholders to consider. The six to eight-minute

video provides factual content, context and ideas that can be shared among providers, consumers, and civic leaders. It will be used as a discussion-starter to gain feedback from both people experiencing poverty and stakeholders tasked with preventing and addressing the impact of poverty on the Dubuque community. The Toolkit will also include a facilitator’s discussion guide and infographics that capture the highlights of the content presented in the video.

## **POST-COVID-19 IMPACT ANALYSIS**

The COVID-19 Pandemic is impacting all communities, in particular vulnerable populations experiencing poverty and persons who now find themselves unemployed. A post-COVID-19 world will likely be different from a pre-COVID-19 one and is anticipated to have devastating impacts on vulnerable population groups. In order to assess the impact of the crisis on the City of Dubuque’s population experiencing poverty, the EPPP Steering Committee, City Planning and Public Works will review new data made available by policy-making and governmental bodies that analyze the impact of COVID-19 on vulnerable populations. For example, the Federal Reserve Bank of Philadelphia recently issued a report identifying the [“Fifteen Largest Economically At-Risk Occupations in the U.S.”](#) and [Brookings has released a paper on “Class and COVID: How the Less Affluent Face Double Risks.”](#) Monitoring and analyzing the relevance of such reports on the City of Dubuque’s vulnerable populations will be an ongoing focus of the EPPP project. Public Works will add 2-5 questions exploring COVID-19 impact on poverty to the Matrix of Community Agency survey being sent out by the Mayor in June 2020.

## SCOPE OF WORK

Below is a revised Scope of Work timeline to accommodate the hybrid strategy proposed by Public Works LLC project manager, Dr. Linda Rhodes:

CAUCUS FOR COMMUNITY & VIDEO	EPPP REPORT
<b>MAY</b> <ol style="list-style-type: none"> <li>1. Research and secure template for animating graphics</li> <li>2. Research most effective ways of reaching people experiencing poverty via social media and best apps for virtual chats.</li> <li>3. Reach out to past focus group participants to set up video interviews</li> <li>4. Identify segments of Los Angeles Times to include in video – write permission letter for City Planning to send to the LA Times.</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete Focus Group Infographics</li> <li>2. Identify trends/themes from focus groups, surveys and Key Informant Interviews and previous reports.</li> <li>3. Use (2) and (3) to develop storyboard</li> <li>4. Continue “Best Practice” research for each of the eight determinants.</li> <li>5. Finalize statistical info for report – reach out to Childhood Poverty Opportunity Index group &amp; Sparks group.</li> <li>6. Identify /analyze reports on COVID-19 impact on poverty.</li> </ol>
<b>JUNE</b> <ol style="list-style-type: none"> <li>1. Develop Storyboard and send to client for approval</li> <li>2. Develop animated statistics for video</li> <li>3. Identify potential local in-person community caucus groups</li> <li>4. Identify interviews with civic leaders per the client’s needs (e.g. Mayor, City Manager and others).</li> <li>5. Identify and secure b-roll of the City of Dubuque for venue context throughout storyboard.</li> </ol>	<ol style="list-style-type: none"> <li>1. Launch e-survey to “Matrix of Agencies” from the Mayor. Over 200 agencies will receive the survey.</li> <li>2. Share (2 and 3) above with Steering Committee and gain their insights via remote meeting.</li> <li>3. Use info from (May 1-5) to develop storyboard.</li> <li>4. Present storyboard to client for approval and suggestions.</li> <li>5. Continue working on writing the report.</li> <li>6. Analyze survey results from Matrix of Agencies – share with client.</li> <li>7. Receive City’s funding data as to the “Matrix of Agencies.”</li> </ol>
<b>JULY</b> <ol style="list-style-type: none"> <li>1. Conduct and video remote interviews of civic leaders.</li> <li>2. Edit civic leader videos and incorporate into storyboard.</li> <li>3. Incorporate venue b-roll and poverty statistics</li> <li>4. Produce video for Caucus Discussion sessions</li> </ol>	<ol style="list-style-type: none"> <li>1. Finalize Best Practice ideas for Eight Determinants of Poverty; present to the Steering Committee to gain their insights – mid-July.</li> <li>2. Develop Tool Kit for “Caucus for Community” sessions               <ul style="list-style-type: none"> <li>○ Poverty 101 Handout for participants (Includes Best Practices).</li> <li>○ Facilitators Discussion Guide and Note Taking Form</li> </ul> </li> </ol>
<b>AUGUST</b> <ol style="list-style-type: none"> <li>1. Launch caucuses with people experiencing</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue writing report</li> </ol>

<p>poverty to gain “Best Practice” validation, insights and changes.</p> <ol style="list-style-type: none"> <li>2. One session will be a dinner at each person’s kitchen table. We will have a meal delivered to their home. Dr. Rhodes will host the remote dinner and guide the discussion.</li> <li>3. Edit the caucus videos and incorporate into storyboard.</li> </ol>	<ol style="list-style-type: none"> <li>2. Perform logistics for setting up remote and/or in-person caucus sessions.</li> <li>3. Conduct interviews; work with on-the-ground facilitators for in-person sessions.</li> <li>4. Update data on COVID-19 impact on poverty.</li> </ol>
<p><b>SEPTEMBER</b></p> <ol style="list-style-type: none"> <li>1. Production of full video: edits, sound-track, rolling credits.</li> <li>2. Present to client</li> <li>3. Make edits</li> </ol>	<ol style="list-style-type: none"> <li>1. Work with video producer to finalize production.</li> <li>2. Write final draft of report – present to client.</li> <li>3. Hold session with Steering Committee to review</li> </ol>
<p><b>OCTOBER</b></p> <ol style="list-style-type: none"> <li>1. Make any final changes necessary to video</li> <li>2. Submit to client by October 23, 2020</li> </ol>	<ol style="list-style-type: none"> <li>1. Make final edits to report: Prepare as both Word and PDF document</li> <li>2. Develop PowerPoint by consultant and City staff to present to City Council</li> <li>3. Submit to client by October 23, 2020</li> </ol>

## BUDGET IMPACT

Considering the new deliverables for the EPPP community engagement process, the following items will be provided within the previously set community engagement budget of \$10,500. This amount remains within the \$85,250 contract with Public Works LLC for creation of an EPPP.

Project Deliverables	Amount
Video production (research and storyboard), video filming, photography, graphics, sound-tracks, editing and purchase of stock photo, video and animation.	\$7,750
Print materials for infographics and handouts	\$500
Stipends for participants who are experiencing poverty (75 people @ \$30 each via of remote caucus sessions, interviews and survey participation).	\$2,250
Total	\$10,500

cc: Wally Wernimont, Planning Services Manager



## 5. Timeline

Dubuque, Iowa, Equitable Poverty Prevention Plan		2019		2020									
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>Research Phase</b>		16-30											
1.1	Identify causes/analysis of conditions, outcomes, services, etc. and best practices												
1.2	Create list or matrix of community initiatives, entities, programs, projects, and services related to poverty, with contact information and descriptions												
1.3	Identify overlaps and gaps in the above list or matrix, and recommend opportunities to improve efficiency, effectiveness and service delivery to persons living in poverty												
1.4	Research, analysis, evaluation and recommendations regarding of the challenge of poverty, current trends and best practices, programs and initiatives, poverty threshold measures, and the poverty narrative with a focus on the Dubuque community												
<b>Community Engagement Phase</b>													
Part 1													
2.1	Produce Community Engagement Plan												
2.2	Conduct Community Engagement in accord with Plan and this Proposal												
2.3	Summarize collected and analyzed community engagement information from Part 1 in written form												
2.4	Public hearing held before the Community Development Advisory Commission												
Part 2													
3.1	Coordinate with the CFGD in their update of the 2015 Community Equity Profile and creation of the Greater Dubuque Community Indicators report through data sharing and process coordination												
3.2	Continue Community Engagement in accord with Plan and this Proposal												
<b>Community Planning Phase</b>													
3.1	Research and development of Action Plan and Implementation Strategy												
3.2	Produce draft Action Plan and Implementation Strategy, including recommended budget and phasing for implementation												
3.3	Continue Community Engagement in accord with Plan and this Proposal, to validate Plan &c.												
3.4	Action Plan and Implementation Strategy validated with community input												
<b>Adoption Phase</b>													
	Executive Summary suitable for public distribution												
	Consultant presentation to City Council												
	Completion of plan and all deliverables												
	Adoption of Final Plan by City Council												



### **"Caucus for Community" Initiative**

#### **City of Dubuque Equitable Poverty Prevention Plan**

Community Engagement Component in light of COVID-19

Proposed by Public Works Consulting

## **I. BACKGROUND**

One component of the City of Dubuque Equitable Poverty Prevention Plan is to involve those experiencing poverty in the planning of adopting best practice strategies to empower them towards a path out of poverty. This is based on the premise that the most effective programs in poverty prevention engage people experiencing poverty as planning partners along with service providers and civic leaders, in finding ways to fully understand what leads to poverty, what keeps people in poverty, and how to create paths out of poverty.

To that end, Public Works has conducted surveys, key informant interviews and focus groups that include people experiencing poverty. Ninety percent of the focus groups were persons experiencing poverty. Currently, Public Works is synthesizing what was learned via these three methodologies of gaining community input and insights.

The Scope of Work for this project called for Public Works to organize and facilitate a Community Engagement Conference with key stakeholders serving people in poverty along with the consumers of these services who are experiencing poverty. The conference would showcase the findings from all of the focus groups, surveys, key Informant Interviews and research conducted by Public Works over the past six months and gain insights from providers, civic leaders and consumers on a menu of equitable poverty prevention best practice strategies identified by Public Works through a national search.

At the conference, groups would be organized around eight determinants of poverty and directed to discuss and refine which strategies make the most sense for the citizenry of Dubuque. Public Works would then integrate the results of the proceedings with the entire report which would culminate into a blueprint to equitably prevent poverty. The City would sponsor the event with the Greater Dubuque Community Foundation which would provide outreach to gather attendees and assist with logistics including finding facilitators for each of the breakout sessions.

Following a Conference Steering Committee meeting with the Foundation (Feb 25<sup>th</sup>), it was decided that a full-day event would be too long and ambitious for providers and based upon past experience, it would be challenging to gain the involvement of people experiencing poverty to attend such an event. As a result, Dr. Rhodes was asked to rethink the process as to how the Community Engagement component of the project could be delivered.

Dr. Rhodes proposed a “Caucus for Community” format with much smaller groups to be held in neighborhoods and using a video rather than the graphic illustrator previously arranged for the large conference setting. She shared this idea with Laura and Wally who liked the idea and asked her to write a prospectus on this concept to share with the Steering Committee.

But then, a week later, COVID-19 cases began to appear in the United States, and today, any type of conference or even small community caucuses are no longer feasible, at least for several months.

At this juncture, we are proposing two alternative strategies to gain input from the community using the “Caucus for Community” concept. But first, let’s review the rationale behind this concept:

## II. THE “CAUCUS FOR COMMUNITY” RATIONALE

One of the overriding findings made clear from focus groups, surveys and key informant interviews is that a culture of “community” and “neighborhood” is needed in areas highly populated with people experiencing poverty. There are a number of factors contributing to this need:

- A significant segment of the population has migrated over the past decade from Chicago and other urban areas. The norms, services and infrastructure of large urban centers aren’t easily transferable to a mid-sized community. Think of bus stops at every corner with less than 15-minute wait times allowing easy, direct and 24/7 access to places of work, shopping, health care and recreation; venues for young people to congregate after work and late at night; an abundance of small, “mom and pop” stores on street corners, small parks and playgrounds placed throughout highly concentrated areas allowing families to get to know each other as their children play together; and greater access to child care services.

Without this type of infrastructure, families that move from large urban centers find themselves isolated without natural-occurring environments that nurture community. Instead, many are reportedly leaving on weekends to visit loved ones back home in Chicago to *revisit* community rather than *create* a new one.

- Churches have long acted as the bedrock of family and community engagement. In high poverty areas within Dubuque, however, several churches along with their parochial schools have consolidated or closed in recent years.
- The success of the Multicultural Family Center and The Dream Center as hubs where families, children and teens congregate to socialize, play and learn validate how much people require and respond to a sense of belonging and community. So, too, do the numbers of adults who have recently been released from prison find at the Fountain of Youth.

Based upon the core human need of “connectedness and belonging,” we’re proposing that the Community Engagement component of the project move away from a large, one-time gathering (especially in light of the COVID-19 Pandemic) and, instead, move towards a series of small get-togethers of a kind that Iowans are used to: *caucuses*. This process, in itself, will lay the foundation for developing a sense of community among those experiencing poverty and those working to address it by fostering intimate dialogues in people’s homes, churches, storefronts – wherever people naturally gather.

## STRATEGY ONE: STAY THE COURSE AND PLAN FOR THE SUMMER

### III. THE PROCESS & TIMELINE

Public Works would develop a “Creating Community Caucus Toolkit” that facilitators would use to generate discussions and gather insights among groups of neighbors living in the City of Dubuque on proposed strategies to address the challenges of experiencing poverty and ways to prevent it.

#### PROCESS HIGHLIGHTS:

1. Neighborhood groups of ten or less people would be organized in natural-occurring communities: Neighbors who send their children to local schools, workers who live near each other and share the same employer, residents who live in low-income housing in concentrated neighborhoods, faith-based congregations, families who attend the Multi-cultural Family Center and Dream Center – all offer a natural-occurring community and nexus for holding a caucus.
2. A few faith-based leaders, service providers, and civic leaders would join each of the neighborhood caucus, which could be held in someone’s home or in a community setting. Whichever the setting, the host of the event will encourage attendees to bring a potluck dish/treat appropriate to the time of day that the caucus is being held. The goal is to create an informal, family-style setting.
3. A trained facilitator will assist with coordinating the caucuses, handling logistics and facilitating each session. They will follow a “Facilitator’s Discussion Guide” designed by Public Works.
4. A six-minute video will be produced by Public Works that describes the state of poverty in Dubuque from what was learned through focus groups, key informant interviews, surveys and research, so that all participants share an understanding of the context and state of affairs among people experiencing poverty. They’ll also learn what the City of Dubuque has been doing to address poverty. With this background, they’ll be presented with examples of additional best practice strategies as to how other communities have tackled poverty issues similar to what Dubuque is facing.
5. After watching the video, facilitators will elicit discussion utilizing the “Discussing Poverty Guide” to gather insights from caucus participants as to how they believe various best practice strategies could address poverty in Dubuque. A caucus attendee would take notes on the discussion and enter them on the “Caucus Insight Notes” form provided by Public Works.

Facilitators will have access to a cell phone app for recording the session that allows speech-to-text transcription for Public Works to further analyze and include in the report. They will also submit a tally of the “Best Practice Votes” with comments, refinements and/or suggestions by attendees per best practice. Public Works will analyze their results for inclusion in the final report to the City.

## **6. TOOLKIT CONTENTS**

- A. "Poverty in Dubuque" Video
- B. "Discussing Poverty in Dubuque" Facilitator's Guide
- C. "Caucus Insight Notes" Form for a note taker to write down highlights of Caucus Discussions.
- D. "Poverty 101" Handout for Caucus Attendees – includes basic statistics & overview of services addressing poverty along with menu of Best Practices to consider during caucus discussion.
- E. List of cell phone Apps available for recording sessions from speech to text.

## **7. TIMELINE**

This timeline is based upon the assumption that travel and meeting in groups for videotaping on location will be safe by the first week of June. However, at this juncture, we believe this to be an overly optimistic time frame.

### **Month of April 2020**

- 1. Develop the toolkit components (B-E).
- 2. Develop video story board and graphics | Gain approval by client
- 3. Finalize Menu of Best Practices Research
- 4. Begin writing full report

### **Month of May 2020**

- 1. Present Menu of Best Practices to Client | Gain Feedback
- 2. Develop graphics for video
- 3. Identify scenes and interviews for shoot
- 4. Conduct advance work for on location shoot
- 5. Continue writing report

### **Month of June 2020**

- 1. Week One: conduct on location shoot in Dubuque
- 2. Identify Caucus Volunteer Hosts and Facilitators
- 3. Send out "Caucus for Community ToolKits"
- 4. Complete writing near final draft of the report

### **Month of July 2020**

- 1. Launch two-week "Caucus for Community Campaign"
- 2. Analyze and write up the results of the campaign

### **Month of August 2020**



1. Incorporate what was learned from the “Caucus for Community Campaign” with all other findings.
2. Complete writing the final report
3. Present the report by September 5, 2020.

## STRATEGY TWO: GO VIRTUAL, AND THE SOONER THE BETTER

This strategy assumes that COVID-19 and its aftermath will continue to disrupt the economy, travel, schools, work, and healthcare throughout most of the summer. The public health practice of social-distancing will continue and, even if restrictions are relaxed, there will be a sizable number of people wary of congregating after witnessing the tragic number of deaths reported in April and May along with the millions of Americans who will have suffered from getting the virus.

Thus, asking people to attend small caucuses in early July may not be well received. Furthermore, it won't be until mid-July that scientists know whether or not warmer weather will cause the virus to wane. For an excellent review of projected timelines and scenarios for dealing with COVID-19 read, [The Four Possible Timelines for Life Returning to Normal](#).

### GOING VIRTUAL

As an alternative, therefore, we could vet best practice ideas among those experiencing poverty by identifying ways in which to gather their insights virtually while still creating a sense of community and belonging. This would require identifying the most likely ways to reach them through social media and cell phones. “Virtual Caucuses” using platforms like Zoom, Facebook and/or Google Hangouts would be the most likely platforms. Many low income individuals own cell phones and use the free app from Facebook known as “WhatsApp.”

[WhatsApp](#) uses a phone's cellular or Wi-Fi connection to facilitate messaging and voice calling to nearly anyone worldwide. The app allows users to make calls, send and receive messages, documents, photos, and videos via free internet service. Group video chats are also enabled by this app. Through WhatsApp, we'd be able to invite people to join virtual caucuses discussing specific best practices that address the eight determinants of poverty. Through Twitter, Instagram and Facebook we'd reach out to people experiencing poverty. We could entice people to participate by providing them \$20 via Venmo accounts, digital Amazon Gift Cards.

We would still develop a video as described before (but it would be shorter and include animation used to convey the same content, however, will less interviews that would have been filmed on location).

In addition to these virtual “group chat caucuses,” we could also conduct short surveys to be taken on cell phones to gain feedback on a range of best practices.

### TIMELINE

#### Month of April 2020

1. Develop the toolkit components (See 6 A-D).

2. Develop video story board and graphics | Gain approval by client
3. Finalize Menu of Best Practices Research
4. Research most effective ways of reaching people experiencing poverty via social media and best apps for virtual chats.

#### **Month of May 2020**

1. Present Menu of Best Practices to Client | Gain Feedback
2. Identify facilitators for virtual video chats and participants
3. Finalize video | Gain client approval
4. Finalize logistics for launch of virtual “Caucus for Community.”

#### **Month of June 2020**

1. Run the first pilot of a Virtual Caucus for Community (Week 1)
2. Debrief from pilot and refine
3. Conduct the rest of the virtual caucuses – six to eight total.

#### **Month of July 2020**

1. Analyze and write up the results of the campaign
2. Incorporate what was learned from the “Caucus for Community Campaign” with all other findings.
3. Continue writing the report

#### **Month of August 2020**

1. Complete writing the report | Submit for review by Public Works Team
2. Finalize all graphics and formatting for the report.
3. Submit final report to the City Manager by August 31, 2020.

### **IV. THE BUDGET**

The budget for either of these strategies has already been set aside in anticipation of covering the costs of the one-day conference of approximately \$10,500 of which the largest proportion was earmarked for the live graphic illustrator (scribe). Costs of small stipends for participants experiencing poverty, print materials, rental of space, food for an estimated 150 people, and travel costs of the scribe make up the remainder.

Instead, the budget will now cover the costs of video production with animation, facilitators (we’ll be using people who are experienced in conducting Zoom group meetings and using multi-media during the meetings and manage group discussion), added time in researching virtual strategies that will work with the target population, logistics in outreach to identify participants, and providing \$20 digital Amazon Gift Cards for 50 - 75 people who would attend the virtual caucuses.

### **IV. RECOMMENDATION**

We highly recommend the “Go Virtual Strategy” given the reports we’ve read on the trajectory of COVID-19 over the next six months. There is also a secondary benefit: It will offer an innovative prototype for the City of Dubuque on how to communicate with its citizenry throughout the pandemic in a virtual, dialogical and participatory way as society grapples with the new norm of social-distancing.

We can begin either strategy immediately.





## REQUEST FOR PROPOSAL

### EQUITABLE POVERTY PREVENTION PLAN

CITY OF DUBUQUE, IOWA

July 16, 2019

#### INTRODUCTION

The intent and purpose of this Request for Proposal (RFP) is to solicit proposals from qualified consultants to create an Equitable Poverty Prevention (EPP) Plan with an implementation strategy by engaging residents and collaborating with members of the community, businesses, government, non-profits, philanthropists, faith and school leaders, and community members who are living or have lived with the stresses of poverty. The maximum budget for the project is \$75,000. Proposal are due by Noon CDT on August 16, 2019. Please see the entire RFP for specific requirements.

#### COMMUNITY BACKGROUND

The City of Dubuque is located on the Mississippi River in northeastern Iowa, adjacent to Illinois and Wisconsin. As Iowa's oldest city, Dubuque is a community well known for its historic and architectural beauty. The City is approximately 30 square miles in area, with a population approaching 60,000 persons. The City's annual operating and capital budget is over \$185 million and funds a full range of municipal services.

The City of Dubuque is governed by an elected Mayor and City Council and managed by a City Manager. City government works in collaboration with private and non-profit sectors to promote the principles of sustainability. Dubuque's framework for sustainability is centered on economic prosperity, environmental integrity, and social/cultural vibrancy. The City's web site is [www.cityofdubuque.org](http://www.cityofdubuque.org).

**Sustainable Dubuque.** *Sustainability* is defined by a community's ability to meet the environmental, economic, and social equity needs of today without reducing the ability of future generations to meet their needs. Sustainable Dubuque is a holistic approach to making our community sustainable. Our model involves a three-part approach that addresses: Environmental / Ecological Integrity, Economic Prosperity, Social / Cultural Vibrancy. Each of these pieces is important individually and helps contribute to a sustainable community that is viable, livable, and equitable. Find out more at the [www.sustainabledubuque.org](http://www.sustainabledubuque.org) website.

**Imagine Dubuque Comprehensive Plan.** Adopted in 2017, “Imagine Dubuque 2037: A Call to Action” is the first completely new comprehensive plan our community has developed since 1995. Creating our new plan, Imagine Dubuque, was a community-driven approach, based on inclusive community engagement, issues and initiatives. The result is a focused, meaningful plan with 32 goals and 110 recommendations in 7 major categories.

Plan development was inclusive, highly engaging, and representative of our community. In total, we received over 12,500 ideas which were inventoried and grouped by association into themes for the Imagine Dubuque plan. The plan didn’t end in 2017; it’s now “A Call to Action.” Just as Imagine Dubuque was built on community engagement, plan implementation requires an engaged community – one that pulls together, combines resources, and shares in the vision of making Dubuque more viable, livable, and equitable. Implementation relies on organizations and partnerships to effectively address the plan’s recommendations.

Many initiatives are already taking place. Some recommendations are “low-hanging fruit” that non-profits, residents, and businesses can accomplish together, while others will be more challenging. Our goal is to highlight and support all projects to advance the Imagine Dubuque recommendations and further enhance our community. An “Action Toolkit” is available on the [www.ImagineDubuque.com](http://www.ImagineDubuque.com) website.

**Dubuque is a 5-time All-America City Winner in 2019.** The award recognizes communities that leverage civic engagement, collaboration, inclusiveness, and innovation to successfully address local issues. This is the fifth time Dubuque has received this distinction since 2007. The National Civic League said the 2019 All-America City Award celebrates examples of civic engagement practices that advance health equity in local communities. The competition sought projects that demonstrated inclusive decision-making processes to create healthy communities for all, and particularly for populations currently experiencing poorer health outcomes.

Dubuque’s application focused on the civic infrastructure built on the Inclusive Dubuque network of over 60 partners working to advance justice and social equity, and the Imagine Dubuque comprehensive planning process. The application and presentation also featured three projects demonstrating how partners are impacting health outcomes for all residents. “Health Care for All” highlights the progress Crescent Community Health Center has made, the impact of the Pacific Islander Health Project, and the recent work of the Brain Health Task Force. The Bee Branch Creek Restoration Project was the second project highlighted and the collaborative work happening by the Dubuque Eats Well coalition to increase access to healthy local foods is the third. This application provides background on community initiatives and partnerships that may help inform proposals in response to this RFP (see appendix).

## **CITY COUNCIL GOALS**

The Dubuque City Council has adopted 8 major goals under the 2024 Goals and Priority Agenda to address various issues impacting Dubuque residents. The Equitable Poverty Prevention Plan remains a Top Priority for the Council’s 2018-2020 Policy Agenda. Policy Agenda items are issues that need direction or a policy decision by the City Council or need a major funding

decision by the City Council, or issues that need City Council leadership in the community or with other governmental bodies.

### CITY OF DUBUQUE GOALS 2024

- Robust Local Economy:** Diverse Businesses and Jobs with Economic Prosperity
- Vibrant Community:** Healthy & Safe
- Livable Neighborhoods & Housing:** Great Place to Live
- Financially Responsible, High-Performance City Organization:** Sustainable, Equitable, and Effective Service Delivery

- Sustainable Environment:** Preserving and Enhancing Natural Resources
- Partnership for a Better Dubuque:** Building Our Community that is Viable, Livable, and Equitable
- Diverse Arts, Culture, Parks, and Recreation Experiences and Activities**
- Connected Community:** Equitable Transportation, Technology Infrastructure, and Mobility

#### 2018-2020 POLICY AGENDA

Policy Agenda items are issues that need direction or a policy decision by the City Council, or need a major funding decision by the City Council, or issues that need City Council leadership in the community or with other governmental bodies. The policy agenda is divided into top priorities and high priorities.

#### 2018-2020 MANAGEMENT AGENDA

Management agenda items are issues for which the City Council has set the overall direction and provided initial funding, may require further City Council action or funding, or are major management projects that may take multiple years to implement. The management agenda is divided into top priorities and high priorities.





Source: <https://www.cityofdubuque.org>

## PROJECT OVERVIEW

Poverty remains a significant issue in Dubuque, Iowa. According to the latest data, Dubuque's 16.3% poverty rate means that one out of every six residents live in poverty. In 2017, 8,933 of 54,940 residents had reported income levels below the poverty line. On average, Dubuque's 16.3% poverty rate is significantly higher than the average 12% poverty rate across the state of Iowa. Dubuque is ranked 6<sup>th</sup> below the poverty line at 16.3% out of 11 major cities in Iowa ([www.welfareinfo.org/poverty-rate/iowa/dubuque](http://www.welfareinfo.org/poverty-rate/iowa/dubuque)).

In Dubuque, the population demographics consists of 84.3% (49,224) White residents, followed by 3.8% (2,232) African Americans, 1.9% (1,341) two or more races and 1.8% (1,059) Hispanics. When the citywide poverty data is disaggregated by race and ethnicity, the statistics tell a different story for Dubuque as shown in the chart below.

Recent numbers show 60.1% black residents live below the poverty line, which is significantly higher than the national average of 25.2%. Overall 1,341 of 2,232 black residents live below the poverty line and 3.8% of the total population of Dubuque is black.

Race	Population	Poverty Rate	National Poverty Rate	Population
Black	2,232	60.1%	25.2% 	3.8%
Two Or More Races	1,134	47.6%	18.4% 	1.9%
White	49,224	12.9%	10.3% 	84.3%
Hispanic	1,059	26.3%	22.2% 	1.8%

Source: <https://www.welfareinfo.org/poverty-rate/iowa/dubuque>

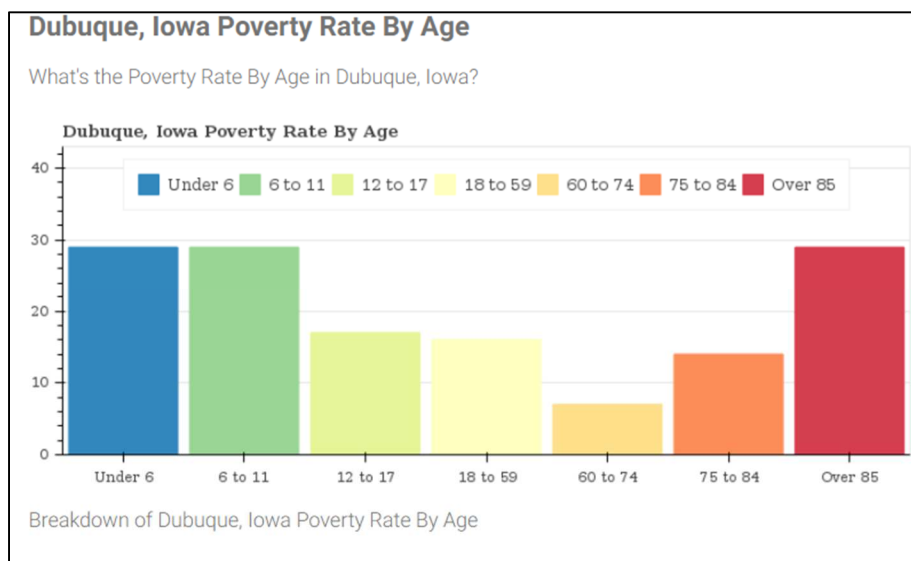
The 26.3% of Hispanic residents below the poverty line is dramatically higher than the national average of 22.2%. Of the 1,059 Hispanic residents, 279 live below the poverty line. Approximately 1.8% of the total population of Dubuque is Hispanic.

The 12.9% percent of white residents who live below the poverty line is the same as the national average. Of the 49,224 white residents, 6,349 live below the poverty line. Approximately 84.3% of the total population of Dubuque is white.

Children make a significant percentage of persons living in poverty when the poverty rate is broken down by age. Nearly 25% of children under the age of 6 live below the poverty line.

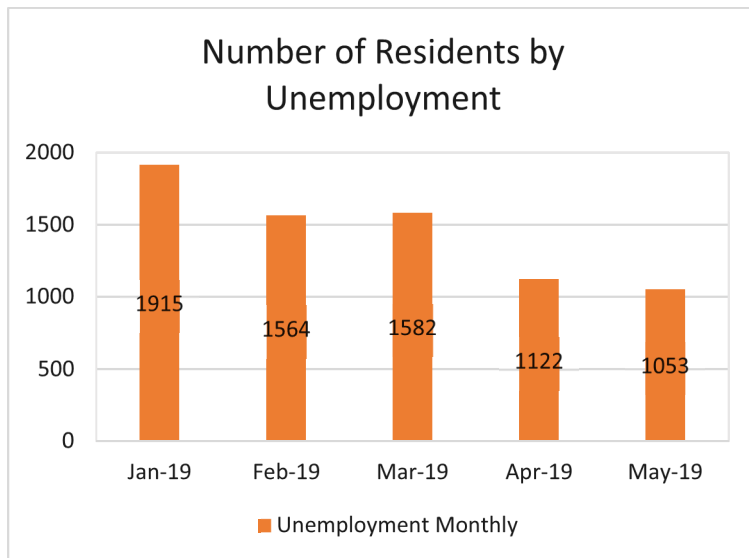
Children aged 6 to 11 make up the second largest portion of Iowans living poverty at nearly 27%.

A little over 18% of young residents aged 12 to 17 years live below the poverty rate. In comparison, \_\_\_ % of seniors age 75 or older live in poverty, with over 27% of those elderly residents aged 85 and over.



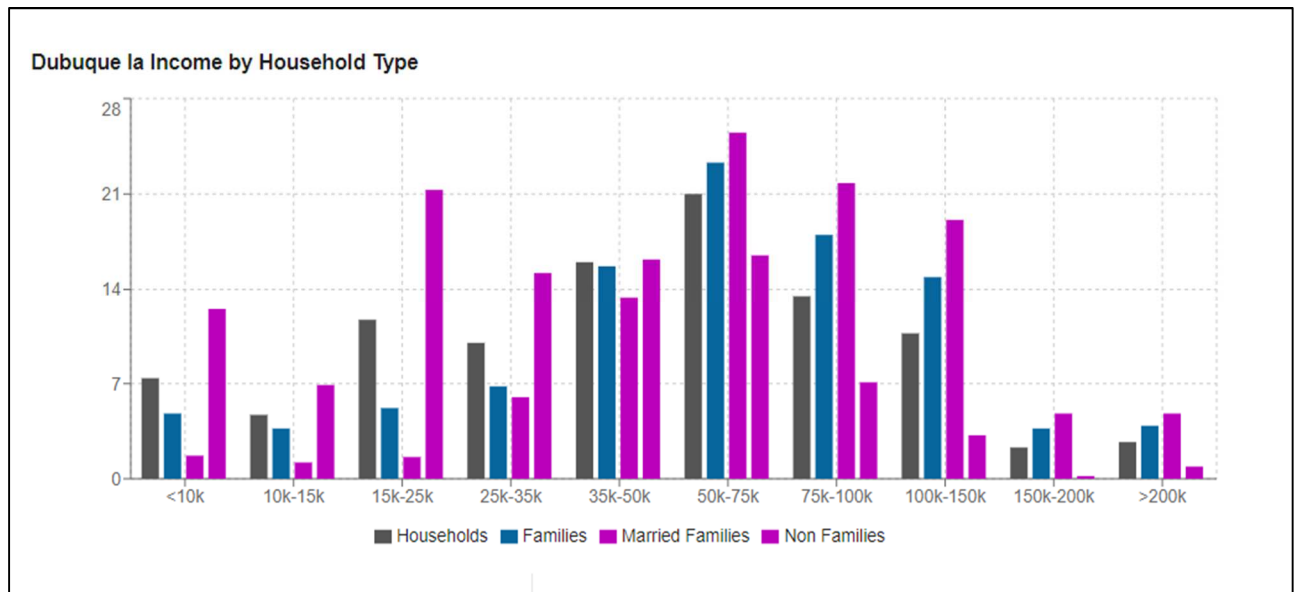
Source: [worldpopulationreview.com/us-cities/dubuque](http://worldpopulationreview.com/us-cities/dubuque)

As of June 2019, Dubuque had a 1.9% unemployment rate or 1,100 unemployed residents. Over 32.4% of the population over the age of 25 obtained high school education, while nearly 30% had attained a bachelor's degree or some college. Native American residents had the highest high school graduation rate at 100%. White residents had the second highest high school graduation rate at over 92% followed by Asian residents at 89%, black residents at 84%, Hispanics at 66.2%, and Pacific Islander residents over 64%.



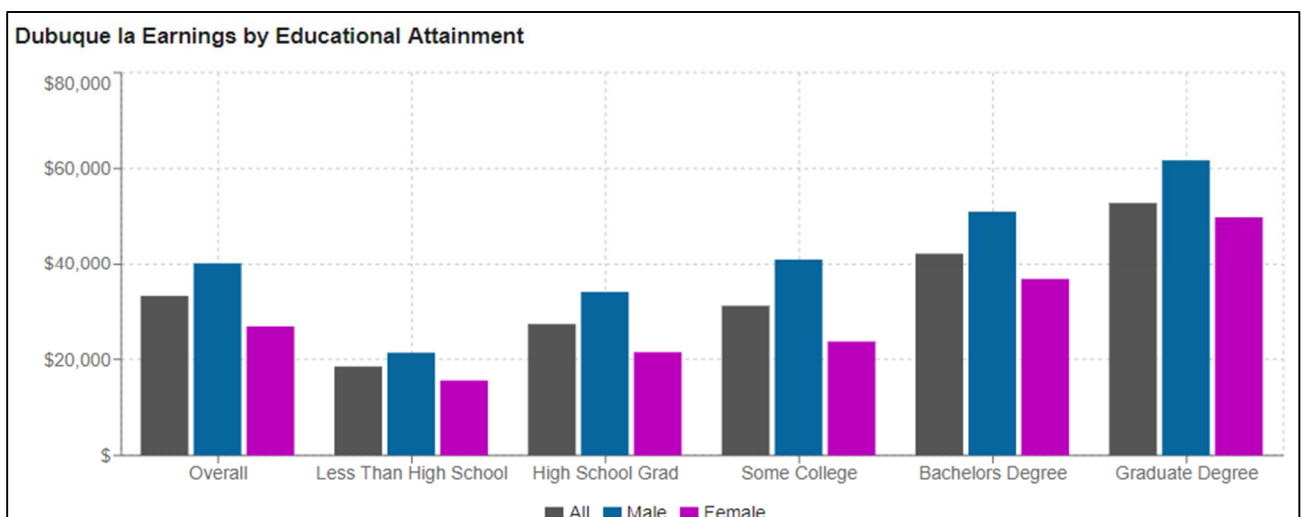
Source: U.S. Bureau of Labor Statistics

The poverty rate categorized by level of education is as follows in Dubuque in 2019?. Over 28% of residents with less than high school education lived in poverty followed by 11% with high school, 11% with some college and 8% with a bachelor's or greater. Poverty rate by gender consists of 44% unemployed females and 31% unemployed males in 2019. The median household income in Dubuque was \$50,171 in 2019.



Source: [worldpopulationreview.com/us-cities/dubuque](http://worldpopulationreview.com/us-cities/dubuque)

The average earnings by education in Dubuque was \$33,203 in 2019. An overall increase occurs in earnings as the level of education increases. A high school graduated male earned \$34,028 compared \$21,488 for a female. A male with a bachelor's degree earned \$50,988 compared to \$36,729 for a female. Overall, persons with the highest education level (i.e. graduate degree) earned \$52,777 on average in 2019.



Source: <http://worldpopulationreview.com/us-cities/dubuque>

## **PROJECT PURPOSE**

A consultant or team of consultants will create the Equitable Poverty Prevention Plan with an implementation strategy for the Dubuque community. The objectives of the plan are:

- To engage various members of the community to develop and commit to the creation of the plan including business leaders, philanthropists, government and school leaders, non-profit and faith leaders, and community members who are living or have lived with the stresses of poverty.
- To examine existing programs for success over time by analyzing data, identifying trends and best practices through an equity lens with creation of annual performance measurements to track progress toward desired outcomes in five years.
- To develop an action plan and implementation strategy that is validated with the project steering committee and the community, and includes a budget and phasing for review and adoption by the City Council.

The selected consultant will work with a core group of key City staff, supplemented by technical expertise from other City staff. A larger project steering committee will be drawn from the community agencies and non-profits working with people in poverty.

## **PROJECT SCOPE**

The Equitable Poverty Prevention Plan will consist of multiple components including addressing the issue of poverty, developing strategies to implement the community action plan, engaging community leaders, collecting residents' input, conducting research and data analysis, exploring best practices and current trends as well as developing programs to address poverty.

### The Challenge of Poverty

Addressing the challenge of poverty remains a top priority for the City of Dubuque under the City Council 2018-2020 goals. Moreover, under the City's 2035 mission statement, the City of Dubuque continues to be an inclusive and equitable community. In response to the City's goals and vision, the City has adopted the Equitable Poverty Prevention Plan priority. The City intends to engage the community in creating the plan and developing a strategy to implement the plan.

The City of Dubuque is committed to an Equitable Poverty Prevention Plan that will reduce, alleviate and prevent poverty in our community. All analyses and aspects of this plan will include the use of uniform data throughout the plan so there are no discrepancies. To the greatest extent possible, this plan will utilize disaggregated data by race and ethnicity, and other factors to assist with examining poverty in Dubuque with an equity lens.

The plan will begin with an underlying analysis of the root causes and factors of the nature of poverty in Dubuque. The analysis should examine what poverty looks like in Dubuque, as well as why Dubuque has a higher poverty rate than other comparable cities and on the state level. Cross-level analysis will be conducted to identify barriers by examining multiple factors.



including size of economy, size of population, workforce and unemployment rate, level of education and so forth to identify barriers, draw correlations and links between concepts.

The plan will assess the current models of measuring poverty, namely the federal poverty threshold. This model has been critiqued for lacking a comprehensive approach when operationalizing poverty. The analysis should similarly examine whether the current definition of poverty and the usage of the federal poverty line are suitable, adequate and relevant for measuring poverty level. The analysis should further address whether alternative models, namely the living wage, is more appropriate, holistic and equitable approach to adopt moving forward.

#### Current Trends and Best Practices

The plan will identify and explore current successful trends in the field, addressing the issue of poverty and best practices adopted by other entities. It will draw on these elements and incorporate successful items in developing the implementation strategy. These items will be drafted and tailored accordingly to the needs of the community in Dubuque.

The City of Dubuque uses the STAR Community Rating System to measure performance for the 2017 Comprehensive Plan. Along with other resources, the STAR Goal Areas and Objectives provide community level outcomes, local actions, and resources for best practices relative to the Equitable Poverty Prevention Plan.

#### Programs and Initiatives

The consultant will be responsible for compiling research, analysis, evaluation and recommendations regarding of the challenge of poverty, current trends and best practices, programs and initiatives, poverty threshold measures, and the poverty narrative with a focus on the Dubuque community as described in this RFP.

The plan will include designing, creating and implementing strategies to develop initiatives that will address socio-economic, educational, cultural and training programs to reduce, alleviate, and prevent poverty. The programs should be designed to be equitable, diverse and inclusive addressing the following areas at a minimum.

This list is not exhaustive and is only intended to guide consultants. To avoid duplication, consultants are encouraged to review the existing programs for each goal area, suggest new initiatives and/or improve on the current programs.



Self-sufficiency, economic and employment programs
Soft and hard skills development
Internet and computer training programs
Affordable, equitable, accessible housing
Nutrition and children's meal programs
Living wages for low-income families
Access to affordable, quality childcare
Increase transportation access and availability
Address hunger and food insecurity
Access to affordable health insurance
Availability of universal Pre-K education
Equitable, diverse, sustainable community

Consultants should also consider the 2019 Massachusetts Institute of Technology (MIT) report to the CFGD. With Dubuque's unemployment rate around 2%, local employers struggle to find workers with the right qualifications to fill open positions. At the same time, the community's poverty rate remains high, and at around 15%, the unemployment rate among people of color is significantly higher than the overall rate. That's the challenge researchers from the Massachusetts Institute of Technology (MIT) Sloan School of Management address in a 2019 report that examines poverty and workforce development in the Dubuque region. The report is the culmination of a semester-long research project, during which three MBA candidates worked with the Community Foundation of Greater Dubuque to

understand and address systemic factors that contribute to regional economic challenges for residents. Through their research and a two-week visit to Dubuque in March, the researchers found that:

1. Dubuque has an uncommonly robust network of social services and strong collaboration among organizations, yet the complexity of this network can be difficult for residents to navigate.
2. Local employers are committed to improving diverse and inclusive workplaces, as evidenced by groups like the Community Foundation's Business Leader Equity Cohort.
3. Building a robust, diverse, and inclusive workforce involves requires work to help to lift up residents living in poverty and facing significant barriers to employment."

(See MIT Report Link: <https://www.dbqfoundation.org/publication/mit-workforce-report-051319>)

A complete and comprehensive list of Dubuque community programs and initiatives related to poverty is not available, so consultants should consider the following resources:

- Operation New View's Dubuque County Resource & Referral Guide: <https://www.operationnewview.org/dubuque-county-resource-referral-guide/>
- United Way Dubuque County Family Resource Guide: <https://cdn.dbqschools.org/wp-content/uploads/2018/05/dbq-county-family-resource-guide-2017-2018.pdf>
- United Way Funded Programs also provides a good start. <https://dbqunitedway.org/cms-view-page.php?page=funded-programs>

Therefore, project deliverables will be for the consultant to create a list or matrix of community initiatives, entities, programs, projects, and services related to poverty, with contact information and descriptions. The consultant also will be responsible for identifying overlaps and gaps in the above list or matrix, and recommending opportunities to improve efficiency, effectiveness and service delivery to persons living in poverty.

### Community Engagement

Community engagement represents an extensive portion of the project. *Time is of the essence for community engagement as part of this RFP. Therefore, a community engagement plan reflecting the two stages and other considerations described below is a **required part of the proposal** submitted in response to this RFP.*

The selected consultant will be responsible for developing and implementing a robust, creative, and inclusive plan for community engagement. The process, much like the Equitable Poverty Prevention Plan document, must be creative, interesting, meaningful and relevant to residents and stakeholders. The community engagement plan should consider informing residents and stakeholders of the purpose of the plan, why it is important, and how poverty effects Dubuque residents in their everyday lives (see RFP's Poverty Narrative section). The consultant will develop a schedule of events and input opportunities which at a minimum address the channels for public engagement and communication. The consultant will be responsible for designing and facilitating the events and public input instruments, facilitating the events and collecting and distilling all information for use in the plan document.

It is particularly important that community members who are part of our equity target populations be engaged in telling the story behind the data, and that the implementation strategy include some efforts that can be carried out by community members in addition to efforts appropriate for institutions. Thus, community engagement in the Equitable Poverty Prevention Plan should be designed to further two goals:

- 1) to supplement the quantitative data with qualitative data from individuals who are living the experience of poverty in our community;
- 2) to identify ways to involve the community, particularly those most impacted by poverty, in the implementation strategy.

Moreover, the City of Dubuque is striving to avoid engagement fatigue by designing community engagement in the Equitable Poverty Prevention Plan in a manner that also meets the engagement needs of the of these community efforts related to poverty and equity that will be underway concurrently:

- City of Dubuque’s 2021-2025 Community Development Block Grant (CDBG) Consolidated Plan and Analysis of Impediments to Fair Housing.
- Community Foundation of Greater Dubuque’s update of the 2015 Community Equity Profile.
- Community Foundation of Greater Dubuque’s first Greater Dubuque Community Indicators report.

To this end, the selected consultant will be expected to collaborate with the City of Dubuque Department of Housing and Community Development and the Community Foundation of Greater Dubuque to carry out the community engagement for the Equitable Poverty Prevention Plan in coordination with these projects, which are described below.

***CDBG Five-Year Consolidated Plan.*** The U.S. Department of Housing and Urban Development (HUD) requires communities who receive Community Development Block Grant (CDBG) funds to complete a five-year Consolidated Plan that identifies general areas of need in the community and how to address them, particularly in the areas of housing, economic opportunity, and community development. The Strategic Plan is a section of the Consolidated Plan that provides a detailed description of the objectives, proposed accomplishments, priorities and strategies for use of CDBG funds. The Community Development Advisory Commission uses it for the planning, implementation, review, and assessment of the CDBG program. (See FY2016-2020 Plan at <https://www.cityofdubuque.org/831/Consolidated-Plan>)

***Community Equity Profile.*** Inclusive Dubuque, an initiative facilitated by the Community Foundation, is a local network of nearly 50 organizations and community members dedicated to advancing equity and inclusion in Dubuque. In February 2015, the network launched the community equity profile process with the goal of learning more about how diverse groups experience life in Dubuque. (“Diverse groups” were defined by race, age/generation, culture,

disability, gender, nationality, religion, sexual orientation, socioeconomic status, veteran status and more.) By collecting data and learning from community members through in-person community dialogues and online surveys, the equity profile process explored seven focus areas through the lens of equity and inclusion: economic wellbeing, health, transportation, safe neighborhoods, housing, education, and arts and culture. The summary of these findings can be viewed at [www.inclusivedbq.org](http://www.inclusivedbq.org).

**Greater Dubuque Community Indicators Report:** As a new initiative, CFGD will produce a Greater Dubuque Community Indicators report every other year that provides an interactive, online report that can be widely used by sector leaders and stakeholders for program planning grant writing, and collective impact that will build a data culture. The Community Indicators report will use community knowledge to measure the vitality of our communities – gathering data and sparking conversation about significant social and economic trends to tell the story of how the Dubuque community is faring in key quality-of-life areas. Community Indicators reports will be accompanied by Community Conversations - facilitated discussions with community members to learn more about the social and economic trends impacting local quality of life. The first report will be produced in January 2020 sparking community conversations to follow. The CFGD plans to produce the Indicator Report every 2 years and will create a public access point where nonprofits can access the data and conduct further inquiries.

#### Two Part Community Engagement Plan

The mandated timeframes and deadlines of these community projects requires that Community Engagement process be divided into 2 parts as follows:

**Part 1 Community Engagement** should refer directly to the City of Dubuque's 2014 Citizen Participation Plan as a guide for types of community engagement for the 2021-2025 CDBG Consolidated Plan and the Analysis of Impediments. Please note that the 2014 plan is scheduled to be updated on August 21, 2019. While we expect changes will be made to the 2014 plan, it is still as a useful guide. The 2014 Citizen Participation Plan is attached in the Appendix. ***The Part 1 Community Engagement collection and analysis should conclude by October 31, 2019.***

A public hearing held before the Community Development Advisory Commission will be required as part of the Part 1 community engagement process. City staff will ensure that the public hearing requirements are met. The selected consultant will need to provide the Commission with the collected and analyzed community engagement information from Part 1 in both written and verbal formats, and attend the public hearing to present the findings and answer questions.

**Part 2 Community Engagement** should build on the Part 1 results and process, reach out to additional resources, and coordinate with the CFGD in their update of the 2015 Community Equity Profile and creation of the Greater Dubuque Community Indicators report through data sharing and process coordination.

The consultant should actively engage residents, members of the community, businesses, government, non-profit, philanthropist, faith organizations and school leaders. The community input, particularly those experiencing poverty, must be sought through different avenues in ways that are comfortable, respectful of culture, and meet people where they are. Channels of communication may include surveys, focus groups and personal interviews.

Consultants should review existing community engagement plans developed by various City of Dubuque Departments for examples. For a full description of ways the City of Dubuque successfully connected with a demographically representative population during creation of the 2017 Comprehensive Plan, see Chapter 2 of *Imagine Dubuque 2037: A Call to Action* available online at [www.cityofdubuque.org/Imagine-Dubuque](http://www.cityofdubuque.org/Imagine-Dubuque).

**The Part 2 Community Engagement collection and analysis must conclude by December 31, 2019.** This will enable coordination of analysis and data sharing from the Equitable Poverty Prevention Plan to inform the CFGD's update of the 2015 Community Equity Profile and creation of the first Greater Dubuque Community Indicators Report that will be produced in January 2020.

The community engagement plan should be designed considering the City of Dubuque's Guiding Principles for Community Engagement and Guiding Principles for Advancing Racial Equity (attached in the Appendix). The engagement process must be creative, inclusive, meaningful and relevant to residents. At a minimum, community engagement shall:

- be designed with a variety of relevant and comfortable channels of communication and venues for engagement, including diverse and sometimes tailored approaches towards engagement;
- include interesting activities, dialogue, and creative opportunities to provide information independent of structured and facilitated events;
- anticipate and take steps to remove, or identify resources needed to remove, potential barriers to engagement;
- engage community members from our equity target populations as co-facilitators, invitation carriers, and hosts for community engagement events, paying them for their time;
- focus on engaging equity target populations and include efforts to reach non-English speaking persons, persons with disabilities, and persons residing in assisted housing;
- include community-based organizations that represent equity target populations;
- include public and private agencies that address housing, health, employment, education, transportation, safety/victim services, and arts/cultural needs and interests of low-income individuals and families, (particularly those serving equity target populations)
- involve participants in activities around the quantitative data, capturing their reactions to the data and the issues that are most important;

- capture the lived experiences participants are relaying regarding the interpretation of the data and its impact;
- gather information on what would make resources in the community more effective for people from a variety of backgrounds, including information on the level of awareness regarding available to resources, barriers to accessing available resources, and ways in which the design and delivery of services are or are not working for equity target groups;
- collect demographics of participants in engagement activities, paying attention to adjusting the engagement plan as needed along the way to ensure that each equity target population is represented at a rate at least double their representation in the community overall.

### Poverty Threshold Measures

Consultants will analyze whether the current federal poverty definition of poverty is adequate and whether the living wage model is more desirable. The U.S. Census Bureau defines poverty primarily by the level of household income. The table below lists factors the Bureau includes and does not include when analyzing which households falls below the poverty threshold.

U.S Census Poverty Threshold Variables	Variables Not Included in Poverty Threshold
Pre-tax income (earnings, pensions, retirement income)	Capital gains or losses
Interest, dividends, rents, royalties, estates and trust incomes	
Educational assistance	Tax credit
Alimony	
Child support	
Outside household assistance, misc. sources	
Cash benefits (unemployment compensation, worker's compensation, veterans' payments, survivor benefit)	Non-cash benefits (Food stamps, housing subsidies)
Social Security Income	
Public Assistance	
Family member income	Roommate/nonrelative income
Household head age	
Number of adults compared to children	

Source: <https://www.thebalance.com>

However, research shows this model is faulty. Essentially, the U.S. Census poverty threshold is an 'all-or-nothing' measurement. In other words, if a family is below the income line, all members are identified as poor. In contrast, when a family's income is higher than the

threshold, none of the family members counts as poor. This cliff effect often forces families to earn less than the poverty threshold and remain in poverty.

Additional information related to poverty threshold measures was researched by the Planning Services Department, and is provided in the Living Wage Analysis report found in the Appendix.

### The Poverty Narrative

The plan will avoid the traditional poverty narratives. These narratives include implicit racial and gender stereotypes, victimizing and blaming people in poverty, politicizing the issue of poverty. The Equitable Poverty Prevention Plan will not draw on the ‘us vs. them’ assumptions when analyzing the poverty narrative, identifying barriers and developing strategies. The plan will utilize an equitable, respectful, and culturally sensitive approach when developing solutions.

Consideration should be given to the way the analysis is presented in the plan, with incorporating real people, introducing low/moderate-income people and persons living in poverty to those who are different than them, and sharing the perspective of an individual or a family without the label of “poverty”. An example is StoryCorps, whose mission is to share people’s stories to strengthen and build connections between people. (<https://storycorps.org>)

In addition to the Equitable Poverty Prevention Plan, the consultant should provide an executive summary in user-friendly, graphic format that can be easily distributed to residents and stakeholders. For an example, please see the Executive Summary for the Imagine Dubuque Comprehensive Plan available online at [www.cityofdubuque.org/Imagine-Dubuque](http://www.cityofdubuque.org/Imagine-Dubuque).

### **PROJECT DELIVERABLES:**

A summarized list of project deliverables includes but is not limited to the following components of the Equitable Poverty Prevention Plan:

- Executive Summary suitable for public distribution.
- Community Engagement Plan with a description of the process and results.
- Research, analysis, evaluation and recommendations regarding of the challenge of poverty, current trends and best practices, programs and initiatives, poverty threshold measures, and the poverty narrative with a focus on the Dubuque community.
- Action Plan and Implementation Strategy validated with community input and including recommended budget and phasing for implementation.

### **PROJECT PHASES**

The project is expected to begin **September 16, 2019** and be completed by **October 2020**. The project is expected to occur in major phases, and the proposed time line is shown below:

Approval of contract with selected consultant	September 16, 2019
Research phase	September – December 2019
Identify causes/analysis of conditions, outcomes, services, etc. and best practices	

Community Engagement phase	September – December 2019
<i>Part 1 Community Engagement</i> must conclude by October 31, 2019	
<i>Part 2 Community Engagement</i> must conclude by December 31, 2019	
Community Planning phase	January – July 2020
Develop draft action plan implementation strategy for review and validation with project steering committee and community, include a budget and phasing	
Adoption Phase	August – October 2020
Presentation to City Council, completion of plan and all deliverables, and then adoption of Final Plan by City Council	

## **INFORMATION TO BE INCLUDED IN THE PROPOSAL**

### **1. Letter of Transmittal**

Provide a letter of transmittal briefly outlining the consultant's understanding of the work and the name, address, telephone number and fax number of the consultant's primary contact person.

### **2. Profile of Consultant**

The proposal shall include general information about the consultant, the consultant's scope of expertise related to this RFP, and the consultant's official name, address, and principal officers, including qualifications of the project manager and other key personnel who would be assigned to the project.

### **3. Qualifications**

- a) The proposal shall include the name of the project manager, his or her qualifications and experience, and the names, qualifications, and experience of other key personnel who would be associated with the project. The selection of a project manager by a consultant will constitute a contractual commitment by that consultant and a substitute manager will not be allowed without prior written approval by the City of Dubuque.
- b) Name and location of all other key personnel involved in the project if applicable; the type and approximate percentage of the work that would be performed by each of these firms; and the names, qualifications and experience of their personnel who would be associated with this project.
- c) The proposal must clearly describe the relevant experience of the project manager and other key personnel in undertaking and completing project relevant to this RFP. Provide a matrix matching the names of the key personnel proposed for the Dubuque project who worked on the referenced projects.



- d) The proposal shall include at least three references of past clients for projects relevant to this RFP. These projects must have been completed within the past ten years with the same project manager, sub-consultants and other key personnel proposed for this project.
- e) The proposal shall discuss the consultant's ability to integrate this project into the consultant's present workload.

**4. Scope of Services / Methodology**

Describe the methodology or strategy by which the consultant would satisfy the Scope of Services, and/or an alternative or hybrid strategy recommended by the consultant – what process and outcomes the consultant would suggest fulfilling the Equitable Poverty Prevention Plan. This is the consultant's opportunity to convey ideas and concepts with respect to vision and goals outlined in the Scope of Services. This will help the selection committee better evaluate the consultant's vision, abilities, and interest with respect to the RFP. Any methodology or strategy must embrace and support the Sustainable Dubuque model and equity principles.

***Time is of the essence for the community engagement process of this RFP. Therefore, a community engagement plan reflecting the two stages of community engagement considerations described in the RFP is a **required part of the proposal** to be submitted in response to this RFP.***

**5. Proposed Project Schedule**

The anticipated project schedule is that the City of Dubuque will execute a contract with the selected consultant by September 16, 2019 and the project will be completed by October 2020.

Provide a project schedule outlining the time period and estimated completion date of the proposed scope of work. This should include a schedule for and description of all deliverable products throughout the period. Products should be delivered in hardcopy and electronic formats compatible with the City's computer software and hardware.

**6. Certificate of Insurance**

The selected firm will be required to meet the City's insurance requirements for professional services (see enclosed Insurance Schedule C in Appendix). A Certificate of Insurance is *optional* for inclusion with the proposal. A Certificate of Insurance must be provided upon selection.

**7. Fees and Compensation**

Provide a proposed fixed cost, plus reimbursable expenses budget for each strategy proposed to complete the requested scope of services. Breakdown costs by major scope element and include a list of hourly rates for personnel assigned to the project.

Quotation of fees and compensation shall remain firm for a period of at least 90 days from the proposal submission deadline.

Remember to separate the proposed budget from the other portion of the RFP submittal. Initial screening will be done without knowing the Consultant's proposed fee for services.

## **8. Contract**

A proposed contract for services must be included in the submittal. It should include the City of Dubuque's Standard Terms and Conditions found in the Appendix.

## **EVALUATION CRITERIA**

Proposals will be screened to ensure that they meet the minimum requirements of the proposal format. A selection committee will review qualifying proposals, and may interview the short-listed firms. Initial screening will be done without knowing the consultant's proposed fee for services to develop a short list. The short list of consultants may be invited to an interview with the selection committee. Factors to be considered by the committee may include the following:

- Qualifications and experience of the firm and any sub-consultants.
- Qualifications and experience of the principal consulting staff and sub-consulting staff that will work on the project.
- Results of interview process.
- Information from references.
- Grasp of project requirements and level of interest.
- Design approach/methodology in completing the scope of services, including sustainability; creativity and problem-solving ability.
- Status as a woman and/or minority owned business
- Willingness and ability to subcontract for a portion of the work with a woman and/or minority owned business.
- Proposed schedule required to complete the project.
- Proposed cost to complete the project.

## **SUBMISSION REQUIREMENTS**

The City of Dubuque reserves the right to reject any and all proposals and to negotiate changes with any firms. The City of Dubuque is not liable for any cost incurred by any firms prior to the execution of an agreement or contract. Nor shall the City of Dubuque be liable for any costs incurred by the firm that are not specified in the contract. The City of Dubuque is an Equal Employment Opportunity Employer.

The proposal must be a document of not more than twenty (20) numbered 8-1/2 x 11-inch pages, with the exception of the project schedule which may be presented in 11 x 17-inch format. The numbered pages do not include the letter of transmittal, index, dividers, front and back covers, and the separately sealed cost proposals. Proposals should not include any pre-printed or promotional materials. Proposals should include only materials that are recyclable.

## QUESTIONS REGARDING THE RFP

If you have any questions concerning this RFP, please submit your requests to the City's designated Project Manager, Planning Services Manager Laura Carstens, via email [lcarsten@cityofdubuque.org](mailto:lcarsten@cityofdubuque.org). The City has used considerable efforts to ensure an accurate representation of information in this RFP. Each Proposer is urged to conduct its own investigations into the material facts provided.

No answers given in response to questions submitted shall be binding upon this RFP unless released in writing (letter, fax or email) as an officially numbered and titled addendum to the RFP by the City of Dubuque. Any questions concerning this proposal must be received on or before 5:00 p.m. CDT on August 8, 2019. Any inquiries received after this date will not be answered. When submitting a question, please include the Consultant contact information.

## PROPOSAL SUBMISSION DEADLINE

Submit one (1) original signed proposal, seven (7) copies, and an electronic .pdf version sealed and be clearly labeled: City of Dubuque Equitable Poverty Prevention Plan. Proposals shall be delivered by Noon CDT on August 16, 2019 to the address given below:

Laura Carstens, Planning Services Manager  
Planning Services Department  
City of Dubuque  
50 W. 13<sup>th</sup> Street  
Dubuque, IA 52001

The proposals shall include the proposed fees and compensation under separate cover. Each consultant assumes full responsibility for delivery and deposit of the completed proposal package on or before the deadline. The City of Dubuque is not responsible for any loss or delay with respect to delivery of the proposals.

## CONSULTANT SELECTION

The City of Dubuque anticipates award of the contract to the successful consultant/firm for this project by **September 16, 2019**. Consultants/Firms whose proposals are not accepted will be notified shortly after the selected firm has been approved by the City Council.

## APPENDIX

The following City of Dubuque documents are enclosed for reference:

- STAR Technical Guide regarding Poverty Prevention and Alleviation
- 2019 Living Wage Analysis Report
- 2014 CDBG Citizen Participation Plan
- Community Engagement Guiding Principles
- Guiding Principles for Advancing Racial Equity
- City of Dubuque Insurance Schedule C
- City of Dubuque Standard Contract Terms and Conditions

## City of Dubuque

## Consent Items # 11.

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**ITEM TITLE:** Year III Local College Access Network (LCAN) Letter of Support

**SUMMARY:** City Attorney recommending approval to submit a letter to the Iowa Student Aid Commission in support of the Dubuque College Access Network (DCAN) and the Year III Local College Access Network (LCAN) Grant application.

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Approve

**ATTACHMENTS:**

**Description**

Staff Memo

Year III College Access Letter of Support

**Type**

Staff Memo

Supporting Documentation



**CRENNA M. BRUMWELL, ESQ.**  
**CITY ATTORNEY**

**TO: MAYOR ROY D. BUOL AND MEMBERS OF THE CITY COUNCIL**

**DATE: MAY 27, 2020**

**RE: LORAS COLLEGE ACCESS NETWORK IMPLEMENTATION GRANT**

Human Rights Director Kelly Larson recommends City Council approval to submit a letter of support of the Community Foundation of Greater Dubuque's application for a Year III Local College Access Network Implementation Grant from the Iowa Student Aid Commission. The grant supports the work of the Dubuque College Access Network (DCAN) and aligns with the State of Iowa Future Ready Iowa initiative and the City Council goal of Partnership for a Better Dubuque. The only budget impact involved in providing this support is the staff time of Human Rights Director Kelly Larson as part of the Local College Access Network Leadership Team.

I concur with the recommendation and respectfully request Mayor and City Council approval.

CMB:tls

cc: Michael C. Van Milligen, City Manager  
Teri Goodman, Assistant City Manager  
Cori Burbach, Assistant City Manager  
Kelly Larson, Human Rights Director

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Human Rights Department  
1300 Main Street  
Dubuque, IA 52001  
Office (563) 589-4190  
Fax (563) 690-6691  
TTY (563) 589-4193  
[humanrgts@cityofdubuque.org](mailto:humanrgts@cityofdubuque.org)  
[www.cityofdubuque.org](http://www.cityofdubuque.org)

May 27, 2020

Iowa Student Aid Commission  
430 East Grand Avenue, Third Floor  
Des Moines, IA 50309

Re: Dubuque Year III LCAN Grant

Dear Iowa Student Aid Commission:

The City of Dubuque Human Rights Department is pleased to support the Dubuque College Access Network (DCAN) and the Year III LCAN Grant application. I have been involved in DCAN since the summer of 2017 as a member of the leadership team. I serve in my capacity as Human Rights Director for the City of Dubuque and as the lead contact for the Dubuque My Brother's Keeper Network, which is focused on academic achievement and employment for young men of color. I am pledging continued in-kind support of one hour per month at my salary rate of \$50.87 per hour through June 30, 2021, to the best of the City of Dubuque's ability. Like everyone, we are experiencing severe revenue shortfalls and there are quite simply no guarantees for what the coming year will bring. Thus far, however, the City Council has continued to signal support for advancing equity in Dubuque.

During my involvement, we have identified existing assets in the community that we can leverage, have researched metrics that can be used to determine the impact of our work, have finalized our common agenda and have created two action teams. We continue to focus on metrics that are easy for the public to understand, are feasible to collect, and will be disaggregated sufficiently to allow us to gauge our impact on targeted populations, which include low income, minority, and first generation college students.

To succeed in our efforts locally, we must continue to support the young people in our community, particularly in light of COVID-19. We are especially concerned that this pandemic will only deepen existing inequities. The Year III LCAN Grant is an important piece of our ability to fight these deepening inequities with strategies that can improve outcomes for low income, minority, and first generation college students. I hope you will support our funding request and I look forward to the continued partnership with the Iowa Student Aid Commission.

Sincerely,

Kelly Larson, Director

## City of Dubuque

## Consent Items # 12.

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**ITEM TITLE:** Signed Contract(s)  
**SUMMARY:** Dubuque Water Sports Club 2020 Lease for a portion of Miller-Riverview Park; Management Agreement with Don Dixon for Miller-Riverview Park and Campground.  
**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File

**ATTACHMENTS:**

Description	Type
Dubuque Water Sports Club 2020 Lease	Supporting Documentation
Don Dixon Management Agreement - Miller-Riverview Park and Campground	Supporting Documentation

**LEASE AGREEMENT  
BETWEEN  
THE CITY OF DUBUQUE, IOWA  
AND  
DUBUQUE WATER SPORTS CLUB**

This Lease Agreement, dated for reference purposes the 30<sup>th</sup> day of March, 2020, is made and entered into by and between the City of Dubuque, Iowa ("City"), whose address for the purpose of this Lease is 2200 Bunker Hill Road, Dubuque, Iowa, and Dubuque Water Sports Club ("Club"), whose address for the purpose of this Lease is Post Office Box 3377, Dubuque, Iowa, 52004-3377.

WHEREAS, City is the owner of Miller Riverview Park (the "Park"); and

WHEREAS, Club desires to lease the section of the Park shown on Exhibit A (the "Leased Premises") from City to operate a water sports club; and

WHEREAS, it is deemed to be in the best interest of both parties to this Agreement and to the public that Club lease the Leased Premises.

NOW, THEREFORE, the parties hereto mutually agree as follows:

**SECTION 1. TERM OF LEASE AGREEMENT.** This Lease Agreement is for a Term of one (1) year, commencing on May 1, 2020, and terminating at 11:59 p.m. on April 30, 2021.

**SECTION 2. RENT.** The annual rental of \$545.00 must be paid to City on or before the 1<sup>st</sup> day of May, 2020.

**SECTION 3. USE OF THE LEASED PREMISES.** Club agrees that during the Term of the Lease Agreement, the Leased Premises will be used exclusively for recreational and conservational purposes and associated activities. Club may not allow the Leased Premises to be occupied or used by any other individual, group, organization or agency without the prior written permission of City's Leisure Services Manager.

**SECTION 4. GROUNDS AND BUILDING MAINTENANCE.**

4.1 Club is responsible for and must perform all roadway maintenance deemed necessary by Club from the access point at the Hilton Garden Inn parking area and throughout the Leased Premises for Club's use.

4.2 Club is responsible for and must perform all grounds maintenance and maintenance of improvements on the Leased Premises, including but not limited to walkway, tree, flowerbed, and general grounds maintenance. City will mow the grass in the Leased Premises area, but Club must trim around all trees, buildings, campers, boats, and other obstructions.



4.3 Club must perform all building maintenance and maintenance of improvements, including but not limited to interior and exterior building repair and painting, heating system maintenance, plumbing, electric, roof repair and maintenance, and pest control.

4.4 Any improvements made by Club must remain on the Leased Premises upon termination of this Lease and will then become the property of City. Club may not make any material improvements or modifications to the Leased Premises without the prior written approval of City's Leisure Services Manager, which approval may not be unreasonably withheld.

4.5 All improvements made by Club must be built, erected and maintained in strict conformity with all applicable federal, state or municipal statutes and ordinances, and rules and regulations of the Park and Recreation Advisory Commission of City. Club is responsible for and must inspect and ensure that all improvements comply with all applicable federal, state or municipal statutes and ordinances, and rules and regulations of the Park and Recreation Advisory Commission of City.

**SECTION 5. UTILITIES AND REFUSE.** Club must pay when due all costs of all utilities serving the Leased Premises. City will remove trash from the Leased Premises on Mondays and Fridays, Memorial Day through Labor Day.

#### **SECTION 6. MANAGEMENT AND CONTROL.**

6.1 It is agreed and understood that the Club has sole management authority and control of the Leased Premises, for the permitted uses stated in Section 3.

6.2 Club agrees that all monies and contributions derived from the use of the Leased Premises must be used to operate, maintain, and improve the Leased Premises.

#### **SECTION 7. CONTROL AND ACCESS.**

7.1 Club is granted the authority to limit general public access to the Leased Premises to best suit its purposes. Club must make every reasonable effort to:

- (1) Prohibit overnight camping except by Club members who have paid 50% of the per night (non-electric) camping fee to the manager of Miller Riverview Park.
- (2) Limit camping units allowed on site to six camping units at any one time and limit any stay to no longer than thirty (30) consecutive days. At the end of a thirty consecutive day stay, Club must require that a camping unit leave the Leased Premises for at least five consecutive days. Club must require that all camping units be in the same location. Such location must be agreed upon by Club and City's Leisure Services Manager.

(3) Restrict overnight parking of boats to eight boats used for water skiing; two work boats; and one Dragon Boat between Memorial Day and Labor Day. Club must require that all boats be in the same location. Such location must be agreed upon by Club and City's Leisure Services Manager.

(4) Police the Leased Premises to assure that no vehicles, other than City authorized vehicles, are allowed access to the wetland area;

7.2 Club may not dump or allow to be dumped any trash, sweepings, or other waste material, in the channel along the Leased Premises, or on the banks thereof in such a manner that the same may readily be washed into the channel. Club must allow access to the Leased Premises for utility service installations, subject to approval by City's Leisure Services Manager, which approval will not be unreasonably withheld. Club's water system will be tested by City's Health Services Manager at the request of Club or City, and a certificate of testing will be filed with City's Leisure Services Manager.

7.3 Any rights granted herein to Club are subject to the right of City, or its authorized agents or contractors to enter upon the Leased Premises to carry on any work or activity necessary in connection with the construction of flood control works or devices, or the clearing of obstructions in the Peosta Channel.

7.4 Club may not use the Leased Premises for commercial purposes, except for such purposes which are related to Club's designated water sports. Commercial use of the Leased Premises is prohibited except at special water show events sponsored by Club, but only upon prior written notification to and approval by City's Leisure Services Manager and upon such terms, including appropriate additional insurance coverage, as may be required by City's Leisure Services Manager.

7.5 Club must provide padlocks for the control gate and distribute keys to its members. A padlock provided by City will also be provided to allow access for City staff. The three-piece chain used to secure the gate will be provided by City.

7.6 Any special events on the Leased Premises must have prior approval of City's Leisure Services Manager and a special event permit as required by City.

**SECTION 8. INSURANCE.** Club must provide insurance during the Term of this Lease Agreement as required by Insurance Schedule A, attached as Exhibit B.

**SECTION 9. INDEMNITY.** Club agrees to defend, indemnify and hold harmless City, its officers and employees, from any and all damages or claims whatsoever, to persons or property, by reason of Club's use of the Leased Premises.

**SECTION 10. ASSIGNABILITY.** Club may not assign or transfer any interest in this Lease Agreement or the Leased Premises without the prior written approval of City. Such prohibition includes contracts with third parties for custody, management or operation of the Leased Premises or any part thereof.



## SECTION 11. TERMINATION.

11.1 In the event either party fails to keep, perform and observe in a timely and proper manner any of its covenants or obligations under this Lease Agreement and any such violation is not cured or remedied within thirty (30) days after the date the party receives written notice from the other party of such failure or violation (or, if not practicable to cure or remedy such failure or violation within such thirty-day period, within such longer period as is reasonable under the circumstances, and as is specified in such notice), then, in such event, the other party may, at its option, terminate this Lease Agreement, by written notice to the other. Upon termination, City will have the right to re-enter the Leased Premises and to assume exclusive use and control thereof.

11.2 This Lease Agreement may also be terminated by City upon sixty (60) days written notice to Club if the Leased Premises or any part thereof is sold or the Leased Premises or any part thereof is needed for any purpose deemed appropriate by City in its sole discretion.

11.3 Upon termination of this Lease Agreement, for any cause whatsoever, Club agrees to surrender possession of the Leased Premises in its condition as of the commencement of the Term, ordinary wear and tear excepted.

11.4 Upon termination of this Lease Agreement, Club members must remove all boats and camping units from the Leased Premises within fourteen (14) days after the date of termination.

**SECTION 12. INSPECTIONS.** City reserves the right to conduct periodic inspections of the Leased Premises for the purpose of determining whether the terms and conditions of this Lease Agreement are being promptly and faithfully performed by Club.

**CITY OF DUBUQUE, IOWA**

**DUBUQUE WATER SPORTS CLUB**

By: Mari L. Ware Per MVM 5-21-20  
Michael C. Van Milligen approval  
City Manager

By: [Signature]  
Kevin S. Firnstahl, City Clerk

By: Brad Dauderman  
President, DWSC  
Brad Dauderman  
Printed Name



EXHIBIT A



**EXHIBIT B**  
**INSURANCE SCHEDULE A**



**City of Dubuque Insurance Requirements for Lessees of City Property and Right of Way  
Licensees or Permittees**

**INSURANCE SCHEDULE A**

1. Dubuque Water Sports Club shall furnish a signed certificate of insurance to the City of Dubuque, Iowa for the coverage required in Exhibit I prior to the lease, license, or permit commencement. All lessees of City property and right of way licensees or permittees shall submit an updated certificate annually. Each certificate shall be prepared on the most current ACORD form approved by the Iowa Insurance Division or an equivalent. Each certificate shall include a statement under Description of Operations as to why the certificate was issued. Eg: Lease Agreement dated 30 March 2020.
2. All policies of insurance required hereunder shall be with an insurer authorized to do business in Iowa and all insurers shall have a rating of A or better in the current A.M. Best's Rating Guide.
3. Each certificate shall be furnished to the Finance Department of the City of Dubuque.
4. The lessee, licensee, or permittee shall be required to carry the minimum coverage/limits, or greater if required by law or other legal agreement, in Exhibit I. Failure to provide the required minimum coverage shall not be deemed a waiver of such requirements by the City of Dubuque.
5. Failure to obtain or maintain the required insurance shall be considered a material breach of the lease, license, or permit.
6. All required endorsements shall be attached to certificate.
7. Whenever a specific ISO form is referenced the current edition of the form must be used unless an equivalent form is approved by the Director of Finance and Budget. The lessee, licensee, or permittee must identify and list in writing all deviations and exclusions from the ISO form.
8. If lessee's, licensee's, or permittee's limits of liability are higher than the required minimum limits then the lessee's, licensee's, or permittee's limits shall be this agreement's required limits.
9. Lessee, licensee, or permittee shall require all subcontractors and sub-subcontractors to obtain and maintain during the performance of work insurance for the coverages described in this Insurance Schedule and shall obtain certificates of insurance from all such subcontractors and sub-subcontractors. Lessee, licensee, or permittee agrees that it shall be liable for the failure of a subcontractor and sub-subcontractor to obtain and maintain such coverage. The City may request a copy of such certificates from the lessee, licensee, or permittee.
10. Lessee, license & permittees shall be responsible for deductibles and self-insured retention.

**City of Dubuque Insurance Requirements for Lessees of City Property and Right of Way  
Licensees or Permittees**

**INSURANCE SCHEDULE A (Continued)**

**EXHIBIT I**

**A) COMMERCIAL GENERAL LIABILITY**

General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Limit (any one occurrence)	\$50,000
Medical Payments	\$5,000

- 1) Coverage shall be written on an occurrence, not claims made, form. The general liability coverage shall be written in accord with ISO form CG 00 01 or business owners form BP 00 02. All deviations from the standard ISO commercial general liability form CG 0001, or Business owners form BP 00 02, shall be clearly identified.
- 2) Include ISO endorsement form CG 25 04 "Designated Location(s) General Aggregate Limit."
- 3) Include endorsement indicating that coverage is primary and non-contributory.
- 4) Include Preservation of Governmental Immunities Endorsement (Sample attached).
- 5) Include additional insured endorsement for:  
The City of Dubuque, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees and volunteers. Use ISO form CG 20 10 (Ongoing operations) or its equivalent.
- 6) If lessee, licensee, or permittee utilizes Trikes or Segways in the conduct of business, include an endorsement reflecting that these vehicles are not excluded from Commercial General Liability coverage.
- 7) Policy shall include Waiver of Right to Recover from Others Endorsement.

**B) WORKERS' COMPENSATION & EMPLOYERS LIABILITY**

Statutory Benefits covering all employees injured on the job by accident or disease as prescribed by Iowa Code Chapter 85.

Coverage A	Statutory—State of Iowa	
Coverage B	Employers Liability	
	Each Accident	\$100,000
	Each Employee-Disease	\$100,000
	Policy Limit-Disease	\$500,000

Policy shall include Waiver of Right to Recover from Others endorsement.

Coverage B limits shall be greater if required by the umbrella/excess insurer.

**OR**

Nonelection of Workers' Compensation or Employers' Liability Coverage under Iowa Code sec. 87.22. Completed form must be attached.

**City of Dubuque Insurance Requirements for Lessees of City Property and Right of Way  
Licensees or Permittees**

**INSURANCE SCHEDULE A (Continued)**

**C) POLLUTION LIABILITY**

Coverage required: ☐ yes ☒ no

Pollution liability coverage shall be required if the lessee, contracting party, or permittee has any pollution exposure for abatement of hazardous or contaminated materials including, but not limited to, petroleum products, the removal of lead, asbestos, or PCBs. Pollution product and completed operations coverage shall also be covered.

Each occurrence	\$2,000,000
Policy Aggregate	\$4,000,000

- 1) Policy to include job site and transportation coverage.
- 2) Include additional insured for:  
The City of Dubuque, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees and volunteers. Use ISO form CG 2010. (Ongoing operations) or its equivalent and CG2037(completed operations) or its equivalent.
- 3) Include Preservation of Governmental Immunities Endorsement.
- 4) Provide evidence of coverage for 5 years after completion of project.

**D) PROPERTY INSURANCE REQUIRED BY LEASE, LICENSE, OR PERMIT**

☐ yes ☒ no

Evidence of property coverage provided: ☐ yes

Include the City of Dubuque as Lender Loss Payable.

**E) RIGHT-OF-WAY WORK ONLY:**

**UMBRELLA/EXCESS** \$1,000,000

☒ yes ☐ no

Umbrella/excess liability coverage must be at least following form with the underlying policies included herein.

**F) FLOOD INSURANCE**

☐ yes ☒ no

If Required Coverage \$ \_\_\_\_\_



**City of Dubuque Insurance Requirements for Lessees of City Property and Right of Way  
Licensees or Permittees**

**PRESERVATION OF GOVERNMENTAL IMMUNITIES ENDORSEMENT**

1. Nonwaiver of Governmental Immunity. The insurer expressly agrees and states that the purchase of this policy and the including of the City of Dubuque, Iowa as an Additional Insured does not waive any of the defenses of governmental immunity available to the City of Dubuque, Iowa under Code of Iowa Section 670.4 as it is now exists and as it may be amended from time to time.
2. Claims Coverage. The insurer further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time. Those claims not subject to Code of Iowa Section 670.4 shall be covered by the terms and conditions of this insurance policy.
3. Assertion of Government Immunity. The City of Dubuque, Iowa shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurer.
4. Non-Denial of Coverage. The insurer shall not deny coverage under this policy and the insurer shall not deny any of the rights and benefits accruing to the City of Dubuque, Iowa under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the City of Dubuque, Iowa.

No Other Change in Policy. The above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

**SPECIMEN**

**(DEPARTMENT MANAGER: FILL IN ALL BLANKS AND CHECK BOXES)**



**TO:** Michael C. Van Milligen, City Manager  
**FROM:** Marie L. Ware, Leisure Services Manager  
**SUBJECT:** Miller Riverview Park and Campground Management Agreement for  
Signature  
**DATE:** May 13, 2019

## **INTRODUCTION**

The purpose of this memorandum is to request your signature on the attached management agreement with Don Dixon for the management of Miller Riverview Park and Campground and Dubuque Water Sports Club.

## **DISCUSSION**

A memo was submitted and approved on May 5<sup>th</sup>, 2020 to contract with Don Dixon for the 2020 camping season at Miller Riverview Park and Campground and Dubuque Water Sports Club based on a modified agreement. The agreement was updated by Senior Counsel, Barry Lindahl from the City Attorney's office with the parameters outlined in the prior memo. The agreement states the City will pay the manager \$1 for his services and reimburse him for the cost of the insurance and bonding required for the City which is not to exceed \$1600.00.

## **ACTION REQUESTED**

I respectfully request your approval of the attached management agreement between the City of Dubuque and Don Dixon, Miller Riverview Park Campground Manager and authorize my signature on said agreement.

Prepared by Steve Fehsal, Park Division Manager  
Attachment

**MANAGEMENT AGREEMENT  
FOR CAMPING  
AT MILLER RIVERVIEW PARK  
AND  
DUBUQUE WATER SPORTS CLUB  
BETWEEN  
THE CITY OF DUBUQUE, IOWA  
AND  
DON DIXON**

This Agreement, dated for reference purposes the 13<sup>th</sup> day of May, 2020, is made and entered into by and between the City of Dubuque, Iowa (City), whose address for the purposes of this agreement is 2200 Bunker Hill Road, Dubuque, Iowa, and Don Dixon (Manager), whose address for the purposes of this Agreement is 1203 State Street, Bellevue, Iowa, 52031.

**SECTION 1. TERM.** The Initial Term of this Agreement is from April 1, 2020 until midnight on October 31, 2020. This Agreement may be renewed for three (3) one-year terms commencing April 1st, 2021 2022, and 2023 provided Manager requests in writing each such extension by February 1st of the Initial Term and any subsequent Term and City agrees to each such extension in its sole discretion. This Agreement may be terminated by City upon three (3) days' written notice delivered to Manager and by Manager upon thirty (30) days' written notice delivered to City.

**SECTION 2. MANAGEMENT.** Manager will manage the camping operation at Miller Riverview Park and Campground (the Park) and the Dubuque Water Sports Club (the Club) as follows:

- (1) Manager will register camping units not registered through the online reservation system, collect fees, keep accurate and detailed records, and open and close the Park and the Club.
- (2) Manager will make all records available for review by City on a monthly basis or as desired by City.
- (3) Manager will also collect fees and manage and oversee camping at the Park and the Club.
- (4) Manager will manage the Park and the Club in such a reasonable manner as to enhance the reputation of the City of Dubuque and will not do anything which might unreasonably damage that reputation. Manager will provide excellent customer service to campers and the public.
- (5) Manager will have no responsibility nor any liability for any condition of the grounds, roads, and premises in the Park and the Club not caused or created by Manager.



(6) Manager must supervise the Park and the Club, including the enforcement of rules, regulations, and ordinances established by City. Supervision includes, but is not limited to, hours of operation, sale of concessions, ban on swimming in the river, ban on the consumption of keg beer and ban on sale of alcoholic beverages.

(7) Manager must clean the rest room facility and keep the Park and the Club reasonably free of litter and debris. Rest rooms will be cleaned a minimum of twice every day, once in the morning and once in the evening. In addition, rest rooms should be checked and cleaned if necessary at noon and at closing time. Additional cleanings may be necessary due to the number of campsites being used and general Park and Club use. Cleaning shall include, but is not limited to, cleaning sinks, mirrors, showers, and toilets; mopping the floor; removing trash; and removing dust, dirt, and cobwebs from inside and around exterior of rest room facility and restocking supplies.

**SECTION 3. CITY RESPONSIBILITY.** The following are the responsibility of City:

Refuse collection, all expenses associated with operating and maintaining the rest rooms except the actual cleaning;

Tree trimming;

Snow management;

Clean up after floods, cutting the grass;

Natural gas costs for heating the hot water in the rest rooms and for Manager to use for Manager's camper/office;

Electrical costs associated with Manager's trailer/office;

Bags to collect dog feces in the dispensers;

Cost of cleaning the fire pits, cost of putting down stone to keep the roads in good repair;

Cost of repairing the asphalt roads, maintaining the signage throughout the Park and the Club; and

Cost of cleaning the pavilions at the north end of the Park, and turf repair.

**SECTION 4. MANAGEMENT FEE.** Manager will be paid a Management Fee of \$1.00.



**SECTION 5. INDEPENDENT CONTRACTORS.** City and Manager agree that the relationship between them is not that of employer and employee, but rather that Manager is an independent contractor. City will not provide worker's compensation insurance coverage or any other insurance for the benefit of Manager.

**SECTION 6. FUNDS RECEIVED.** Manager will follow the Leisure Services Department Money Handling Policies, a copy of which is attached hereto, for funds collected.

**SECTION 7. CONCESSION BUSINESS.** This Agreement does not allow for the operation of a concession business or any other type of business by Manager at the Park or the Club without the prior written approval of City. If City approves a concession, Manager must pay City ten percent (10%) of gross sales for the sale of all concession items. Each concession item must be approved by City.

**SECTION 8. BOND.** Manager must obtain a fidelity bond satisfactory to City in an amount not less than \$25,000.

**SECTION 9. INSURANCE.** Manager shall provide insurance as described in the attached Insurance Schedule L at all times during the performance of services pursuant to this Agreement. City will reimburse Manager for the actual expenses of insurance and the required bond upon receipt of a statement from Manager for such expense but not to exceed \$1,600.00.

**SECTION 10. INDEMNIFICATION.** Manager agrees to defend, indemnify and hold harmless City, its officers and employees from and against any and all claims arising out of Manager's negligence in the performance of this Agreement. This indemnification does not apply to any claims arising out of any condition of the grounds, roads, or premises in the Park or the Club not caused or created by Manager.

**CITY OF DUBUQUE**

**MANAGER**

By: Michael C. Van Milligen  
Michael C. Van Milligen  
City Manager

By: Don Dixon  
Don Dixon

Per approval from Michael C.  
VanMilligen on May 15, 2020



## LEISURE SERVICES DEPARTMENT MONEY HANDLING POLICIES

### MILLER RIVERVIEW PARK CAMPGROUND

	Assignment	Position Title or Primary Individual(s) Name	Segregation of Duties
A	Biller/Invoicer	Confidential Account Clerk	Cannot also be B, C, or D
B	Cash Collection Point Cashier	Campground Managers	Cannot also be A, D, or E
C	Cash Collection Point Supervisor	Campground Managers	Cannot also be A or E (Enter N/A if assignment is not applicable)
D	Deposit Preparer	Campground Managers	Cannot also be A, B, or E
E	Reconciler	Confidential Account Clerk	Cannot also be B, C, or D

Miller Riverview Park campground is a city-run campground operated through the Park Division. The Leisure Services Department contracts with a campground manager on an annual basis. The campground manager is responsible for registration, reservations, and payments for camping at Miller Riverview Park.

- A. The change bank fund of \$100 is kept in a locked safe in the campground manager's office during the season (April 15th – October 31st). The \$100 is issued from and returned to the Finance Department at the end of the season.
- B. A computer, credit card reader and cell phone are also issued to the campground manager and returned at the end of the season.
- C. Customers can reserve campsites online through the Hercules Reservation Software. Customers input their contact information and submit credit card payment through Hercules' secure online booking engine.
- D. The campground manager can accept campsite reservations by phone or in person by accessing the front office of the Hercules Reservation Software.
- E. The campground manager will input the customer's information to reserve an available campsite.
- F. Once all information is entered the campground manager will accept payment.

#### I. PAYMENTS RECEIVED BY CASH

- A. The campground manager will select the cash option from the payment screen.



- B. The amount due is entered and payment is processed.
- C. Cash is collected from the customer and placed in bank bag.
- D. Change is given if necessary from bank bag.
- E. A reservation confirmation form can be emailed to the customer, or is printed and given to the customer as a receipt.
- F. Bank bag is returned to locked safe in campground manager's office.

## **II. PAYMENTS RECEIVED BY CHECK**

- A. Campground manager will not accept starter or counter checks that do not have account holder's name and address preprinted on the check.
- B. Campground manager will request to see license / photo ID to match name on check with name on license / photo ID.
- C. Campground manager will stamp bank deposit information on back of check in front of customer.
- D. The campground manager will select the check option from the payment screen.
- E. The amount due is entered and payment is processed.
- F. A reservation confirmation form can be emailed to the customer, or is printed and given to the customer as a receipt.
- G. Checks will be placed in bank bag and returned to locked safe in campground manager's office.
- H. Checks will not be accepted for over the fee due with the intent of giving cash back to customer.

## **III. PAYMENTS RECEIVED BY CREDIT / DEBIT CARD IN PERSON**

- A. Credit card payment will not be accepted from anyone other than the person listed on the card, even if a supposed spouse or child.
- B. The campground manager will select the credit option from the payment screen.
- C. The amount due is entered.
- D. The credit card is swiped through the credit card reader and payment is processed.
- E. A reservation confirmation form can be emailed to the customer, or is printed and given to the customer as a receipt.

## **IV. PAYMENTS RECEIVED BY CREDIT/DEBIT CARD VIA TELEPHONE**

- A. Customer credit card information will be entered directly into Hercules software payment screen.
- B. The Campground manager will ask for the security code number of the credit card and enter that number in the appropriate field.



- C. A reservation confirmation form can be emailed to the customer, or is printed and given to the customer upon arrival to the campground.

#### **V. MONEY HANDLING AT CLOSE OF EACH BUSINESS DAY**

- A. At the end of each day, the campground manager will separate the receipts, cash and checks from the bank bag. The initial \$100 will be placed back in the bag and stored in the locked safe in the campground manager's office.
- B. The campground manager will print a report from the Hercules Reservation software which lists all payments and payment types from the day.
- C. The campground manager will fill out a deposit slip for the cash and check transactions and place the slip and the deposit in a locked deposit bag.
- D. The locked bank bags are picked up by Park Patrol three times a week and more often during busy times. The bank bags are deposited into the night deposit box.
- E. Park patrol delivers the log paperwork, and receipts in a locked bank bag to the Confidential Account Clerk.
- F. Park patrol picks up the bag from the bank the following day and delivers the deposit statement to the Confidential Account Clerk.
- G. The empty bags are returned to the campground manager by Park Patrol.

#### **VI. SAFE ACCESS**

Only the campground manager and Park Division Manager have access to safe.

#### **VII. CAMPGROUND REFUNDS**

- A. If the customer has paid with a cash or check.
- B. Full refund by city check is issued to customer if requested forty-eight (48) hours before reserved date.
- C. No refund will be issued if request is less than forty-eight (48) hours before reserved date unless approved by Park Division Manager.
- D. If customer requests refund, Campground Manager will complete a refund request form with appropriate contact information and attach a carbon of the original camping reservation receipt.
- E. Refund request is given to Lead Secretary or Confidential Account Clerk to type a Direct Pay voucher that will be given to Account Clerk in Finance Department so a check can be mailed directly to citizen's home.
- F. Lead Secretary or Confidential Account Clerk will make a copy of Direct Pay voucher and attachments and keep in file for two years.
- G. If park is closed due to Mississippi River flooding and refunds must be issued, steps 3 through 5 above will be followed, except no customer refund request form will be completed since refund is automatic if park is closed by city.



- H. If a customer has made an online reservation and submitted a credit card payment through the Hercules Reservation Software, they must contact the campground manager to request a refund.
- I. No refund will be issued if request is less than forty-eight (48) hours before reserved date unless approved by Park Division Manager.
- J. With approval, the campground manager can reverse the charges back to the customer's credit card.
- K. An email confirmation can be sent to the customer, or printed on their next return.
- L. This process can be repeated for any credit card refund of campsites.

## INSURANCE SCHEDULE



City of Dubuque Insurance Requirements for Management Services

INSURANCE SCHEDULE L (continued)

Exhibit I

**A) COMMERCIAL GENERAL LIABILITY**

General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Limit (any one occurrence)	\$50,000
Medical Payments	\$5,000

- 1) Coverage shall be written on an occurrence, not claims made, form. The general liability coverage shall be written in accord with the current ISO form CG0001 or business owners form BP0002. All deviations from the standard ISO commercial general liability form CG 0001, or Business owners form BP 0002, shall be clearly identified.
- 2) Include ISO endorsement form CG 25 04 "Designated Location(s) General Aggregate Limit" or CG 25 03 "Designated Construction Project (s) General Aggregate Limit" as appropriate.
- 3) Include endorsement indicating that coverage is primary and non-contributory.
- 4) Include Preservation of Governmental Immunities endorsement. (Sample attached).
- 5) Include additional insured endorsement for:  
The City of Dubuque, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees and volunteers. Use ISO form CG 20 26.
- 6) Include Waiver of Right to Recover from Others endorsement.

**B) AUTOMOBILE LIABILITY**

Combined Single Limit	\$1,000,000
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**C) WORKERS' COMPENSATION & EMPLOYERS LIABILITY**

Statutory Benefits covering all employees injured on the job by accident or disease as prescribed by Iowa Code Chapter 85.

Coverage A	Statutory—State of Iowa	
Coverage B	Employers Liability	
	Each Accident	\$100,000
	Each Employee-Disease	\$100,000
	Policy Limit-Disease	\$500,000

Policy shall include Waiver of Right to Recover from Others endorsement.

Coverage B limits shall be greater if required by the umbrella/excess insurer.

**OR**

Nonelection of Workers' Compensation or Employers' Liability Coverage under Iowa Code sec. 87.22. Completed form must be attached.

**City of Dubuque Insurance Requirements for Management Services**

**D) UMBRELLA/EXCESS LIABILITY \$1,000,000**

Umbrella liability coverage must be at least following form with the underlying policies included herein (General Liability, Automobile, Workers Compensation).

**E) CONCESSIONNAIRE BOND**

  X   yes      no

Amount **\$25,000**



City of Dubuque Insurance Requirements for Management Services

**PRESERVATION OF GOVERNMENTAL IMMUNITIES ENDORSEMENT**

1. Nonwaiver of Governmental Immunity. The insurer expressly agrees and states that the purchase of this policy and the including of the City of Dubuque, Iowa as an Additional Insured does not waive any of the defenses of governmental immunity available to the City of Dubuque, Iowa under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.
  2. Claims Coverage. The insurer further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time. Those claims not subject to Code of Iowa Section 670.4 shall be covered by the terms and conditions of this insurance policy.
  3. Assertion of Government Immunity. The City of Dubuque, Iowa shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurer.
  4. Non-Denial of Coverage. The insurer shall not deny coverage under this policy and the insurer shall not deny any of the rights and benefits accruing to the City of Dubuque, Iowa under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the City of Dubuque, Iowa.
- No Other Change in Policy. The above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

**SPECIMEN**

**(DEPARTMENT MANAGER: FILL IN ALL BLANKS AND CHECK BOXES)**

## City of Dubuque

## Consent Items # 13.

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**ITEM TITLE:** Improvement Contracts / Performance, Payment and Maintenance Bonds  
**SUMMARY:** Drew Cook & Sons Excavating Co. for the Julien Dubuque Drive Sanitary Project.  
**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Approve

**ATTACHMENTS:**

Description	Type
Drew Cook & Sons Excavating Co. Contract/Bond	Supporting Documentation

# **PUBLIC IMPROVEMENT CONTRACT**

## **JULIEN DUBUQUE DR. SANITARY PROJECT**

THIS IMPROVEMENT CONTRACT (the Contract), made in triplicate, dated for references purposes the 20<sup>th</sup> day of May 2020 between the City of Dubuque, Iowa, by its City Manager, through authority conferred upon the City Manager by its City Council (City), and Drew Cook & Sons Excavating Company, Inc. (Contractor).

For and in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

### **CONTRACTOR AGREES:**

1. To furnish all material and equipment and to perform all labor necessary for the **JULIEN DUBUQUE DR. SANITARY PROJECT** (Project).
2. CONTRACT DOCUMENTS
  - A. The Contract Documents consist of the following:
    1. Project Title Page (Section 00100).
    2. Project Directory Page (Section 00101).
    3. This Public Improvement Contract (Section 00500).
    4. Performance, Payment, and Maintenance Bond (Section 00600).
    5. Out-of-State Contractor Bond (Section 00610).
    6. Other Bonds:
      - a. \_\_\_\_ (Bond Name) \_\_\_\_ (pages \_\_\_\_ to \_\_\_\_ , inclusive).
      - b. \_\_\_\_ (Bond Name) \_\_\_\_ (pages \_\_\_\_ to \_\_\_\_ , inclusive).
      - c. \_\_\_\_ (Bond Name) \_\_\_\_ (pages \_\_\_\_ to \_\_\_\_ , inclusive).
    7. The Iowa Statewide Urban Design And Specifications (SUDAS) 2020 Edition.
    8. CITY OF DUBUQUE Supplemental Specifications 2020 Edition.
    9. Other Standard and Supplementary Specifications as listed on the Title Page of the Contract Document Manual.
    10. Special Provisions included in the project Contract Document Manual.
    11. Drawings –Sheet No. A.01 through No. MSA.03 (10 pages) or drawings consisting of sheets bearing the following general title:  

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    12. Addenda (numbers 1 to 1 inclusive).
    13. Insurance Provisions and Requirements (Section 00700).

14. Sales Tax Exemption Certificate (Section 00750).
15. Site Condition Information (Section 00775).
16. Construction Schedule and Agreed Cost of Delay (Section 00800).
17. Erosion Control Certificate (Section 00900).
18. Consent Decree (Section 01000).
19. Other Project Information and Permits (Sections 01100 - 00000).
20. Exhibits to this Contract (enumerated as follows):
  - a. Contractor's Bid (pages \_\_\_\_ to \_\_\_\_ inclusive).
  - b. Bidder Status Form (Section 00460).
  - c. The following documentation that must be submitted by Contractor prior to Notice of Award.
    - i. Contractor Background Information Form (Section 00471)
    - ii. \_\_\_\_\_
    - iii. \_\_\_\_\_
21. The following which may be delivered or issued on or after the Effective Date of the Agreement:
  - a. Notice to Proceed (Section 00850).
  - b. Project Certification Page (Section 00102).
  - c. Change Orders (Not attached to this agreement).

There are no other Contract Documents. The Contract Documents may only be amended, modified, or supplemented as provided in General Conditions.

3. All materials used by the Contractor in the Project must be of the quality required by the Contract Documents and must be installed in accordance with the Contract Documents.
4. The Contractor must remove any materials rejected by the City as defective or improper, or any of said work condemned as unsuitable or defective, and the same must be replaced or redone to the satisfaction of the City at the sole cost and expense of the Contractor.
5. Five percent (5%) of the Contract price will be retained by the City for a period of thirty (30) days after final completion and acceptance of the Project by the City Council to pay any claim by any party that may be filed for labor and materials done and furnished in connection with the performance of this Contract and for a longer period if such claims are not adjusted within that thirty (30) day period, as provided in Iowa Code Chapter 573 or Iowa Code Chapter 26. The City will also retain additional sums to protect itself against any claim that has been filed against it for damages to persons or property arising through the prosecution of the work and such sums will be held by the City until such claims have been settled, adjudicated or otherwise disposed of.
6. The Contractor has read and understands the Contract Documents herein referred to and agrees not to plead misunderstanding or deception related to estimates of quantity, character, location or other conditions for the Project.
7. In addition to any warranty provided for in the specifications, the Contractor must also fix any other defect in any part of the Project, even if the Project has been accepted and fully paid



for by the City. The Contractor's maintenance bond will be security for a period of two years after the issuance of the Certificate of Substantial Completion.

8. The Contractor must fully complete the Project under this Contract on or before the date indicated in the Construction Schedule and Agreed Cost of Delay Section of the Contract Documents.
9. INDEMNIFICATION FROM THIRD PARTY CLAIMS. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless City, its officers and employees, from and against all claims, damages, losses and expenses claimed by third parties, but not including any claims, damages, losses or expenses of the parties to this Contract, including but not limited to attorneys' fees, arising out of or resulting from performance of this Contract, provided that such claim, damages, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of Contractor, or anyone directly or indirectly employed by Contractor or anyone for whose acts Contractor may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.
10. The Contractor hereby represents and guarantees that it has not, nor has any other person for or in its behalf, directly or indirectly, entered into any arrangement or Contract with any other Bidder, or with any public officer, whereby it has paid or is to pay any other Bidder or public officer any sum of money or anything of value whatever in order to obtain this Contract; and it has not, nor has another person for or in its behalf directly or indirectly, entered into any Contractor arrangement with any other person, firm, corporation or association which tends to or does lessen or destroy free competition in the award of this Contract and agrees that in case it hereafter be established that such representations or guarantees, or any of them are false, it will forfeit and pay not less than ten percent (10%) of the Contract price but in no event less than \$2,000.00 (Two Thousand Dollars) to the City.
11. The surety on the Bond furnished for this Contract must, in addition to all other provisions, be obligated to the extent provided for by Iowa Code 573.6 relating to this Contract, which provisions apply to said Bond.
12. The Contractor agrees, and its Bond is surety therefore, that after the Certificate of Substantial Completion has been issued by the City, it will keep and maintain the Project in good repair for a period of two (2) years.
13. The Project must be constructed in strict accordance with the requirements of the laws of the State of Iowa, and the United States, and ordinances of the City of Dubuque, and in accordance with the Contract Documents.
  - A. All applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970 (42 U. S. C. 1958 (H) et. seq.) and the Federal Water Pollution Act (33 U. S. C. 1368 et. seq.) as amended, Executive Order 11738, and Environmental Protection Agency regulations (40 CFR, Part 15). Contractor must comply with Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) and Department of Labor Regulations (29 CFR, Part 5).
  - B. The City of Dubuque in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to

such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, or disability in consideration for an award.

**CONSENT DECREE  
RELATING TO THE PROJECT**

14. ☒ THIS CONTRACTOR IS PERFORMING WORK FOR THE CITY OF DUBUQUE RELATED TO THE WATER & RESOURCE RECOVERY CENTER OR THE SANITARY SEWER COLLECTION SYSTEM. THEREFORE, THE CONSENT DECREE AND THIS SECTION ARE APPLICABLE.

 CITY \_\_\_\_\_ CONTRACTOR

- ☐ THIS CONTRACTOR IS NOT PERFORMING WORK FOR THE CITY OF DUBUQUE RELATED TO THE WATER & RESOURCE RECOVERY CENTER OR THE SANITARY SEWER COLLECTION SYSTEM. THEREFORE, THE CONSENT DECREE AND THIS SECTION ARE NOT APPLICABLE.

The City has entered into a Consent Decree in the case of The United States of America, and the State of Iowa v. The City of Dubuque, Iowa, Civil Action Number Case 2:11-cv-01011-EMJ, Civil Action Number 2008V00041, DOJ Case Number 90-5-1-1-09339, United States District Court for the Northern District of Iowa. The provisions of the Consent Decree apply to and are binding upon the City and its officers, directors, employees, agents, servants, successors, assigns, and all persons, firms and corporations under contract with the City to perform the obligations of the Consent Decree.

The City is required to provide a copy of the Consent Decree to any contractor or consultant retained to perform work required by the Consent Decree.

A copy of the Consent Decree is included in the Contract Documents and can be viewed at <http://www.cityofdubuque.org/DocumentCenter/Home/View/3173>. A hard copy is available upon request at the City's Engineering Department Office.

The City must condition any contract to perform work required under the Consent Decree upon performance of the work in conformity with the provisions of the Consent Decree.

The Consent Decree also provides that until five (5) years after the termination of the Consent Decree, the City must retain, and must instruct its contractors and agents to preserve, all non-identical copies of all documents, reports, data, records, or other information (including documents, records, or other information in electronic form) in its or its contractors' or agents' possession or control, or that come into its or its contractors' or agents' possession or control, and that relate in any manner to the City's performance of its obligations under this Consent Decree, including any underlying research and analytical data. This information-retention period, upon request by the United States or the State, the City must provide copies of any documents, reports, analytical data, or other information required to be maintained under the Consent Decree. At the conclusion of the information-retention period, the City must notify the United States and the State at least ninety (90) Days prior to the destruction of any documents, records, or other information subject to such requirements and, upon request by the United

States or the State, the City must deliver any such documents, records, or other information to the EPA or IDNR.

### **CERTIFICATION BY CONTRACTOR**

The undersigned, on behalf of the Contractor, with full authority to act on behalf of the Contractor, certifies to the City of Dubuque as follows:

1. I have received a copy of the Consent Decree in the case of The United States of America, and the State of Iowa v. The City of Dubuque, Iowa, Civil Action Number Case 2:11-cv-01011-EMJ, Civil Action Number 2008V00041, DOJ Case Number 90-5-1-1-09339, United States District Court for the Northern District of Iowa.
2. All work performed will be in conformity with the provisions of the Consent Decree.
3. All documents reports, data, records, or other information (including documents, records, or other information in electronic form) that relate in any manner to the performance of obligations under the Consent Decree, including any underlying research and analytical data, will be retained as required by the Consent Decree.
4. The Contractor agrees to defend, indemnify, and hold harmless the City, its officers, agents, or employees from and against any claims, including penalties, costs and fees as provided in the Consent Decree, relating to or arising out of the Contractor's failure to comply with the Consent Decree.

### **CONTRACTOR:**

Drew Cook, Sons Excavating  
Contractor

By: Drew Cook  
Signature

Drew Cook  
Printed Name

Vice President  
Title

5-21-2020  
Date

**THE CITY AGREES:**

15. Upon the completion of the Contract, and the acceptance of the Project by the City Council, and subject to the requirements of law, the City agrees to pay the Contractor as full compensation for the complete performance of this Contract, the amount determined for the total work completed at the price(s) stated in the Contractor's Bid Proposal and less any Agreed Cost of Delay provided for in the Contract Documents.

CONTRACT AMOUNT \$133,070.00

**CITY OF DUBUQUE, IOWA:**

ENGINEERING  
Department  
By: [Signature]  
Signature  
Gos Pshoy  
Printed Name  
City Engineer  
Title  
5-26-2020  
Date

**CONTRACTOR:**

Drew Cook, SON'S Excavating  
Contractor  
By: Drew Cook  
Signature  
Drew Cook  
Printed Name  
Vice President  
Title  
5-21-2020  
Date

==== END OF SECTION 00500 ====



**PERFORMANCE, PAYMENT AND MAINTENANCE BOND**

## SECTION 00600

KNOW ALL BY THESE PRESENTS:

That we, Drew Cook & Sons Excavating Company, Inc., as Principal (hereinafter the "Contractor" or "Principal") and IMT Insurance Company, as Surety are held and firmly bound unto the City of Dubuque, Iowa, as Obligee (hereinafter referred to as "Owner"), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of One hundred thirty-three thousand seventy dollars and zero cents (\$133,070.00), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said Contractor entered into a contract with the Owner, bearing date the 20<sup>th</sup> day of May 2020.

(hereinafter the "Contract") wherein said Contractor undertakes and agrees to construct the following project in accordance with the Contract Documents, and to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents. The Contract Documents for Julien Dubuque Dr. Sanitary Project detail the following described improvements:

Project involves installing approx. 1,617 LF of new 8" diameter sanitary sewer main and 8 new manholes.

It is expressly understood and agreed by the Contractor and Surety in this Bond that the following provisions are a part of this Bond and are binding upon said Contractor and Surety, to-wit:

1. PERFORMANCE: The Contractor shall well and faithfully observe, perform, fulfill, and abide by each and every covenant, condition, and part of said Contract and Contract Documents, by reference made a part hereof, for the project, and shall indemnify and save harmless the Owner from all outlay and expense incurred by the Owner by reason of the Contractor's default of failure to perform as required. The Contractor shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.
2. PAYMENT: The Contractor and the Surety on this Bond hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment, and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price the Owner is required to retain until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the

## SECTION 00600

Page 2 of 4

claims of said claimants against said portion of the contract price shall have been established as provided by law. The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573 of the Iowa Code, which by this reference is made a part hereof as though fully set out herein.

3. MAINTENANCE: The Contractor and the Surety on this Bond hereby agree, at their own expense:
  - A. To remedy any and all defects that may develop in or result from work to be performed under the Contract Documents within the period of two (2) year(s) from the date of acceptance of the work under the Contract, by reason of defects in workmanship, equipment installed, or materials used in construction of said work;
  - B. To keep all work in continuous good repair; and
  - C. To pay the Owner's reasonable costs of monitoring and inspection to assure that any defects are remedied, and to repay the Owner all outlay and expense incurred as a result of Contractor's and Surety's failure to remedy any defect as required by this section.

Contractor's and Surety's Contract herein made extends to defects in workmanship or materials not discovered or known to the Owner at the time such work was accepted.

4. GENERAL: Every Surety on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:
  - A. To consent without notice to any extension of time authorized in approved change orders to the Contractor in which to perform the Contract;
  - B. To consent without notice to any change in the Contract or Contract Documents, authorized in approved change orders which thereby increases the total contract price and the penal sum of this Bond, provided that all such changes do not, in the aggregate, involve an increase of more than twenty percent (20%) of the total contract price, and that this Bond shall then be released as to such excess increase;
  - C. To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the Contractor.

The Contractor and every Surety on the Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

- D. That no provision of this Bond or of any other contract shall be valid that limits to less than five (5) years after the acceptance of the work under the Contract the right to sue on this Bond.
- E. That as used herein, the phrase "all outlay and expense" is not to be limited in any way, but shall include the actual and reasonable costs and expenses incurred by the Owner including interest, benefits, and overhead where applicable. Accordingly, "all outlay and expense" would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorney's fees (including overhead expenses of the Owner's staff attorneys), and all costs and expenses of litigation as they are incurred by the Owner. It is intended the Contractor and Surety will defend and indemnify the Owner on all claims made against the Owner on account of Contractor's failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the Owner will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

In the event the Owner incurs any "outlay and expense" in defending itself against any claim as to which the Contractor or Surety should have provided the defense, or in the enforcement of the promises given by the Contractor in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the Contractor and Surety in this Bond, the Contractor and Surety agree that they will make the Owner whole for all such outlay and expense, provided that the Surety's obligation under this Bond shall not exceed one hundred twenty-five percent (125%) of the penal sum of this Bond.

In the event that any actions or proceedings are initiated regarding this Bond, the parties agree that the venue thereof shall be Dubuque County, State of Iowa. If legal action is required by the Owner to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the Owner, the Contractor and the Surety agree, jointly, and severally, to pay the Owner all outlay and expense incurred therefor by the Owner. All rights, powers, and remedies of the Owner hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the Owner, by law. The Owner may proceed against surety for any amount guaranteed hereunder whether action is brought against the Contractor or whether Contractor is joined in any such action(s) or not.

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a work, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

**SECTION 00600**

Page 4 of 4

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

Project No. 7102816

Witness our hands, in triplicate, this 22nd day of May, 2020.**SURETY COUNTERSIGNED BY:**

Signature of Agent

John E. Goodmann

Printed Name of Agent

2774 University Ave

Company Address

Dubuque, IA 52001

City, State, Zip Code

563-556-3232

Company Telephone Number

**PRINCIPAL:**

Contractor

By: Drew Cook

Signature

Printed Name

Title

**FORM APPROVED BY:**

Representative for Owner

**SURETY:**IMT Insurance Company

Surety Company

By: John E. Goodmann

Signature Attorney-in-Fact Officer

John E. Goodmann

Printed Name of Attorney-in-Fact Officer

IMT Insurance Company

Company Name

P O Box 1306

Company Address

Des Moines, IA 50306

City, State, Zip Code

800-274-3531

Company Telephone Number

**NOTE:**

1. All signatures on this performance, payment, and maintenance Bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted.
2. This Bond must be sealed with the Surety's raised, embossing seal.
3. The name and signature of the Surety's Attorney-in-Fact/Officer entered on this Bond must be exactly as listed on the Certificate or Power of Attorney accompanying this Bond.

**==== END OF SECTION 00600 ====**





**INSURANCE**

**POWER OF ATTORNEY**

No. 97609

**Notice: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.**

Know All Persons By These Presents, that IMT Insurance Company a corporation duly organized under the laws of the State of Iowa, and having its principal office in the City of West Des Moines, County of Polk, State of Iowa, hath made, constituted and appointed, and does by these presents make, constitute and appoint

**John E. Goodman and Barton P. Brown**

of Dubuque and State of Iowa its true and lawful Attorney-in-Fact, with full power and authority hereby conferred in its name, place and stead, to sign, execute, acknowledge and deliver in its behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

**One Million Five Hundred Thousand and No/100 (\$1,500,000.00) Dollars**

and to bind **IMT Insurance Company** thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of **IMT Insurance Company**, and all such acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Attorney is made and executed pursuant to and by authority of the following By-Laws adopted by the Board of Directors of **IMT Insurance Company** on December 18, 1998.

ARTICLE VIII, SECTION 4. - The President or any Vice President or Secretary shall have the authority to appoint Attorneys In Fact and to authorize them to execute on behalf of the Company, and attach thereto the Corporate Seal, bonds, undertakings, recognizances, contracts of indemnity or other obligatory writings, excluding insurance policies and endorsements.

ARTICLE VIII, SECTION 5. - The signature of any authorized officer and the Corporate Seal may be affixed by facsimile to any Power of Attorney authorizing the execution and delivery of any of the instruments described in Article VIII, Section 4 of the By-Laws. Such facsimile signature and seal shall have the same force and effect as though manually affixed.

In Witness Whereof, IMT Insurance Company has caused these presents to be signed by its President and its corporate seal to be hereto affixed, this 3rd day of January, 2020.

**IMT Insurance Company**

*Sean Kennedy*

Sean Kennedy, President

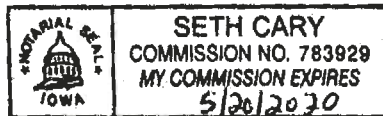
**WARNING: THIS POWER IS INVALID IF NOT PRINTED WITH RED BORDER AND RED LOGO.**

STATE OF IOWA  
COUNTY OF POLK

} ss:

On this 3rd day of January, 2020, before me appeared Richard Keith, to me personally known, who being by me duly sworn did say that he is President of the IMT Insurance Company, the corporation described in the foregoing instrument, and that the Seal affixed to the said instrument is the Corporate Seal of the said Corporation and that the said instrument was signed and sealed in behalf of said Corporation by authority of its Board of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of West Des Moines, Iowa, the day and year first above written.



*Seth Cary*

Notary Public, Polk County, Iowa

**CERTIFICATE**

I, Dalene Holland, Secretary of the IMT Insurance Company do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY, executed by said the IMT Insurance Company, which is still in force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the Seal of the Company on 22nd day of May, 2020.

*Dalene A. Holland*

Dalene Holland, Secretary

**EROSION CONTROL CERTIFICATION**

SECTION 00900

Dated: 5/22/2020

City: The City of Dubuque – Engineering Department  
Address: 50 W. 13<sup>th</sup> St.  
Dubuque, Iowa 52001

Project: **JULIEN DUBUQUE DR. SANITARY PROJECT**

Contract No.

Description: Project involves installing approx. 1,617 LF of new 8" diameter sanitary sewer main and 8 new manholes.

I certify under penalty of law that I understand the terms and conditions of the National Pollutant Discharge Elimination System (NPDES) Permit that authorizes the storm water discharges associated with industrial activities from the construction site and as detailed in the Contract Documents. Further, by my signature, I understand that I am becoming a co-permittee, along with the owner(s) and other contractors and subcontractors signing such certifications, to the Iowa Department of Natural Resources NPDES General Permit No. 2 for "Storm Water Discharge Associated with Industrial Activity for Construction Activities" at the project site. As a co-permittee, I understand that I, and my company, are legally required under the Clean Water Act and the Code of Iowa, to ensure compliance with the terms and conditions of the storm water pollution prevention plan developed under this NPDES permit and the terms of this NPDES permit.

I agree to indemnify and hold the City harmless from any claims, demands, suits, causes of action, settlements, fines, or judgments and costs of litigation, including, but not limited to, reasonable attorney's fees and costs of investigation and arising from a condition, obligation, or requirement assumed or to be performed by the Contractor for storm water pollution and erosion control.

Fines and other costs incurred against the City for the Contractor's failure to provide the required erosion control practices will be paid by the Contractor.

Contractor: Drew Look & Sons ExcavatingBy: Drew Look  
(Authorized Signature),Vice President  
(Title)

==== END OF SECTION 00900 ====

## City of Dubuque

## Consent Items # 14.

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**ITEM TITLE:**

Alcohol License Applications

**SUMMARY:**

City Manager recommending approval of annual beer, liquor and wine licenses as submitted.

**RESOLUTION** 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

**SUGGESTED DISPOSITION:**

Suggested Disposition: Receive and File; Adopt Resolution(s)

**ATTACHMENTS:**

**Description**

Liquor License Renewals-MVM Memo  
Staff Memo  
Resolution

**Type**

City Manager Memo  
Staff Memo  
Resolutions



**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Liquor License Renewal for the following:

- Hilton Garden Inn, Houlihan's and Q Casino, 1801 and 1855 Greyhound Park Drive
- Jack's Lounge, 1113 Main Street
- Super Stop IV, 535 Hill Street, Suite A
- Walgreens #06154, 2260 John F. Kennedy Road
- Walgreens #09708, 55 John F. Kennedy Road

**DATE:** May 26, 2020

Chief of Police Mark Dalsing recommends approval of the annual liquor license renewal for the businesses of Hilton Garden Inn, Houlihan's, and Q Casino, 1801 and 1855 Greyhound Park Drive; Jack's Lounge, 1113 Main Street; Super Stop IV, 535 Hill Street, Suite A; Walgreens #06154, 2260 John F. Kennedy Road; and Walgreens #09708, 55 John F. Kennedy Road.

I concur with the recommendation and respectfully request Mayor and City Council approval.

  
Michael C. Van Milligen

MCVM:jh  
Attachment

cc: Crenna Brumwell, City Attorney  
Teri Goodmann, Assistant City Manager  
Cori Burbach, Assistant City Manager  
Mark Dalsing, Chief of Police

# MEMORANDUM

**DATE:** May 22, 2020

**TO:** Michael C. Van Milligen  
City Manager

**FROM:** Mark Dalsing  
Chief of Police

**RE:** Liquor License Renewal for the following:

- Hilton Garden Inn, Houlihan's and Q Casino, 1801 and 1855 Greyhound Park Drive
- Jack's Lounge, 1113 Main Street
- Super Stop IV, 535 Hill Street, Suite A
- Walgreens #06154, 2260 John F. Kennedy Road
- Walgreens #09708, 55 John F. Kennedy Road

## INTRODUCTION

The purpose of this memorandum is to recommend the annual renewal of the above liquor license establishments and to highlight the calls for service related to incidences of disturbances, crimes against persons, crimes against property, and public morals occurring at the business since the last liquor license renewal.

## BACKGROUND

Regarding the listed establishments, the following is a summary of activity since their last renewal. The following key provides a brief description of those calls for service displaying four areas of concern.

Disturbances	Includes physical fighting, verbal arguments, loud music and/or subjects and all other disorderly behavior not already listed
Crimes Against Persons	Includes Assault and Harassment
Crimes Against Property	Includes Burglary, Criminal Mischief and Theft
Public Morals	Includes Public Intoxication and Possession of Controlled Substances

## DISCUSSION

Hilton Garden Inn, Houlihan's, and Q Casino, 1801 and 1855 Greyhound Park Drive  
Since the last renewal date there have been 46 calls for service to the establishment. There were five disturbances, 11 crimes against persons, 14 crimes against property, and 13 public morals calls. Additionally, there were 13 individual violations and no violations against the business.

<b>DPD Case #</b>	<b>Type of Call/Circumstances</b>	<b>Disposition</b>
2019-003110	Trespass	Report Taken
2019-003409	Warrant	Report Taken
2019-003863	Trespass; Interference with Official Acts	Report Taken
2019-004056	Assault	Report Taken
2019-004278	Public Intoxication – alcohol	Report Taken
2019-004480	Trespass	Report Taken
2019-004949	Assault	Report Taken
2019-005252	Trespass	Report Taken
2019-005289	Theft	Report Taken
2019-005400	Trespass	Report Taken
2019-005539	Warrant	Report Taken
2019-005807	Public Intoxication – alcohol; Criminal mischief	Report Taken
2019-006423	Trespass	Report Taken
2019-006456	Public Intoxication - alcohol	Report Taken
2019-006496	Trespass	Report Taken
2019-006527	No Contact Order Violation	Report Taken
2019-006575	Theft	Report Taken
2019-007101	Public Intoxication - alcohol	Report Taken
2019-007129	Public Intoxication – alcohol; Interference with Official Acts	Report Taken
2019-007308	Public Intoxication - alcohol	Report Taken
2019-007361	Trespass	Report Taken
2019-007475	Theft	Report Taken
2019-007558	Trespass	Report Taken
2019-007859	Trespass	Report Taken
2019-008605	Warrant	Report Taken
2019-008937	Trespass	Report Taken
2019-009202	Interference with Official Acts; Public Morals – possession of drug paraphernalia	Report Taken
2019-009208	Trespass	Report Taken
2019-009228	Public Morals – possession of drug paraphernalia	Report Taken
2019-009733	Public Intoxication – alcohol; Theft	Report Taken
2019-041396	Disturbance	Handled by Officer
2019-048839	Warrant	Handled by Officer
2019-057320	Theft	Handled by Officer
2019-085193	Theft	Handled by Officer
2019-095069	Warrant	Handled by Officer
2019-099604	Disturbance	Handled by Officer
2019-104841	Disturbance	Handled by Officer
2020-000077	Warrant	Report Taken
2020-000084	Public Intoxication – alcohol	Report Taken
2020-000563	Public Intoxication – alcohol	Report Taken
2020-000946	Theft	Report Taken
2020-001006	Public Intoxication – alcohol	Report Taken
2020-001362	Public Intoxication – alcohol	Report Taken
2020-001733	Trespass	Report Taken
2020-001900	Warrant	Report Taken
2020-003265	Criminal Mischief	Handled by Officer
2020-011196	Theft	Handled by Officer

Jack's Lounge, 1113 Main Street

Since the last renewal date there have been no calls for service to the establishment. There were no disturbances, no crimes against persons, no crimes against property,

and no public morals calls. Additionally, there were no individual violations and no violations against the business.

Super Stop IV, 535 Hill Street, Suite A

Since the last renewal date there have been eight calls for service to the establishment. There were no disturbances, no crimes against persons, eight crimes against property, and no public morals calls. Additionally, there were no individual violations and no violations against the business.

<b><i>DPD Case #</i></b>	<b><i>Type of Call/Circumstances</i></b>	<b><i>Disposition</i></b>
2019-004117	Theft	Report Taken
2019-004137	Theft	Report Taken
2019-008346	Theft	Report Taken
2019-008897	Theft	Report Taken
2019-036918	Theft	Handled by Officer
2019-039721	Theft	Handled by Officer
2019-067021	Theft	Handled by Officer
2019-067975	Criminal Mischief	Handled by Officer

Walgreens #06154, 2260 John F. Kennedy Road

Since the last renewal date there has been one call for service to the establishment. There were no disturbances, no crimes against persons, one crime against property, and no public morals calls. Additionally, there were no individual violations and no violations against the business.

<b><i>DPD Case #</i></b>	<b><i>Type of Call/Circumstances</i></b>	<b><i>Disposition</i></b>
2019-007070	Theft	Report Taken

Walgreens #09708, 55 John F. Kennedy Road

Since the last renewal date there have been four calls for service to the establishment. There were no disturbances, no crimes against persons, no crimes against property, and no public morals calls. Additionally, there were no individual violations and no violations against the business.

<b><i>DPD Case #</i></b>	<b><i>Type of Call/Circumstances</i></b>	<b><i>Disposition</i></b>
2019-008178	Theft	Report Taken
2019-064240	Trespass	Handled by Officer
2019-104977	Fraud	Handled by Officer

**RECOMMENDATION**

Based upon a review of the above businesses, we would recommend approval of the annual liquor license for Hilton Garden Inn, Houlihan's, and Q Casino, 1801 and 1855 Greyhound Park Drive; Jack's Lounge, 1113 Main Street; Super Stop IV, 535 Hill Street, Suite A; Walgreens #06154, 2260 John F. Kennedy Road and Walgreens #09708, 55 John F. Kennedy Road.

**ACTION REQUESTED**

Action requested is for City Council consideration to approve the liquor license renewal for Hilton Garden Inn, Houlihan's, and Q Casino, 1801 and 1855 Greyhound Park Drive; Jack's Lounge, 1113 Main Street; Super Stop IV, 535 Hill Street, Suite A; Walgreens



#06154, 2260 John F. Kennedy Road and Walgreens #09708, 55 John F. Kennedy Road.

cc: Crenna Brumwell, City Attorney  
Kevin Firnstahl, City Clerk

## RESOLUTION NO.

### 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

Whereas, applications for Beer, Liquor, and or Wine Permits have been submitted and filed with the City Council for approval and the same have been examined and approved; and

Whereas, the premises to be occupied by such applicants were inspected and found to comply with the Ordinances of the City and the applicants have filed the proper fees and bonds and otherwise complied with the requirements of the Code of Ordinances.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA THAT:

<u>Renewals</u>		
Hilton Garden Inn & Q Casino & Houlihan's	1801 & 1855 Greyhound Park Dr.	Class B Liquor, Class B Wine (Catering) (Outdoor) (Sunday)
Jack's Lounge	1113 Main St.	Class C Liquor (Sunday)
Super stop IV	535, Hill St. suit A	Class E Liquor, Class C Beer, Class B Wine (Sunday)
Walgreens #06154	2260 John F Kennedy Rd.	Class E Liquor, Class C Beer, Class B Wine (Sunday)
Walgreens #09708	55 John F Kennedy Rd.	Class E Liquor, Class C Beer, Class B Wine (Sunday)
<u>Adding A Privilege</u>		
Brazen Open Kitchen Bar	955 Washington St #101	Adding Outdoor Service
Knickers Saloon	2186 Central Ave.	Adding Outdoor Service
Monks Kaffee Pub	373 Bluff St.	Adding Outdoor Service
Which? Sandwich	210 West 1 <sup>st</sup> . St.	Adding Outdoor Service

Section 1. The City Clerk is hereby authorized and directed to cause to be issued the noted permit types to the following applicants pending submission of the locally required documentation:

Passed, approved, and adopted this 1<sup>st</sup> day of June 2020.

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Roy D. Buol, Mayor

Attest:

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Kevin S. Firnstahl, City Clerk

## City of Dubuque

## Items to be set for Public Hearing # 1.

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**ITEM TITLE:**

Intent to Dispose of Property at 396 W. Locust Street

**SUMMARY:**

City Manager recommending that the City Council set a public hearing for June 15, 2020, for the purpose of disposing of City-owned real property located at 396 West Locust Street to Melissa M. and Wesley M. Anderson.

**RESOLUTION** Intent to dispose of an interest in City of Dubuque Real Estate to Melissa M. and Wesley M. Anderson, Setting a time and place for hearing, and providing for the publication of notice thereof

**SUGGESTED DISPOSITION:**

Suggested Disposition: Receive and File; Adopt Resolution(s), Set Public Hearing for June 15, 2020

**ATTACHMENTS:**

**Description**

**Type**

Intent to Dispose of 396 West Locust Street-MVM Memo

City Manager Memo

Staff Memo

Staff Memo

Resolution Setting Hearing

Resolutions

Notification of Hearing

Supporting Documentation



**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Sale of City-Owned Property at 396 West Locust Street

**DATE:** May 26, 2020

Housing and Community Development Director Alexis Steger requests the City Council set a public hearing for June 15, 2020, for the purpose of disposing of City-owned real property located at 396 West Locust Street to Melissa M. and Wesley M. Anderson for \$144,500.

The City purchased the property in 2015 using Community Development Block Grant (CDBG) funds in the amount of \$37,180 with the intention to renovate the property. Total rehabilitation, including lead paint hazard abatement and meeting all historic guidelines, was approximately \$167,000, bringing the City's investment total to approximately \$204,180.

A \$15,000, 0% interest loan will be made available to the buyers to assist with down payment, closing costs, other related costs, or simply by reducing the 1<sup>st</sup> mortgage. Ten Thousand Dollars will be a 5-year forgivable loan and \$5,000 will be due on sale of property. Revenue from the sale of this property will go back to the original funding source which is Community Development Block Grant.

Financing to Melissa and Wesley Anderson will be provided through a first mortgage from Dupaco Community Credit Union.

I concur with the recommendation and respectfully request Mayor and City Council approval.

  
Michael C. Van Milligen

MCVM:jh  
Attachment  
cc: Crenna Brumwell, City Attorney  
Teri Goodman, Assistant City Manager

Cori Burbach, Assistant City Manager  
Alexis M. Steger, Housing and Community Development Director

**TO:** Michael C. Van Milligen, City Manager  
**FROM:** Alexis M. Steger, Housing and Community Development Director  
**SUBJECT:** Sale of City-owned property at 396 West Locust Street  
**DATE:** May 26, 2020

### **Introduction**

The purpose of this memorandum is to request the City Council to set a Public Hearing for the purpose of disposing of City-owned real property located at 396 West Locust Street.

### **Background**

As part of continued efforts to rehab blighted properties, the City approached DB&T Community Development Corp in 2012 and requested they purchase the property at 396 West Locust Street as an attempt to make sure this property would be rehabbed properly with the potential of increase homeownership opportunities. DB&T Community Development Corp maintained the property until March 2015, when the City purchased it from them using Community Development Block Grant (CDBG) funds in the amount of \$37,180 with the intentions to renovate the property.

Total rehabilitation, including lead paint hazard abatement and meeting all historic guidelines, was approximately \$167,000, plus the acquisition cost of \$37,180 bringing the City's investment total to approximately \$204,180.

### **Discussion**

This property was identified to have great potential to rehabilitate and sell it to an income-qualifying household under 80% median income. The City strives to provide affordable homeownership opportunities throughout the City of Dubuque. It offers increased housing choice for an income qualified buyer using CDBG funds, as cited in the Voluntary Compliance Agreement (VCA) findings.

An offer has been made by Melissa M. and Wesley M. Anderson to purchase the property at 396 West Locust Street for \$144,500. A \$15,000, 0% interest loan will be made available to the buyers to assist with down payment, closing costs, other related costs, or simply by reducing the 1<sup>st</sup> mortgage. \$10,000 will be a 5-year forgivable loan and \$5,000 will be due on sale of property. Revenue from the sale of this property will go back to the original funding source which is Community Development Block Grant (CDBG) 26061300-54104.

Financing to Melissa and Wesley Anderson will be provided through a first mortgage from Dupaco Community Credit Union.

This sale/rehabilitation will maintain owner occupied housing in the neighborhood and increase the tax base. Additionally, it meets the Voluntary Compliance Agreement (VCA) objectives of increasing homeownership opportunities for low-moderate income households throughout the City of Dubuque.

**Recommendation**

I respectfully request the City Council approve the attached resolution, declaring the City's intent to dispose of the property and set the date for the public hearing to receive comments on the proposed sale.

Prepared by: Kris Neyen, Rehabilitation Programs Supervisor



**RESOLUTION NO. \_\_\_\_ - 20**

**INTENT TO DISPOSE OF AN INTEREST IN CITY OF DUBUQUE REAL ESTATE TO MELISSA M. AND WESLEY M. ANDERSON, SETTING A TIME AND PLACE FOR HEARING, AND PROVIDING FOR THE PUBLICATION OF NOTICE THEREOF**

WHEREAS, the City of Dubuque, Iowa (City) owns 396 West Locust Street (the Property) legally described as:

Lot 1 of the Subdivision of Lot 15 in D.N. Cooley's Subdivision of part of Out Lots 667, 668, and 669 to Dubuque, in the City of Dubuque, Iowa, according to the recorded plat thereof, together with and subject to all easements and agreements of record;

and

WHEREAS, City acquired the Property from DB&T Community Development Corp as a vacant property for the purpose of its restoration and re-sale for owner-occupied housing; and

WHEREAS, City received an offer to purchase the property from Melissa M. and Wesley M. Anderson; and

WHEREAS, by accepting the selected offer the City's objectives of providing homeownership to an income qualified buyer and rehabilitation of a vacated home can be realized and is consistent with the City goal of creating opportunities for affordable home ownership.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:**

Section 1. That the City of Dubuque, Iowa, proposes to dispose of its interest in the above described real estate to Melissa M. and Wesley M. Anderson for the sum of \$144,500.00.

Section 2. That the City Council shall conduct a public hearing on the proposed disposition of real estate in the City Council Chambers at the Historic Federal Building, 350 W. 6<sup>th</sup> Street, Dubuque, Iowa on the 15<sup>th</sup> day of June 2020 beginning at 6:30 p.m.

Section 3. That the City Clerk be and is hereby authorized and directed to publish notice of the public hearing in the form attached hereto, according to law.

Passed, approved and adopted this \_\_\_\_ day of \_\_\_\_\_, 2020.

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Roy D. Buol, Mayor

ATTEST:

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Kevin S. Fimstahl, City Clerk

**CITY OF DUBUQUE, IOWA  
OFFICIAL NOTICE**

PUBLIC NOTICE is hereby given that the City Council of the City of Dubuque, Iowa, will hold a public hearing on the 15<sup>th</sup> day of June 2020, at 6:30 p.m. in the Historic Federal Building, 350 West Sixth Street, second floor, Dubuque, Iowa, at which meeting the City Council proposes to dispose of an interest in the following described real property to Melissa M. and Wesley M. Anderson:

Lot 1 of the Subdivision of Lot 15 in D.N. Cooley's Subdivision of part of Out Lots 667, 668, and 669 to Dubuque, in the City of Dubuque, Iowa, according to the recorded plat thereof, together with and subject to all easements and agreements of record

Locally known as 396 West Locust Street.

At the meeting, the City Council will receive oral and written comments from any resident or property owner of said City to the above action. Written comments regarding the above public hearing may be submitted to the City Clerk's Office, City Hall, 50 W. 13<sup>th</sup> Street, on or before said time of public hearing.

Copies of supporting documents for the public hearings are on file in the City Clerk's Office, and may be viewed during normal working hours.

Any visual or hearing impaired persons needing special assistance or persons with special accessibility needs should contact the City Clerk's Office at (563) 589-4100 or TTY (563) 556-9948 at least 48 hours prior to the meeting.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Kevin S. Firnstahl, CMC  
City Clerk

## City of Dubuque

## Boards/Commissions # 1.

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### ITEM TITLE:

Boards and Commission Applicant Review

### SUMMARY:

Applicants are invited to address the City Council regarding their desire to serve on the following Boards/Commissions. Applicant appointments will be made at the next City Council meeting.

#### **Cable TV Commission**

One, 3-Year term through July 1, 2023 (Expiring term of Maloney)

Applicant:

Pauline Maloney, 506 St. George St.

#### **Catfish Creek Watershed Management Authority**

One, 4-Year term through July 16, 2024 (Expiring term of McGovern)

Applicant:

Jared McGovern, 360 S. Grandview Ave.

#### **Electrical Code Board**

Three, 3-Year Electrical Experience terms through May 21, 2023 (Expiring terms of Dixon, Palmer, and Townsend)

Applicants all qualify with Electrical Experience:

James Dixon, 2505 Marquette Pl.

Andy Palmer, 1865 Rosemont St

Thomas Townsend, 1940 Amelia Dr.

#### **Historic Preservation Commission**

One, 3-Year Architect At-Large term through July 1, 2023 (Expiring term of Monk)

Applicant qualifies as Architect At-Large:

Christina Monk, 2005 N. Main St.

*This commission is subject to the State of Iowa Gender Balance Law.*

*9 Commissioners total; currently 4 males/2 females/3 openings*

#### **Investment Oversight Advisory Commission**

One, 3-Year term through July 1, 2023 (Expiring term of

Lassance)  
Applicant:  
Paul Lassance, 4846 Embassy Ct.

### **MAYOR APPOINTMENT**

#### **Library Board of Trustees**

Two, 4-Year terms through July 1, 2024 (Expiring terms of Armstrong and Monk)

Applicants:

Robert Armstrong, 728 Alta Vista St.

Christina Monk, 2005 N. Main St.

*This commission is subject to the State of Iowa Gender Balance Law.*

*7 Commissioners total; currently 2 males/3 females/2 openings*

#### **Resilient Community Advisory Commission**

One, 3-Year Cross Representation term through July 1, 2023 (Expiring term of Boles)

One, 3-Year At-Large term through July 1, 2023 (Expiring term of Jayawickrama)

Applicants:

Dean Boles, 1715 Geraldine Dr. Currently on Community Development Advisory Commission

Lalith Jayawickrama, 2360 Cherry St.

#### **Zoning Advisory Commission**

Two, 3-Year terms through July 1, 2023 (Expiring terms of Christ and Kemp)

Applicants:

Martha Christ, 88 Princeton Pl.

Rebecca Kemp, 3195 Kerry Ct.

*This commission is subject to the State of Iowa Gender Balance Law.*

*7 Commissioners total; currently 3 males/1 female/3 openings*

#### **Zoning Board of Adjustment**

One, 3-Year term through March 25, 2023 (Vacant term of Cramer)

Applicant:

Matthew Mauss, 1540 N. Algona St.

*This commission is subject to the State of Iowa Gender Balance Law.*

*5 Commissioners total; currently 2 males/2 females/1 opening*

## **SUGGESTED DISPOSITION:**

### **ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
6-1-20 Overview Sheet	Supporting Documentation
Cable Television Commission Applicant	Supporting Documentation
Catfish Creek Watershed Management Authority Applicant	Supporting Documentation
Electrical Code Board Applicants	Supporting Documentation
Historic Preservation Commission Applicant	Supporting Documentation
Investment Oversight Advisory Commission Applicant	Supporting Documentation
Library Board of Trustees	Supporting Documentation
Resilient Community Advisory Commission Applicants	Supporting Documentation
Zoning Advisory Commission Applicants	Supporting Documentation
Zoning Board of Adjustment Applicant	Supporting Documentation
6-1-20 Latest Listings	Supporting Documentation
6-1-20 Openings	Supporting Documentation
Gender Balance Law	Supporting Documentation
Gender Balance Q&A Sheet	Supporting Documentation

**VACANCIES AND APPLICATIONS FOR CITY OF DUBUQUE  
BOARDS AND COMMISSIONS  
For Council Meeting, of  
Monday, June 1, 2020  
6:30 p.m., Historic Federal Building, 350 W. 6<sup>th</sup> Street**

<b>APPLICANTS ARE INVITED TO ADDRESS THE COUNCIL REGARDING THEIR APPLICATION FOR APPOINTMENT</b>
--

**Cable TV Commission**

One, 3-Year term through July 1, 2023 (Expiring term of Maloney)

Applicant:

Pauline Maloney, 506 St. George St.

**Catfish Creek Watershed Management Authority**

One, 4-Year term through July 16, 2024 (Expiring term of McGovern)

Applicant:

Jared McGovern, 360 S. Grandview Ave.

**Electrical Code Board**

Three, 3-Year Electrical Experience terms through May 21, 2023 (Expiring terms of Dixon, Palmer, and Townsend)

Applicants all qualify with Electrical Experience:

James Dixon, 2505 Marquette Pl.

Andy Palmer, 1865 Rosemont St.

Thomas Townsend, 1940 Amelia Dr.

**Historic Preservation Commission**

One, 3-Year Architect At-Large term through July 1, 2023 (Expiring term of Monk)

Applicant qualifies as Architect At-Large:

Christina Monk, 2005 North Main St.

*This commission is subject to the State of Iowa Gender Balance Law.*

*9 Commissioners total; currently 4 males/2 females/3 openings*

**Investment Oversight Advisory Commission**

One, 3-Year term through July 1, 2023 (Expiring term of Lassance)

Applicant:

Paul Lassance, 4846 Embassy Ct.

**MAYOR APPOINTMENT**

**Library Board of Trustees**

Two, 4-Year terms through July 1, 2024 (Expiring terms of Armstrong and Monk)

Applicants:

Robert Armstrong, 728 Alta Vista St.

Christina Monk, 2005 North Main St.



*This commission is subject to the State of Iowa Gender Balance Law.  
7 Commissioners total; currently 2 males/3 females/2 openings*

**Resilient Community Advisory Commission**

One, 3-Year Cross Representation term through July 1, 2023 (Expiring term of Boles)

One, 3-Year At-Large term through July 1, 2023 (Expiring term of Jayawickrama)

Applicants:

Dean Boles, 1715 Geraldine Dr. Currently on Community Development Advisory Comm.

Lalith Jayawickrama, 2360 Cherry St.

**Zoning Advisory Commission**

Two, 3-Year terms through July 1, 2023 (Expiring terms of Christ and Kemp)

Applicants:

Martha Christ, 88 Princeton Pl.

Rebecca Kemp, 3195 Kerry Ct.

*This commission is subject to the State of Iowa Gender Balance Law.  
7 Commissioners total; currently 3 males/1 female/3 openings*

**Zoning Board of Adjustment**

One, 3-Year term through March 25, 2023 (Vacant term of Cramer)

Applicant:

Matthew Mauss, 1540 N Algona St.

*This commission is subject to the State of Iowa Gender Balance Law.  
5 Commissioners total; currently 2 males/2 females/1 opening*

Title 2  
Chapter 11  
**CABLE TELEVISION COMMISSION**

Amended 8-3-15

**2-11-1: Commission Created:**

There is hereby created the Cable Television Commission.

**2-11-2: Purpose:**

The purpose of the commission is:

A. To develop, in respect to community programming and cable regulation, policies that will govern:

1. The use and protection of equipment and facilities;
2. All training programs;
3. The priorities and scheduling for use of channel time;
4. The daily regulation and administration of the cable franchise;
5. The resolution of subscriber complaints which could not be resolved satisfactorily by the cable manager; and,
6. Other matters pertaining to community programming or cable services in Dubuque which may arise.

B. To develop policies and procedures regarding the public community programming channels that will promote its nondiscriminatory, first come, first served and equitable use in conformity with all applicable regulations and requirements and limit such use to residents of Dubuque and their own productions.

C. To encourage interest in and development of decidedly local community programming.

D. To encourage cooperation and cordial relations between community programmers, cable subscribers, and the local cable manager and the local cable manager's staff.

E. To identify and support organizations interested in the channels reserved for public, education, and government programming.

F. To advise the following:

1. The city manager or the city manager's designee (collectively "the city manager") on matters relating to community programming and the regulation of the cable system;
2. The city council on expenditure of any funds designated by a franchise for PEG equipment and facilities; and
3. The city council on any matter relating to the cable franchise or system.

G. To promulgate and administer through the city manager all policies, rules, and procedures relating to community programming.

H. To keep abreast of developments in cable technologies, services, and programming and to become competent in cable regulation, finances, and standards of operation.

I. To act through the city manager as the local regulatory agent of the cable franchise and to monitor the operation of the cable system.

J. To consult with the local cable manager on the best updating of the cable system, services, and programming and to advise the city council on expending the updating funds.

K. To evaluate its own proceedings and actions and all community programming and cable related activities.

L. To provide any cable user in the city of Dubuque the opportunity to voice a complaint regarding the user's cable service.

### **2-11-3: Internal Organization and Rules:**

The commission may adopt rules and regulations to govern its organizational procedures as may be necessary and which are not in conflict with this Code of Ordinances or the Iowa Code.

### **2-11-4: Procedures for Operation:**

All administrative, personnel, accounting, budgetary, and procurement policies of the city govern the commission in all its operations.

### **2-11-5: Membership:**

A. The commission comprises seven (7) residents of the city, appointed by the city council.

B. Residents must be eighteen (18) years of age or older.

C. Special Qualifications. In its appointments, the city council will endeavor to achieve a broad representation of the community and public interests which can take advantage of dedicated channels to benefit the residents of the City of Dubuque and to develop a commission versed and competent in telecommunication administration, finances, and regulation. The city council will attempt to give preference to applicants who are actively interested in promoting community cable programming who possess, or are willing to acquire, video production background, and who will relate to the spectrum of informational and cultural needs of cable viewers of the City of Dubuque and applicants who possess professional or experiential backgrounds in law, finances, administration, public relations, or telecommunication technologies.

### **2-11-6: Oath:**

Each person, upon appointment or reappointment to the commission, must execute an oath of office at the first meeting of the commission following the appointment or reappointment or at the city clerk's office any time prior to the first meeting of the commission.

**2-11-7: Terms:**

The term of office for commissioners is three (3) years or until such commissioner's successor is appointed and qualified.

**2-11-8: Vacancies:**

Vacancies must be filled in the same manner as original appointments.

**2-11-9: Officers/Organization:**

The commissioners must choose annually a chairperson and vice-chairperson, each to serve a term of one (1) year. The chairperson must appoint a secretary, who need not be a member of the commission. The commissioners must fill a vacancy among its officers for the remainder of the officer's unexpired term.

**2-11-10: MEETINGS:**

A. Regular Meetings. The commission must meet not less than once each quarter.

B. Special Meetings. Special meetings may be called by the chairperson or at the written request of a majority of the commissioners.

C. Open Meetings. All meetings must be called and held in conformance with the Iowa Open Meetings Law.

D. Attendance.

1. In the event a commissioner has been absent for three (3) or more consecutive meetings of the commission, without being excused by the chairperson, such absence will be grounds for the commission to recommend to the city council that the position be declared vacant and a replacement appointed.

2. Attendance must be entered upon the minutes of all meetings.

E. Minutes. A copy of the minutes of all regular and special meetings of the commission must be filed with the city council within ten (10) working days after each meeting, or by the next regularly scheduled city council meeting, whichever is later.

F. Quorum. Four (4) commissioners constitute a quorum for the transaction of business. The affirmative vote of a majority of the commissioners present and voting is necessary for the adoption of any motion or resolution.

**2-11-11: Compensation:**

Commissioners serve without compensation, provided that they may receive reimbursement for necessary travel and other expenses while on official commission business within the limits established in the city administrative policies and budget.

**2-11-12: Removal:**

Except as provided in 2-11-10(D)(1), the city council may remove any commissioner for good cause.

**2-11-13: Powers:**

The commission has the following powers, duties, and responsibilities:

A. To assure that cable channels, equipment, and resources dedicated and reserved for community programming are used effectively, efficiently, and economically to afford the community and individuals of the City of Dubuque the opportunity to express opinions and provide information to cable users, and that such programming is characterized by appropriateness, quality, and continuity; and

B. To assure full compliance with any franchises authorizing cable or video service in the City of Dubuque, that the franchises be interpreted and applied to the benefit of the City and its residents, that quality and updated services be delivered throughout the City, and that the public interest be protected in all matters related to the cable services delivery systems.



**CITY OF DUBUQUE, IOWA  
BOARD/COMMISSION APPLICATION**

Individuals serving on Boards and Commissions play an important role in advising the City Council on matters of interest to our community and its future.

The City Clerk's Office, City Hall, 50 West 13<sup>th</sup> Street, Dubuque, IA. accepts applications for any Board and/or Commission at any time. Applications stay active for one year from the date of receipt in the Clerk's Office. Application to multiple vacancies and/or reappointment requests requires separate applications.

DATE: May 16, 2020

ADVISORY BOARD/COMMISSION APPLYING FOR: Cable TV Commission

SOME BOARDS/COMMISSIONS HAVE SPECIAL REQUIREMENTS (e.g. economic representation, years of experience, residency, education, certifications or membership on another board or commission)

I MEET SUCH REQUIREMENTS: YES ☒ NO ☐

PLEASE LIST SUCH REQUIREMENTS: residency, education, experience.

GENDER (choose all that apply):

☐ Man

☒ Woman

☐ Trans or transgender (please specify): \_\_\_\_\_

☐ Another identity (please specify): \_\_\_\_\_

Note: Some City Boards/Commissions are subject to the gender balance requirement in Iowa Code Section 69.16A:

NAME: Pauline J. Maloney

STREET ADDRESS: 506 St. George St.

CITY, STATE and ZIP: Dubuque, IA 52003

(City of Dubuque residency required)

HOME PHONE: (563) 557-8160

CELL PHONE: ( ) -

E-MAIL ADDRESS(ES): p.maloney@hotmail.com

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE and ZIP: \_\_\_\_\_

BUSINESS PHONE: ( ) -

OCCUPATION: \_\_\_\_\_

POSITION WITH COMPANY: \_\_\_\_\_



You may attach additional pages if necessary.

EXPERIENCE, EDUCATION WHICH QUALIFIES YOU FOR THIS BOARD/COMMISSION:

AN and Bachelor's of Science in History

WHAT CONTRIBUTIONS CAN YOU MAKE OR STATE REASON FOR APPLYING:

I'm a producer of 78 programs that aired on our Local Access Channels. Those programs highlighted veterans from WW II, Korea & Vietnam. The programs also featured local non-profits and our local police force and EMT's.

DESCRIBE YOUR EXPERIENCE WORKING IN DIVERSE ENVIRONMENTS:

Subjects for my programs were a diverse group of people. Most programs were taped at the studio, but I also went on location.

DESCRIBE YOUR EXPERIENCE ENGAGING OTHER COMMUNITY MEMBERS TO GATHER THEIR INPUT AND OPINIONS:

Keeping up with the current technology via Loras College as well as input from fellow members of the commission has helped inform decisions made by me.

Are you currently serving on a City Board or Commission: YES ☒ NO ☐?

If yes, which? Cable TV Commission

Have you served on a City Board or Commission before: YES ☒ NO ☐?

If yes, which? Cable TV Commission

Have you participated in the City Life Program: YES ☐ NO ☒?

If so when?

Have you participated in an Intercultural Competency Workshop: YES ☒ NO ☐?

If so when? I don't remember the date.

LIST TWO REFERENCES:

NAME: Jim Rolling PHONE NUMBER: (563) 583-6185

NAME: Dr. David Stabenow PHONE NUMBER: (563) 583-6748

This application is a public document and as such can be reproduced and distributed for the public.

Each application for reappointment to a City Board or Commission will be considered without regard to incumbency. Misrepresentations on this application will constitute just cause for removal of an appointee.

Specific attention should be directed to possible conflict of interest. For further clarification, if a situation arises, contact the City Clerk's Office or the City Attorney's Office.

SIGNATURE: Pauline J. Melan



BYLAWS GOVERNING THE ADMINISTRATION, DEVELOPMENT, OPERATION AND  
MANAGEMENT OF THE

CATFISH CREEK WATERSHED MANAGEMENT AUTHORITY

PREAMBLE

The Catfish Creek Watershed Management Authority is a Watershed Management Authority as defined in Iowa Code chapter 466B. Iowa Code section 466B.22 provides that two or more political subdivisions (defined as including cities, counties and/or soil and water conservation districts located within the same United States Geological Survey Hydrologic Unit Code 10 watershed), may create by chapter 28E agreement pursuant to Iowa Code chapter 466B, subchapter II, a Watershed Management Authority. The purpose of such authorities is to enable cooperation in supporting watershed planning and improvements for the mutual advantage of the political subdivisions involved.

These Bylaws are intended to create an organized structure to ensure a system to manage the activities of the Catfish Creek Watershed Management Authority and to serve as a communications link with participating political subdivisions.

ARTICLE I – AUTHORITY

- A. The Catfish Creek Watershed Management Authority is a Watershed Management Authority pursuant to Iowa Code Chapter 466B.
- B. The Catfish Creek Watershed Management Authority is established pursuant to the intergovernmental cooperation clause as set forth in Chapter 28E of the Iowa Code.
- C. Membership in the Catfish Creek Watershed Management Authority is limited to cities, counties, and soil and water conservation districts located within the Iowa portion of the Catfish Creek Watershed.
- D. The Catfish Creek Watershed Management Authority shall not make policy that would require a Member to change policies as set by its governing body or require a Member to contribute funds without official action of approval by that Member's governing body.
- E. No Member shall be required to contribute funds to the Authority and no action to contribute funds by a Director appointed by the Member is binding on the Member without approval by the governing board of that Member.

ARTICLE II – DEFINITIONS

- A. BOARD of DIRECTORS -- Comprised of the authorized representatives of the participating political subdivisions.
- B. MEMBER – A political subdivision participating in the 28E Agreement that forms the Catfish Creek Watershed Management Authority.



- C. DIRECTOR – Authorized representative of a participating political subdivision (Member). Based upon watershed demographics, each political jurisdiction will
- D. INTERGOVERNMENTAL AGREEMENT – Legal document (Iowa 28E) signed by each participating subdivision to form a legal entity.
- E. QUORUM – Unless otherwise stated, a quorum is a simple majority of the Board of Directors.
- F. CCWMA – acronym for the Catfish Creek Watershed Management Authority
- G. CCWMA Administrators – Administration of the Authority will be co-coordinated by the Dubuque Soil and Water Conservation District's urban conservationist and a member of the City of Dubuque's engineering staff as appointed by the City Manager.

### ARTICLE III – NAME AND PURPOSE

- A. The name of the organization shall be Catfish Creek Watershed Management Authority.
- B. The purpose of the organization shall be to enable cooperation in supporting watershed planning and improvements in the Iowa portion of the Catfish Creek Watershed for the mutual advantage of the Members. As outlined in Iowa Code Section 466B23, a Watershed Management Authority may perform all of the following:
  - 1. Assess the flood risks in the watershed.
  - 2. Assess the water quality in the watershed.
  - 3. Assess options for reducing flood risk and improving water quality in the watershed.
  - 4. Monitor federal flood risk planning and activities.
  - 5. Educate residents of the watershed area regarding water quality and flood risks.
  - 6. Allocate monies made available to the authority for purposes of water quality and flood mitigation.
  - 7. Make and enter into contracts and agreements and execute all instruments necessary or incidental to the performance of the duties of the authority. A watershed management authority shall not acquire property by eminent domain.

### ARTICLE IV – GOVERNANCE

- A. The affairs of the Catfish Creek Watershed Management Authority shall be conducted by the Board of Directors. Based upon watershed demographics, each member shall appoint representative's as follows:

- The City of Dubuque = 3 Directors
  - Dubuque County = 2 Directors
  - The City of Asbury = 1 Director
  - The City of Peosta = 1 Director
  - The City of Centralia = 1 Director
  - The Dubuque Soil and Water Conservation District = 1 Director
- B. The Directors shall serve staggered terms of four years. The initial Board shall determine, by lot, the initial terms to be shortened and lengthened, as necessary, to achieve staggered term
- C. If a Director is removed, a successor shall be appointed for the duration of the unexpired term of the removed Director.
- D. Each Director has one vote. A designated proxy may vote in the Director's absence.
- E. A Member may at any time remove a Director appointed by it for misfeasance, nonfeasance, or malfeasance in office.

#### ARTICLE V - COMMITTEES

- A. The Board shall elect an Executive Committee consisting of the Chair, Vice Chair/Chair Elect, Treasurer, and Secretary(s). All but the Secretary(s) must be elected from the Board's Directors. The Secretary(s) may or may not be a member of the Board.
- B. Executive Committee members are elected at the annual meeting in October pursuant to Article VIII.
- C. Other committees may be formed by the Board as necessary. However, the committee shall be in direct communication with the board or have a board member sit on the committee.
- D. All Members shall be notified of all committee meetings.

#### ARTICLE VI – OFFICERS

- A. Officers
1. The Chair, Vice Chair/Chair Elect, and Treasurer shall serve on the Board of Directors.
- B. Eligibility for office
1. The Vice Chair/Chair Elect may rotate between a representative from a county, a representative from a city, and a representative of a soil and water conservation district. Each year, the Board shall vote to rotate or keep the elected officers.
  2. The Secretary need not be a member of the Board, but may be a member of the Board.

C. Terms of office.

1. Officers are elected for two-year terms. They may be reappointed.

D. Duties

1. The Chair is expected to preside at all meetings of the Board and Executive Committee, and other duties as determined. Unless otherwise determined, the acting CCWMA administrators shall prepare an agenda in consultation with others.
2. The Vice Chair/Chair Elect is expected to preside at meetings in the absence of the Chair, assist the Chair in fulfilling his/her duties, and attend the Board and Executive Committee meetings.
3. The Secretary is expected to keep minutes and send copies of minutes and is responsible for any other correspondence of the group. The Secretary is expected to attend all Executive Committee meetings and Board meetings.
4. The Treasurer is expected to make a report at each Board meeting. The Treasurer shall assist in preparation of the budget, help develop fund raising plans, and make financial information available to the members and the public, and is expected to attend all Executive Committee and Board of Directors meetings.
5. In the event that both the Chair and Vice Chair are absent, the Treasurer shall serve as the pro-tem chairperson. The pro-tem chair shall be authorized to conduct the meeting and to sign any documents requiring signatures when said documents were the result of any action by the Board at the particular meeting.

E. Failure to Perform Duties.

1. If an officer is unable or unwilling to perform his or her duties as outlined in Article V, Section D, the Board will notify the appointing Member of the need for a new appointee.

## ARTICLE VII – FINANCE

- A. A budget shall be adopted at the annual meeting.
- B. The Board may solicit, accept and receive donations, endowments, gifts, grants, reimbursements and such other funds as are necessary to support work pursuant to this Agreement.

1. No action to contribute funds by a Director of the Authority is binding on the Member that he or she represents without official approval by the governing board of that Member. No Member shall be required to contribute funds to the Authority, except to fulfill any obligation previously made by official action by the governing body of the Member.

2. All funds received for use by the Authority shall be held in a special fund by the fiscal agent designated by the Board of Directors of the Catfish Creek Watershed Management Authority. When funds are provided as a grant or loan directed to a Member of the Authority for a project administered by that Member, the funds shall be retained and administered by that Member.

## ARTICLE VIII – MEETINGS

- A. The Board shall generally meet quarterly at such time and place as may be designated by the CCWMA administrators and the Chair, and said meeting shall be known as the regular meeting of the Board.
  1. Directors and/or their proxies are expected to attend meetings whenever possible.
  2. Absences in excess of three consecutive, regularly scheduled meetings will result in notification to the Member that they may wish to consider a reappointment.
  3. A closed session may be held by affirmative vote of two-thirds of the members present in accordance with Iowa Code chapter 21A.
- B. Officers shall be elected at the first organizational meeting. In subsequent years, the annual meeting and installation of officers will be held in October. The Chair shall designate the day, time and place of the annual meeting.
- C. A special meeting may be called by the Chair, or by petition of five (5) or more Directors or Members, when necessary for specific purposes requiring Board action.
- D. All meetings shall be in compliance with the Iowa Open Meetings Law (Iowa Code chapter 21A). All documents will be available to the public and may be copied at cost, on demand.

## ARTICLE IX – VOTING

- A. Elections shall be by ballot or in such manner as the Executive Committee determines.
- B. Successful candidates shall be elected by a majority of the membership.
- C. A simple majority of those present at a board of directors meeting shall suffice to pass a measure submitted for vote at a regular meeting.
- D. A simple majority of those present at a committee meeting shall suffice to pass a measure submitted for vote at a committee meeting.

## ARTICLE X – CONTRACTS AND OBLIGATIONS

The Board of the Catfish Creek Watershed Management Authority shall not acquire, liquidate, dissolve, or sell all or substantially all of its assets; merge; consolidate; or

enter into external contracts without approval of a two-thirds majority of the Members.

#### ARTICLE XI – ENFORCEMENT PROCEDURES

##### A. Disputes.

1. Any dispute that arises concerning violations of policies and guidelines or concerning the terms of the Intergovernmental Agreement shall be heard by the Board of Directors.

#### ARTICLE XII – WITHDRAWAL FROM MEMBERSHIP

Any Member may withdraw from the Authority by the action of its governing board, unless the Authority then has unpaid debts or legal obligations, in which case the consent of the governing boards of the remaining Members to the withdrawal is required.

##### A. Obligations upon withdrawal from membership

1. A participating political subdivision terminating its participation in the Catfish Creek Watershed Management Authority shall continue to be fully obligated for all payments and other duties owed by such subdivision.
2. After terminating its participation, a political subdivision may re-apply to become an acting member of the CCWMA upon approval of the board by a majority vote.

##### B. Rights upon withdrawal membership

1. A participating political subdivision may request a copy of records pertaining to the participant.

#### ARTICLE XIII – PARLIAMENTARY AUTHORITY

All meetings of all committees, including the Assembly of the Whole, shall be conducted according to the latest edition of Robert's Rules of Order.

#### ARTICLE XIV – AMENDMENT OF BYLAWS

- A. These bylaws can be amended at any regular meeting of the Assembly of the Whole by a two-thirds vote of the membership, provided that the amendment has been submitted in writing at the previous regular meeting.
- B. Members shall be responsible for informing their governing body, if necessary, so their governing body may take action when the contract is renewed.

Adopted \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Secretary



## Trish Gleason

---

**From:** noreply@civicplus.com  
**Sent:** January 4, 2020 8:15 AM  
**To:** Kevin Firnstahl; Trish Gleason; Dean Mattoon  
**Subject:** Online Form Submittal: Board/Commission Application Form

### Board/Commission Application Form

Individuals serving on Boards and Commissions play an important role in advising the City Council on matters of interest to our community and its future. The City Clerk's Office, City Hall, 50 West 13th Street, Dubuque, IA, accepts applications for any Board and/or Commission at any time. Applications stay active for one year from the date of receipt in the Clerk's Office. Applications to multiple vacancies and/or reappointment requests requires separate applications.

---

Please complete the online application and separate optional demographic information below

---

#### Personal Information

---

Select the Board, Commission, or Committee applying for: Catfish Creek Watershed Management Authority

---

Name: Jared McGovern

---

Gender (choose all that apply) Note: Some City Boards/Commissions are subject to the gender balance requirement in Iowa Code Section 69.16A

Man

---

If trans or transgender please specify: *Field not completed.*

---

If another identity please specify: *Field not completed.*

---

Home Address: PLEASE NOTE: you must live within the Dubuque city limits to apply/serve on a City of Dubuque board or commission 360 S. Grandview

---

Zip Code: 52003

---





Home Phone Number:	5635908060
Business Name:	National Mississippi River Museum & Aquarium
Business Address:	350 E. 3rd St.
Business Zip Code:	52001
Business Phone Number:	5635579545
Occupation:	Conservation
Position with Company	Curator of Conservation Programs
Email Address(es):	jmcgovern@rivermuseum.com
Experience or education which qualifies you for this board or commission:	<ol style="list-style-type: none"> <li>1. Bachelors of Sciences in Animal Ecology from Iowa State University</li> <li>2. Masters of Organizational Leadership from Clarke University</li> <li>3. 15 years' experience in Environmental Education/Interpretation and in the design of Conservation Programming on Rivers of the United States.</li> <li>4. I currently lead the newly minted Conservation Programs Department at the National Mississippi River Museum &amp; Aquarium. 2020 marks the beginning of a movement at the River Museum where we aspire to inspire positive conservation behavior changes in our many communities. We now ask our constituents join us and Take C.A.A.R.E., to take Conservation Action through Advocacy, Research, and Engagement.</li> </ol>
What contributions can you make or state reason for applying?	<p>I am applying for this commission because I am passionate about our waterways, and even more passionate about our people. The Catfish Creek Watershed Management Authority and the Dubuque County Soil and Water Conservation District have done amazing work in creating a more resilient Catfish Creek Watershed. The primary contributions I bring to this commission are one, experience engaging with people in conservation and inspiring actions at home, at work, at school etc., which will further contribute and build upon the work of the CCWMA. Two, connections to national education and research bodies through the River Museum and our many conservation networks.</p>
Describe your experience working in diverse environments:	<p>In my career over the past 15 years I have been blessed to have working in a diverse array of environments, geographies, and with the most amazing people and communities. In the past 15 years I have engaged people in conservation education in university settings, environmental interpretive centers, residential environmental education centers, and in museums and aquariums in Washington, Pennsylvania, New Jersey,</p>



Texas, South Dakota, Wisconsin, and Iowa. The people living in these communities experience the world in many different ways and have faced many successes and challenges that I have not experienced while growing up in Dubuque County. One major commonality I have experienced working all across the county however, is that people are amazing, people want to go good, and that there are very few people who maliciously act towards our waters and our other natural resources. I will bring this mindset to this commission and work broadly with the diverse arrays of peoples and values throughout the Catfish Creek Watershed and beyond.

Describe your experience engaging other community members to gather their input and opinions:

When designing conservation engagement and education programming it is paramount to understand what your audiences need are, where their interests lie, and where barriers to participation exist etc. I do not create a program that does not already have an audience. In my work in particular, there are four major communities which are engaged in programming decisions. Our internal museum and aquarium community, our conservation partners community, our educational communities, and our broader community of families and residents in the tri states. In my role at the river museum and in our community. I am here to help, fill a hole and help accomplish a need. This is how I approach my work and how I will approach my responsibilities as a member of the Catfish Creek Watershed Management Authority.

List two references:  
(Include their name and phone number)

Mark Wagner - 563-581-7871  
Andy Allison - 608-331-0358

Are you currently serving on other Boards, Commissions, or Committees?

No

If yes, which?

*Field not completed.*

Have you served on a Board, Commission, or Committee before?

No

If yes, which?

*Field not completed.*

Have you participated in the City Life program?

No

If so, when?

*Field not completed.*



Have you participated in the Intercultural Competency Program?

No

If so, when?

*Field not completed.*

This application is a public document and as such can be reproduced and distributed for the public. Each application for reappointment to a City Board or Commission will be considered without regard to incumbency. Misrepresentations on this application will constitute just cause for removal of an appointee. Specific attention should be directed to possible conflict of interest. For further clarification, if a situation arises, contact the City Clerk's Office or the City Attorney's Office.

Signature (type your name here as electronic verification):

Jared McGovern

Date:

01/04/2020

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Title 14  
Chapter 1  
**ELECTRICAL CODE BOARD**

Last Amended 7-5-17

**A. Board Created:**

There is hereby created the Electrical Code Board.

**B. Purpose:**

The purpose of the board is to determine the suitability of alternative materials and methods of installation, to provide for reasonable interpretations of the International Electrical Code, to serve as an appeal body for the decisions of the building official, and to advise the city council on all electrical regulations and procedures.

**C. Internal Organization and Rules:**

The board may adopt rules and regulations to govern its organizational procedures as may be necessary and which are not in conflict with this Code of Ordinances or the Iowa Code.

**D. Procedures For Operation:**

All administrative, personnel, accounting, budgetary, and procurement policies of the city govern the board in all its operations.

**E. Membership:**

1. The board comprises seven (7) residents of the city, appointed by the city council.
2. Residents must be eighteen (18) years of age or older.
3. Special Qualifications.
  - a. Six (6) members must have a background or experience in electrical engineering, electrical contracting, electrical installation, or electrical maintenance.
  - b. One (1) member must be appointed from the public at-large.

**F. Oath:**

Each person, upon appointment or reappointment to the board, must execute an oath of office at the first meeting of the board following the appointment or reappointment or at the city clerk's office any time prior to the first meeting of the board.

**G. Terms:**

The term of office for members of the board is three (3) years or until such member's successor is appointed and qualified.

**H: Vacancies:**

Vacancies must be filled in the same manner as original appointments.

**I. Officers/Organization:**

The board must choose annually a chairperson and vice- chairperson, each to serve a term of one (1) year. The chairperson must appoint a secretary, who need not be a member of the board. The board must fill a vacancy among its officers for the remainder of the officer's unexpired term.



**J. Meetings:**

1. Regular Meetings. The board must meet bi-monthly.
2. Special Meetings. Special meetings may be called by the chairperson or at the written request of a majority of the members.
3. Open Meetings. All meetings must be called and held in conformance with the Iowa Open Meetings Law.
4. Attendance.
  - a. In the event a member of the board has been absent for three (3) or more consecutive meetings of the board, without being excused by the chairperson, such absence will be grounds for the board to recommend to the city council that the position be declared vacant and a replacement appointed.
  - b. Attendance must be entered upon the minutes of all meetings.
5. Minutes. A copy of the minutes of all regular and special meetings of the board must be filed with the city council within ten (10) working days after each meeting, or by the next regularly scheduled city council meeting, whichever is later.
6. Quorum. Four (4) members of the board constitute a quorum for the transaction of business. The affirmative vote of a majority of the members present and voting is necessary for the adoption of any motion or resolution.

**K. Compensation:**

Members serve without compensation, provided that they may receive reimbursement for necessary travel and other expenses while on official board business within the limits established in the city administrative policies and budget.

**L. Removal:**

Except as provided in J(4)(a), the city council may remove any member for good cause.

**M. Powers:**

The board has the following powers, duties, and responsibilities:

1. Any person who is aggrieved by a decision of the building official on any requirements resulting from the enforcement of this Code of Ordinances may appeal from such decision to the board and the board will serve as an appeal board. In case the aggrieved party is a member of the board, that member is disqualified as a member of the board acting as an appeal board until the appeal has been heard and a decision rendered.

The appeal must be made by the person aggrieved giving written notice of such appeal to the building official within twenty (20) days of receipt of the decision from which the appeal is taken. The board, sitting as an appeal board, must meet not less than thirty (30) nor more than ninety (90) days after receiving such notice and render a decision within five (5) business days after the hearing. The decision of the board is final unless appealed to the district court as provided by law.

The board, after hearing an appeal, has the authority to:

- a. Uphold the decision of the building official.
- b. Reverse or modify the decision of the building official but only on finding that the building official incorrectly interpreted the provision of this Code.
- c. Limitations of Authority. The board has no authority to interpret the administrative provisions of this Code of Ordinances nor is the board empowered to waive any requirements of this Code of Ordinances. In modifying or reversing a decision of the building official, the board may authorize an alternative material or method of construction, provided the Board finds the proposed material or method of construction is satisfactory for the use intended and complies with the provisions of this Code of Ordinances and that the material or method is, for the purpose intended, at least equivalent to that prescribed by this Code of Ordinances in suitability, strength, effectiveness, durability, and safety.

All appeals must be conducted in accordance with the procedures specified in this Code of Ordinances.

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Kevin Firnstahl](#); [Trish Gleason](#); [Jeff Zasada](#); [Corey Firzlaff](#)  
**Subject:** Online Form Submittal: Board/Commission Application Form  
**Date:** April 23, 2020 10:16:12 AM

---

## Board/Commission Application Form

Individuals serving on Boards and Commissions play an important role in advising the City Council on matters of interest to our community and its future. The City Clerk's Office, City Hall, 50 West 13th Street, Dubuque, IA, accepts applications for any Board and/or Commission at any time. Applications stay active for one year from the date of receipt in the Clerk's Office. Applications to multiple vacancies and/or reappointment requests requires separate applications.

---

Please complete the online application and separate optional demographic information below

---

### Personal Information

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Select the Board, Commission, or Committee applying for:	Electrical Code Board
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Please select which vacancy you are applying for on the Electrical Code Board:	Electrical Background
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Name:	James R. Dixon
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Gender (choose all that apply) Note: Some City Boards/Commissions are subject to the gender balance requirement in Iowa Code Section 69.16A	Man
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If trans or transgender please specify:	<i>Field not completed.</i>
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If another identity please specify:	<i>Field not completed.</i>
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Home Address:	2505 Marquette Place, Dubuque Iowa
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PLEASE NOTE: you must live within the Dubuque city limits to apply/serve on a City of Dubuque board or commission

Zip Code:	52001
Home Phone Number:	563-556-1830
Business Name:	Dixon Electrical Contractors Inc.
Business Address:	2505 Marquette Place, Dubuque, Iowa
Business Zip Code:	52001
Business Phone Number:	563-556-1830
Occupation:	electrician
Position with Company	owner
Email Address(es):	jamesdixon885@yahoo.com
Experience or education which qualifies you for this board or commission:	Electrical contractor for 44 years and I have been on the Electrical code board for 29 Years.
What contributions can you make or state reason for applying?	I would like to continue to participate in the electrical code board for the next 3 years. Helping to ensure code decisions are fair and applied equally to all contractors , electricians and property owners in Dubuque.
Describe your experience working in diverse environments:	I have had the pleasure of working and living with a diverse selection of people much of my life. Having attended school and worked in Chicago Illinois and Renosa Mexico, also on an Indian reservation in Yakama Washington. I enjoyed the experience of the diversity of the people I worked with.
Describe your experience engaging other community members to gather their input and	On the code board when we meet we strive to gather all interested parties input and opinions.

opinions:

---

List two references: (Include their name and phone number)	Corey Firzlaff 563-589-4155 Jennifer Smith 563-599-2664
--	--

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Are you currently serving on other Boards, Commissions, or Committees?	Yes
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If yes, which?	Electrical Code Board
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Have you served on a Board, Commission, or Committee before?	Yes
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If yes, which?	Electrical Code board
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Have you participated in the City Life program?	No
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If so, when?	<i>Field not completed.</i>
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Have you participated in the Intercultural Competency Program?	No
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If so, when?	<i>Field not completed.</i>
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This application is a public document and as such can be reproduced and distributed for the public. Each application for reappointment to a City Board or Commission will be considered without regard to incumbency. Misrepresentations on this application will constitute just cause for removal of an appointee. Specific attention should be directed to possible conflict of interest. For further clarification, if a situation arises, contact the City Clerk's Office or the City Attorney's Office.

---

Signature (type your name here as electronic verification):	James Dixon
--	-------------

---

Date:	April 23, 2020
-------	----------------

---

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Kevin Firnstahl](#); [Trish Gleason](#); [Jeff Zasada](#); [Corey Firzlaff](#)  
**Subject:** Online Form Submittal: Board/Commission Application Form  
**Date:** April 26, 2020 8:21:41 PM

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## Board/Commission Application Form

Individuals serving on Boards and Commissions play an important role in advising the City Council on matters of interest to our community and its future. The City Clerk's Office, City Hall, 50 West 13th Street, Dubuque, IA, accepts applications for any Board and/or Commission at any time. Applications stay active for one year from the date of receipt in the Clerk's Office. Applications to multiple vacancies and/or reappointment requests requires separate applications.

---

Please complete the online application and separate optional demographic information below

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### Personal Information

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Select the Board, Commission, or Committee applying for:	Electrical Code Board
--	-----------------------

---

Please select which vacancy you are applying for on the Electrical Code Board:	Electrical Background
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Name:	Andy Palmer
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Gender (choose all that apply) Note: Some City Boards/Commissions are subject to the gender balance requirement in Iowa Code Section 69.16A	Man
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If trans or transgender please specify:	<i>Field not completed.</i>
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If another identity please specify:	<i>Field not completed.</i>
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Home Address:	1865 Rosemont St
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PLEASE NOTE: you must live within the Dubuque city limits to apply/serve on a City of Dubuque board or commission

Zip Code:	52002
Home Phone Number:	5635900559
Business Name:	<i>Field not completed.</i>
Business Address:	<i>Field not completed.</i>
Business Zip Code:	<i>Field not completed.</i>
Business Phone Number:	<i>Field not completed.</i>
Occupation:	<i>Field not completed.</i>
Position with Company	<i>Field not completed.</i>
Email Address(es):	apalmer_03@live.com
Experience or education which qualifies you for this board or commission:	<p>Northeast Iowa Community College Calmar, Iowa</p> <ul style="list-style-type: none"><li>• Graduated in 2005 with an Associate of Applied Science degree</li><li>• Major was Industrial Electrician</li><li>• Took classes in Motor Control/ PLC Training, Hydraulics, NEC Code, NFPA 70E Code, OSHA Safety, Simplex Fire Alarm System, Microsoft Office and Commercial Power Systems</li></ul> <p>NJATC Apprenticeship Program Clive, Iowa</p> <ul style="list-style-type: none"><li>• Completed in May 2009 becoming a Journeyman Electrician</li><li>• Studied all aspects of the electrical trade</li></ul>
What contributions can you make or state reason for applying?	I am applying so I can give back to the community I live in. I also would like to share my input and experiences with others on the board
Describe your experience working in diverse environments:	I have experience in leading a Maintenance Department along with installing, maintaining, and repairing electrical wiring, equipment, and fixtures

Describe your experience engaging other community members to gather their input and opinions:	I have served on the Electrical code board since 2015 I enjoy getting together with others that have the same interests as me.
List two references: (Include their name and phone number)	<p>Corey J. Firzlaff Electrical Inspector The City of Dubuque Building Services Department 50 West 13th Street Dubuque, Iowa 52001 Phone: (563) 599-1579 cfrizlaf@cityofdubuque.org</p> <p>Barney Grobstick Manger/Estimator A &amp; G Electric 490 East 14th Street Dubuque, Iowa 52001 Phone: (563) 588-4253 b.grobstick@dubuque.net</p>
Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, which?	Electrical Code Board
Have you served on a Board, Commission, or Committee before?	Yes
If yes, which?	Electrical Code Board
Have you participated in the City Life program?	No
If so, when?	<i>Field not completed.</i>
Have you participated in the Intercultural Competency	No



Program?

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If so, when?

*Field not completed.*

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---

Signature (type your  
name here as  
electronic  
verification):

Andy Palmer

---

Date:

4/26/20

---

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Kevin Firnstahl](#); [Trish Gleason](#); [Kevin Firnstahl](#); [Jean Noel](#); [Michael Sievers](#)  
**Subject:** Online Form Submittal: Board/Commission Application Form  
**Date:** June 21, 2018 3:19:15 PM

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## Board/Commission Application Form

Individuals serving on Boards and Commissions play an important role in advising the City Council on matters of interest to our community and its future. The City Clerk's Office, City Hall, 50 West 13th Street, Dubuque, IA, accepts applications for any Board and/or Commission at any time. Applications stay active for one year from the date of receipt in the Clerk's Office. Applications to multiple vacancies and/or reappointment requests requires separate applications.

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Please complete the online application and separate optional demographic information below

---

### Personal Information

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Select the Board, Commission, or Committee applying for:	Electrical Code Board
--	-----------------------

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Please select which vacancy you are applying for on the Electrical Code Board:	Electrical Background, At-Large
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Name:	Tom Townsend
-------	--------------

---

Gender (choose all that apply) Note: Some City Boards/Commissions are subject to the gender balance requirement in Iowa Code Section 69.16A	Man
---	-----

---

If trans or transgender please specify:	<i>Field not completed.</i>
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If another identity please specify:	<i>Field not completed.</i>
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Home Address:	1940 Amelia Dr
---------------	----------------

PLEASE NOTE: you must live within the Dubuque city limits to apply/serve on a City of Dubuque board or commission

Zip Code:	52001
Home Phone Number:	563-543-4708
Business Name:	IBEW Local 704
Business Address:	1610 Garfield Ave.
Business Zip Code:	52001
Business Phone Number:	5635825947
Occupation:	Electrician
Position with Company	Business Manager
Email Address(es):	Tom@ibew704.com
Experience or education which qualifies you for this board or commission:	6 years in USN as an Electrician in the nuclear power program. Completed 5 year IBEW apprenticeship. 15 years as licensed a journeyman wireman for various Local 704 contractors. 7 years as Business Manager for IBEW Local 704.
What contributions can you make or state reason for applying?	I am knowledgeable on many different aspects of electrical installation including residential, commercial, industrial, and service/repair. As Business Manager for Local 704 I am familiar with many of the projects and issues going on in Dubuque.
Describe your experience working in diverse environments:	I have worked on nuclear powered submarines, industrial manufacturing plants, residential, power plants, etc.. I have been on jobs in several states including Iowa, Wisconsin, Indiana, Illinois.
Describe your experience engaging other community members to gather their input and	I am on several non profit boards in Dubuque. I have various contacts and conversations with people in Dubuque while volunteering with United Way and Dubuque Area Labor Management. I also interact with more than 250 members in performance of my job.

opinions:

---

List two references: (Include their name and phone number)	Dave Wilson 563-542-1023 Dan Hammel 563-599-7041
--	--

---

Are you currently serving on other Boards, Commissions, or Committees?	No
--	----

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If yes, which?	<i>Field not completed.</i>
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---

Have you served on a Board, Commission, or Committee before?	No
---	----

---

If yes, which?	<i>Field not completed.</i>
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---

Have you participated in the City Life program?	No
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If so, when?	<i>Field not completed.</i>
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Have you participated in the Intercultural Competency Program?	No
--	----

---

If so, when?	<i>Field not completed.</i>
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---

Signature (type your name here as electronic verification):	Tom Townsend
--	--------------

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Date:	6/21/2018
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Title 16  
Chapter 10  
**HISTORIC PRESERVATION COMMISSION**

Amended 6-1-15

**A. Commission Created:**

There is hereby created the Historic Preservation Commission.

**B. Purpose:**

The purpose of the commission is to:

1. Promote the educational, cultural, economic, and general welfare of the public through the protection, enhancement, and perpetuation of districts, individually designated historic properties, landmarks, and landmark sites of prehistoric, historic, architectural, archeological, and cultural significance;
2. Safeguard the city's prehistoric, historic, aesthetic, architectural, archeological and cultural heritage by preserving historic properties, districts, landmarks, and landmark sites of historical, architectural, and cultural significance;
3. Stabilize and improve property values;
4. Foster civil pride in the legacy of beauty and achievements of the past;
5. Protect and enhance the city's attractions to tourists and visitors and the support and stimulus to business thereby provided;
6. Strengthen the economy of the city; and
7. Promote the use of properties, districts, landmarks, and landmark sites of prehistoric, historic, architectural, archeological, and cultural significance as sites for the education, pleasure, and welfare of the people of the city.

**C. Internal Organization and Rules:**

The commission may adopt rules and regulations to govern its organizational procedures as may be necessary and which are not in conflict with this Code of Ordinances or the Iowa Code.

**D. Procedures for Operation:**

All administrative, personnel, accounting, budgetary, and procurement policies of the city govern the commission in all its operations.

**E. Membership:**

1. The Commission comprises nine (9) residents of the city, appointed by the city council.
2. Age Requirement. Residents must be eighteen (18) years of age or older.
3. Special Qualifications.
  - a. One (1) resident from each designated historic preservation district, including historic districts hereinafter established.
  - b. Four (4) at-large members.

c. Each member must possess qualifications evidencing expertise or interest in architecture, history, archeology, law, construction, building rehabilitation, city planning, or conservation in general.

d. One (1) member must be a licensed architect.

4. Membership on the commission must comply with the provisions of Iowa Code §69.16A, relating to gender balance, and Iowa Code §303.34, subsection 3, relating to establishment of a commission to deal with matters involving areas of historical significance.

#### **F. Oath:**

Each person, upon appointment or reappointment to the commission, must execute an oath of office at the first meeting of the commission following the appointment or reappointment or at the city clerk's office any time prior to the first meeting of the commission.

#### **G. Terms:**

The term of office for a commissioner is three (3) years or until such commissioner's successor is appointed and qualified.

#### **H. Vacancies:**

Vacancies must be filled in the same manner as original appointments. In the event that a vacancy occurs in a seat which requires that the appointee be a resident of a historic preservation district and for which there is no application from a qualified resident, the city council must appoint a tenth commissioner, which appointment is temporary, and upon appointment of a qualified resident to the vacancy, the temporary appointment terminates.

#### **I. Officers/Organization:**

The commissioners must elect from its membership a chairperson and vice chairperson, whose terms of office are fixed by bylaws adopted by the commission. The chairperson presides over the meetings of the commission and has the right to vote. The vice chairperson, in cases of absence or disability of the chairperson, may perform the duties of the chairperson. The city manager must designate a city employee to serve as secretary to the commission. The secretary must keep a record of all resolutions, proceedings, and actions of the commission.

#### **J. Meetings:**

1. Regular Meetings. The commission must meet at least three (3) times in a calendar year to maintain Certified Local Government status.

2. Special Meetings. Special meetings may be called by the chairperson or at the written request of a majority of the commissioners.

3. Open Meetings. All meetings must be called and held in conformance with the Iowa Open Meetings Law.

4. Attendance.

a. In the event a commissioner has been absent for three (3) or more consecutive meetings of the commission, without being excused by the chairperson, such absence will be grounds for the commission to recommend to the city council that the position be declared vacant and a replacement appointed.

b. Attendance must be entered upon the minutes of all meetings.

5. Minutes. A copy of the minutes of all regular and special meetings of the commission must be filed with the city council within ten (10) working days after each meeting, or by the next regularly scheduled city council meeting, whichever is later.

6. Quorum. Five (5) commissioners constitute a quorum for the transaction of business. The affirmative vote of a majority of the commissioners present and voting is necessary for the adoption of any motion or resolution.

**K. Compensation:**

Commissioners serve without compensation, provided that they may receive reimbursement for necessary travel and other expenses while on official commission business within the limits established in the city administrative policies and budget.

**L. Removal:**

The city council may remove any commissioner for cause upon written charges and after a public hearing.

**M. Powers:**

The commission has the following powers, duties, and responsibilities:

1. To promote and conduct educational and interpretive programs on historic properties within its jurisdiction.
2. To develop and adopt specific standards for review and design guidelines, in addition to those set forth in section 16-10-7 of this chapter, for the alteration of landmarks, landmark sites, individually designated historic properties and property and structures within historic districts.
3. To adopt its own bylaws.
4. To identify, evaluate, register, manage and protect significant prehistoric and historic archeological sites.
5. To conduct an ongoing survey to identify historically, archaeologically and architecturally significant properties, structures and areas that exemplify the cultural, social, economic, political, archeological or architectural history of the nation, state or city.
6. To research and recommend to the city council the adoption of ordinances designating areas as having historic, architectural, archeological or cultural value or significance as historic districts.
7. To research and recommend to the city council the adoption of ordinances designating properties or structures having historic, architectural, archeological or cultural value or significance as landmarks or landmark sites.
8. To research and recommend to the city council the adoption of ordinances designating properties as having historic, architectural, archeological or cultural value or significance as individually designated historic properties.
9. To research and recommend to the city council the adoption of ordinances designating areas as having historic, architectural, archeological or cultural value as "conservation districts".

10. To research and recommend to the city council the adoption of ordinances designating areas as having historic, architectural, archeological or cultural value as "conservation planning areas".

11. To maintain a register of all properties and structures which have been designated as landmarks, landmark sites or historic districts, including all information required for each designation.

12. To assist and encourage the nomination of landmarks, landmark sites and historic districts to the national register of historic places, and review and comment at a public hearing on any national register nomination submitted to the commission upon the request of the mayor, city council or the state historic preservation office.

13. To confer recognition upon the owners of landmarks, individually designated historic properties or of property or structures within historic districts.

14. To review in progress or completed work to determine compliance with specific certificates of appropriateness or certificates of economic non-viability.

15. To serve as an advisory design review body to the city council for review of public works projects which have historic preservation implications in historic districts, individually designated historic properties, or for alteration of landmarks, landmark sites or structures, that would result in a material change in appearance or be visible from the public way.

16. To serve as an advisory review body to the city council for the review of public planning, design, construction, and maintenance needs in conservation planning areas upon request from the city council.



**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Kevin Firnstahl](#); [Trish Gleason](#); [Wally Wernimont](#); [Jane Glennon](#); [Christine Happ Olson](#)  
**Subject:** Online Form Submittal: Board/Commission Application Form  
**Date:** May 22, 2020 11:52:20 AM

---

## Board/Commission Application Form

Individuals serving on Boards and Commissions play an important role in advising the City Council on matters of interest to our community and its future. The City Clerk's Office, City Hall, 50 West 13th Street, Dubuque, IA, accepts applications for any Board and/or Commission at any time. Applications stay active for one year from the date of receipt in the Clerk's Office. Applications to multiple vacancies and/or reappointment requests requires separate applications.

---

Please complete the online application and separate optional demographic information below

---

### Personal Information

---

Select the Board, Commission, or Committee applying for:	Historic Preservation Commission
--	----------------------------------

---

Please select which vacancy you are applying for on the Historic Preservation Commission:	Architect At-Large
---	--------------------

---

Name:	Christina Monk
-------	----------------

---

Gender (choose all that apply) Note: Some City Boards/Commissions are subject to the gender balance requirement in Iowa Code Section 69.16A	Woman
---	-------

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If trans or transgender please specify:	<i>Field not completed.</i>
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If another identity please specify:	<i>Field not completed.</i>
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Home Address:	2005 North Main Street
---------------	------------------------

PLEASE NOTE: you must live within the Dubuque city limits to apply/serve on a City of Dubuque board or commission

Zip Code:	52001
Home Phone Number:	563.580.1115
Business Name:	FEH DESIGN
Business Address:	951 Main Street
Business Zip Code:	52001
Business Phone Number:	563.583.4900
Occupation:	Architect
Position with Company	Principal
Email Address(es):	Christym@fehdesign.com
Experience or education which qualifies you for this board or commission:	I am a licensed architect with a passion for historic preservation. My experience on the Historic Preservation Commission, as an architect, and as the owner of an historic home provide unique qualifications.
What contributions can you make or state reason for applying?	I have been on the Historic Preservation Commission for some time and am interested in continuing to serve. I would like to further my impact and assist in providing educational opportunities to those interested in preservation.
Describe your experience working in diverse environments:	Professionally, I interact with individuals from a variety of backgrounds and life experiences throughout Iowa and the neighboring states. I have met a variety of Dubuquers through my time on the commission and am interested in furthering this interaction.
Describe your experience engaging other community members to gather their input and	One of the cornerstones of the Historic Preservation Commission is meeting with individuals about their proposed investment in property in Dubuque. Taking a homeowners voice into consideration is critical in order to make a measured decision. Professionally, we utilize a public-driven process on our projects, where engaging with community members is important.

opinions:

---

List two references: (Include their name and phone number)	Kevin Eipperle 563.590.9869 Susan Henricks 563.589.4126
--	--

---

Are you currently serving on other Boards, Commissions, or Committees?	Yes
--	-----

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If yes, which?	Library Board of Trustees
----------------	---------------------------

---

Have you served on a Board, Commission, or Committee before?	Yes
---	-----

---

If yes, which?	Historic Preservation Commission and Library Board of Trustees
----------------	--

---

Have you participated in the City Life program?	No
---	----

---

If so, when?	<i>Field not completed.</i>
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Have you participated in the Intercultural Competency Program?	No
--	----

---

If so, when?	<i>Field not completed.</i>
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This application is a public document and as such can be reproduced and distributed for the public. Each application for reappointment to a City Board or Commission will be considered without regard to incumbency. Misrepresentations on this application will constitute just cause for removal of an appointee. Specific attention should be directed to possible conflict of interest. For further clarification, if a situation arises, contact the City Clerk's Office or the City Attorney's Office.

---

Signature (type your name here as electronic verification):	Christina Monk
--	----------------

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Date:	22 May 2020
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Title 2  
Chapter 3  
**INVESTMENT OVERSIGHT ADVISORY COMMISSION**

Amended 8-4-14  
Amended 5-18-15  
Amended 1-21-20

**2-3-1: COMMISSION CREATED:**

There is hereby created the Investment Oversight Advisory Commission.

**2-3-2: PURPOSE:**

The purpose of the commission is to review the actions and decisions of the city's investments and all money managers for compliance with the city's investment policy and to report any noncompliance to the city council; to recommend, as needed, changes in the investment policy to the city council; and to review the investment performance of the city's investments and money managers and to report to the city council concerning such investment performance at least quarterly.

**2-3-3: INTERNAL ORGANIZATION AND RULES:**

The commission may adopt rules and regulations to govern its organizational procedures as may be necessary and which are not in conflict with this Code of Ordinances or the Iowa Code.

**2-3-4: PROCEDURES FOR OPERATION:**

All administrative, personnel, accounting, budgetary, and procurement policies of the city govern the commission in all its operations.

**2-3-5: MEMBERSHIP:**

The commission comprises five (5) residents of the city, appointed by the city council, who have knowledge about investments and finance but with no affiliation with a firm or corporation which does now or during the term of a commissioner provides investment or financial advice or services to the city.

**2-3-6: OATH:**

Each person, upon appointment or reappointment to the commission, must execute an oath of office at the first meeting of the commission following the appointment or reappointment or at the city clerk's office any time prior to the first meeting of the commission.

**2-3-7: TERMS:**

The term of office for commissioners is three (3) years or until such commissioner's successor is appointed and qualified.

**2-3-8: VACANCIES:**

Vacancies must be filled in the same manner as original appointments.

**2-3-9: OFFICERS/ORGANIZATION:**

The commissioners must choose annually a chairperson and vice-chairperson, each to serve a term of one (1) year. The chairperson must appoint a secretary, who need not be a member of the commission. The commissioners must fill a vacancy among its officers for the remainder of the officer's unexpired term.

### **2-3-10: MEETINGS:**

- A. Regular Meetings. The commission must meet quarterly.
- B. Special Meetings. Special meetings may be called by the chairperson or at the written request of a majority of the commissioners.
- C. Open Meetings. All meetings must be called and held in conformance with the Iowa Open Meetings Law.
- D. Attendance.
  - 1. In the event a commissioner has been absent for three (3) or more consecutive meetings of the commission, without being excused by the chairperson, such absence will be grounds for the commission to recommend to the city council that the position be declared vacant and a replacement appointed.
  - 2. Attendance must be entered upon the minutes of all meetings.
- E. Minutes. A copy of the minutes of all regular and special meetings of the commission must be filed with the city council within ten (10) working days after each meeting, or by the next regularly scheduled city council meeting, whichever is later.
- F. Quorum. Three (3) commissioners constitute a quorum for the transaction of business. The affirmative vote of a majority of the commissioners present and voting is necessary for the adoption of any motion or resolution.

### **2-3-11: COMPENSATION:**

Commissioners serve without compensation, provided that they may receive reimbursement for necessary travel and other expenses while on official commission business within the limits established in the city administrative policies and budget.

### **2-3-12: REMOVAL:**

Except as provided in 2-3-10(D)(1), the city council may remove any commissioner for good cause.

### **2-3-13: POWERS:**

The commission has the following powers, duties, and responsibilities:

- A. To review the actions and decisions of the director of finance and budget and the city's money managers for compliance with the city's investment policy and report any noncompliance to the city council;
- B. To recommend, as needed, changes in the city's investment policy to the city manager and the city council; and
- C. To review the investment performance of the city and the city's money managers and report to the city council concerning same at least quarterly.

### **2-3-14: REPORTS PROVIDED:**

The director of finance and budget must provide the commission with monthly, quarterly, and annual reports prepared by the finance director and the city's financial advisors.

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Kevin Firnstahl](#); [Trish Gleason](#); [Ella Lahey](#); [Jenny Larson](#)  
**Subject:** Online Form Submittal: Board/Commission Application Form  
**Date:** May 14, 2020 7:33:48 PM

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## Board/Commission Application Form

Individuals serving on Boards and Commissions play an important role in advising the City Council on matters of interest to our community and its future. The City Clerk's Office, City Hall, 50 West 13th Street, Dubuque, IA, accepts applications for any Board and/or Commission at any time. Applications stay active for one year from the date of receipt in the Clerk's Office. Applications to multiple vacancies and/or reappointment requests requires separate applications.

---

Please complete the online application and separate optional demographic information below

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### Personal Information

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Select the Board, Commission, or Committee applying for:	Investment Oversight Advisory Commission
--	--

---

Name:	Paul Lassance
-------	---------------

---

Gender (choose all that apply) Note: Some City Boards/Commissions are subject to the gender balance requirement in Iowa Code Section 69.16A	Man
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---

If trans or transgender please specify:	<i>Field not completed.</i>
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If another identity please specify:	<i>Field not completed.</i>
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Home Address:	4846 Embassy CT
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PLEASE NOTE: you must live within the Dubuque city limits to apply/serve on a City of Dubuque board or commission

---

Zip Code:	52002
Home Phone Number:	5635900487
Business Name:	<i>Field not completed.</i>
Business Address:	4846 Embassy CT
Business Zip Code:	52002
Business Phone Number:	5635900487
Occupation:	Retired
Position with Company	<i>Field not completed.</i>
Email Address(es):	paullassance@mchsi.com
Experience or education which qualifies you for this board or commission:	I have been a long time member of this commission. I have MBA and B.S. degree with classes in Accounting and Finance.
What contributions can you make or state reason for applying?	I would like to continue to serve as I bring decades of experience and historical knowledge about the Commission and how the City's funds are required to be invested
Describe your experience working in diverse environments:	In 40 plus years of working in industry and education with people of different background and origins I have enjoyed and learned from people from 6 different continents.
Describe your experience engaging other community members to gather their input and opinions:	I have taken an active role in recruiting new members for this commission. This involves explaining what the IOc does and why it exists
List two references: (Include their name and phone number)	Franz Becker 563-552-9428 Stuart Hoff 319-631-0648
Are you currently	No



serving on other  
Boards,  
Commissions, or  
Committees?

If yes, which?

*Field not completed.*

Have you served on  
a Board,  
Commission, or  
Committee before?

Yes

If yes, which?

Investment Oversight Commission

Have you  
participated in the  
City Life program?

No

If so, when?

*Field not completed.*

Have you  
participated in the  
Intercultural  
Competency  
Program?

No

If so, when?

*Field not completed.*

This application is a public document and as such can be reproduced and distributed for the public. Each application for reappointment to a City Board or Commission will be considered without regard to incumbency. Misrepresentations on this application will constitute just cause for removal of an appointee. Specific attention should be directed to possible conflict of interest. For further clarification, if a situation arises, contact the City Clerk's Office or the City Attorney's Office.

Signature (type your  
name here as  
electronic  
verification):

Paul Lassance

Date:

5/14/2020

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Title 2  
Chapter 7  
**BOARD OF LIBRARY TRUSTEES**

Amended 8-5-16

**2-7-1: BOARD CREATED:**

There is hereby created the Board of Library Trustees.

**2-7-2: PURPOSE:**

The purpose of the board is to control and direct the Carnegie-Stout Public Library.

**2-7-3: INTERNAL ORGANIZATION AND RULES:**

The board may adopt rules and regulations to govern its organizational procedures as outlined in the Board of Trustees by-laws, which are not in conflict with this Code of Ordinances or the Iowa Code.

**2-7-4: PROCEDURES FOR OPERATION:**

Except where the board's operations are governed by the Iowa Code, the board may adopt policies to govern its operation.

**2-7-5: MEMBERSHIP:**

- A. The board comprises seven (7) residents of the city, appointed by the mayor with the concurrence of the city council.
- B. Residents must be eighteen (18) years of age or older.
- C. Membership on the board must comply with the provisions of Iowa Code §69.16A, relating to gender balance. No person can be appointed or reappointed to the board if that appointment or reappointment would cause the number of members of one gender to be greater than one-half ( $\frac{1}{2}$ ) of the membership of the board plus one (1). If the city has made a good faith effort to appoint a qualified person to fill a vacancy on the board for a period of three (3) months but has been unable to make a compliant appointment, the city must utilize a fair and unbiased method of selecting the best qualified applicants.

**2-7-6: OATH:**

Each person, upon appointment or reappointment to the board, must execute an oath of office at the first meeting of the board following the appointment or reappointment or at the city clerk's office any time prior to the first meeting of the board.

**2-7-7: TERMS:**

The term of office for members of the board is four (4) years or until such member's successor is appointed and qualified.

**2-7-8: VACANCIES:**

Vacancies must be filled in the same manner as original appointments.

**2-7-9: OFFICERS/ORGANIZATION:**

The board must choose annually a chairperson and vice-chairperson, each to serve a term of one (1) year. The chairperson must appoint a secretary. The board must fill a vacancy among its officers for the remainder of the officer's unexpired term.

**2-7-10: MEETINGS:**

A. Regular Meetings. The board must meet not less than what is required by the State Library of Iowa standards for accreditation.

B. Special Meetings. Special meetings may be called by the chairperson or at the written request of a majority of the members.

C. Open Meetings. All meetings must be called and held in conformance with the Iowa Open Meetings Law.

D. Attendance.

1. The board must declare the office of a trustee vacant when the trustee is removed from the library board or the unexcused absence from six (6) consecutive regular meetings.

2. Attendance must be entered upon the minutes of all meetings.

E. Minutes. A copy of the minutes of all regular and special meetings of the board must be filed with the city clerk within ten (10) working days after approval.

F. Quorum. Four (4) members of the board constitute a quorum for the transaction of business. The affirmative vote of a majority of the members present and voting is necessary for the adoption of any motion or resolution.

**2-7-11: COMPENSATION:**

Members serve without compensation, provided that they may receive reimbursement for necessary travel and other expenses while on official board business within the limits established in the city administrative policies and budget.

**2-7-12: REMOVAL:**

The mayor may remove any member for cause upon written charges and after a public hearing.

**2-7-13: POWERS:**

The board has the following powers, duties, and responsibilities:

- A. To have charge, control, and supervision of the public library, its appurtenances and fixtures, and rooms containing the same, directing and controlling all the affairs of such library;

B. To employ a librarian, such assistants, and employees as may be necessary for the proper management of said library, and fix their compensation; but, prior to such employment, the compensation of such librarian, assistants, and employees shall be fixed for the term of employment by a majority of the members of said board voting in favor thereof;

C. To remove such librarian, assistants, or employees by a vote of two-thirds (2/3) of such board for good cause;

D. To select and make purchases of print and non-print materials for the collection, furniture, fixtures, stationery, and supplies for such library;

E. To authorize the use of such library by non-residents of the city and to fix charges therefor;

F. To make, adopt, amend, modify, or repeal bylaws, rules, and regulations not inconsistent with law, for the care, use, government, and management of such library and the business of said board, fixing and enforcing penalties for the violation thereof;

G. To have exclusive control of the expenditures of all taxes levied for library purposes as provided by law, and of the expenditure of all monies available by gift or otherwise, for the erection of library buildings and of all other monies belonging to the library fund; and,

H. To contract with the trustees of the township or the Dubuque County Board of Supervisors or of adjacent townships or counties, or with the trustees or governing bodies of neighboring towns or cities not having library facilities for the public, to loan the books of said library, either singly or in groups, upon such terms as may be agreed upon in such contract.

#### **2-7-14: CHARGE OF BUILDING, DONATIONS:**

The board has charge and control of the Carnegie-Stout Public Library building and all gifts and donations to the city for library purposes, and sees that the same are properly preserved for public use.

#### **2-7-15: ANNUAL REPORTS:**

The board must each year make a report to the city council for the year ending December 31, giving a statement of the condition of the library, the number of books added thereto, the number circulated, the number not returned or lost, the amount of fines collected, and the amount of money expended in the maintenance thereof during such year, together with such other information as may be deemed important.

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Kevin Firnstahl](#); [Trish Gleason](#); [Susan Henricks](#)  
**Subject:** Online Form Submittal: Board/Commission Application Form  
**Date:** May 23, 2020 2:22:41 PM

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## Board/Commission Application Form

Individuals serving on Boards and Commissions play an important role in advising the City Council on matters of interest to our community and its future. The City Clerk's Office, City Hall, 50 West 13th Street, Dubuque, IA, accepts applications for any Board and/or Commission at any time. Applications stay active for one year from the date of receipt in the Clerk's Office. Applications to multiple vacancies and/or reappointment requests requires separate applications.

---

Please complete the online application and separate optional demographic information below

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### Personal Information

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Select the Board, Commission, or Committee applying for:	Library Board of Trustees
--	---------------------------

---

Name:	Robert Armstrong
-------	------------------

---

Gender (choose all that apply) Note: Some City Boards/Commissions are subject to the gender balance requirement in Iowa Code Section 69.16A	Woman
---	-------

---

If trans or transgender please specify:	<i>Field not completed.</i>
---	-----------------------------

---

If another identity please specify:	<i>Field not completed.</i>
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Home Address: PLEASE NOTE: you must live within the Dubuque city limits to apply/serve on a City of Dubuque board or commission	728 Alta Vista St. Dubuque, IA
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Zip Code:	52001
Home Phone Number:	8706482039
Business Name:	<i>Field not completed.</i>
Business Address:	<i>Field not completed.</i>
Business Zip Code:	<i>Field not completed.</i>
Business Phone Number:	<i>Field not completed.</i>
Occupation:	Retired Clergy
Position with Company	<i>Field not completed.</i>
Email Address(es):	rca20124@gmail.com
Experience or education which qualifies you for this board or commission:	Currently serving on this board (2016-2020) Committee Assignments: Relations Committee, Arts Subcommittee Bachelor of Arts and Master of Theology Degrees taught me much about the use of libraries; the past four years have taught me much about their administration.
What contributions can you make or state reason for applying?	The current difficulties (COVID-19, necessary budget cuts, etc.) call for experience, creativity, and understanding of procedures. I do not wish to end my time with the Board just when things get tough.
Describe your experience working in diverse environments:	As a United Methodist pastor I worked with people from different economic and social strata, including those of different races and sexual orientations. I considered a large part of my mission to be the building of community from diversity. And as an amateur actor I have worked with (and portrayed) people from many backgrounds.
Describe your experience engaging other community members to gather their input and opinions:	I have developed a large circle of friends and acquaintances through church, theater, the arts community, and the library. I am not afraid to ask their opinions, and, for the most part, they are not afraid to give them.
List two references: (Include their name and phone number)	Paula Conners 563-690-0320 Rev. Stephanie Schlimm 563-582-4543
Are you currently	No

serving on other  
Boards,  
Commissions, or  
Committees?

If yes, which?

*Field not completed.*

Have you served on  
a Board,  
Commission, or  
Committee before?

Yes

If yes, which?

Library Board of Trustees

Have you  
participated in the  
City Life program?

No

If so, when?

*Field not completed.*

Have you  
participated in the  
Intercultural  
Competency  
Program?

No

If so, when?

*Field not completed.*

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Signature (type your  
name here as  
electronic  
verification):

Robert Armstrong

Date:

05/23/2020

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Kevin Firnstahl](#); [Trish Gleason](#); [Susan Henricks](#)  
**Subject:** Online Form Submittal: Board/Commission Application Form  
**Date:** May 22, 2020 12:23:38 PM

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## Board/Commission Application Form

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---

Please complete the online application and separate optional demographic information below

---

### Personal Information

---

Select the Board, Commission, or Committee applying for:	Library Board of Trustees
--	---------------------------

---

Name:	Christina Monk
-------	----------------

---

Gender (choose all that apply) Note: Some City Boards/Commissions are subject to the gender balance requirement in Iowa Code Section 69.16A	Woman
---	-------

---

If trans or transgender please specify:	<i>Field not completed.</i>
---	-----------------------------

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If another identity please specify:	<i>Field not completed.</i>
-------------------------------------	-----------------------------

---

Home Address:	2005 North Main Street
---------------	------------------------

PLEASE NOTE: you must live within the Dubuque city limits to apply/serve on a City of Dubuque board or commission

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Zip Code:	52001
Home Phone Number:	563.580.1115
Business Name:	FEH DESIGN
Business Address:	951 Main Street
Business Zip Code:	52001
Business Phone Number:	563.583.4900
Occupation:	Architect
Position with Company	Principal
Email Address(es):	Christym@fehdesign.com
Experience or education which qualifies you for this board or commission:	I am a licensed architect with experience and expertise in library design. My role on the Library Board of Trustees has given me a deeper understanding of the role libraries play in the community, which is something I would like to help maintain and broaden.
What contributions can you make or state reason for applying?	I have a passion for libraries and have greatly enjoyed my time on the Library Board of Trustees. I would like to continue to serve as a trustee.
Describe your experience working in diverse environments:	I am able to work with people who have a variety of backgrounds, since that is what I do on a professional level and what I have done in my roles on a Board and a Commission.
Describe your experience engaging other community members to gather their input and opinions:	The library is a resource for all the people of Dubuque. It is important that we get input from the public about their needs of the library, so the library can appeal to a larger audience. Professionally, I utilize a publicly-driven design process, so the community's input directly influences the look and design of the library.
List two references: (Include their name and phone number)	Kevin Eipperle 563.590.9869 Susan Henricks 563.589.4126
Are you currently	Yes

serving on other  
Boards,  
Commissions, or  
Committees?

---

If yes, which? Historic Preservation Commission

---

Have you served on  
a Board,  
Commission, or  
Committee before?

Yes

---

If yes, which? Library Board of Trustees and Historic Preservation Commission

---

Have you  
participated in the  
City Life program?

No

---

If so, when? *Field not completed.*

---

Have you  
participated in the  
Intercultural  
Competency  
Program?

No

---

If so, when? *Field not completed.*

---

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---

Signature (type your  
name here as  
electronic  
verification): Christina Monk

---

Date: 22 May 2020

---

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**TITLE 2**  
**CHAPTER 6**  
**RESILIENT COMMUNITY ADVISORY COMMISSION**

Established 7-1-16  
Amended 1-3-17

**2-6-1: COMMISSION CREATED:**

There is hereby created the Resilient Community Advisory Commission.

**2-6-2: PURPOSE:**

The purpose of the commission is to advise on city policies and practices to assure resilient outcomes; facilitate the ability to adapt to factors influencing the social/cultural, economic and environmental wellbeing of the community; prevent, prepare for, and recover from adverse vulnerabilities and change through coordination, data analysis, evaluation and citizen engagement; and to create a viable, livable and equitable community.

**2-6-3: INTERNAL ORGANIZATION AND RULES:**

The commission may adopt rules and regulations to govern its organizational procedures as may be necessary and which are not in conflict with this Code of Ordinances or the Iowa Code.

**2-6-4: PROCEDURES FOR OPERATION:**

All administrative, personnel, accounting, budgetary, and procurement policies of the city govern the commission in all its operations.

**2-6-5: MEMBERSHIP:**

- A. The commission comprises nine (9) residents of the city, appointed by the city council.
- B. Qualifications. Efforts should be taken to balance the composition of the commission as follows:
  1. Members must be able to think systemically and analyze data in order to meet the stated purpose of the commission.
  2. Members' interest and/or expertise must represent the three pillars of the Sustainable Dubuque model: economic prosperity, environmental integrity, and social/cultural vibrancy.
  3. Members should represent a wide range of sectors within the community, including business, neighborhoods, non-profit, and educational institutions.
  4. Three (3) or more members should also hold positions on one of the following commissions: Arts & Culture Advisory Commission, Catfish Creek Watershed Management Authority, Community Development Advisory Commission, Historic Preservation Commission, Housing Commission, Human Rights Commission, Long Range Planning Advisory Commission, Parks & Recreation Advisory Commission, Transit Advisory Commission, and/or Zoning Advisory Commission.
  5. Members should represent the socio-economic, geographic, and demographic diversity of the community, including youth representation.

**2-6-6: OATH:**

Each person, upon appointment or reappointment to the commission, must execute an oath of office at the first meeting of the commission following the appointment or reappointment or at the city clerk's office any time prior to the first meeting of the commission.

**2-6-7: TERMS:**

The initial terms shall be as follows:

- A. Two (2) at-large members appointed until July 1, 2018;
- B. Two (2) at-large members appointed until July 1, 2019; and
- C. Two (2) at-large members appointed until July 1, 2020.
- D. Three (3) cross representative members appointed until the expiration of their terms on the cross represented board or commission.

Following the initial terms, the term of office for commissioners is three (3) years or until such commissioner's successor is appointed and qualified.

The terms of the cross representatives appointed from the Arts & Culture Advisory Commission, Catfish Creek Watershed Management Authority, Community Development Advisory Commission, Historic Preservation Commission, Housing Commission, Human Rights Commission, Long Range Planning Advisory Commission, Parks & Recreation Advisory Commission, Transit Advisory Commission, and/or Zoning Advisory Commission must coincide with their terms on the Resilient Community Advisory Commission.

**2-6-8: VACANCIES:**

Vacancies must be filled in the same manner as original appointments.

**2-6-9: OFFICERS/ORGANIZATION:**

The commissioners must choose annually a chairperson and vice-chairperson, each to serve a term of one (1) year. The chairperson must appoint a secretary, who need not be a member of the commission. The commissioners must fill a vacancy among its officers for the remainder of the officer's unexpired term.

**2-6-10: MEETINGS:**

- A. Regular Meetings. The commission must meet monthly.
- B. Special Meetings. Special meetings may be called by the chairperson or at the written request of a majority of the commissioners.
- C. Open Meetings. All meetings must be called and held in conformance with the Iowa Open Meetings Law.

D. Attendance.

1. In the event a commissioner has been absent for three (3) or more consecutive meetings of the commission, without being excused by the chairperson, such absence will be grounds for the commission to recommend to the city council that the position be declared vacant and a replacement appointed.

2. Attendance must be entered upon the minutes of all meetings.

E. Minutes. A copy of the minutes of all regular and special meetings of the commission must be filed with the city council within ten (10) working days after each meeting, or by the next regularly scheduled city council meeting, whichever is later.

F. Quorum. Five (5) commissioners constitute a quorum for the transaction of business. The affirmative vote of a majority of the commissioners present and voting is necessary for the adoption of any motion or resolution.

**2-6-11: COMPENSATION:**

Commissioners serve without compensation, provided that they may receive reimbursement for necessary travel and other expenses while on official commission business within the limits established in the city administrative policies budget.

**2-6-12: REMOVAL:**

Except as provided in 2-6-10(D)(1), the city council may remove any commissioner for good cause.

**2-6-13: POWERS:**

The commission has the following powers, duties, and responsibilities:

- A. To review research and data in order to provide input on re-identification, prevention, and plans for potential economic, environmental, and social/cultural vulnerabilities.
- B. To review plans for long-term prevention, preparedness, and recovery efforts.
- C. To review policy and program recommendations to the city council in order to influence resilient outcomes for the community.
- D. To provide comment to the city council on the allocation of budgeted city funding to achieve adopted resiliency goals.
- E. To educate and engage the public on commission priorities.
- F. To provide input on and review strategies to address identified vulnerabilities in collaboration with city staff, other city commissions and community partners.
- G. To review and make recommendations regarding Sustainable Dubuque Community Grant allocations.
- H. To respect the policy making authority of the city council, the city manager's responsibilities to implement the goals and priorities the council establishes (council manager form of government) and the responsibility of city staff to report to the city manager.
- I. To ensure coordination and communication with other commissions.

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Kevin Firnstahl](#); [Trish Gleason](#); [Gina Bell](#)  
**Subject:** Online Form Submittal: Board/Commission Application Form  
**Date:** May 27, 2020 10:54:16 AM

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## Board/Commission Application Form

Individuals serving on Boards and Commissions play an important role in advising the City Council on matters of interest to our community and its future. The City Clerk's Office, City Hall, 50 West 13th Street, Dubuque, IA, accepts applications for any Board and/or Commission at any time. Applications stay active for one year from the date of receipt in the Clerk's Office. Applications to multiple vacancies and/or reappointment requests requires separate applications.

---

Please complete the online application and separate optional demographic information below

---

### Personal Information

---

Select the Board, Commission, or Committee applying for:	Resilient Community Advisory Commission
--	---

---

Please select which required criteria you possess to qualify for the Resilient Community Advisory Commission	Interest and/or expertise in economic prosperity, Interest and/or expertise in environmental integrity, Interest and/or expertise in social/cultural vibrancy, Think systemically and analyze data, Current member of the Community Development Advisory Commission
--	---

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Name:	Dean Boles
-------	------------

---

Gender (choose all that apply) Note: Some City Boards/Commissions are subject to the gender balance requirement in Iowa Code Section 69.16A	Man
---	-----

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If trans or transgender please specify:	<i>Field not completed.</i>
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If another identity please specify:	<i>Field not completed.</i>
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1715 Geraldine Dr, Dubuque, IA

Home Address:  
PLEASE NOTE: you  
must live within the  
Dubuque city limits  
to apply/serve on a  
City of Dubuque  
board or commission

---

Zip Code: 52003

---

Home Phone  
Number: 563-845-7041

---

Business Name: None

---

Business Address: None

---

Business Zip Code: None

---

Business Phone  
Number: None

---

Occupation: Semi-retired

---

Position with  
Company Major, USAF (Retired); Former Division Director, Rincon Research Corporation

---

Email Address(es): dkb@mediacombb.net

---

Experience or  
education which  
qualifies you for this  
board or  
commission:

I've served on the Resilient Community Advisory Commission since 2017 and the Community Development Advisory Commission since 2016. I have gained significant understanding and experience regarding some of Dubuque's challenges and opportunities.

Additionally, I believe that my 30-years of experience in intelligence collections, analysis, operations, systems engineering and managing programs as an Air Force officer and division director has prepared me to effectively serve as a member of the Resilient Community Advisory Commission. My education, BS in math and computer science and an MS in electrical engineering, has given me extensive training to think systematically, decompose problems, break solutions into achievable steps and analyze data.

I now serve on the Community Development Advisory Commission, Dubuque College Attainment Network and United Way Investment Review Panel.

---

What contributions  
can you make or  
state reason for

As a seven-year member of the Dubuque community, I am impressed with the community's public spirit and the cooperation among all sectors here. I would like to continue to try to contribute a small part to

applying?

moving Dubuque forward.

In particular, I am applying for this commission to leverage my systems engineering and analysis expertise along with interest (and growing experience) in economic prosperity and social/cultural vibrancy to support Dubuque's resiliency goals. Admittedly, though a proponent, I'm still a neophyte regarding environmental integrity. As a volunteer income tax preparer since 2004, I have come to understand some of the challenges faced by low-income residents. While working at Rincon Research as a division director, member of the business development committee and program manager for internal research and development efforts, I gained an understanding of what's required to grow a business.

I would like to continue to leverage my experience and expertise to support the Dubuque community by serving on this commission.

---

Describe your experience working in diverse environments:

In Dubuque, I've participated in many Inclusive Dubuque working groups. And, I have volunteered with Operation New View and AARP to prepare tax returns for low-income residents. Through these organizations, I've worked with residents with a wide range of backgrounds and experiences.

Before moving to Dubuque in 2013, I spent most of my career working in diverse environments. During my career in the Air Force, I lived in Japan (3 years), United Kingdom (3 years) and Australia (2 years) while working in multi-national and multi-service organizations.

As a foreigner living in (not just visiting) other countries, I gained a little appreciation of what's it like not to know the local language nor the correct cultural norms.

And, of course, the Air Force itself strives to be representative of our country while providing equal opportunity and outcomes without regard to gender, race or ethnicity.

Prior to moving to Dubuque, when not overseas, I lived and worked in Maryland, Virginia and Arizona.

---

Describe your experience engaging other community members to gather their input and opinions:

As a member of the Community Development and Resilient Community Advisory Commissions, I've had the opportunity to hear community members offer opinions and comments. Additionally, while participating in Inclusive Dubuque working groups focused on education and economic prosperity I've been exposed to many other points of view.

---

List two references: (Include their name and phone number)

Molly Weber, 13315 Harvest Moon Ridge, Sherrill, IA 52073, 563-5438302  
Rev. Dave Assmus, 14444 Tomahawk Dr, Dubuque, IA 52003, 563-845-8137

---



Are you currently serving on other Boards, Commissions, or Committees?

Yes

If yes, which?

Community Development Advisory Commission

Have you served on a Board, Commission, or Committee before?

Yes

If yes, which?

I am currently a member of Resilient Community and Community Development Advisory Commissions.

I served as the US air force representative to the British-American Committee from 1997 to 2000, while assigned to a Royal Air Force base near Harrogate in the United Kingdom. The committee consisted of base personnel and local residents. Its goal was foster a greater mutual understanding between visiting US personnel and UK residents.

Have you participated in the City Life program?

Yes

If so, when?

2015

Have you participated in the Intercultural Competency Program?

No

If so, when?

*Field not completed.*

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Signature (type your name here as electronic verification):

Dean K Boles

Date:

5/27/2020

---

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Kevin Firnstahl](#); [Trish Gleason](#); [Gina Bell](#)  
**Subject:** Online Form Submittal: Board/Commission Application Form  
**Date:** May 21, 2020 2:11:40 PM

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## Board/Commission Application Form

Individuals serving on Boards and Commissions play an important role in advising the City Council on matters of interest to our community and its future. The City Clerk's Office, City Hall, 50 West 13th Street, Dubuque, IA, accepts applications for any Board and/or Commission at any time. Applications stay active for one year from the date of receipt in the Clerk's Office. Applications to multiple vacancies and/or reappointment requests requires separate applications.

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Please complete the online application and separate optional demographic information below

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### Personal Information

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Select the Board, Commission, or Committee applying for:	Resilient Community Advisory Commission
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---

Please select which required criteria you possess to qualify for the Resilient Community Advisory Commission	Interest and/or expertise in environmental integrity, Think systemically and analyze data
--	---

---

Name:	Lalith Jayawickrama
-------	---------------------

---

Gender (choose all that apply) Note: Some City Boards/Commissions are subject to the gender balance requirement in Iowa Code Section 69.16A	Man
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If trans or transgender please specify:	<i>Field not completed.</i>
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If another identity please specify:	<i>Field not completed.</i>
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University of Dubuque

Home Address:	Dept of Natural & Applied Sciences, 2000 University Avenue
PLEASE NOTE: you must live within the Dubuque city limits to apply/serve on a City of Dubuque board or commission	
Zip Code:	52001
Home Phone Number:	5634950591
Business Name:	<i>Field not completed.</i>
Business Address:	University of Dubuque Dept of Natural & Applied Sciences, 2000 University Avenue
Business Zip Code:	52001
Business Phone Number:	5634950591
Occupation:	Professor of Environmental science & Human & Animal Nutrition
Position with Company	University of Debuque
Email Address(es):	Lalithj@dbq.edu
Experience or education which qualifies you for this board or commission:	Present member and have been on similar City of Dubuque advisory commissions before, Professor of environmental science, Human & Animal nutrition, Health and wellness sciences, Family & Community health. I teach at University of Dubuque. I also tech topics related to Sustainable development and urban design also on public health and urban development issues.
What contributions can you make or state reason for applying?	I am a present advisory member of this commission. I would like to continue my contributions. This commission refers to issues that I teach here at university of Dubuque. This commission gives me the opportunities to apply my expertise that I teach students. I have degrees in B.S and M.S and decades of post graduate experience in related fields .
Describe your experience working in diverse environments:	As a professor here at university gives me many opportunities to work in diverse communities. I have also worked in several states such as Hawaii, California, Delaware, New Jersey and as well as Federal government position in Washington D.C (GS9-11). I have also worked in several countries which are added diverse environments.
Describe your	As a professor at UD, I often engage with other communities also

experience engaging other community members to gather their input and opinions:

working with a diverse groups of students. I am presently in Resilient Community Advisory Commission which is also a diverse group where we work together to collect opinions to make decisions.

List two references:  
(Include their name  
and phone number)

Adam Hoffman (ahoffman@dbq.edu 563.589.3746)  
David Koch (Dkoch@dbq.edu 563-589-3598)

Are you currently  
serving on other  
Boards,  
Commissions, or  
Committees?

Yes

If yes, which?

Resilient Community Advisory Commission

Have you served on  
a Board,  
Commission, or  
Committee before?

Yes

If yes, which?

Environmental Sustainability Advisory Commission (ESAAC)

Have you  
participated in the  
City Life program?

No

If so, when?

*Field not completed.*

Have you  
participated in the  
Intercultural  
Competency  
Program?

No

If so, when?

*Field not completed.*

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Signature (type your  
name here as  
electronic

Lalith H. Jayawickrama

verification):

---

Date:

5/21/2020

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Title 16  
Chapter 9  
**ZONING ADVISORY COMMISSION**

Amended 7-6-15  
Amended 9-19-16

**A. Commission Created:**

There is hereby created the Zoning Advisory Commission.

**B. Purpose:**

The purpose of the commission is to make recommendations to the city council on applications for rezoning, subdivision plat approval, and text amendments to the Zoning Ordinance; to receive input from applicants, neighboring property owners, citizens, and city staff; to review applications in terms of their impact on the neighborhood, community, environment, and the city's utilities and transportation systems; and to forward to the city council the commission's recommendations with the assistance of Planning Services staff.

**C. Internal Organization and Rules:**

The commission may adopt rules and regulations to govern its organizational procedures as may be necessary and which are not in conflict with this Code of Ordinances or the Iowa Code.

**D. Procedures for Operation:**

All administrative, personnel, accounting, budgetary, and procurement policies of the city govern the commission in all its operations.

**E. Membership:**

1. The commission comprises seven (7) residents of the city, appointed by the city council.
2. Residents must be eighteen (18) years of age or older.
3. Qualifications.
  - a. Members must be qualified by knowledge, experience, and ability to act in matters pertaining to short-range planning and zoning, none of whom hold an elective position in the city.
  - b. Two (2) members of the Zoning Advisory Commission must be appointed to serve on the Airport Zoning Advisory Commission, with city council approval.
4. Membership on the commission must comply with the provisions of Iowa Code §69.16A, relating to gender balance. No person can be appointed or reappointed to the commission if that appointment or reappointment would cause the number of members of one gender to be greater than one-half ( $\frac{1}{2}$ ) of the membership of the commission plus one (1). If the city has made a good faith effort to appoint a qualified person to fill a vacancy on the commission for a period of three (3) months but has been unable to make a compliant appointment, the city must utilize a fair and unbiased method of selecting the best qualified applicants.

**F. Oath:**

Each person, upon appointment or reappointment to the commission, must execute an oath of office at the first meeting of the commission following the appointment or reappointment or at the city clerk's office any time prior to the first meeting of the commission.

**G. Terms:**

The term of office for commissioners is three (3) years or until such commissioner's successor is appointed and qualified. The terms of the cross-representative appointees to the Airport Zoning Advisory Commission must coincide with their terms on the Airport Zoning Advisory Commission.

**H. Vacancies:**

Vacancies must be filled in the same manner as original appointments.

**I. Officers/Organization:**

The commissioners must choose annually a chairperson and vice-chairperson, each to serve a term of one (1) year. The chairperson must appoint a secretary, who need not be a member of the commission. The commissioners must fill a vacancy among its officers for the remainder of the officer's unexpired term.

**J. Meetings:**

1. Meetings: Meetings may be called by the chairperson or at the written request of a majority of the commissioners.
2. Open Meetings: All meetings must be called and held in conformance with the Iowa open meetings law.
3. Attendance:
  - a. In the event a commissioner has been absent for three (3) or more consecutive meetings of the commission, without being excused by the chairperson, such absence will be grounds for the commission to recommend to the city council that the position be declared vacant and a replacement appointed.
  - b. Attendance must be entered upon the minutes of all meetings.
4. Minutes: A copy of the minutes of all regular and special meetings of the commission must be filed with the city council within ten (10) working days after each meeting, or by the next regularly scheduled city council meeting, whichever is later.
5. Quorum: Four (4) commissioners constitute a quorum for the transaction of business. The affirmative vote of a majority of the commissioners present and voting is necessary except at least four (4) affirmative votes shall be required in the case of:
  - a) text amendment to the zoning ordinance
  - b) a substantial zoning reclassification
  - c) approval, denial, or amendment of a planned district application
  - d) adoption of any plan or report
  - e) amendment of a comprehensive plan



**K. Compensation:**

Commissioners serve without compensation, provided that they may receive reimbursement for necessary travel and other expenses while on official commission business within the limits established in the city administrative policies budget.

**L. Removal:**

Except as provided in J(4)(a), the city council may remove any commissioner for good cause.

**M. Powers:**

The commission has the following powers, duties, and responsibilities:

1. To prepare and recommend a zoning ordinance to exercise the powers conferred by state law. Such zoning ordinance must include the boundaries of the various zoning districts; the height, number of stories, and size of buildings and other structures in each district; the percentage of ground that may be occupied; setback requirements; the size of yards, courts, and other open space; the density of population; the location and use of buildings, structures, and land for trade, industry, commercial, residential, or other purposes; and such regulations and restrictions necessary to enforce such zoning provisions. To this end the commission must prepare a preliminary zoning ordinance and hold public hearings thereon and after such hearings have been held, and submit a final zoning ordinance and its recommendations to the city council;
2. To recommend to the city council, from time to time, as conditions require, amendments, supplements, changes, or modifications to the zoning ordinance but only after a public hearing;
3. To make such surveys, studies, maps, plans, or plats of the whole or any portion of the city and of any land outside thereof, which in the opinion of the commission are consistent with the Comprehensive Plan and are necessary to carry out the purposes of the commission;
4. To make recommendations to the city council upon plans, plats, or re-plats of subdivisions or re-subdivisions within the city which show streets, alleys, or other portions of the same intended to be dedicated for public use;
5. To make recommendations to the Long Range Planning Advisory Commission on the preparation and maintenance of the Comprehensive Plan;
6. To fulfill those duties and responsibilities assigned to a city planning commission in state law; and
7. To undertake from time to time other specific short-range planning projects which may be referred to it by the city council.

**N. Waiver From Site Design Standards:**

The commission has the power to grant such waivers from the site design standards of this code, as may be reasonable and within the general purpose and intent of the site plan review and approval provisions of this code if the literal enforcement of one or more provisions of this code is impracticable or will exact an undue hardship because of peculiar conditions pertaining to the land in question. The affirmative vote of at least four (4) commissioners shall be necessary to grant a waiver. The waiver may be granted subject to such conditions as the commission may establish to ensure the general purpose and intent of the provisions of this code are followed. At the commission meeting, the applicant and all other interested parties must be presented a reasonable opportunity to present their views. Decisions of the commission may be appealed to the Zoning Board of Adjustment in the same manner as appeals from a decision of an administrative officer.

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Kevin Firnstahl](#); [Trish Gleason](#); [Jane Glennon](#); [Wally Wernimont](#)  
**Subject:** Online Form Submittal: Board/Commission Application Form  
**Date:** May 14, 2020 1:09:55 PM

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## Board/Commission Application Form

Individuals serving on Boards and Commissions play an important role in advising the City Council on matters of interest to our community and its future. The City Clerk's Office, City Hall, 50 West 13th Street, Dubuque, IA, accepts applications for any Board and/or Commission at any time. Applications stay active for one year from the date of receipt in the Clerk's Office. Applications to multiple vacancies and/or reappointment requests requires separate applications.

---

Please complete the online application and separate optional demographic information below

---

### Personal Information

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Select the Board, Commission, or Committee applying for:	Zoning Advisory Commission
--	----------------------------

---

Please select which vacancy you are applying for on the Zoning Advisory Commission.	At-Large
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---

Name:	Martha Christ
-------	---------------

---

Gender (choose all that apply) Note: Some City Boards/Commissions are subject to the gender balance requirement in Iowa Code Section 69.16A	Woman
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---

If trans or transgender please specify:	<i>Field not completed.</i>
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If another identity please specify:	<i>Field not completed.</i>
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---

Home Address:	88 Princeton Place Dubuque, Iowa
---------------	-------------------------------------

PLEASE NOTE: you must live within the Dubuque city limits to apply/serve on a City of Dubuque board or commission

Zip Code:	52001-5651
Home Phone Number:	563-588-9677
Business Name:	DuTrac Community Credit Union
Business Address:	PO Box 3250 Dubuque, Iowa
Business Zip Code:	52004-3250
Business Phone Number:	563-585-8536
Occupation:	Lead Teller/Financial Services Consultant
Position with Company	<i>Field not completed.</i>
Email Address(es):	mchrist1955@aol.com
Experience or education which qualifies you for this board or commission:	I have been a member of the Zoning Advisory Commission for 20+ years.
What contributions can you make or state reason for applying?	I have enjoyed being a part of the Commission in the past and wish to continue serving.
Describe your experience working in diverse environments:	Prior service on the Commission and ability to make decision based on zoning codes and not emotions.
Describe your experience engaging other community members to gather their input and	When talking about our roll on the commission I always tell people to make their voice heard. We are always looking to hear from community members and neighbors.

opinions:

---

List two references: (Include their name and phone number)	Nancy Bentley 563-585-8536 Kelley Hauber 563-387-7376
--	--

---

Are you currently serving on other Boards, Commissions, or Committees?	Yes
--	-----

---

If yes, which?	Zoning Advisory
----------------	-----------------

---

Have you served on a Board, Commission, or Committee before?	Yes
---	-----

---

If yes, which?	Zoning Advisory
----------------	-----------------

---

Have you participated in the City Life program?	No
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If so, when?	<i>Field not completed.</i>
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Have you participated in the Intercultural Competency Program?	No
--	----

---

If so, when?	<i>Field not completed.</i>
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---

Signature (type your name here as electronic verification):	Martha Christ
--	---------------

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Date:	5/14/2020
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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Kevin Firnstahl](#); [Trish Gleason](#); [Jane Glennon](#); [Wally Wernimont](#)  
**Subject:** Online Form Submittal: Board/Commission Application Form  
**Date:** May 13, 2020 6:33:16 PM

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## Board/Commission Application Form

Individuals serving on Boards and Commissions play an important role in advising the City Council on matters of interest to our community and its future. The City Clerk's Office, City Hall, 50 West 13th Street, Dubuque, IA, accepts applications for any Board and/or Commission at any time. Applications stay active for one year from the date of receipt in the Clerk's Office. Applications to multiple vacancies and/or reappointment requests requires separate applications.

---

Please complete the online application and separate optional demographic information below

---

### Personal Information

---

Select the Board, Commission, or Committee applying for:	Zoning Advisory Commission
--	----------------------------

---

Please select which vacancy you are applying for on the Zoning Advisory Commission.	At-Large
---	----------

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Name:	Rebecca Kemp
-------	--------------

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Gender (choose all that apply) Note: Some City Boards/Commissions are subject to the gender balance requirement in Iowa Code Section 69.16A	Woman
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If trans or transgender please specify:	<i>Field not completed.</i>
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If another identity please specify:	<i>Field not completed.</i>
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---

Home Address:	3195 Kerry Court Dubuque, Iowa
---------------	-----------------------------------

PLEASE NOTE: you must live within the Dubuque city limits to apply/serve on a City of Dubuque board or commission

Zip Code:	52001
Home Phone Number:	5635431866
Business Name:	Dubuque ENT
Business Address:	535 Cedar Cross Road
Business Zip Code:	52003
Business Phone Number:	(563)588-0506
Occupation:	Nurse
Position with Company	Nurse - LPN
Email Address(es):	beckykemp75@gmail.com
Experience or education which qualifies you for this board or commission:	I was elected in January 2020 to fill a vacant position that will be expiring July 1, 2020. I am interested in continuing on/reapplying to serve a full term,
What contributions can you make or state reason for applying?	I have enjoyed my past few months on the Zoning advisory commission. I feel I can make a difference and give back to my City.
Describe your experience working in diverse environments:	I work well with others. Being a nurse, I am exposed to different people of all walks of life.
Describe your experience engaging other community members to gather their input and	I have been Vice president of my son's school PTO and Cub master and Scout leader of my son's Den. I was just elected President of my son's school PTO. I am able to approach others to gain or gather needed information without problems or hesitation.

opinions:

---

List two references: (Include their name and phone number)	Cathy Morgan (563)599-2557 Alison Shannahan (563)451-9984
--	--

---

Are you currently serving on other Boards, Commissions, or Committees?	Yes
--	-----

---

If yes, which?	ZAC - term expires 7/1/2020
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---

Have you served on a Board, Commission, or Committee before?	Yes
---	-----

---

If yes, which?	Currently on ZAC
----------------	------------------

---

Have you participated in the City Life program?	No
---	----

---

If so, when?	<i>Field not completed.</i>
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---

Have you participated in the Intercultural Competency Program?	No
--	----

---

If so, when?	<i>Field not completed.</i>
--------------	-----------------------------

---

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---

Signature (type your name here as electronic verification):	Rebecca Kemp
--	--------------

---

Date:	5/13/2020
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Title 16  
Chapter 8-1  
**ZONING BOARD OF ADJUSTMENT**

Amendment Adopted 8-17-15  
Amended 9-19-16

**A. Board Created.**

There is hereby created the Zoning Board of Adjustment.

**B. Purpose:**

The purpose of the board is to review applications regarding criteria for granting of special exceptions, conditional use permits, or variances; to decide citizens' appeals of orders, requirements, decisions, or determinations made by Planning Services staff; and to hear cases given by applicants and decide whether the request should be granted based on the criteria set forth in the Zoning Ordinance.

**C. Internal Organization and Rules:**

The board may adopt rules and regulations to govern its organizational procedures as may be necessary and which are not in conflict with this Code of Ordinances or the Iowa Code.

**D. Procedures for Operation:**

All administrative, personnel, accounting, budgetary, and procurement policies of the city govern the board in all its operations.

**E. Membership:**

1. The board comprises five (5) residents of the city, appointed by the city council.
2. Residents must be eighteen (18) years of age or older.
3. Two (2) members from the board must be appointed as cross-representatives to the Airport Zoning Board of Adjustment, with city council approval.
4. A majority of the members of the board must be persons representing the public at-large and must not be involved in the business of purchasing or selling real estate.
5. Membership on the board must comply with the provisions of Iowa Code §69.16A, relating to gender balance. No person can be appointed or reappointed to the board if that appointment or reappointment would cause the number of members of one gender to be greater than one-half ( $\frac{1}{2}$ ) of the membership of the board plus one (1). If the city has made a good faith effort to appoint a qualified person to fill a vacancy on the board for a period of three (3) months but has been unable to make a compliant appointment, the city must utilize a fair and unbiased method of selecting the best qualified applicants.

**F. Oath:**

Each person, upon appointment or reappointment to the board, must execute an oath of office at the first meeting of the board following the appointment or reappointment or at the city clerk's office any time prior to the first meeting of the board.

**G. Terms.**

The term of office for members of the board is five (5) years or until such member's successor is appointed and qualified. The terms of the cross-representative appointees to the Airport Zoning Board of Adjustment must serve a term on the Airport Zoning Board of Adjustment which coincides with their terms on the Zoning Board of Adjustment.

**H. Vacancies:**

Vacancies must be filled in the same manner as original appointments.

**I. Officers/Organization:**

The board must choose annually a chairperson and vice-chairperson, each to serve a term of one (1) year. The chairperson must appoint a secretary, who need not be a member of the board. The board must fill a vacancy among its officers for the remainder of the officer's unexpired term.

**J. Meetings.**

1. Meetings: Meetings may be called by the chairperson or at the written request of a majority of the members.
2. Open Meetings: All meetings must be called and held in conformance with the Iowa open meetings law.
3. Attendance:
  - a. In the event a member of the board has been absent for three (3) or more consecutive meetings of the board, without being excused by the chairperson, such absence will be grounds for the board to recommend to the city council that the position be declared vacant and a replacement appointed.
  - b. Attendance must be entered upon the minutes of all meetings.
4. Minutes: A copy of the minutes of all regular and special meetings of the board must be filed with the city council within ten (10) working days after each meeting, or by the next regularly scheduled city council meeting, whichever is later.
5. Quorum: The concurring vote of three (3) members of the board is necessary to reverse any order, requirement, decision, or determination of any such administrative official, or to decide in favor of the applicant on any matter upon which it is required to pass under any such ordinance or to effect any variation in such ordinance.



**K. Compensation:**

Members serve without compensation, provided that they may receive reimbursement for necessary travel and other expenses while on official board business within the limits established in the city administrative policies and budget.

**L. Removal:**

The city council may remove any member for cause upon written charges and after a public hearing.

**M. Powers:**

The board has the following powers, duties, and responsibilities:

1. To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of Iowa Code Chapter 414, as such may be amended from time to time, or any ordinance adopted pursuant thereto.
2. To hear and decide special exceptions to the terms of this Code upon which such board is required to pass under such ordinance, in accordance with the general regulations of the zone in which the property is located and specific standards contained herein.
3. To hear and decide conditional use permits under the terms of this Code upon which such board is required to pass under such ordinance, in accordance with the general regulations of the zone in which the property is located and specific standards contained herein.
4. To authorize upon appeal in specific cases such variance from the terms of the ordinance as will not be contrary to the public interest, where owing to special conditions a literal enforcement of the provisions of the ordinance will result in unnecessary hardship, and so that the spirit of the ordinance must be observed and substantial justice done.

In exercising the above-mentioned powers such board may, in conformity with the provisions of this section, reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from and may make such order requirement, decision, or determination as ought to be made, and to that end shall have all the powers of the officer from whom the appeal is taken.

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Kevin Firnstahl](#); [Trish Gleason](#); [Jane Glennon](#); [Guy Hemenway](#); [Wally Wernimont](#)  
**Subject:** Online Form Submittal: Board/Commission Application Form  
**Date:** May 5, 2020 6:39:52 PM

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## Board/Commission Application Form

Individuals serving on Boards and Commissions play an important role in advising the City Council on matters of interest to our community and its future. The City Clerk's Office, City Hall, 50 West 13th Street, Dubuque, IA, accepts applications for any Board and/or Commission at any time. Applications stay active for one year from the date of receipt in the Clerk's Office. Applications to multiple vacancies and/or reappointment requests requires separate applications.

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Please complete the online application and separate optional demographic information below

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### Personal Information

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Select the Board, Commission, or Committee applying for:	Zoning Board of Adjustment
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Please select which vacancy you are applying for on the Zoning Board of Adjustment.	At-Large
---	----------

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Name:	Matthew C Mauss
-------	-----------------

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Gender (choose all that apply) Note: Some City Boards/Commissions are subject to the gender balance requirement in Iowa Code Section 69.16A	Man
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If trans or transgender please specify:	<i>Field not completed.</i>
---	-----------------------------

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If another identity please specify:	<i>Field not completed.</i>
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Home Address:	1540 N Algona St.
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PLEASE NOTE: you must live within the Dubuque city limits to apply/serve on a City of Dubuque board or commission

Zip Code:	52001
Home Phone Number:	563-552-9868
Business Name:	Mauss Masonry & Construction
Business Address:	5 S Main St
Business Zip Code:	52001
Business Phone Number:	563-552-9868
Occupation:	Construction
Position with Company	Owner
Email Address(es):	matt@getmauss.com
Experience or education which qualifies you for this board or commission:	I have worked in the construction industry for over twenty years, developing a knowledge of construction processes and how they affect the design, appearance and functionality of structures.
What contributions can you make or state reason for applying?	I believe that I can provide an honest and impartial opinion regarding applications for building code variances. I would like to contribute to the progress that the city is making. It would be my ultimate goal to serve on the city council, and in talking to multiple former council members, they advised that I serve on a board or commission. In looking over the list of vacancies, I feel that the Zoning Board of Adjustment would be one that I can contribute the most to, given my knowledge and experience.
Describe your experience working in diverse environments:	I have worked in both small and medium sized organizations, all of which had a combined workforce of men, women and people of a different ethnic background than my own. For the past 25 years, any positions that I have held have had me in direct contact with customers or the general public. I feel as though my ability to work and communicate with anyone is one of my strengths.
While I have not gone door to door taking a formal poll, most of my	

Describe your experience engaging other community members to gather their input and opinions:

jobs have been in a sales field, requiring me to gather input on their opinions to match a product or service with what their preferences were. Most importantly, my experience has given me the ability to have a conversation that will extract the sought after opinions.

List two references:  
(Include their name and phone number)

Mike Brosius: 563-663-2948 Chad Oberdoerster: 563-581-2620

Are you currently serving on other Boards, Commissions, or Committees?

No

If yes, which?

*Field not completed.*

Have you served on a Board, Commission, or Committee before?

No

If yes, which?

*Field not completed.*

Have you participated in the City Life program?

No

If so, when?

*Field not completed.*

Have you participated in the Intercultural Competency Program?

No

If so, when?

*Field not completed.*

This application is a public document and as such can be reproduced and distributed for the public. Each application for reappointment to a City Board or Commission will be considered without regard to incumbency. Misrepresentations on this application will constitute just cause for removal of an appointee. Specific attention should be directed to possible conflict of interest. For further clarification, if a situation arises, contact the City Clerk's Office or the City Attorney's Office.

Signature (type your name here as

Matt Mauss

electronic  
verification):

---

Date: 05/05/2020

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# CITY OF DUBUQUE, IOWA - BOARDS AND COMMISSIONS

As prepared for the Council Meeting 6-1-20

	Indicates State - mandated board/commission subject to the 2012 Gender Balance Law.	
Vacant	Indicates Current Opening	
1/1/20	Indicates openings within the next year	

AIRPORT COMMISSION		
4 Yr. Term - Meets 4th Monday 4 p.m. - Airport		
Douglas	Brotherton	9/14/21
Marianne	Kurtz-Weber	9/14/21
Michael	Phillips	9/14/22
Robert	Blocker	9/14/22
Sue	Clemenson	9/14/20

AIRPORT ZONING BOARD OF ADJUSTMENTS		
5 Yr. Term - Meets on Call		
Vacant	Vacant	County Representative 2/15/21
Vacant	Vacant	City ZBA Rep. 3/25/21
Vacant	Vacant	County Representative 2/15/21
Vacant	Vacant	City ZBA Rep. 3/25/24
Vacant	Vacant	Appointed by 4 memb. unknown

AIRPORT ZONING COMMISSION		
6 Yr. Term - Apptd. 1996, Meets on Call		
Vacant	Vacant	Appointed by 4 members 12/31/20
Vacant	Vacant	County Representative 12/31/20
Vacant	Vacant	County Representative 12/31/20
Michael	Belmont	City ZAC Representative 7/1/22
Vacant	Vacant	City ZAC Representative 7/1/22

ARTS AND CULTURAL AFFAIRS ADVISORY COMMISSION		
3 Yr. Term - Meets Monthly., Library Board Room		
Paula	Neuhaus	Business Prof.-Living/Working In 6/30/21
Gina	Siebert	Business Prof. 6/30/21
Tyler	Daugherty	At-Large 6/30/21
Ali	Levasseur	Arts Rep 6/30/22
Ryan	Decker	Arts Rep 6/30/22
Susan	Riedel	Arts Rep 6/30/22
Nicholas	Halder	Arts Rep 6/30/22

BOARD OF REVIEW (Appointed by City Conference Board)		
This is NOT a City of Dubuque Board		
6 Yr. Term - Meets May 1-30		
Laure	Lewis	12/31/24
Jean	Hoeger	12/31/24
Angie	Mozena	12/31/21
Greg	Hutchinson	12/31/22
Bradley	Brissey	12/31/23

BUILDING CODE AND ADVISORY APPEALS BOARD		
3 Yr. Term - Meets as needed		
Vacant	Vacant	Residential Contractor 8/1/21
Vacant	Vacant	Architect/Engineer 8/1/22
Vacant	Vacant	Journeyman Carpenter 8/1/22
Vacant	Vacant	ADA Representative 8/1/20
Thomas	Swift	Commercial Contractor 8/1/20
Katrina	Wilberding	ADA Representative 8/1/21
George	Cooley	At-Large 8/1/21

CATFISH CREEK WATERSHED MANAGEMENT AUTHORITY		
4 Yr. term - Meets Quarterly		
Steven	Drahozal	7/16/20
Jared	Mc Govern	7/16/20

CABLE TV COMMISSION		
3 Yr. Term - Meets 1st Wed., 4:00 pm		
Pauline	Maloney	7/1/20
Vacant	Vacant	7/1/20
Ronald	Tigges	7/1/20
Vacant	Vacant	7/1/21
Kathleen	Mc Mullen	7/1/21
Jennifer	Tigges	7/1/21
Alan	Vincent	7/1/21

CIVIC CENTER ADVISORY COMMISSION		
3 Yr. Term - Meets last Monday of each month, 3:30 p.m.		
Bi-Monthly starting Jan., Five Flags		
Tyler	Daugherty	6/29/21
Mc Kenzie	Blau	6/29/22
Nicholas	Huff	6/29/22
Bryce	Parks	6/29/21
Rod	Bakke	6/29/22

CIVIL SERVICE COMMISSION		
4 Yr. Term - Meets on Call		
Phil	Baskerville	4/6/22
Vacant	Vacant	4/6/20
Daniel	White	4/6/21

COMMUNITY DEVELOPMENT ADVISORY COMMISSION		
3 Yr. Term - Meets 3rd Tue., 5:30 p.m., Federal Bldg./Housing		
Janice	Craddieth	Housing Commission Rep 8/17/20
Kelly	Fox	Low/Mod Income Area 2/15/23
Hilary	Dalton	Low/Mod Income Area 2/15/23
Gerald	Hammel, Jr.	At-Large 2/15/23
Julie	Woodyard	Low/Mod Income Area 2/15/21
Thomas	Wainwright	At-Large 2/15/21
Vacant	Vacant	Low/Mod Income Area 2/15/22
Michelle	Hinke	At-Large 2/15/22
Dean	Boles	At-Large 2/15/22

ELECTRICAL CODE BOARD		
3 Yr. Term - Meets Bi-Monthly, 3rd Monday		
James	Dixon	Electrical Background 5/21/20
Kevin	Pfohl	Electrical Background 5/21/20
Andy	Palmer	Electrical Background 5/21/20
Tom	Townsend	Electrical Background 5/21/20
David	Wilson	At-Large 5/21/20
Vacant	Vacant	Electrical Background 5/21/21
Paul	Uhlrich	Electrical Background 5/21/21

HISTORIC PRESERVATION COMMISSION		
3 Yr. Term - Meets 3rd Thur., 5:30 p.m., Federal Bldg.		
Rick	Stuter	W 11th District 7/1/22
David	Klavitter	Langworthy District 7/1/20
Christina	Monk	Architect At-Large 7/1/20
Joseph	Rapp	Old Main District - Interim 7/1/21
William	Doyle	At-Large 7/1/21
John	Mc Andrews	Cathedral District 7/1/20
Melissa	Cassill	At-Large 7/1/21
Brandi	Clark	At-Large 7/1/21
Craig	Reber	Jackson Park District 7/1/22

HOUSING BOARD OF APPEALS		
3 Yr. Term - 3rd Tues. 4:00 p.m., Fed Bldg.		
Ronald	White	Tenant/Landlord Issues 1/11/22
David	Young	Tenant/Landlord Issues 1/11/20
Mary	Gotz	Tenant/Landlord Issues 1/11/21
Gil	Spence	Tenant/Landlord Issues 1/11/22
Christoffer	Lammer-Heindel	Tenant/Landlord Issues 1/11/21



HOUSING COMMISSION			
3 Yr. Term - Meets monthly 4th Tues., 4:00 p.m., Fed. Bldg.			
Coralita	Shumaker	Section 8 Recipient	8/17/21
David	Wall	At-Large	8/17/22
Suzanne	Stroud	At-Large	8/17/22
Rick	Baumhover	Trust Fund Rep. Primary Comm.	8/17/22
Janice	Craddieth	At-Large	8/17/20
Amy	Eudaley	Trust Fund Rep. Primary Comm.	8/17/20
Sam	Wooden	At-Large	8/17/21
Gail	Weitz	At-Large	8/17/21
Michelle	Becwar	CDAC Rep. Primary Comm.	8/17/21
Hilary	Dalton	At-Large	8/17/21

HOUSING TRUST FUND ADVISORY COMMITTEE			
3 Yr. Term - Meets atleast 2 times per year and as needed			
Rick	Baumhover	Housing Commission Rep	8/17/22
Dorothy	Schwendinger	At-Large	8/17/22
Amy	Eudaley	Housing Commission Rep	8/17/20
Jim	Holz	At-Large	8/17/21
Michelle	Becwar	At-Large	8/17/21

HUMAN RIGHTS COMMISSION			
3 Yr. Term - Meets 2nd Mon. 4:30 p.m., City Hall Annex			
Adrienne	Breitfelder		1/1/22
Michael	Durnin		1/1/23
Mallory	Gardiner		1/1/23
Miquel	Jackson		1/1/23
Anthony	Allen		1/1/21
Jason	Keeler		1/1/21
Gerald	Hammel Jr.		1/1/22
Kathy	McCarthy		1/1/21
Ashley	Regan		1/1/22

INVESTMENT OVERSIGHT ADVISORY COMMISSION			
3 Yr. Term - Meets Qrtly, 4th Wed. 3 p.m., City Hall			
Paul	Lassance		7/1/20
Franz	Becker		7/1/21
Luke	Schiltz		7/1/21
Stephen	Reisdorf		7/1/22
Gary	Ruden		7/1/22

LIBRARY BOARD OF TRUSTEES			
4 Yr. Term - Meets 4th Thur. 4 p.m., Library			
Patricia	Poggemiller		7/1/22
Rosemary	Kramer		7/1/22
Victor	Lieberman		7/1/23
Pam	Mullin		7/1/23
Robert	Armstrong		7/1/20
Christina	Monk		7/1/20
Greg	Gorton		7/1/21

LONG RANGE PLANNING ADVISORY COMM.			
3 Yr. Term - Meets monthly 3rd Wed. 5:30 p.m., City Hall			
Michael	Peroski		7/1/20
Ronald	Collins		7/1/20
Alan	Vincent		7/1/20
Tyler	Stoffel		7/1/21
John	Pregler		7/1/21
John	Krayer		7/1/22
Vacant	Vacant		7/1/22

MEDIACOM CHARITABLE FOUNDATION			
1 Yr. Term - On Call, CC Appt'd Reps.			
Gail	Chavenelle		12/31/20
Constance	Twining		12/31/20

MECHANICAL AND PLUMBING CODE BOARD			
3 Yr. Term - Upon request, City Hall			
Dan	Hillary		3/16/22
Tom	Giese		3/16/23
Dieter	Muhlack		3/16/23
Vacant	Vacant		3/16/21
Corey	Valaskey		3/16/21
Vacant	Vacant		3/16/22
Vacant	Vacant		3/16/22

PARK AND RECREATION ADVISORY COMMISSION			
3 Yr. Term - Meets 2nd Tues., 4:30 p.m. Bunker Hill			
Robin	Kennicker		6/30/20
Matthew	Garrett		6/30/20
Rebecca	Kuhle		6/30/20
Jennifer	Tigges		6/30/21
Ray	Werner		6/30/22
Robert	McCoy		6/30/22
Hobie	Wood		6/30/22

POLICE RELATIONS COMMITTEE - DUBUQUE COMMUNITY			
2 Yr. Term - Meets, 4th Mon. 5:30 p.m.			
Weston	Jason	Alternate	4/1/21
Schneider	Sarah	Primary	10/1/20
Meier	Steven	Alternate	8/30/21
Kundert	Rob	Primary	8/31/21
Hinke	Michelle	Alternate	8/31/21
Serna	Dora	Primary	5/20/21

RESILIENT COMMUNITY ADVISORY COMMISSION			
3 Yr. Term - Meets 1st Thur. 5:00 p.m.			
Jacob	Kohlhaas		7/1/22
Robin	Kennicker	Commission Rep.	7/30/20
Craig	Reber	Commission Rep.	7/30/21
Sara	Booth		7/1/21
Adam	Hoffman		7/1/21
Candace	Eudaley-Loebach		7/1/22
Leah	Specht		7/1/22
Dean	Boles		7/1/20
Lalith	Jayawickrama		7/1/20

TRANSIT ADVISORY BOARD			
3 Yr. Term - Meets monthly, 2nd Thur. Intermodal Transit Station			
Luanna	Gerdemann		7/30/22
George	Enderson		7/30/20
Dora	Serna		7/30/20
Robert	Daughters		7/30/20
Matthew	Esser		7/30/21

ZONING ADVISORY COMMISSION			
3 Yr. Term - Meets monthly 1st Wed., 6:30p.m., Fed. Bldg..			
Matthew	Mulligan		7/1/22
Martha	Christ		7/1/20
Rebecca	Kemp		7/1/20
Steve	Baumhover	Airport ZAC Rep. Primary Comm.	7/1/20
Richard	Russell		7/1/21
Brittany	Loeffelholz		7/1/21
Pat	Norton		7/1/22

ZONING BOARD OF ADJUSTMENTS			
5 Yr. Term - Meets monthly 4th Thur., 5:00 p.m. Fed. Bldg..			
Gwen	Kosel	Airport ZBA Rep. Primary Comm.	3/25/24
Keith	Ahlvin		3/25/25
Jonathan	Mc Coy		3/25/21
Bethany	Golombeski		3/25/22
Vacant	Vacant	Airport ZBA Rep. Primary Comm.	3/25/23

**City of Dubuque, Iowa**  
**Boards and Commissions**  
**Current and Upcoming Openings Through July 2020**

Updated May 28, 2020

Airport Zoning Board of Adjustment \*\*\*

Airport Zoning Commission \*\*\*

Building Code and Advisory Appeals Board

- ADA Representative
- Architect/Engineer
- At-Large
- Journeyman Carpenter
- Residential Contractor

Cable TV Commission

Catfish Creek Watershed Management Authority

Civil Service Commission\*\*\*

Community Development Advisory Commission

- Low to Moderate Income Rep.

Electrical Code Board

Historic Preservation Commission\*\*\*

Investment Oversight Advisory Commission

Library Board of Trustees

Long Rang Planning Advisory Commission

Mechanical and Plumbing Code Board

Park and Recreation Advisory Commission

Resilient Community Advisory Commission

Zoning Advisory Commission\*\*\*

Zoning Board of Adjustment\*\*\*

\*\*\* Indicates Subject to the State of Iowa Gender Balance Law

Applications can be printed or submitted on-line from [www.cityofdubuque.org](http://www.cityofdubuque.org) or through the City Clerk's Office.

Applications can be submitted at any time for all boards and commissions and are activated as positions become available.

Applications remain on file for one year from the date they are submitted.

Some positions may require specific applicant qualifications or compliance with the State of Iowa Gender Balance Law

For a complete list of boards and commissions, descriptions, terms and meeting information, please visit the City Clerk's web page at [www.cityofdubuque.org](http://www.cityofdubuque.org).

**City Clerk's Office • 50 W. 13<sup>th</sup> Street, Dubuque, IA 52001 • 563.589.4100**

69.16A Gender balance.

1. All appointive boards, commissions, committees, and councils of the state established by the Code, if not otherwise provided by law, shall be gender balanced. No person shall be appointed or reappointed to any board, commission, committee, or council established by the Code if that appointment or reappointment would cause the number of members of the board, commission, committee, or council of one gender to be greater than one-half the membership of the board, commission, committee, or council plus one if the board, commission, committee, or council is composed of an odd number of members. If the board, commission, committee, or council is composed of an even number of members, not more than one-half of the membership shall be of one gender. If there are multiple appointing authorities for a board, commission, committee, or council, they shall consult each other to avoid a violation of this section.

2. All appointive boards, commissions, committees, and councils of a political subdivision of the state that are established by the Code, if not otherwise provided by law, shall be gender balanced as provided by subsection 1 unless the political subdivision has made a good faith effort to appoint a qualified person to fill a vacancy on a board, commission, committee, or council in compliance with subsection 1 for a period of three months but has been unable to make a compliant appointment. In complying with the requirements of this subsection, political subdivisions shall utilize a fair and unbiased method of selecting the best qualified applicants. This subsection shall not prohibit an individual whose term expires prior to January 1, 2012, from being reappointed even though the reappointment continues an inequity in gender balance.

86 Acts, ch 1245, §2041; 87 Acts, ch 218, §8; 88 Acts, ch 1150, §1; 2009 Acts, ch 162, §1, 2



# Q&A

## New gender balanced boards requirements for cities

Iowa has required gender balance on state-level boards and commissions for many years, under Iowa Code section 69.16A. Last session, the General Assembly passed legislation that applies this requirement to the local level. This Q&A explains background on the legislation, the new requirements in the legislation for cities and how cities can comply.

**Q: What are the new requirements for gender balance on city boards and commissions?**

**A:** During the 2009 legislative session, legislation (HF243) was passed that extends to cities and counties gender balance requirement for all appointive boards, commissions, committees and councils created by the Iowa code. In other words, bodies cities are required to have under Iowa code when they provide certain functions or services, such as the planning and zoning commission, library boards and the board of adjustment, with appointed (not elected) members, must be gender balanced.

**Q: What does 'gender balanced' mean?**

**A:** Gender balance means if the body has an even number of appointees, it must be evenly made up of men and women. For example, three women and three men must serve on a six member board. If the body has an odd number of appointees, it must be "one half plus one" of either gender. For instance, if there are five members, three could be men and the other two women, or vice versa.

**Q: When do the changes go into effect?**

**A:** Cities must have gender balanced boards, commissions, committees and councils by January 1, 2012. This does not prohibit an individual whose term expires prior to January 1, 2012, from being reappointed even though the reappointment continues an inequity in gender balance; however, cities should start planning upcoming appointments now, to ensure gender balance is reached by that date. Making a chart of existing boards and upcoming vacancies, and/or keeping track of current appointments and necessary recruiting periods would be a good start to ensuring your city is tracking gender balance, and is prepared for the January 1, 2012 implementation date.

**Q: Is there any option if my city simply cannot find a person to serve on the board or commission of the needed gender?**

**A:** Yes. Under the new code section, cities that make a good faith effort to find a qualified person of the necessary gender to fill the position for a period of three months and are unable to do so may appoint a person to the position regardless of the gender balance requirement.

**Q: What constitutes a "good faith effort"?**

**A:** There is no hard and fast definition, but cities should be able to demonstrate a legitimate effort during the three month time period to recruit qualified members of the necessary gender, before appointing a member that creates gender imbalance. In addition, the legislation requires that cities must always "utilize a fair and unbiased method of selecting the best qualified applicants," regardless of gender.

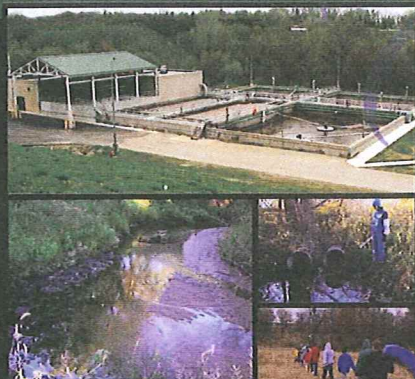
**Q: Is there a reporting requirement?**

**A:** No. The legislation did not include a reporting requirement; however, many cities keep information on their boards and commissions—including current members—posted online, to better inform citizens of the makeup of local governing bodies.

**Q: How can I recruit more women or men to volunteer for these positions?**

**A:** The Commission on the Status of Women has prepared a guide to help cities learn how to recruit gender balanced boards and commissions. This resource can be found at [www.women.iowa.gov/whats\\_new/index.html](http://www.women.iowa.gov/whats_new/index.html). The Commission also prepared a guide called the "Five Step Guide to City and County Boards and How to Get Appointed" to be used as a tool by interested women to learn more about how to get involved in city boards and commissions.

By Jessica Hyland Harder, League Government Affairs Counsel



## Celebrating an environmental victory...

FOX Engineering has received a 2008 Governor's Iowa Environmental Excellence Award in the Water Quality category. Undertaken for the city of North Liberty, this project involves a membrane bioreactor method of treating wastewater and provides a significantly higher effluent water quality compared to conventional wastewater treatment processes. Used on a limited basis in the U.S. it is the first of its kind in Iowa. The city has certainly "gone the extra mile" to improve the water quality in their receiving stream; they are to be commended for their foresight and respect for the environment. FOX would also like to acknowledge the contributions of the city's consulting engineer, Shive-Hattery Engineering and Architecture.

"Your efforts truly exhibit the leadership and innovation important for furthering environmental sustainability in Iowa." Governor Chester Culver

Call us to find out more about this and other interesting projects at FOX.

Visit our booth, #62, at the fall League of Cities conference in Davenport!



1601 Golden Aspen Drive, Suite 103 | Ames, Iowa 50010  
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WATER | WASTEWATER | SOLID WASTE

## City of Dubuque

## Public Hearings # 1.

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**ITEM TITLE:** University of Dubuque Grant of Easement on Algona Street Right-of-Way

**SUMMARY:** Proof of publication on notice of public hearing to consider granting an easement to the University of Dubuque for the private utilities conduit through the Algona Street right-of-way, and the City Manager recommending approval.

**RESOLUTION** Disposing of City interest by Grant of Easement for private utility to University of Dubuque for an underlying portion of Algona Street

**RESOLUTION** Granting Easement for Private Utility to University of Dubuque for an underlying portion of Algona Street

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Adopt Resolution(s)

**ATTACHMENTS:**

**Description**

**Type**

Grant of Easement on Algona Street-MVM Memo

City Manager Memo

Staff Memo

Staff Memo

Resolution to Dispose

Resolutions

Grant of Easement Resolution

Resolutions

Intent to Dispose Resolution No. 152-20 of 5/18/20

Supporting Documentation

UD Easement

Supporting Documentation

Exhibit A

Supporting Documentation



**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Grant of Easement Algona Street

**DATE:** May 26, 2020

A request has been received from the University of Dubuque for the granting of an easement across Algona Street to accommodate a conduit and fiber optics and coax cable utilities connecting the University of Dubuque Meyers Building on Algona Street and the new University of Dubuque Student Clinic (Smeltzer-Kelly Student Health Center) on Grace Street. The University of Dubuque would like to install this conduit at the same time they have Algona Street excavated for the water service connection to the new Peter and Susan Smith Welcome Center, which is currently under construction.

City Engineer Gus Psihoyos recommends City Council approval of the Grant of Easement for private utility for the proposed conduit and fiber optics and coax cable in the public right-of-way of Algona Street.

I concur with the recommendation and respectfully request Mayor and City Council approval.

  
\_\_\_\_\_  
Michael C. Van Milligen

MCVM:jh  
Attachment

cc: Crenna Brumwell, City Attorney  
Teri Goodman, Assistant City Manager  
Cori Burbach, Assistant City Manager  
Gus Psihoyos, City Engineer





**TO:** Michael C. Van Milligen, City Manager

**FROM:** Gus Psihoyos, City Engineer

**SUBJECT:** Grant of Easement Algona Street

**DATE:** May 20, 2020

### **INTRODUCTION**

This is in response to a request from the University of Dubuque for the granting of an easement across Algona Street to accommodate a conduit and fiber optics and coax cable utilities connecting the U.D. Meyers Building on Algona St. and the new U.D. Student Clinic (Smeltzer-Kelly Student Health Center) on Grace St.

### **DISCUSSION**

The attached exhibit shows the Algona Street right-of-way and the proposed private utilities conduit crossing and proposed easement. The University of Dubuque has submitted site plans for the improvements and associated work on the properties. The construction of the system includes a 2" diameter conduit which will house the proposed private fiber optics and coax cable lines will connect the Meyers building and the student clinic. The depth of the proposed private utility conduit is approximately three to five feet below the grade of the street with a minimum clearance of 12" to the sanitary sewer and other existing utilities. U.D. would like to install this conduit at the same time they have Algona street excavated for the water service connection to the new Peter and Susan Smith Welcome Center which is currently under construction.

City Engineering has reviewed the drawings for clearances from existing and potential improvements of city utilities at the proposed easement area.

University of Dubuque is responsible for paying for the reviews, easement submittal, publication and recording fees, in the amount of \$500.00. The mapping costs are also the responsibility of U.D.

### **RECOMMENDATION**

I would recommend that the "Grant of Easement" for private utility for the proposed conduit and fiber optics and coax cable in the public right-of-way of Algona Street be approved.

**ACTION REQUESTED**

The attached resolutions should be submitted to the City Council for consideration for the disposal of City interest and the granting of easement to University of Dubuque for a private utilities conduit thru the Algona Street right-of-way.

Prepared by Nate Kieffer, PLS, PE

Prepared by: Nate Kieffer, City of Dubuque, 50 W 13<sup>th</sup> St. Dubuque, IA 52001 (563) 589-4270

Return to: Nate Kieffer, City of Dubuque, 50 W 13<sup>th</sup> St. Dubuque, IA 52001-(563) 589-4270

**RESOLUTION NO. -20**

**RESOLUTION DISPOSING OF CITY INTEREST BY GRANT OF EASEMENT FOR PRIVATE UTILITY TO UNIVERSITY OF DUBUQUE FOR AN UNDERLYING PORTION OF ALGONA STREET**

Whereas, pursuant to resolution and published notice of time and place of hearing, published in the Telegraph Herald, a newspaper of general circulation published in the City of Dubuque, Iowa on the 22<sup>nd</sup> day of May, 2020, the City Council of the City of Dubuque, Iowa met on this 1st day of June, 2020, at 6:30 p.m. in the Historic Federal Building, 350 W. 6<sup>th</sup> Street, Dubuque, Iowa, to consider the proposal for the granting of easement described as:

Underlying portion of Algona Street, running between the South Half of Lot 10 and Lot 2 of the East 75.60 feet of the North Half of Lot 10 all in Ann O'Hare's Subdivision in the City of Dubuque, Iowa

Whereas, the City Council of the City of Dubuque, Iowa overruled any and all objections, oral or written to the proposed granting of easement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:

Section 1. That the Grant of Easement for private utility by the City of Dubuque for underlying portion of underlying portion of Algona Street, running between the South Half of Lot 10 and Lot 2 of the East 75.60 feet of the North Half of Lot 10 all in Ann O'Hare's Subdivision in the City of Dubuque, Iowa, be and the same is hereby approved for the sum of \$500.00, plus mapping costs.

Section 2. The City of Dubuque reserves unto itself a perpetual easement of this same described area for the purpose of erecting, installing, constructing, reconstructing, repairing, owning, operating and maintaining all public utilities that would not interfere with the existence of the private utility.

Section 3. That the Mayor be authorized and directed to execute the Grant of Easement for private utility and the City Clerk be and is hereby authorized and directed to deliver said Grant of Easement to University of Dubuque upon receipt of the \$500.00 payment.

Section 4. That the City Clerk be and is hereby authorized and directed to record a certified copy of this Grant of Easement for private utility in the offices of the Dubuque County Recorder.

Passed, approved and adopted this 1<sup>st</sup> day of June 2020.

---

Roy D. Buol, Mayor

Attest:

---

Kevin S. Firnstahl, CMC City Clerk

Prepared by: Nate Kieffer, City of Dubuque, 50 W 13<sup>th</sup> St. Dubuque, IA 52001 (563) 589-4270  
Return to: Nate Kieffer, City of Dubuque, 50 W 13<sup>th</sup> St. Dubuque, IA 52001-(563) 589-4270

### **RESOLUTION NO.**

### **RESOLUTION GRANTING EASEMENT FOR PRIVATE UTILITY TO UNIVERSITY OF DUBUQUE FOR AN UNDERLYING PORTION OF ALGONA STREET**

Whereas, University of Dubuque has requested a "Grant of Easement" for Private Utility for an underlying portion of Algona Street for the fiber optics and coax cable utilities; and

Whereas, WHKS has prepared and submitted to the City Council an exhibit showing the underlying portion of Algona Street, running between the South Half of Lot 10 and Lot 2 of the East 75.60 feet of the North Half of Lot 10 all in Ann O'Hare's Subdivision in the City of Dubuque, Iowa for proposed fiber optics and coax cable utilities in the City of Dubuque, Dubuque County, Iowa; and

Whereas, the City Council of the City of Dubuque, Iowa, has determined that the portion of underlying Algona Street can be utilized for the fiber optics and coax cable utilities crossing of Algona Street, as shown on the Exhibit A, in the City of Dubuque, Dubuque County, Iowa, should be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:

Section 1. That the "Grant of Easement" for Private Utility for the fiber optics and coax cable utilities to the University of Dubuque be and the same is hereby approved.

Passed, approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Roy D. Buol, Mayor

Attest:

\_\_\_\_\_  
Kevin S. Firnstahl, City Clerk

**RESOLUTION NO. 152-20**

**RESOLUTION OF INTENT TO DISPOSE OF CITY INTEREST BY GRANT OF EASEMENT FOR PRIVATE UTILITY TO UNIVERSITY OF DUBUQUE FOR AN UNDERLYING PORTION OF ALGONA STREET**

Whereas, University of Dubuque has requested a "Grant of Easement" for private utility for an underlying portion of Algona Street for fiber optics and coax cable utilities; and

Whereas, WHKS has prepared and submitted to the City Council an exhibit showing the underlying portion of Algona Street, running between the South Half of Lot 10 and Lot 2 of the East 75.60 feet of the North Half of Lot 10 all in Ann O'Hare's Subdivision in the City of Dubuque, Iowa for proposed fiber optics and coax cable utilities in the City of Dubuque, Dubuque County, Iowa.


NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:

Section 1. That the City of Dubuque intends to grant an easement for private utility for an underlying portion of Algona Street in the City of Dubuque, Dubuque County, Iowa, as shown on the attached Exhibit A.


Section 2. That the granting of easement in the City of Dubuque, Dubuque County, Iowa to University of Dubuque be contingent upon the payment of \$500.00, plus mapping fees.

Section 3. That a public hearing on the intent to dispose of City interest by Grant of Easement for Private Utility to University of Dubuque across a portion of Algona Street, running between the South Half of Lot 10 and Lot 2 of the East 75.60 feet of the North Half of Lot 10 all in Ann O'Hare's Subdivision in the City of Dubuque, Iowa, is hereby set for the 1<sup>st</sup> day of June 2020, at the Historic Federal Building (and/or by virtual means) 350 W. 6<sup>th</sup> Street, Dubuque, Iowa, beginning at 6:30 p.m., and the City Clerk be and is hereby authorized and directed to cause a notice of public hearing on the intent to dispose of said interest to be published in the manner as prescribed by law.

Passed, approved and adopted this 18<sup>th</sup> day of May 2020.

  
\_\_\_\_\_  
Roy D. Buol, Mayor

Attest:

  
\_\_\_\_\_  
Kevin S. Firnstahl, CMC, City Clerk



Prepared by: Nate Kieffer, City of Dubuque, 50 W 13<sup>th</sup> St. Dubuque, IA 52001 (563) 589-4270  
Return to: Nate Kieffer, City of Dubuque, 50 W 13<sup>th</sup> St. Dubuque, IA 52001-(563) 589-4270

### **GRANT OF EASEMENT FOR PRIVATE UTILITY**

For and in consideration of the sum of Five Hundred dollars (\$500.00), the receipt whereof is hereby acknowledged,

The City of Dubuque, A Municipal Corporation of Dubuque County (Grantor)  
50 West 13<sup>th</sup> Street  
Dubuque, IA 52001-4864

of Dubuque County, State of Iowa, does hereby grant, sell and convey to The University of Dubuque (Grantee) its agents, contractors and assigns, owners of the South Half of Lot 10 and Lot 2 of the East 75.60 feet of the North Half of Lot 10 all in Ann O'Hare's Subdivision in the City of Dubuque, Iowa, in perpetuity from the date hereof, a right of way and permanent easement through, under and across the following described real estate situated in Dubuque, Iowa, to-wit:

Algona Street south of the intersection of Grace St. in the City of Dubuque, Dubuque County, Iowa as shown on the attached Exhibit A.

A permanent easement eight (8) feet wide for the purpose of constructing and maintaining a 2" diameter private fiber optic and coax cable utility conduit as shown on the attached Exhibit A, hereinafter called, *Private Utility*, in accordance with plans reviewed by the City Engineer for the sum of five hundred dollars (\$500.00), plus mapping fees.

It is understood and agreed that the Grantee herein shall backfill and compact to City standards the disturbed area to the grade of the surrounding property at the time of completion of the *Private Utility*.

Grantee shall assume any and all liability for damages to persons or property which may result from the existence, location, installation, construction, design, maintenance, or repair of said *Private Utility*.

Grantee shall pay on behalf of the City of Dubuque, all sums which the City shall become obligated to pay by reason of the liability imposed upon the City of Dubuque for damages of any kind resulting from the location, installation, existence, construction, or maintenance of said *Private Utility* sustained by any person or persons, caused by accident or otherwise to defend at its own expense on behalf of said City any claim against the City arising out of the existence, location, installation, construction, design, maintenance, or repair of said *Private Utility* sustained by any person or persons caused by accident or otherwise to defend at its own expense and on behalf of said City any claims against the City of Dubuque arising out of the existence, location, installation, construction, design, maintenance, or repair of the *Private Utility* and to pay reasonable attorney fees therefore.

Indemnify, defend, and hold the City of Dubuque free and harmless from any and all claims, loss, liability, and expense for death and/or injuries to third persons or damages to said property of third persons, or damage to any property of the City of Dubuque which may occur as a result or in connection with the existence, location, installation, construction, design, maintenance, or repair of said *Private Utility*. Grantor shall maintain said *Private Utility* in accordance with all applicable state and federal laws and regulations, and the ordinances of the City of Dubuque.

This easement does not constitute any approval of the design, erection, location, construction, repair or maintenance of said *Private Utility* and easement agrees not to assert such claim or defense against the City of Dubuque in the event of claim asserted for death, personal injuries and/or property damage against Grantee arising out of or in any way connected with the location, installation, construction, design, maintenance, or repair of *Private Utility*.

The City reserves unto itself the perpetual right for the purpose of erecting, installing, constructing, reconstructing, maintaining, owning, operating and repair of storm and sanitary sewers, watermain, pavement, street lights, gas, telephone, t.v., fiber optics cable, and electrical lines above or below said *Private Utility* as such utilities would not interfere with the existence of the *Private Utility*.

Iowa One-Call registration is required by the Code of Iowa. Grantee shall submit documentation to the City Engineer of Iowa One-Call registration membership. In addition, Grantee shall install utility locating tracer wire within said utility conduit across the Algona Street right of way.

To have and to hold unto The University of Dubuque, forever, and the undersigned do hereby expressly covenant that they are the owners in fee of said real estate and have good right to execute this agreement, and that the Grantee, its agents or contractors, shall at all times have free access to and egress from and over said real estate to maintain, remodel or repair said *Private Utility* thereof or therein.

Dated at Dubuque, Iowa, this 1<sup>st</sup> day of June 2020.

CITY OF DUBUQUE, IOWA

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Roy D. Buol, Mayor

Attest:

---

Kevin S. Firnstahl, CMC City Clerk

STATE OF IOWA, DUBUQUE COUNTY, ss:

On this \_\_\_\_ day of \_\_\_\_\_, 2020, before me a Notary Public in and for said County and said State, personally appeared Roy D. Buol and Kevin S. Firnstahl to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk respectively, of the City of Dubuque, Iowa; that said instrument was signed on behalf of said City of Dubuque by authority of Resolution No. \_\_\_\_-20 and that the said Roy D. Buol and Kevin S. Firnstahl as such officers, acknowledged the execution of said instrument to be the voluntary act and deed of said municipal corporation, by it and by them voluntarily executed.

---

Pamela S. McCarron, Notary Public

**University of Dubuque**

\_\_\_\_\_  
James Steiner  
Vice President of Finance and Auxiliary Services

**GRANTEE ACKNOWLEDGEMENT**

**STATE OF IOWA)**

**COUNTY OF DUBUQUE)**

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned, a Notary Public in and for said State, personally appeared James Steiner \_\_\_\_ to me personally known, OR \_\_\_\_ proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) acted, executed the instrument.

(Notary Seal)

\_\_\_\_\_ (sign in ink)

\_\_\_\_\_  
(print/type name)  
Notary Public in and for State of Iowa

**CAPACITY CLAIMED BY SIGNER**

\_\_\_\_ INDIVIDUAL

X CORPORATE OFFICER(S) **Vice President of Finance and Auxiliary Services** (Title)

**(CORP SEAL)**

\_\_\_\_ AFFIXED

X NO SEAL PROCURED

\_\_\_\_ PARTNER(S) X LIMITED \_\_\_\_ GENERAL

\_\_\_\_ ATTORNEY-IN-FACT

\_\_\_\_ TRUSTEE(S)

\_\_\_\_ GUARDIAN/CONSERVATOR

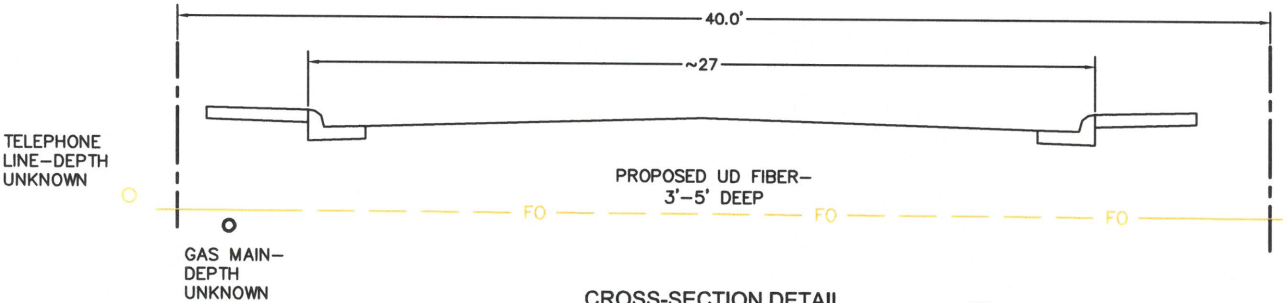
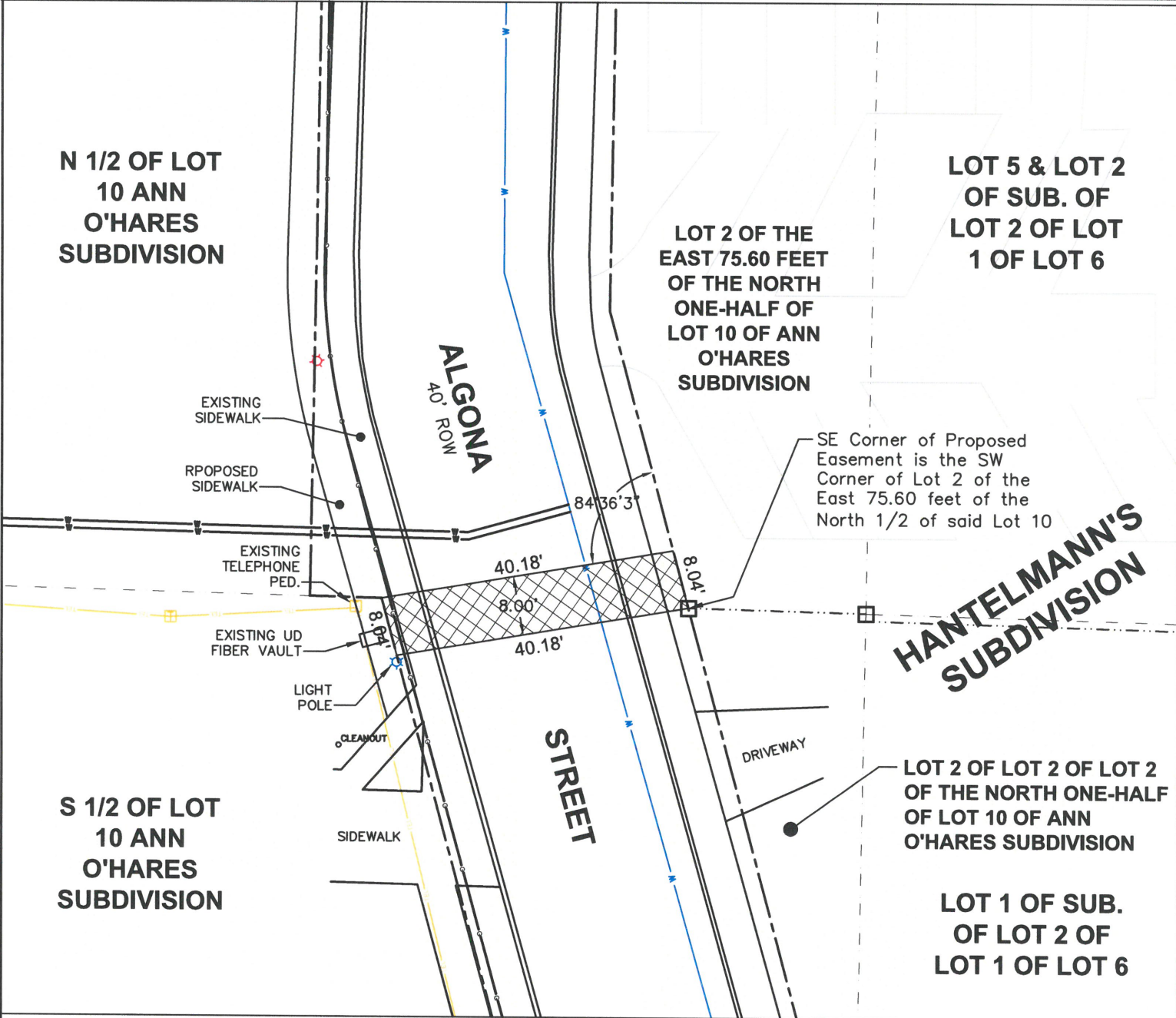
\_\_\_\_ OTHER

**SIGNER IS REPRESENTING**  
**University of Dubuque**

EXHIBIT A

for  
A EIGHT-FOOT (8') WIDE PRIVATE PERMANENT UTILITY EASEMENT  
ACROSS ALGONA STREET, DUBUQUE, IOWA

PROPERTY OWNER:  
CITY OF DUBUQUE  
  
SURVEY REQUESTED BY:  
UNIVERSITY OF DUBUQUE  
  
FIELD SURVEY CONDUCTED ON:  
October 10, 2019



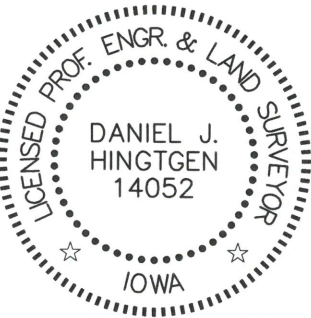
- LEGEND
- FOUND PROPERTY CORNER
  - 15.0' PREVIOUSLY RECORDED
  - PRIVATE EASEMENT
  - EXISTING LOT LINES
  - ORIGINAL LOT LINES
  - ROW LINE

WATER MAIN APPROXIMATELY 6' DEEP



SCALE 1" = 20'

0 5' 10' 20'



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

*[Signature]* 5/11/2020  
Dan Hingtgen, Land Surveyor Date  
License number: 14052  
My registration renewal date is December 31, 2020  
Pages or sheets covered by this seal: 1 (ONE)

EASEMENT EXHIBIT

Drawn by: DH Project No.: 8795.00

Drawing Date: 5/11/2020

Drawing Name: K:\8795.00 - UD Welcome Center\CAD\CAD Design\Dan\Utility Easement.dwg



## City of Dubuque

## Action Items # 1.

---

### ITEM TITLE:

Cities are Essential Resolution

### SUMMARY:

**RESOLUTION** Approving communication to the Federal Government in support of Federal Funding for all of America's communities as part of the Cities are Essential Initiative of the National League of Cities: Dubuque is Essential: in support of fair, direct Federal emergency support to reopen and rebuild local American economies

### SUGGESTED DISPOSITION:

Suggested Disposition: Receive and File; Adopt Resolution(s)

### ATTACHMENTS:

#### Description

Cities are Essential Resolution

#### Type

Resolutions



**APPROVING COMMUNICATION TO THE FEDERAL GOVERNMENT IN SUPPORT  
OF FEDERAL FUNDING FOR ALL OF AMERICA'S COMMUNITIES AS PART OF  
THE CITIES ARE ESSENTIAL INITIATIVE OF THE NATIONAL LEAGUE OF CITIES:  
DUBUQUE IS ESSENTIAL: IN SUPPORT OF FAIR, DIRECT FEDERAL  
EMERGENCY SUPPORT TO REOPEN AND REBUILD LOCAL AMERICAN  
ECONOMIES**

WHEREAS, America's cities, towns and villages face unprecedented threats due to the ongoing COVID-19 pandemic emergency; and

WHEREAS, municipalities are essential to America's economic recovery and without funding support for local governments, municipalities may go from being a critical part of the economic solution, to becoming a major obstacle to long-term stabilization and recovery; and

WHEREAS, America's cities, towns and villages will experience budgetary shortfalls of up to \$134 billion in fiscal year 2020 alone, and the negative effects of the pandemic emergency on local communities will continue long after this year; and

WHEREAS, three million critical municipal worker jobs are at risk, threatening cuts to basic community services, including 9-1-1 response, sanitation, and maintenance; and

WHEREAS, communities have taken extraordinary measures to protect health, safety, and the continuation of essential services throughout the emergency; and

WHEREAS, the City of Dubuque has estimated revenue losses of tens of millions of dollars over the next few years; and

WHEREAS, the City of Dubuque has acted prudently in eliminating or postponing capital projects, has frozen unfilled department positions, has frozen staff salaries, has frozen all travel and education funds, and has extended the life of all vehicles, technology and equipment for an additional year to eliminate purchasing; and

WHEREAS, America's rural communities and small towns are struggling just as much as big cities and risk being left behind or wiped out entirely.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
DUBUQUE, IOWA, AS FOLLOWS:**

1. The City of Dubuque calls on Congress to allocate fair and direct federal support to all of America's communities, regardless of population size.
2. Federal funding to all of America's communities must be flexible and address not only the additional expenses incurred by communities to respond to the pandemic emergency, but also the dramatic budgetary shortfalls resulting from pauses in commerce, tourism, and other economic engines.

3. Local governments are equipped to ensure federal funds are immediately used to rebuild and reopen the national economy.
4. Federal funding will keep middle class workers employed and critical services operating.
5. The City of Dubuque has been part of the emergency response and now calls on Congress to build a united national partnership for a safe, healthy, prosperous life.

Passed, approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Roy D. Buol, Mayor

Attest:

\_\_\_\_\_  
Kevin F. Firnstahl, City Clerk

## City of Dubuque

## Action Items # 2.

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<b>ITEM TITLE:</b>	Greater Dubuque Development Corporation - Quarterly Update
<b>SUMMARY:</b>	President and CEO Rick Dickinson will present the quarterly update on the activities of the Greater Dubuque Development Corporation.
<b>SUGGESTED DISPOSITION:</b>	Suggested Disposition: Receive and File

## City of Dubuque

## Action Items # 3.

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**ITEM TITLE:** Greater Dubuque Development Corporation - Board of Directors Membership

**SUMMARY:** Correspondence from the Greater Dubuque Development Corporation requesting confirmation of City of Dubuque representation on it's Board of Directors for terms starting July 1, 2020 through June 30, 2021.

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Council

**ATTACHMENTS:**

**Description**

**Type**

GDDC Board Membership Correspondence

Supporting Documentation



Schmid Innovation Center  
900 Jackson St., Suite 109  
Dubuque, IA, 52001  
[www.greaterdubuque.org](http://www.greaterdubuque.org)

April 22, 2020

Mr. Michael C. Van Milligen  
City Manager  
50 West 13<sup>th</sup> Street  
Dubuque, Iowa 52001

Dear Mike:

Greater Dubuque Development's By-Laws provide that the Mayor, City Manager, and City Economic Development Director shall be elected to serve on the Greater Dubuque Development Board of Directors. Our records indicate that your term, the Mayor's term and the Economic Development Directors term expires June 30, 2020. Therefore, Greater Dubuque needs to receive official notification that you, Roy Buol and Jill Connors will continue to serve in these capacities.

In addition, two members of the City Council shall be nominated by the Council to serve on the Greater Dubuque Development Board of Directors. Your present Board members are:

	<u>Term of Office</u>
Mr. Brett Shaw	07-01-19 thru 06-30-20
Ms. Laura Roussel	07-01-19 thru 06-30-20

The representatives will be approved at our annual meeting and we ask that you notify us of your nominees prior to May 26, 2020.

Thanks for your continued participation in Greater Dubuque Development.

Sincerely

A handwritten signature in black ink, appearing to read "Rick Dickinson".

Rick Dickinson  
President & CEO

## City of Dubuque

## Action Items # 4.

---

**ITEM TITLE:**

Awarding the 2020 Pavement Marking Project

**SUMMARY:**

City Manager recommending award of the 2020 Pavement Marking construction contract to the low bidder Selco, Inc.

**RESOLUTION** Awarding Public Improvement Contract for the 2020 Pavement Marking Project

**SUGGESTED DISPOSITION:**

Suggested Disposition: Receive and File; Adopt Resolution(s)

**ATTACHMENTS:****Description****Type**

2020 Pavement Marking Project-MVM Memo

City Manager Memo

Staff Memo

Staff Memo

Resolution

Resolutions





**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** 2020 Pavement Marking Project  
(CIP 3002245)

**DATE:** May 26, 2020

Sealed bids were received for the 2020 Pavement Marking Project. City Engineer Gus Psihoyos recommends award of the construction contract to the low bidder, Selco, Inc., in the amount of \$154,043.30, which is 8.9% over the engineer's estimate.

The annual Pavement Marking Program is funded through the Local Options Sales Tax - Street Construction appropriation which is impacted by reduced revenues due to the COVID-19 pandemic. The City's contract cost share is \$139,020.08 and there are not sufficient funds available in the FY20 budget (\$131,500) to fully cover that cost. The FY21 Pavement Marking Program has \$135,000 budgeted and will remain frozen until the City can evaluate the impacts to the Local Options Sales Tax revenues. However, to award of the public improvement contract for the 2020 Pavement Marking Project will require the authorization to pre-spend \$7,520.08 from the FY21 budget.

I concur with the recommendation and respectfully request Mayor and City Council approval.

  
Michael C. Van Milligen

MCVM:jh  
Attachment

cc: Crenna Brumwell, City Attorney  
Teri Goodmann, Assistant City Manager  
Cori Burbach, Assistant City Manager  
Gus Psihoyos, City Engineer

**TO:** Michael C. Van Milligen, City Manager  
**FROM:** Gus Psihoyos, City Engineer  
**DATE:** May 26, 2020  
**RE:** 2020 Pavement Marking Project  
(CIP 3002245)

### **INTRODUCTION**

The attached resolution authorizes the award of the public improvement construction contract for the 2020 Pavement Marking Project. The pavement marking program is essential and vital to our transportation system as it provides safety to drivers and pedestrians on the public road system. Well-defined crosswalk striping for example provides areas where pedestrians can traverse a roadway safely.

### **BACKGROUND**

The City contracts for a city-wide pavement marking project to furnish, install, maintain, and remove permanent pavement markings to include Lines and Symbols and Legends on City streets as directed by the Engineering Department.

### **DISCUSSION**

The Pavement Marking Project is completed annually due to a more rapid deterioration on higher volume, high vehicular movement roadways. Pavement markings are applied using a waterborne paint with a service life of approximately two (2) years.

As part of a cooperative Maintenance Agreement with the Iowa Department of Transportation (Iowa DOT), the City will include portions of Iowa DOT jurisdictional pavement markings with the City's annual pavement marking program. The Maintenance Agreement includes all Symbols and Legends and a portion of center Lines on Iowa DOT routes within the City. The Iowa DOT will reimburse the City for their share of project costs after the project is completed and accepted.

### **BID RESULTS**

The City received three bids on May 21, 2020, for the 2020 Pavement Marking Project. SELCO, Inc. of Blue Grass, IA, submitted the low bid in the amount of \$154,043.30. Which is 8.9% over the engineer's estimate. A summary of the bid proposals received is as follows:

<b>Contractor Name</b>	<b>Total Bid</b>
SELCO, Inc.	\$154,043.29
Ostrom Painting & Sandblasting, Inc.	\$175,160.23
Iowa Plains Signing, Inc.	\$295,200.00

## **RECOMMENDATION**

I recommend awarding the contract for the 2020 Pavement Marking Project to SELCO, Inc. in the amount of \$154,043.20.

## **BUDGET IMPACT**

The estimate of probable cost for the 2020 Pavement Marking Project is summarized in the following table:

<b>Description</b>	<b>Cost Estimate</b>	<b>Award</b>
Construction - City Pavement Markings	\$ 126,500.00	\$ 134,020.08
Construction - Iowa DOT Pavement Markings	15,000.00	20,023.21
Engineering Design and Administration	5,000.00	5,000.00
<b>Total Construction Cost Estimate</b>	<b>\$ 146,500.00</b>	<b>\$ 159,043.29</b>

The proposed project funding is summarized as follows:

<b>CIP No.</b>	<b>Fund Description</b>	<b>Fund Amount</b>
3002245	Pavement Markings (FY20)	\$ 131,500.00
3002245	Pavement Markings (FY21)	7,520.08
3002245	Iowa DOT Funding	20,023.21
<b>Total Project Funding</b>		<b>\$ 159,043.29</b>

The annual Pavement Marking Program is funded through the Local Options Sales Tax - Street Construction (300 fund) appropriation which is impacted by reduced revenues due to the COVID-19 pandemic. The City's contract cost share is \$139,020.08 and there are not sufficient funds available in the FY20 budget (\$131,500) to fully cover that cost. The FY21 Pavement Marking Program has \$135,000 budgeted and will remain frozen until the City can evaluate the impacts to the Local Options Sales Tax revenues. However, to award of the public improvement contract for the 2020 Pavement Marking Project will require the authorization to pre-spend \$7,520.08 from the FY21 budget.

## **REQUESTED ACTION**

The Council is requested to award the construction contract for the 2020 Pavement Marking Project through adoption of the attached resolution to SELCO, Inc. in the amount of \$154,043.30.

cc: Jenny Larson, Director of Budget & Finance  
Bob Schiesl, Assistant City Engineer  
Troy Kress, Engineering Tech.

**RESOLUTION NO. -20**

**AWARDING PUBLIC IMPROVEMENT CONTRACT FOR THE 2020  
PAVEMENT MARKING PROJECT**

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
OF DUBUQUE, IOWA:

Whereas, sealed proposals have been submitted by contractors for the 2020  
Pavement Marking Project, (the Project) pursuant to Resolution No. 139-20 and Notice  
to Bidders published on the City of Dubuque, Iowa website and plan room service with  
statewide circulation on the 8<sup>th</sup> day of May 2020.

Whereas, said sealed proposals were opened and read on the 21<sup>st</sup> day of May  
2020 and it has been determined that SELCO, Inc. of Blue Grass, IA submitted low bid  
in the amount of \$154,043.29, and is the lowest responsive, responsible bidder for the  
Project.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
OF DUBUQUE, IOWA:

That a Public Improvement Contract for the Project is hereby awarded to  
SELCO, Inc. and the City Manager is hereby directed to execute a Public Improvement  
Contract on behalf of the City of Dubuque for the Project.

Passed, adopted and approved this 1<sup>st</sup> day of June 2020.

\_\_\_\_\_  
Roy D. Buol, Mayor

Attest:

\_\_\_\_\_  
Kevin S. Firnstahl, CMC, City Clerk

## City of Dubuque

## Action Items # 5.

---

**ITEM TITLE:** Code of Ordinances Amendment - Title 13 Stormwater Management Utility Fee Rate; Charges

**SUMMARY:** City Manager recommending adoption of an amendment to City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 4 Stormwater Management, Section 13-4-5 SFU Rate, Charges; Utility Revenues; Section 13-4-6 Single-Family Residential Property; and Section 13-4-7 Non-Single-Family Residential Property.

**ORDINANCE** Amending City of Dubuque Code of Ordinances Section 13-4-5(D) SFU Rate, Charges; Utility Revenues

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Motion B; Motion A

**ATTACHMENTS:**

**Description**

**Type**

Amending Code of Ordinances for Stormwater Fee-MVM Memo

City Manager Memo

Staff Memo

Staff Memo

DRAFT - Reduced Utilities Fees Application 2020 Ordinance

Supporting Documentation

Ordinance

Suggested Motion Wording

Supporting Documentation



**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Stormwater Management Utility Fee Rate Change

**DATE:** May 28, 2020

City Engineer Gus Psihoyos is recommending adoption of an amendment to City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 4 Stormwater Management, Section 13-4-5 SFU Rate, Charges; Utility Revenues; Section 13-4-6 Single-Family Residential Property; and Section 13-4-7 Nonsingle-Family Residential Property.

In Fiscal Year 2004 the City Council established General Fund funding to help low-income households pay their monthly stormwater utility fee, similar to an existing discount given to refuse collection customers that was funded by refuse collection fees. As part of the FY21 budget process the City Council approved extending this general fund benefit to the Water and Sanitary Sewer City run utilities and to switch the funding for the refuse collection discount from the refuse fund to the General Fund. An ordinance change is necessary to ensure consistency across enterprises. The attached ordinance language directs the City Manager to develop a policy for evaluating cases of extreme financial hardship, whereby the City Manager would have the ability to make adjustments in the residential rate as determined by the terms and conditions of the adopted policy.

The low-income discounts will be approved based on the following criteria and generally the attached form:

#### **City of Dubuque Reduced Utility Fee Policy**

- Residents of the City of Dubuque
- Individually billed residential account holders/customers – billed to resident of unit (Bill covers a single unit or a duplex in which the property owner resides in one-unit)
- Extreme financial hardship
- Authority to require such proof of financial status or extreme hardship
- Annual income equal to or less than the income standards used by HUD for its "Section 8 Housing Program" for the size of that household may, upon



application to the City Manager or designee, receive a credit for up to one-half (1/2) the established base rate, the actual credit being subject to:

- The number of credits available
- Income of applicants
- Number of applicants
- Budgeted/available funds.
- City reserves the right to limit the number of credits available and adjust the amount of credit received based on the income of applicants, number of applicants and available funds
- An annual application shall be made by the account holder of the City of Dubuque utility bill for the premises to verify annual income and eligibility.

This policy and the application form are subject to revision by the City Manager from time to time.

I concur with the recommendation and respectfully request Mayor and City Council approval.

  
\_\_\_\_\_  
Michael C. Van Milligen

MCVM:jh

Attachment

cc: Crenna Brumwell, City Attorney  
Teri Goodmann, Assistant City Manager  
Cori Burbach, Assistant City Manager  
Gus Psihoyos, City Engineer

**TO:** Michael C. Van Milligen, City Manager

**FROM:** Gus Psihoyos, City Engineer

**SUBJECT:** Stormwater Management Utility Fee Rate Change

**DATE:** May 26, 2020

### **INTRODUCTION**

The purpose of this memo is to outline a recommendation to modify Section 13-4 of the Code of Ordinances, thereby adjusting the stormwater utility fee rate as proposed with the Fiscal Year 2021 budget and adding language to address cases of extreme financial hardship.

### **BACKGROUND**

In February of 2003, Ordinance 7-03 was passed establishing a Stormwater Management Utility and associated fee. At that time, the Stormwater Management Utility Fee helped fund the administration of the Stormwater Utility, NPDES Compliance Program, Storm Sewer Improvements/Extensions, Stream-bank Stabilization Assistance Program, Detention Basin Maintenance, and Stormwater Ditch Maintenance & Remediation.

With the adoption of the FY04 budget, the City Council established non-stormwater utility moneys to subsidize the payments for property tax exempt organizations and low-income residents. And with the FY08 budget, the City Council established a similar subsidy for residential farms. Each year, up and through FY21, the City Council has opted to budget funding for these subsidy programs.

When the Stormwater Management Utility User Fee Fund was created in Fiscal Year 2004, stormwater management activities were funded from a number of sources: 15% from the stormwater utility fee, 22% from property taxes, 5% from sales tax, and 58% from DRA distribution funds. With the adoption of the FY2009 budget, the Stormwater Management Utility became for the first time a self-supporting enterprise fund; all stormwater management activities are now funded exclusively by the stormwater management utility and permit fees.

In March of 2014, the City Council adopted Ordinance 16-14 establishing the Stormwater Management Utility Rates for FY2015 and beyond. Per ordinance, the billing rate for the average homeowner is to increase by 6.76% (from \$8.29 per month to \$8.85 per month) in FY21.

## **DISCUSSION**

The City has been able to provide stormwater management services within the rate structure established by Ordinance 16-14, adopted in March of 2014 with the FY2015 budget. Due to the uncertain economic impacts of the current COVID-19 pandemic, the rate structure has been reconsidered for Fiscal Year 2021 and no rate increase is proposed for FY21. Table 1 compares the current rates established with the adoption of Ordinance 16-14, and the rate proposed for FY21 and projected for FY22, FY23 and beyond.

Table 1. Proposed Stormwater Management Utility Single Family Unit (SFU) rate for FY21 versus the rate adopted with the FY2015 budget.

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23 (&amp; Beyond)</b>
Adopted with the FY15 Budget	\$8.29	\$8.85	\$9.00	\$9.00
<b>Proposed with the FY21 Budget</b>	<b>\$8.29</b>	<b>\$8.29</b>	<b>\$8.44*</b>	<b>\$9.00*</b>

\*Projected

Figure 1 and Table 2 show a comparison of the stormwater utility rates proposed in Fiscal Year 2021 for the ten largest communities in Iowa that have stormwater utilities. While a zero percent increase is proposed for Dubuque, six other communities are raising their rates. The average rate (without Dubuque) is \$6.00, an increase of 6.9% from FY20. Dubuque's proposed rate for FY21 is 27.6% higher than the average.

Figure 1. Comparison of the proposed FY21, average, monthly Stormwater Utility Fees for the ten largest communities in Iowa with stormwater utilities.

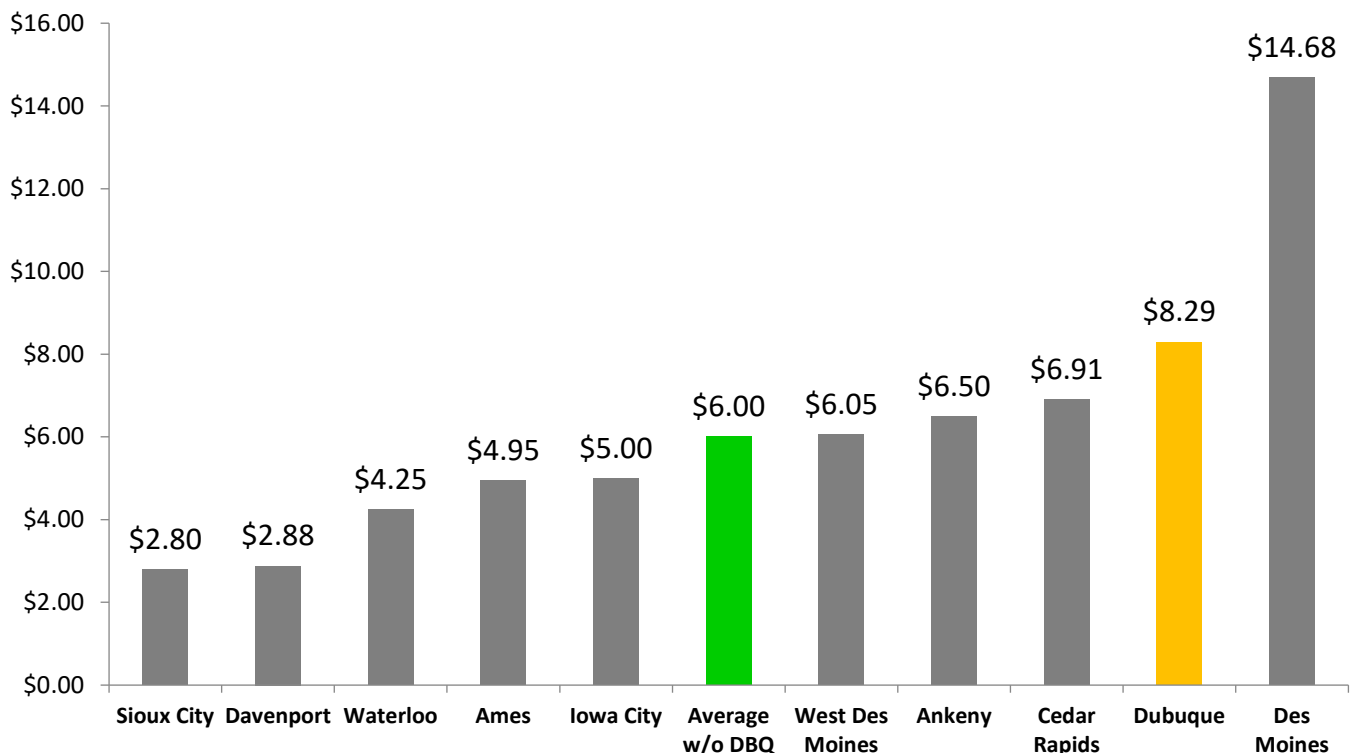


Table 2. Comparison of the largest communities in Iowa with Stormwater Utilities, showing the proposed rate increases for FY21.

Rank	City	Proposed FY21 Stormwater Rate	Notes
10	Des Moines	\$14.68	9.2% increase in FY21
<b>9</b>	<b>Dubuque</b>	<b>\$8.29</b>	<b>0% Increase in FY21</b>
8	Cedar Rapids	\$6.91	5.0% increase from FY21
7	Ankeny	\$6.50	18.2% Increase from FY21
6	West Des Moines	\$6.05	11.0% Increase from FY21
5	Iowa City	\$5.00	0% Increase from FY20
4	Ames	\$4.95	0% Increase from FY20
3	Waterloo	\$4.25	6.3% Increase from FY20
2	Davenport	\$2.88	3.0% Increase from FY20
1	Sioux City	\$2.80	0% Increase from FY20
	Average w/o Dubuque	\$6.00	6.9% Increase from FY20

In FY04, the City Council established non-stormwater utility funding to help low-income households pay their monthly stormwater utility fee. As part of the FY21 budget process the City Council approved extending this benefit to other City run utilities. An ordinance change is necessary to ensure consistency across enterprises. The attached ordinance language directs the City Manager to develop a policy for evaluating cases of extreme financial hardship, whereby the City Manager would have the ability to make adjustments in the residential rate as determined by the terms and conditions of the adopted policy.

The proposed ordinance amendment will add language to both Section 13-4-6 and Section 13-4-7 as follows:

Charge Exception. The City Manager shall establish a policy for evaluating cases of extreme financial hardship for single family residential customers and the City's ability to make adjustments in the monthly charge for single family residential customers as determined by the terms and conditions of the policy and the funds allocated, and available, through the budget process.

### **RECOMMENDATION**

I recommend amending Section 13-4-5 of the City Code of Ordinances to establish the Stormwater Utility Fee rate for FY21 at \$8.29 per SFU as proposed in Table 1. The rates

for FY22, FY23, and beyond will be considered in conjunction with the preparation of the FY22 budget recommendation. I further recommend amending Section 13-4-6 and 13-4-7 of the City Code of Ordinances to include a charge exception clause to apply to extreme financial hardship for single family residential customers.

### **BUDGET IMPACT**

The proposed rate change will reduce the Stormwater Utility Management fee revenue by an estimated \$327,000.00 in FY2021. Amending the ordinance to include a charge exception clause to apply to extreme financial hardship for single family residential customers does not change the FY21 budget. The adopted FY21 budget established \$34,326.00 in general fund monies for the low-income subsidy.

### **ACTION TO BE TAKEN**

I respectfully request passing the attached ordinance amending Section 13-4-5 of the City Code of Ordinances to establish the stormwater management utility fee rate for FY21 and amending Section 13-4-6 and Section 13-4-7 establishing a charge exception for single family residential customers in cases of extreme financial hardship.

Attach.

Prepared by Deron Muehring

cc: Jenny Larson, Director of Finance and Budget  
Crenna Brumwell, City Attorney  
Deron Muehring, Civil Engineer

## 2020 APPLICATION FOR REDUCED UTILITY FEES

The ordinances which establish monthly utility fees allow for a reduction of base fees for residential premises. Eligibility is based on household size and income.

### INCOME GUIDELINES ELIGIBILITY REQUIREMENTS

Household Size	1	2	3	4	5	6	7	8
Income Limit	\$29,050	\$33,200	\$37,350	\$41,450	\$44,800	\$48,100	\$51,400	\$54,750

I, \_\_\_\_\_ as  
(Print) Last Name First Middle Maiden

Head of Household living at \_\_\_\_\_  
Address Apt#

Dubuque, Iowa, hereby apply for a reduction in monthly water, sewer, refuse & stormwater fees and submit the following information to support my application:

- 1) Total gross annual household income from all persons (18 and older) \$ \_\_\_\_\_
- 2) Do you currently receive Section 8 Housing Choice Voucher assistance? Yes\* \_\_\_\_\_ No \_\_\_\_\_  
\*If yes, proof of income is not required. Skip to number 4.
- 3) Do you file a federal income tax return? Yes \_\_\_\_\_ No \_\_\_\_\_  
**If yes, must include a copy of most recent year tax return.**  
**If no, include copy of all that apply: W-2, three consecutive pay stubs for wages/salary, bonuses, social security benefit information for all persons residing in the household, pension benefit information, child support, alimony, rental income and any other income, etc.**
- 4) Telephone number \_\_\_\_\_
- 5) List all occupants living in the household

	First Name	Last Name	Social Security Number	Date of Birth	Relationship to you
1					Self
2					
3					
4					
5					
6					

Additional Information \_\_\_\_\_

I declare, under penalties of perjury, that the information provided above is correct and true to the best of my knowledge and belief. I agree to notify the City of Dubuque immediately of any change in the information provided above. I authorize the City of Dubuque to verify information submitted.

☐ I have included documentation to support my income.

\_\_\_\_\_  
Signature of Applicant Date

### FOR CITY USE ONLY

Account # \_\_\_\_\_ - \_\_\_\_\_ Route \_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_

Emailed Housing \_\_\_\_\_ confirm HCV Approved through \_\_\_\_\_ 20 \_\_\_\_\_

Denied: ☐ Overincome ☐ Sent Letter ☐ Did not provide proof of income Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



**City of Dubuque  
Reduced Utility Fees**

***Application must be submitted by the head of household for your primary residence only.***

Print your complete name.

Print your full address, including any apartment number.

The application requests the following additional information in support of your application:

Question 1: Enter your **TOTAL GROSS** household income for the year. Remember that this figure must include the income of **ALL** persons 18 and older residing in the household, and must include income from salary and wages, social security, child support, pensions, insurance benefits, alimony, interest and dividends and all other income.

Question 2: Please indicate if you receive Section 8 Housing Choice Voucher assistance.

Question 3: Please indicate if you file a federal income return.  
If Yes, include copy of most recent tax return filed.  
If No, include a copy of all that apply: W-2, copies of three consecutive pay stubs for wages/salary, social security benefit information for all persons residing in the household, pension benefit information, child support, alimony, rental income and any other income, etc.  
**City requires some form of verification of income.**

Question 4: Enter your telephone number.

Question 5: Enter the total number of persons living in your household, including yourself. **(Note: Must provide first and last name, social security number, date of birth and relationship for yourself and each individual)**

After completing the form, check the information carefully and read the declaration before signing. By signing the application, you are declaring, under penalty of perjury, that the information is true and correct to the best of your knowledge and belief, and that you agree to notify the City of any change in the information provided.

Be sure that the application is **SIGNED AND DATED** before returning to City Hall.

Annual renewal required.

**Return Application form to:**

City of Dubuque Utility Billing  
50 West 13<sup>th</sup> Street (52001-4845)  
PO Box 1063  
Dubuque, Iowa 52004-1063  
Fax 563-690-6688  
[utilityb@cityofdubuque.org](mailto:utilityb@cityofdubuque.org)

**If you have any questions, please call  
Utility Billing at (563)589-4144.**

**ORDINANCE NO. \_\_\_\_-20**

**AMENDING CITY OF DUBUQUE CODE OF ORDINANCES TITLE 13 PUBLIC UTILITIES, CHAPTER 4 STORMWATER MANAGEMENT, SECTION 13-4-5 SFU RATE, CHARGES; UTILITY REVENUES; SECTION 13-4-6 SINGLE-FAMILY RESIDENTIAL PROPERTY; AND SECTION 13-4-7 NONSINGLE-FAMILY RESIDENTIAL PROPERTY**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:

Section 1. Section 13-4-5 of the City of Dubuque Code of Ordinances is hereby amended to read as follows:

**13-4-5: SFU RATE, CHARGES; UTILITY REVENUES:**

- A. Square Feet Equivalency: For purposes of this chapter, an SFU shall be equivalent to two thousand nine hundred seventeen (2,917) square feet of impervious property.
- B. Monthly Service Charge: Except as provided in this chapter, every contributor owning or occupying a single-family residential property, multi-family residential property, or a nonresidential property, other than exempt property, shall pay to the city, at the same time payment is made for water service, sanitary sewer or refuse, a stormwater management charge to be determined and billed as provided in this chapter. In the event the owner and the occupant of a particular property are not the same, the liability for payment of the stormwater management charge attributable to that property shall be joint and several as to the owner and occupant. The stormwater management charge shall be a monthly service charge and shall be determined by this chapter and the SFU rate which is established in this chapter and from time to time adjusted as provided in this chapter.
- C. Application And Computation: The stormwater management charges provided in sections [13-4-6](#) through [13-4-8](#) of this chapter shall be applied and computed for each contributor during the customary billing periods as to all bills mailed by the finance director-city treasurer, and such charges shall thereafter be paid and collected as provided in this chapter. (2007 Code § 44-274)
- D. Rates Established: The SFU rate to be applied to residential and nonresidential properties shall be \$8.29 per SFU.
- E. Authority To Adjust Rate: If at any time the director determines that the SFU rate and/or the budget for the stormwater management utility system requires adjustment, the director shall report such determination to the city manager and city council. The city council may at any time adjust the SFU rate by adoption of an ordinance amending this section, and may at any time adjust the budget for the stormwater management utility system by adoption of an appropriate resolution.

F. Policy On Expenditure Of Revenues: The city council hereby establishes a formal policy regarding the expenditure of stormwater management utility revenues as follows:

1. The city manager shall develop and implement a cost accounting system, capable of accurately recording and segregating charges to the system by all departments of the city, to include the cost of personnel, machinery, contract equipment and construction, supplies, depreciation, and any and all miscellaneous expenses and purchases.
2. No revenues generated by the stormwater utility user fee shall be used for any purpose other than stormwater expenses.

Section 2. Section 13-4-6 of the City of Dubuque Code of Ordinances is hereby amended to read as follows:

**13-4-6: SINGLE-FAMILY RESIDENTIAL PROPERTY:**

A. Percentage Of SFU Rate: The stormwater management charge for a single-family residential property shall be the following percentage of the SFU rate:

<b>Impervious Area Of Property (Square Feet)</b>	<b>SFU Rate</b>
1,471 or less	50 percent
1,472 to 4,374	100 percent
4,375 or more	150 percent

B. Commencement Of Charge: As to a new single-family residence, the stormwater management charge attributable to that residence shall commence upon the earlier of the following:

1. The issuance of a permanent water meter.
2. If no water meter is issued for that development or if development has halted, on the date that the director or the director's designee determines in reasonable judgment that the development is substantially complete or has been halted for at least three (3) months.

C. Charge Exception. The City Manager shall establish a policy for evaluating cases of extreme financial hardship for single family residential customers and the City's ability to make adjustments in the monthly charge for single family residential

customers as determined by the terms and conditions of the policy and the funds allocated, and available, through the budget process.

D. Appeal Determination Of Charge: Any owner or occupant of a residential property aggrieved by the director's calculation of the stormwater management charge as provided in this section may appeal such determination to the director as provided in section [13-4-9](#) of this chapter.

Section 3. Section 13-4-7 of the City of Dubuque Code of Ordinances is hereby amended to read as follows:

**13-4-7: NONSINGLE-FAMILY RESIDENTIAL PROPERTY:**

- A. The stormwater management charge for a nonsingle-family residential property shall be the following percentage of the SFU rate multiplied by the number of dwelling units on the property:

<b>Nonsingle-Family Property Classification</b>	<b>Residential</b>	<b>SFU Rate</b>
Multi-family (excluding condominiums and mobile homes)		42 percent
Condominium		83 percent
Mobile home		65 percent

- B. Charge Exception. The City Manager shall establish a policy for evaluating cases of extreme financial hardship for non-single family residential customers and the City's ability to make adjustments in the monthly charge for non-single family residential customers as determined by the terms and conditions of the policy and the funds allocated, and available, through the budget process.

Section 4. This Ordinance shall take effect on the 1<sup>st</sup> day of July, 2020.

Passed, approved and adopted this 1<sup>st</sup> day of June, 2020.

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Roy D. Buol, Mayor

Attest:

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Kevin S. Firnstahl, City Clerk

## EFFECT OF AMENDMENT

### 13-4-5: SFU RATE, CHARGES; UTILITY REVENUES:

- A. Square Feet Equivalency: For purposes of this chapter, an SFU shall be equivalent to two thousand nine hundred seventeen (2,917) square feet of impervious property.
- B. Monthly Service Charge: Except as provided in this chapter, every contributor owning or occupying a single-family residential property, multi-family residential property, or a nonresidential property, other than exempt property, shall pay to the city, at the same time payment is made for water service, sanitary sewer or refuse, a stormwater management charge to be determined and billed as provided in this chapter. In the event the owner and the occupant of a particular property are not the same, the liability for payment of the stormwater management charge attributable to that property shall be joint and several as to the owner and occupant. The stormwater management charge shall be a monthly service charge and shall be determined by this chapter and the SFU rate which is established in this chapter and from time to time adjusted as provided in this chapter.
- C. Application And Computation: The stormwater management charges provided in sections [13-4-6](#) through [13-4-8](#) of this chapter shall be applied and computed for each contributor during the customary billing periods as to all bills mailed by the finance director-city treasurer, and such charges shall thereafter be paid and collected as provided in this chapter. (2007 Code § 44-274)
- D. Rates Established: The SFU rate to be applied to residential and nonresidential properties shall be ~~as follows:~~\$8.29 per SFU.

~~1. For the period July 1, 2014 through June 30, 2015, the SFU rate shall be five dollars ninety eight cents (\$5.98) per SFU.~~

~~2. For the period July 1, 2015 through June 30, 2016, the SFU rate shall be six dollars thirty eight cents (\$6.38) per SFU.~~

~~3. For the period July 1, 2016 through June 30, 2017, the SFU rate shall be six dollars eighty one cents (\$6.81) per SFU.~~

~~4. For the period July 1, 2017 through June 30, 2018, the SFU rate shall be seven dollars twenty seven cents (\$7.27) per SFU.~~

~~5. For the period July 1, 2018 through June 30, 2019, the SFU rate shall be seven dollars seventy six cents (\$7.76) per SFU.~~

~~6. For the period July 1, 2019 through June 30, 2020, the SFU rate shall be eight dollars twenty nine cents (\$8.29) per SFU.~~

~~7. For the period July 1, 2020 through June 30, 2021, the SFU rate shall be eight dollars eighty five cents (\$8.85) per SFU.~~

~~8. Beginning on July 1, 2021, the SFU rate shall be nine dollars (\$9.00) per SFU.~~

- E. Authority To Adjust Rate: If at any time the director determines that the SFU rate and/or the budget for the stormwater management utility system requires adjustment, the director shall report such determination to the city manager and city council. The city council may at any time adjust the SFU rate by adoption of an ordinance amending this section, and may at any time adjust the budget for the stormwater management utility system by adoption of an appropriate resolution.
- F. Policy On Expenditure Of Revenues: The city council hereby establishes a formal policy regarding the expenditure of stormwater management utility revenues as follows:
1. The city manager shall develop and implement a cost accounting system, capable of accurately recording and segregating charges to the system by all departments of the city, to include the cost of personnel, machinery, contract equipment and construction, supplies, depreciation, and any and all miscellaneous expenses and purchases.
  2. No revenues generated by the stormwater utility user fee shall be used for any purpose other than stormwater expenses.

**13-4-6: SINGLE-FAMILY RESIDENTIAL PROPERTY:**

- A. Percentage Of SFU Rate: The stormwater management charge for a single-family residential property shall be the following percentage of the SFU rate:

<b>Impervious Area Of Property (Square Feet)</b>	<b>SFU Rate</b>
1,471 or less	50 percent
1,472 to 4,374	100 percent
4,375 or more	150 percent

- B. Commencement Of Charge: As to a new single-family residence, the stormwater management charge attributable to that residence shall commence upon the earlier of the following:
1. The issuance of a permanent water meter.



2. If no water meter is issued for that development or if development has halted, on the date that the director or the director's designee determines in reasonable judgment that the development is substantially complete or has been halted for at least three (3) months.

C. Charge Exception. The City Manager shall establish a policy for evaluating cases of extreme financial hardship for single family residential customers and the City's ability to make adjustments in the monthly charge for single family residential customers as determined by the terms and conditions of the policy and the funds allocated, and available, through the budget process.

D. Appeal Determination Of Charge: Any owner or occupant of a residential property aggrieved by the director's calculation of the stormwater management charge as provided in this section may appeal such determination to the director as provided in section [13-4-9](#) of this chapter.

#### **13-4-7: NONSINGLE-FAMILY RESIDENTIAL PROPERTY:**

A. The stormwater management charge for a nonsingle-family residential property shall be the following percentage of the SFU rate multiplied by the number of dwelling units on the property:

<b>Nonsingle-Family Property Classification</b>	<b>Residential</b>	<b>SFU Rate</b>
Multi-family (excluding condominiums and mobile homes)		42 percent
Condominium		83 percent
Mobile home		65 percent

B. Charge Exception. The City Manager shall establish a policy for evaluating cases of extreme financial hardship for non-single family residential customers and the City's ability to make adjustments in the monthly charge for non-single family residential customers as determined by the terms and conditions of the policy and the funds allocated, and available, through the budget process.

## **Suggested Motion Wording for Ordinances - Motion B / Motion A**

### **Motion B**

I move to receive and file the communications and further move that the requirement that a proposed Ordinance be considered and voted on for passage at two Council meetings prior to the meeting at which is to be finally passed be suspended.

Second & vote called; then:

### **Motion A**

I move **final** consideration and passage of the Ordinance.

Second & vote called

### **If Motion B does not pass:**

I move to receive and file the communications and I move first (or second) consideration of the Ordinance.

### **Upon third reading:**

I move **final** consideration and passage of the Ordinance.

## City of Dubuque

## Action Items # 6.

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**ITEM TITLE:** Code of Ordinances Amendment - Title 13 Solid Waste Rates and Charges Established; Exceptions

**SUMMARY:** City Manager recommending adoption of an amendment to City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 6 Solid Waste, Article A City or Private Collection Services, Section 13-6A-6, Rates and Charges Established; Exception.

**ORDINANCE** Amending City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 6 Solid Waste, Article A City or Private Collection Services, Section 13-6A-6 Rates and Charges Established; Exceptions

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Motion B; Motion A

**ATTACHMENTS:**

Description	Type
Amendment to Ordinance for Solid Waste Rates-MVM Memo	City Manager Memo
Staff Memo	Staff Memo
DRAFT - Reduced Utilities Fees Application 2020 Ordinance	Supporting Documentation
Suggested Motion Wording	Ordinance
	Supporting Documentation

**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Establishing an Ordinance Change to City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 6 Solid Waste, Article A City or Private Collection Services, Section 13-6A-6, Rates and Charges Established; Exceptions

**DATE:** May 28, 2020

Public Works Director John Klostermann is recommending adoption of an amendment to City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 6 Solid Waste, Article A City or Private Collection Services, Section 13-6A-6, Rates and Charges Established; Exception.

In Fiscal Year 2004 the City Council established General Fund funding to help low-income households pay their monthly stormwater utility fee, similar to an existing discount given to refuse collection customers that was funded by refuse collection fees. As part of the FY21 budget process the City Council approved extending this general fund benefit to the Water and Sanitary Sewer City run utilities and to switch the funding for the refuse collection discount from the refuse fund to the General Fund. An ordinance change is necessary to ensure consistency across enterprises. The attached ordinance language directs the City Manager to develop a policy for evaluating cases of extreme financial hardship, whereby the City Manager would have the ability to make adjustments in the residential rate as determined by the terms and conditions of the adopted policy.

The low-income discounts will be approved based on the following criteria and generally the attached form:

**City of Dubuque  
Reduced Utility Fee Policy**

- Residents of the City of Dubuque
- Individually billed residential account holders/customers – billed to resident of unit (Bill covers a single unit or a duplex in which the property owner resides in one-unit)
- Extreme financial hardship
- Authority to require such proof of financial status or extreme hardship

- Annual income equal to or less than the income standards used by HUD for its "Section 8 Housing Program" for the size of that household may, upon application to the City Manager or designee, receive a credit for up to one-half (1/2) the established base rate, the actual credit being subject to:
  - The number of credits available
  - Income of applicants
  - Number of applicants
  - Budgeted/available funds.
- City reserves the right to limit the number of credits available and adjust the amount of credit received based on the income of applicants, number of applicants and available funds
- An annual application shall be made by the account holder of the City of Dubuque utility bill for the premises to verify annual income and eligibility.

This policy and the application form are subject to revision by the City Manager from time to time.

I concur with the recommendation and respectfully request Mayor and City Council approval.

  
 Michael C. Van Milligen

MCVM:jh

Attachment

cc: Crenna Brumwell, City Attorney  
 Teri Goodmann, Assistant City Manager  
 Cori Burbach, Assistant City Manager  
 Public Works Director John Klostermann

**TO:** Michael C. Van Milligen, City Manager

**FROM:** John Klostermann, Public Works Director **JK**

**SUBJECT:** Establishing an Ordinance Change to City of Dubuque Code of Ordinances Section 13-6A-6, Rates and Charges Established; Exceptions

**DATE:** May 26, 2020

## **INTRODUCTION**

The purpose of this memorandum is to recommend a language change to Section 13-6A-6, "Rates and Charges Established; Exceptions" of the City of Dubuque Code of Ordinances.

## **DISCUSSION**

In FY04, the City Council established non-stormwater utility funding to help low-income households pay their monthly stormwater utility fee. As part of the FY21 budget process the City Council approved extending this benefit to other City run utilities. An ordinance change is necessary to ensure consistency across enterprises. The attached ordinance language directs the City Manager to develop a policy for evaluating cases of extreme financial hardship, whereby the City Manager would have the ability to make adjustments in the residential rate as determined by the terms and conditions of the adopted policy.

In conjunction with the proposed Reduced Utility Fee Policy, changes to section 13-6A-6 Section 3 Class I Premises Exceptions, paragraph b. and c. noted language change are recommended. In addition, a rate correction is recommended to C. Class III Premises: 2. Solid Waste Cart Subscriptions: a. Mandatory Subscription Alleys: (2) Mandatory Alley Fees. This change was missed when setting the solid waste fees for Fiscal Year 2021. This correction will make the fees mirror other similar sections in the code. The proposed changes are shown in the attachment provided.

## **RECOMMENDATION**

It is recommended the attached proposed ordinance be submitted to the City Council for adoption.

cc: Crenna Brumwell, City Attorney  
Anderson Sainci, Resource Management Coordinator & Supervisor  
Arielle Swift, Assistant Public Works Director





## 2020 APPLICATION FOR REDUCED UTILITY FEES

The ordinances which establish monthly utility fees allow for a reduction of base fees for residential premises. Eligibility is based on household size and income.

### INCOME GUIDELINES ELIGIBILITY REQUIREMENTS

Household Size	1	2	3	4	5	6	7	8
Income Limit	\$29,050	\$33,200	\$37,350	\$41,450	\$44,800	\$48,100	\$51,400	\$54,750

I, \_\_\_\_\_ as  
(Print) Last Name First Middle Maiden

Head of Household living at \_\_\_\_\_  
Address Apt#

Dubuque, Iowa, hereby apply for a reduction in monthly water, sewer, refuse & stormwater fees and submit the following information to support my application:

- 1) Total gross annual household income from all persons (18 and older) \$ \_\_\_\_\_
- 2) Do you currently receive Section 8 Housing Choice Voucher assistance? Yes\* \_\_\_\_\_ No \_\_\_\_\_  
\*If yes, proof of income is not required. Skip to number 4.
- 3) Do you file a federal income tax return? Yes \_\_\_\_\_ No \_\_\_\_\_  
**If yes, must include a copy of most recent year tax return.**  
**If no, include copy of all that apply: W-2, three consecutive pay stubs for wages/salary, bonuses, social security benefit information for all persons residing in the household, pension benefit information, child support, alimony, rental income and any other income, etc.**
- 4) Telephone number \_\_\_\_\_
- 5) List all occupants living in the household

	First Name	Last Name	Social Security Number	Date of Birth	Relationship to you
1					Self
2					
3					
4					
5					
6					

Additional Information \_\_\_\_\_

I declare, under penalties of perjury, that the information provided above is correct and true to the best of my knowledge and belief. I agree to notify the City of Dubuque immediately of any change in the information provided above. I authorize the City of Dubuque to verify information submitted.

☐ I have included documentation to support my income.

\_\_\_\_\_  
Signature of Applicant Date

### FOR CITY USE ONLY

Account # \_\_\_\_\_ - \_\_\_\_\_ Route \_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_

Emailed Housing \_\_\_\_\_ confirm HCV Approved through \_\_\_\_\_ 20 \_\_\_\_\_

Denied: ☐ Overincome ☐ Sent Letter ☐ Did not provide proof of income Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

**City of Dubuque  
Reduced Utility Fees**

***Application must be submitted by the head of household for your primary residence only.***

Print your complete name.

Print your full address, including any apartment number.

The application requests the following additional information in support of your application:

Question 1: Enter your **TOTAL GROSS** household income for the year. Remember that this figure must include the income of **ALL** persons 18 and older residing in the household, and must include income from salary and wages, social security, child support, pensions, insurance benefits, alimony, interest and dividends and all other income.

Question 2: Please indicate if you receive Section 8 Housing Choice Voucher assistance.

Question 3: Please indicate if you file a federal income return.  
If Yes, include copy of most recent tax return filed.  
If No, include a copy of all that apply: W-2, copies of three consecutive pay stubs for wages/salary, social security benefit information for all persons residing in the household, pension benefit information, child support, alimony, rental income and any other income, etc.  
**City requires some form of verification of income.**

Question 4: Enter your telephone number.

Question 5: Enter the total number of persons living in your household, including yourself. **(Note: Must provide first and last name, social security number, date of birth and relationship for yourself and each individual)**

After completing the form, check the information carefully and read the declaration before signing. By signing the application, you are declaring, under penalty of perjury, that the information is true and correct to the best of your knowledge and belief, and that you agree to notify the City of any change in the information provided.

Be sure that the application is **SIGNED AND DATED** before returning to City Hall.

Annual renewal required.

**Return Application form to:**

City of Dubuque Utility Billing  
50 West 13<sup>th</sup> Street (52001-4845)  
PO Box 1063  
Dubuque, Iowa 52004-1063  
Fax 563-690-6688  
[utilityb@cityofdubuque.org](mailto:utilityb@cityofdubuque.org)

**If you have any questions, please call  
Utility Billing at (563)589-4144.**

**ORDINANCE NO. \_\_\_\_-20**

**AMENDING CITY OF DUBUQUE CODE OF ORDINANCES TITLE 13 PUBLIC UTILITIES, CHAPTER 6 SOLID WASTE, ARTICLE A CITY OR PRIVATE COLLECTION SERVICES, SECTION 13-6A-6 RATES AND CHARGES ESTABLISHED; EXCEPTIONS**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:

Section 1. Section 13-6A-6 RATES AND CHARGES ESTABLISHED; EXCEPTIONS, (A) Class I Premises, (3) Class I Premises Exceptions, of the City of Dubuque Code of Ordinances is hereby amended to read as follows:

**13-6A-6: RATES AND CHARGES ESTABLISHED; EXCEPTIONS:**

A. Class I Premises:

\* \* \* \*

3. Class I Premises Exceptions:

- a. When a Class I premises has been vacant for a period not less than two (2) consecutive months, the owner may apply to the City Manager for a credit under procedures to be established by the City Manager. Such credit shall continue only so long as the Class I premises is vacant.
- b. The City Manager shall establish a policy for evaluating cases of extreme financial hardship and the City's ability to make adjustments in the monthly collection charges as determined by the terms and conditions of the policy and the funds allocated, and available, through the budget process.

Section 2. Section 13-6A-6 RATES AND CHARGES ESTABLISHED; EXCEPTIONS, (C) Class III Premises, (2) Solid Waste Cart Subscriptions, (a) Mandatory Subscription Alleys, of the City of Dubuque Code of Ordinances is hereby amended to read as follows:

C. Class III Premises:

2. Solid Waste Cart Subscriptions:

- a. Mandatory Subscription Alleys:

\* \* \* \*

(2) Mandatory Alley Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a sixty-four (64) gallon solid waste cart is sixteen dollars twenty-six cents (\$16.26) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-four dollars thirty-nine cents (\$24.39) per month.

Section 3. This Ordinance shall take effect on the 1<sup>st</sup> day of July, 2020.

Passed, approved and adopted this 1<sup>st</sup> day of June, 2020.

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Roy D. Buol, Mayor

Attest:

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Kevin S. Firnstahl, City Clerk

## **EFFECT OF AMENDMENT**

### **13-6A-6: RATES AND CHARGES ESTABLISHED; EXCEPTIONS:**

#### **A. Class I Premises:**

1. **Base Fee and Conditions:** Unless subscribed to a solid waste cart, a fee of fourteen dollars ninety-nine cents (\$14.99) per dwelling unit per month shall be paid to the City by the property owner of each Class I premises for such solid waste collection services. Said fee shall be in payment for collection and disposal of one (1) 35-gallon can or one (1) 35-gallon trash bag of "solid waste" as defined in this chapter or one (1) 34-gallon, city issued cart. There is no limit on the number of bins allowed to be collected containing acceptable "recyclable materials" as defined in this chapter.
2. **Solid Waste Cart Subscriptions:**
  - a. **Mandatory Subscription Alleys:**
    - (1) **Carts Required:** Alley carts, owned by the City for semiautomated lifting, are required to be subscribed to in certain alleys, by owners, tenants, and/or property managers of Class I premises where the approved set out location is in a mandated alley. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include a thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste cart.
    - (2) **Mandatory Alley Fees:** The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a sixty-four (64) gallon solid waste cart is sixteen dollars twenty-six cents (\$16.26) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-four dollars thirty-nine cents (\$24.39) per month.
  - b. **Cart Subscriptions:**
    - (1) **Size Carts:** In the areas where solid waste carts, owned by the City for automated or semi-automated lifting, larger carts may be subscribed to by owners and/or property managers of Class I premises. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include thirty-four (34), forty-eight (48) sixty-four (64) or ninety- six (96) gallon solid waste carts.



(2) Size Cart Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon waste cart is seventeen dollars twenty-two cents (\$17.22) per month. The fee for a sixty-four (64) gallon solid waste cart is twenty dollars sixty-five cents (\$20.65) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-nine dollars (\$29.00) per month.

- c. Multifamily Dwellings: Multifamily dwellings required to subscribe to alley carts and multifamily dwellings opting to subscribe to solid waste cart(s) must provide a minimum of thirty (30) gallons of capacity for each dwelling unit. The City may, in its sole discretion, require additional capacity per unit if thirty (30) gallons for each dwelling unit is insufficient. The City shall notify the applicable account holder in writing of the additional capacity requirement.

### 3. Class I Premises Exceptions:

- a. When a Class I premises has been vacant for a period not less than two (2) consecutive months, the owner may apply to the City Manager for a credit under procedures to be established by the City Manager. Such credit shall continue only so long as the Class I premises is vacant.
- b. The City Manager shall establish a policy for evaluating~~the~~ cases of extreme financial hardship and the City's ability to make adjustments in the monthly collection charges as determined by the terms and conditions of the policy and the funds allocated, and available, through the budget process. ~~, the City Manager may, and is hereby authorized and empowered to, make adjustments in the monthly collection charges as the City Manager may deem appropriate. In such cases, the City Manager shall have the authority to require such proof of financial status or extreme hardship, as the City Manager may deem necessary.~~
- c. ~~When resident(s) of a Class I premises has an annual income equal to or less than the income standards used by HUD for its "Section 8 Housing Program" for the size of that household may, upon application to the City Manager or designee, be exempted from one-half ( $\frac{1}{2}$ ) the established collection charge. After the initial application, annual application shall be made by the account holder of the City of Dubuque utility bill for the premises to verify annual income and eligibility.~~

### B. Class II Premises:

- 1. Base Fees and Conditions: Unless subscribed to a solid waste cart, a fee of fourteen dollars ninety-nine cents (\$14.99) per month shall be paid to the City by the property owner of each Class II premises for such solid waste collection services. Said fee shall be in payment for collection and disposal of one (1) 35-gallon can or one (1) 35-gallon trash bag of "solid waste" as defined. There is no

limit on the number of bins allowed to be collected containing acceptable "recyclable materials" as defined.

2. Solid Waste Cart Subscriptions:

a. Mandatory Subscription Alleys:

(1) Carts Required: Alley carts, owned by the City for semiautomated lifting, are required to be subscribed to in certain alleys, by owners, tenants, and/or property managers of Class II premises where the approved set out location is in a mandated alley. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include a thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste cart.

(2) Mandatory Alley Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a sixty-four (64) gallon solid waste cart is sixteen dollars twenty-six cents (\$16.26) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-four dollars thirty-nine cents (\$24.39) per month.

b. Cart Subscriptions:

(1) Size Carts: In the areas where solid waste carts, owned by the City for automated or semi-automated lifting, larger carts may be subscribed to by owners and/or property managers of Class II premises. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include thirty-four (34), forty-eight (48), sixty-four (64) or ninety-six (96) gallon solid waste carts.

(2) Size Cart Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is seventeen dollars twenty-two cents (\$17.22) per month. The fee for a sixty-four (64) gallon solid waste cart is twenty dollars sixty-five cents (\$20.65) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-nine dollars (\$29.00) per month.

c. Multifamily Dwellings: Multifamily dwellings required to subscribe to alley carts and multifamily dwellings opting to subscribe to solid waste cart(s) must provide a minimum of thirty (30) gallons of capacity for each dwelling unit.

3. Termination: The owner of a Class II premises served by the City solid waste collection may provide the City Manager with not less than fourteen (14) days'

written notice of intent to terminate the service. Such termination of service shall be effective at the beginning of the next billing period after such fourteen (14) day notice period.

4. Recycling Only: Upon approval of an application for City recycling collection a fee of six dollars (\$6.00) per month per unit shall be paid to the City by the property owner of each Class II premises not serviced by City solid waste collection services for recycling collection.

C. Class III Premises:

1. Base Fees and Conditions: Unless subscribed to a solid waste cart, a fee of fourteen dollars ninety-nine cents (\$14.99) per dwelling per month shall be paid to the City by the property owner of each Class III premises for such services. Said fee shall be in payment for collection and disposal of one 48-gallon city provided trash cart of "solid waste" as defined. There is no limit on the number of bins allowed to be collected containing acceptable "recyclable materials" as defined.

2. Solid Waste Cart Subscriptions:

a. Mandatory Subscription Alleys:

- (1) Required Carts: Alley carts, owned by the City for automated or semi-automated lifting, are required to be subscribed to in certain alleys, by owners, tenants, and/or property managers of Class III premises where the approved set out location is in a mandated alley. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include a thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste cart.
- (2) Mandatory Alley Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is ~~fourteen~~fifteen dollars ~~ninety-ninesixty-two~~ cents (\$~~145.99~~62) per month. The fee for a sixty-four (64) gallon solid waste cart is sixteen dollars twenty-six cents (\$16.26) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-four dollars thirty-nine cents (\$24.39) per month.

b. Cart Subscriptions:

- (1) Size Carts: In the areas where solid waste carts, owned by the City for automated and semiautomated lifting are not mandated, carts may be subscribed to by owners and/or property managers of Class III premises. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart.

The options include thirty-four (34), forty-eight (48), sixty-four (64) or ninety-six (96) gallon solid waste carts.

- (2) Size Cart Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is seventeen dollars and twenty-two cents (\$17.22) per month. The fee for a sixty-four (64) gallon solid waste cart is twenty dollars sixty-five cents (\$20.65) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-nine dollars (\$29.00) per month.
  3. Termination: The owner of a Class III premises served by City solid waste collection may provide the City Manager with not less than fourteen (14) days' written notice of intent to terminate the service. Such termination of service shall be effective at the beginning of the next billing period after such fourteen (14) day notice period.
  4. Recycling Only: Upon approval of an application for City recycling collection a fee of six dollars (\$6.00) per month per unit shall be paid to the City by the property owner of each Class III premises not serviced by City solid waste collection services for recycling collection.
- D. Unit Based Pricing: Collection options and charges under unit-based pricing for Class I, II and III premises are as follows:
1. Official City of Dubuque single-use stickers costing one dollar fifty cents (\$1.50) shall be applied to each additional standard solid waste container or small bulky or bundled item in excess of the one standard 48-gallon trash cart collected under the base monthly solid waste fee or any additional subscribed container(s).
  2. Multiple-family dwellings of three (3), four (4), five (5), and six (6) dwelling units as well as Class II or Class III premises sharing a common set out location with other City solid waste customers shall only use city provided carts with permanent identification as to the specific premises. However, for the two (2) weeks following Christmas, excess solid waste may be set out in trash bags with applied City of Dubuque single use stickers. The capacity must be a minimum of thirty (30) gallons per dwelling unit.
- E. Special Collection: The charge for a special collection service for large and bulky rubbish to each dwelling unit receiving such service when requested by the owner shall be as follows:
1. A fee of ten dollars (\$10.00) shall be paid by the owner for each time the service is provided for up to the equivalent of three (3) cubic yards of solid waste.
  2. An additional fee of twelve dollars fifty cents (\$12.50) shall be paid for each additional three (3) cubic yards of solid waste.

3. An additional fee for tires, equal to the disposal fees charged at the Dubuque Metro Landfill, shall be paid to the City by the owner for each tire.
4. An additional fee of ten dollars (\$10.00) shall be paid to the City by the owner for each appliance collected in the service.
5. An additional fee of ten dollars (\$10.00) shall be paid to the City by the owner for each collection requested by the owner to be scheduled for service on a day not receiving weekly collection at the service address.
6. An additional fee of ten dollars (\$10.00) shall be paid to the City by the owner for each collection requested by the owner to be scheduled for immediate service or whenever crews are sent back to the service address to collect items that were not properly set out on time as previously scheduled.
7. An additional fee of twenty dollars (\$20.00) shall be paid to the City by the owner for each collection requested by the owner to be scheduled for collection of electronics including one device with an electronic screen (laptops, monitors, TVs, etc.). An additional fifteen-dollar (\$15.00) fee will apply for each additional device with an electronic screen set out per collection.

## **Suggested Motion Wording for Ordinances - Motion B / Motion A**

### **Motion B**

I move to receive and file the communications and further move that the requirement that a proposed Ordinance be considered and voted on for passage at two Council meetings prior to the meeting at which is to be finally passed be suspended.

Second & vote called; then:

### **Motion A**

I move **final** consideration and passage of the Ordinance.

Second & vote called

### **If Motion B does not pass:**

I move to receive and file the communications and I move first (or second) consideration of the Ordinance.

### **Upon third reading:**

I move **final** consideration and passage of the Ordinance.



## City of Dubuque

## Action Items # 7.

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**ITEM TITLE:** Code of Ordinances Amendment - Title 13 Water Use, Rates and Service - Addition of Residential Rate Exception

**SUMMARY:** City Manager recommending adoption of an amendment to City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 1 Water Use and Service, Article C Rates, Section 13-1C-1 Residential, Commercial, Industrial and other uses.

**ORDINANCE** Amending City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 1 Water use and Service, Article C Rates, Section 13-1C-1 Residential, Commercial, Industrial and all other uses

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Motion B; Motion A

**ATTACHMENTS:**

**Description**

**Type**

Amending Code of Ordinance for Water Use and Service Rates-MVM Memo

City Manager Memo

Staff Memo

Staff Memo

DRAFT - Reduced Utilities Fees Application 2020 Ordinance

Supporting Documentation

Ordinance

Suggested Motion Wording

Supporting Documentation

**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Amending City of Dubuque Code of Ordinances  
Title 13 Public Utilities, Chapter 1 Water Use and Service, Article C Rates,  
Section 13-1C-1 Residential, Commercial, Industrial, and other uses,  
Addition of Residential Rate Exception

**DATE:** May 28, 2020

Water Department Manager Denise Blakeley Ihrig is recommending adoption of an amendment to City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 1 Water Use and Service, Article C Rates, Section 13-1C-1 Residential, Commercial, Industrial and other uses.

In Fiscal Year 2004 the City Council established General Fund funding to help low-income households pay their monthly stormwater utility fee, similar to an existing discount given to refuse collection customers that was funded by refuse collection fees. As part of the FY21 budget process the City Council approved extending this general fund benefit to the Water and Sanitary Sewer City run utilities and to switch the funding for the refuse collection discount from the refuse fund to the General Fund. An ordinance change is necessary to ensure consistency across enterprises. The attached ordinance language directs the City Manager to develop a policy for evaluating cases of extreme financial hardship, whereby the City Manager would have the ability to make adjustments in the residential rate as determined by the terms and conditions of the adopted policy.

The low-income discounts will be approved based on the following criteria and generally the attached form:

**City of Dubuque  
Reduced Utility Fee Policy**

- Residents of the City of Dubuque
- Individually billed residential account holders/customers – billed to resident of unit (Bill covers a single unit or a duplex in which the property owner resides in one-unit)
- Extreme financial hardship
- Authority to require such proof of financial status or extreme hardship

- Annual income equal to or less than the income standards used by HUD for its "Section 8 Housing Program" for the size of that household may, upon application to the City Manager or designee, receive a credit for up to one-half (1/2) the established base rate, the actual credit being subject to:
  - The number of credits available
  - Income of applicants
  - Number of applicants
  - Budgeted/available funds.
- City reserves the right to limit the number of credits available and adjust the amount of credit received based on the income of applicants, number of applicants and available funds
- An annual application shall be made by the account holder of the City of Dubuque utility bill for the premises to verify annual income and eligibility.

This policy and the application form are subject to revision by the City Manager from time to time.

I concur with the recommendation and respectfully request Mayor and City Council approval.

  
 Michael C. Van Milligen

MCVM:jh

Attachment

cc: Crenna Brumwell, City Attorney  
 Teri Goodmann, Assistant City Manager  
 Cori Burbach, Assistant City Manager  
 Denise Blakeley Ihrig, Water Department Manager

**TO:** Michael C. Van Milligen, City Manager

**FROM:** Denise Blakeley Ihrig, Water Department Manager

**SUBJECT:** Amending City of Dubuque Code of Ordinances  
Title 13 Public Utilities, Chapter 1 Water Use and Service, Article C Rates,  
Section 13-1C-1 Residential, Commercial, Industrial, and other uses,  
Addition of Residential Rate Exception

**DATE:** May 26, 2020

#### **INTRODUCTION**

The purpose of this memorandum is to present a proposed ordinance amendment for your review and approval. The amendment would revise City of Dubuque Code of Ordinances, Title 13 Public Utilities, Chapter 1 Water Use and Service, Article C Rates, Section 13-1C-1 Residential, Commercial, and Industrial Use and all other uses.

#### **BACKGROUND**

On April 23, 2020 the City of Dubuque Council adopted Code of Ordinances Title 13 Public Utilities, Chapter 1, Water Use and Service, Article C Rates, Section 13-1C-1(A) Fixing Water Rates for Residential, Commercial, Industrial, and All Other Uses. The ordinances established water rates effective July 1, 2020.

#### **DISCUSSION**

In FY04, the City Council established non-stormwater utility funding to help low-income households pay their monthly stormwater utility fee. As part of the FY21 budget process the City Council approved extending this benefit to other City run utilities. An ordinance change is necessary to ensure consistency across enterprises. The attached ordinance language directs the City Manager to develop a policy for evaluating cases of extreme financial hardship, whereby the City Manager would have the ability to make adjustments in the residential rate as determined by the terms and conditions of the adopted policy.

The action would occur via the attached ordinance as amended, with the addition of 13-1C-1 (E) Residential Rate Exception to the previously adopted ordinance.

#### **RECOMMENDATION**

It is recommended the attached proposed ordinance amendment be submitted to the City Council for adoption, with an effective date of July 1, 2020.

cc: Crenna Brumwell, City Attorney  
Jenny Larson, Director of Finance and Budget  
Kevin Firnstahl, City Clerk  
Randy Gehl, Public Information Officer

## 2020 APPLICATION FOR REDUCED UTILITY FEES

The ordinances which establish monthly utility fees allow for a reduction of base fees for residential premises. Eligibility is based on household size and income.

### INCOME GUIDELINES ELIGIBILITY REQUIREMENTS

Household Size	1	2	3	4	5	6	7	8
Income Limit	\$29,050	\$33,200	\$37,350	\$41,450	\$44,800	\$48,100	\$51,400	\$54,750

I, \_\_\_\_\_ as  
(Print) Last Name First Middle Maiden

Head of Household living at \_\_\_\_\_  
Address Apt#

Dubuque, Iowa, hereby apply for a reduction in monthly water, sewer, refuse & stormwater fees and submit the following information to support my application:

- 1) Total gross annual household income from all persons (18 and older) \$ \_\_\_\_\_
- 2) Do you currently receive Section 8 Housing Choice Voucher assistance? Yes\* \_\_\_\_\_ No \_\_\_\_\_  
\*If yes, proof of income is not required. Skip to number 4.
- 3) Do you file a federal income tax return? Yes \_\_\_\_\_ No \_\_\_\_\_  
**If yes, must include a copy of most recent year tax return.**  
**If no, include copy of all that apply: W-2, three consecutive pay stubs for wages/salary, bonuses, social security benefit information for all persons residing in the household, pension benefit information, child support, alimony, rental income and any other income, etc.**
- 4) Telephone number \_\_\_\_\_
- 5) List all occupants living in the household

	First Name	Last Name	Social Security Number	Date of Birth	Relationship to you
1					Self
2					
3					
4					
5					
6					

Additional Information \_\_\_\_\_

I declare, under penalties of perjury, that the information provided above is correct and true to the best of my knowledge and belief. I agree to notify the City of Dubuque immediately of any change in the information provided above. I authorize the City of Dubuque to verify information submitted.

☐ I have included documentation to support my income.

\_\_\_\_\_  
Signature of Applicant Date

### FOR CITY USE ONLY

Account # \_\_\_\_\_ - \_\_\_\_\_ Route \_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_

Emailed Housing \_\_\_\_\_ confirm HCV Approved through \_\_\_\_\_ 20 \_\_\_\_\_

Denied: ☐ Overincome ☐ Sent Letter ☐ Did not provide proof of income Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

**City of Dubuque  
Reduced Utility Fees**

***Application must be submitted by the head of household for your primary residence only.***

Print your complete name.

Print your full address, including any apartment number.

The application requests the following additional information in support of your application:

Question 1: Enter your **TOTAL GROSS** household income for the year. Remember that this figure must include the income of **ALL** persons 18 and older residing in the household, and must include income from salary and wages, social security, child support, pensions, insurance benefits, alimony, interest and dividends and all other income.

Question 2: Please indicate if you receive Section 8 Housing Choice Voucher assistance.

Question 3: Please indicate if you file a federal income return.  
If Yes, include copy of most recent tax return filed.  
If No, include a copy of all that apply: W-2, copies of three consecutive pay stubs for wages/salary, social security benefit information for all persons residing in the household, pension benefit information, child support, alimony, rental income and any other income, etc.  
**City requires some form of verification of income.**

Question 4: Enter your telephone number.

Question 5: Enter the total number of persons living in your household, including yourself. **(Note: Must provide first and last name, social security number, date of birth and relationship for yourself and each individual)**

After completing the form, check the information carefully and read the declaration before signing. By signing the application, you are declaring, under penalty of perjury, that the information is true and correct to the best of your knowledge and belief, and that you agree to notify the City of any change in the information provided.

Be sure that the application is **SIGNED AND DATED** before returning to City Hall.

Annual renewal required.

**Return Application form to:**

City of Dubuque Utility Billing  
50 West 13<sup>th</sup> Street (52001-4845)  
PO Box 1063  
Dubuque, Iowa 52004-1063  
Fax 563-690-6688  
[utilityb@cityofdubuque.org](mailto:utilityb@cityofdubuque.org)

**If you have any questions, please call  
Utility Billing at (563)589-4144.**



**ORDINANCE NO. \_\_\_\_-20**

**AMENDING CITY OF DUBUQUE CODE OF ORDINANCES TITLE 13 PUBLIC UTILITIES, CHAPTER 1 WATER USE AND SERVICE, ARTICLE C RATES, SECTION 13-1C-1 RESIDENTIAL, COMMERCIAL, INDUSTRIAL AND ALL OTHER USES**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:

Section 1. Section 13-1C-1 RESIDENTIAL, COMMERCIAL, INDUSTRIAL AND ALL OTHER USES, of the City of Dubuque Code of Ordinances is hereby amended to read as follows:

**13-1C-1: RESIDENTIAL, COMMERCIAL, INDUSTRIAL AND ALL OTHER USES:**

\* \* \* \*

- E. Residential Rate Exception. The City Manager shall establish a policy for evaluating cases of extreme financial hardship and the City's ability to make adjustments in the monthly residential rate as determined by the terms and conditions of the policy and the funds allocated, and available, through the budget process.

Section 2. This Ordinance shall take effect on the 1<sup>st</sup> day of July, 2020.

Passed, approved and adopted this 1<sup>st</sup> day of June, 2020.

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Roy D. Buol, Mayor

Attest:

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Kevin S. Firnstahl, City Clerk

## EFFECT OF AMENDMENT

### 13-1C-1: RESIDENTIAL, COMMERCIAL, INDUSTRIAL AND ALL OTHER USES:

- A. Rates Established: The rates to be charged for water for residential, commercial, industrial and all other uses and purposes by any person, firm or corporation within the City shall be based on units of one hundred (100) cubic feet (748 gallons) or per gallon as follows:

<b>Monthly Consumption (In Hundreds Of Cubic Feet)</b>	<b>Charge Per Hundred Cubic Feet</b>
First 30	\$3.85
Next 120	3.14
Next 350	2.91
Next 500	2.57
Over 1,000	2.28

<b>Monthly Consumption (In Gallons)</b>	<b>Charge Per Gallon</b>
First 22,440	\$0.00512
Next 89,760	0.00419
Next 261,800	0.00391
Next 374,000	0.00345
Over 748,000	0.00302

Rates shall be subject to the following minimum monthly charge according to the size of the meter:

<b>Meter Size (Inches)</b>	<b>Monthly Consumption (In Hundreds Of Cubic Feet)</b>	<b>Monthly Consumption (In Gallons)</b>	<b>Minimum Charge</b>
5/8	2	1,496	\$ 7.66
3/4	5	3,740	19.15
1	8	5,984	30.64
1 1/2	26	19,448	99.57
2	46	34,408	165.04
3	106	79,288	353.09
4	168	125,664	543.63
6	368	275,264	1,128.57
8	625	467,500	1,837.20

A property owner shall pay a fifty dollar (\$50.00) disconnect fee for water service that is disconnected by the City for a meter not in service. When a tenant account is subject to disconnection due to delinquency, the tenant shall pay the fifty dollar (\$50.00) disconnect fee.

A fifty dollar (\$50.00) service call fee shall be charged to property owners or tenant account for those service calls that are determined to be related to customer negligence.

A seven dollar (\$7.00) minimum monthly charge shall be assessed for meters not in service. (Ord. 15-19, 3-7-2019, eff. 7-1-2019)

- B. Rates Outside City Limits: The rates to be charged for water supplied by the City to residential, commercial, industrial and other uses and purposes by any person outside the corporation limits of the City, shall be at one hundred fifty percent (150%) of the rates set forth in subsection A of this section.
- C. Estimated Billings: For all meters in service, bills will be issued monthly. When a meter is not read monthly for any reason, bills will be issued on estimated consumption. For estimated billings, either on alternate months or when readings are not obtainable for any reason, consumption will be predicated on the monthly average of past usage for the meter. For estimated bills issued for an account in

which historical data is not available, billing will be predicated on the minimum charge and related consumption identified for the size of the meter in service for the particular account.

D. Adjustments From Estimated Readings: Adjustments from estimated readings will be made when an actual meter reading is obtained. The adjustment will be reflected on the user's next regular bill. (2007 Code § 44-201)

E. Residential Rate Exception. The City Manager shall establish a policy for evaluating cases of extreme financial hardship and the City's ability to make adjustments in the monthly residential rate as determined by the terms and conditions of the policy and the funds allocated, and available, through the budget process.

## **Suggested Motion Wording for Ordinances - Motion B / Motion A**

### **Motion B**

I move to receive and file the communications and further move that the requirement that a proposed Ordinance be considered and voted on for passage at two Council meetings prior to the meeting at which is to be finally passed be suspended.

Second & vote called; then:

### **Motion A**

I move **final** consideration and passage of the Ordinance.

Second & vote called

### **If Motion B does not pass:**

I move to receive and file the communications and I move first (or second) consideration of the Ordinance.

### **Upon third reading:**

I move **final** consideration and passage of the Ordinance.

## City of Dubuque

## Action Items # 8.

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**ITEM TITLE:** Code of Ordinances Amendment - Title 13 Sewage and Sewage Disposal; Rates Established

**SUMMARY:** City Manager recommending adoption of an amendment to City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 2 Sewers and Sewage Disposal, Article C Rates, Section 13-2C Rates Established.

**ORDINANCE** Amending City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 2 Sewers and Sewage Disposal, Article C Rates, Section 13-2C-3 Rates Established.

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Motion B; Motion A

### ATTACHMENTS:

Description	Type
Amending Code of Ordinances for Sewer and Sewage Disposal Rates-MVM Memo	City Manager Memo
Staff Memo	Staff Memo
DRAFT - Reduced Utilities Fees Application 2020 Ordinance	Supporting Documentation
Suggested Motion Wording	Staff Memo
	Supporting Documentation



**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Amending City of Dubuque Code of Ordinances  
Title 13 Public Utilities, Chapter 2 Sewers and Sewage Disposal, Article C  
Rates, Section 13-2C Rates Established

**DATE:** May 28, 2020

Water and Resource Recovery Center Manager William O'Brien is recommending adoption of an amendment to City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 2 Sewers and Sewage Disposal, Article C Rates, Section 13-2C Rates Established.

In Fiscal Year 2004 the City Council established General Fund funding to help low-income households pay their monthly stormwater utility fee, similar to an existing discount given to refuse collection customers that was funded by refuse collection fees. As part of the FY21 budget process the City Council approved extending this general fund benefit to the Water and Sanitary Sewer City run utilities and to switch the funding for the refuse collection discount from the refuse fund to the General Fund. An ordinance change is necessary to ensure consistency across enterprises. The attached ordinance language directs the City Manager to develop a policy for evaluating cases of extreme financial hardship, whereby the City Manager would have the ability to make adjustments in the residential rate as determined by the terms and conditions of the adopted policy.

The low-income discounts will be approved based on the following criteria and generally the attached form:

**City of Dubuque  
Reduced Utility Fee Policy**

- Residents of the City of Dubuque
- Individually billed residential account holders/customers – billed to resident of unit (Bill covers a single unit or a duplex in which the property owner resides in one-unit)
- Extreme financial hardship
- Authority to require such proof of financial status or extreme hardship
- Annual income equal to or less than the income standards used by HUD for its "Section 8 Housing Program" for the size of that household may, upon

application to the City Manager or designee, receive a credit for up to one-half (1/2) the established base rate, the actual credit being subject to:

- The number of credits available
- Income of applicants
- Number of applicants
- Budgeted/available funds.
- City reserves the right to limit the number of credits available and adjust the amount of credit received based on the income of applicants, number of applicants and available funds
- An annual application shall be made by the account holder of the City of Dubuque utility bill for the premises to verify annual income and eligibility.

This policy and the application form are subject to revision by the City Manager from time to time.

I concur with the recommendation and respectfully request Mayor and City Council approval.

  
\_\_\_\_\_  
Michael C. Van Milligen

MCVM:jh

Attachment

cc: Crenna Brumwell, City Attorney  
Teri Goodmann, Assistant City Manager  
Cori Burbach, Assistant City Manager  
William J. O'Brien, Water & Resource Recovery Center Manager

**TO:** Michael C. Van Milligen, City Manager

**FROM:** William J. O'Brien, W&RRC Manager

**RE:** Amending City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 2 Sewers and Sewage Disposal, Article C Rates, Section 13-2C Rates Established

**DATE:** May 27, 2020

**INTRODUCTION:**

The purpose of this memorandum is to provide an ordinance for review and approval. The amendment would revise City of Dubuque Code or Ordinances Title 13 Public Utilities Chapter 2 Article C, Section 13-2C-3 Rates Established

**DISCUSSION:**

In FY04, the City Council established non-stormwater utility funding to help low-income households pay their monthly stormwater utility fee. As part of the FY21 budget process the City Council approved extending this benefit to other City run utilities. An ordinance change is necessary to ensure consistency across enterprises. The attached ordinance language directs the City Manager to develop a policy for evaluating cases of extreme financial hardship, whereby the City Manager would have the ability to make adjustments in the residential rate as determined by the terms and conditions of the adopted policy

**RECOMMENDATION:**

I recommend that you approve the proposed ordinance changes and submit them to the City Council for approval at their June 1, 2020 City Council Meeting.

**Cc:** Crenna Brumwell, City Attorney  
Jennifer Larson, Director of Finance & Budget  
Kevin Firnstahl, City Clerk  
Randy Gehl, Public Information Officer

**Attachments:** Rates Established Ordinance

## 2020 APPLICATION FOR REDUCED UTILITY FEES

The ordinances which establish monthly utility fees allow for a reduction of base fees for residential premises. Eligibility is based on household size and income.

### INCOME GUIDELINES ELIGIBILITY REQUIREMENTS

Household Size	1	2	3	4	5	6	7	8
Income Limit	\$29,050	\$33,200	\$37,350	\$41,450	\$44,800	\$48,100	\$51,400	\$54,750

I, \_\_\_\_\_ as  
(Print) Last Name First Middle Maiden

Head of Household living at \_\_\_\_\_  
Address Apt#

Dubuque, Iowa, hereby apply for a reduction in monthly water, sewer, refuse & stormwater fees and submit the following information to support my application:

- 1) Total gross annual household income from all persons (18 and older) \$ \_\_\_\_\_
- 2) Do you currently receive Section 8 Housing Choice Voucher assistance? Yes\* \_\_\_\_\_ No \_\_\_\_\_  
\*If yes, proof of income is not required. Skip to number 4.
- 3) Do you file a federal income tax return? Yes \_\_\_\_\_ No \_\_\_\_\_  
**If yes, must include a copy of most recent year tax return.**  
**If no, include copy of all that apply: W-2, three consecutive pay stubs for wages/salary, bonuses, social security benefit information for all persons residing in the household, pension benefit information, child support, alimony, rental income and any other income, etc.**
- 4) Telephone number \_\_\_\_\_
- 5) List all occupants living in the household

	First Name	Last Name	Social Security Number	Date of Birth	Relationship to you
1					Self
2					
3					
4					
5					
6					

Additional Information \_\_\_\_\_

I declare, under penalties of perjury, that the information provided above is correct and true to the best of my knowledge and belief. I agree to notify the City of Dubuque immediately of any change in the information provided above. I authorize the City of Dubuque to verify information submitted.

☐ I have included documentation to support my income.

\_\_\_\_\_  
Signature of Applicant Date

### FOR CITY USE ONLY

Account # \_\_\_\_\_ - \_\_\_\_\_ Route \_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_

Emailed Housing \_\_\_\_\_ confirm HCV Approved through \_\_\_\_\_ 20 \_\_\_\_\_

Denied: ☐ Overincome ☐ Sent Letter ☐ Did not provide proof of income Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

**City of Dubuque  
Reduced Utility Fees**

***Application must be submitted by the head of household for your primary residence only.***

Print your complete name.

Print your full address, including any apartment number.

The application requests the following additional information in support of your application:

Question 1: Enter your **TOTAL GROSS** household income for the year. Remember that this figure must include the income of **ALL** persons 18 and older residing in the household, and must include income from salary and wages, social security, child support, pensions, insurance benefits, alimony, interest and dividends and all other income.

Question 2: Please indicate if you receive Section 8 Housing Choice Voucher assistance.

Question 3: Please indicate if you file a federal income return.  
If Yes, include copy of most recent tax return filed.  
If No, include a copy of all that apply: W-2, copies of three consecutive pay stubs for wages/salary, social security benefit information for all persons residing in the household, pension benefit information, child support, alimony, rental income and any other income, etc.  
**City requires some form of verification of income.**

Question 4: Enter your telephone number.

Question 5: Enter the total number of persons living in your household, including yourself. **(Note: Must provide first and last name, social security number, date of birth and relationship for yourself and each individual)**

After completing the form, check the information carefully and read the declaration before signing. By signing the application, you are declaring, under penalty of perjury, that the information is true and correct to the best of your knowledge and belief, and that you agree to notify the City of any change in the information provided.

Be sure that the application is **SIGNED AND DATED** before returning to City Hall.

Annual renewal required.

**Return Application form to:**

City of Dubuque Utility Billing  
50 West 13<sup>th</sup> Street (52001-4845)  
PO Box 1063  
Dubuque, Iowa 52004-1063  
Fax 563-690-6688  
[utilityb@cityofdubuque.org](mailto:utilityb@cityofdubuque.org)

**If you have any questions, please call  
Utility Billing at (563)589-4144.**

**ORDINANCE NO. \_\_\_\_-20**

**AMENDING CITY OF DUBUQUE CODE OF ORDINANCES TITLE 13 PUBLIC UTILITIES, CHAPTER 2 SEWERS AND SEWAGE DISPOSAL, ARTICLE C RATES, SECTION 13-2C-3 RATES ESTABLISHED**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:

Section 1. Section 13-2C-3 RATES ESTABLISHED, of the City of Dubuque Code of Ordinances is hereby amended to read as follows:

**13-2C-3: RATES ESTABLISHED:**

Contributors whose property lies within the corporate limits of the City, except as otherwise provided in this article, shall pay to the City at the same time payment for water services is made, a sewer service charge computed on water consumption on the following rates:

**A. Basic Charges:**

1. The sewer rates and charges shall be based on the quantity of water used on or in the property or premises. For all customers utilizing sewer service, bills will be issued on estimated consumption. For estimated billings, either on alternate months, or when a reading on a water meter is not obtainable for any reason, consumption will be predicated on the monthly average of the past usage for the metered account. For estimated bills issued for an account in which historical data is not available, billing will be predicated on the minimum charge and related consumption identified in subsection C7 of this section for the size of the water meter in service for the particular account.
2. Basic Charge Exception. The City Manager shall establish a policy for evaluating cases of extreme financial hardship for residential customers and the City's ability to make adjustments in the monthly basic charge for residential customers as determined by the terms and conditions of the policy and the funds allocated, and available, through the budget process.

\* \* \* \*

Section 2. This Ordinance shall take effect on the 1<sup>st</sup> day of July, 2020.

Passed, approved and adopted this 1<sup>st</sup> day of June, 2020.

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Roy D. Buol, Mayor



Attest:

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Kevin S. Firnstahl, City Clerk

## EFFECT OF AMENDMENT

### 13-2C-3: RATES ESTABLISHED:

Contributors whose property lies within the corporate limits of the City, except as otherwise provided in this article, shall pay to the City at the same time payment for water services is made, a sewer service charge computed on water consumption on the following rates:

#### A. Basic Charges:

1. The sewer rates and charges shall be based on the quantity of water used on or in the property or premises. For all customers utilizing sewer service, bills will be issued on estimated consumption. For estimated billings, either on alternate months, or when a reading on a water meter is not obtainable for any reason, consumption will be predicated on the monthly average of the past usage for the metered account. For estimated bills issued for an account in which historical data is not available, billing will be predicated on the minimum charge and related consumption identified in subsection C7 of this section for the size of the water meter in service for the particular account.
2. Basic Charge Exception. The City Manager shall establish a policy for evaluating cases of extreme financial hardship for residential customers and the City's ability to make adjustments in the monthly basic charge for residential customers as determined by the terms and conditions of the policy and the funds allocated, and available, through the budget process.

#### B. Schedule Of Rates:

Rate per each 100 cubic feet	\$5.27
Rate per each gallon	0.00704

#### C. Service Charge:

1. When a parcel of real estate, property or building discharging sanitary sewage, industrial wastes, water or other approved waste, either directly or indirectly into the City's sanitary sewer system, is not a user of water supplied by the City Water Division and the water used thereon or therein is not acceptable to the City, the amount of water used shall be determined by the City in such a manner as the City Manager may elect to establish the rate of charge as provided in this article, or the owner or other interested parties at their expense, may install and maintain a meter acceptable to the City for said purposes.

2. When a parcel of real estate, property or building discharging sanitary sewerage, industrial wastes, water or other approved waste, either directly or indirectly into the City's sanitary sewer system, is a user of water supplied by the City Water Division and in addition uses water from another source which is not measured by a water meter or is measured by a water meter not acceptable to the City, the amount of water used shall be determined by the City in such a manner as the City Manager may elect in order to establish the rate of charge as provided in this article, or the owner or other interested parties at their expense may install and maintain a meter acceptable to the City for said purposes.
3. When a parcel of real estate, property or building discharging sanitary sewage, industrial wastes, water or other approved waste, either directly or indirectly into the City's sanitary sewer system, is not a user of water supplied by the City Water Division, the amount of sanitary sewage, industrial wastes, water or other approved waste discharged into the sanitary sewer system shall be determined by the City in such a manner as the City Manager may elect in order to establish the rate of charge as provided in this article, or the owner or other interested parties at their expense, may install and maintain a sewage meter acceptable to the City for said purposes.
4. The City Council may, in its discretion, when applicable, permit connection to the City sanitary sewer system of properties located outside the corporate limits upon such terms and conditions as it may establish; provided, however, that such terms shall not be more favorable to such property than rates herein established for City users.
5. In order that the rates and charges may be modestly and equitably adjusted to the service rendered, the City shall have the right to base its charges not only on volume, but also on the strength and content of the sewage and wastes of the user. The City shall have the right to measure and determine the strength and content of all sewage and wastes discharged either directly or indirectly into the City's sanitary sewer system, in such manner and by such methods as it may deem practicable in the light of the conditions and circumstances of the case in order to determine the proper charge. Extra charges will be applicable and negotiated with users on an individual account basis when concentration of the sewage exceeds three hundred milligrams per liter (300 mg/L) of biochemical oxygen demand, three hundred fifty milligrams per liter (350 mg/L) of suspended solids or two percent (2%) or more of the flow rate into the sewage treatment plant.
6. The rates and charges may be billed to the tenant and tenants occupying the properties served, unless otherwise requested in writing by the owners, but such billings shall in no way relieve the owner from liability in the event payment is not made as required in this article. (2007 Code § 44-83)

7. Where the quantity of water consumed is such that the minimum of service is charged, the minimum sewer service charge, according to the size of the meter, shall be as follows:

<b>Meter Size (Inches)</b>	<b>Minimum Charge</b>	<b>Allowance (Cubic Feet)</b>	<b>Allowance (Gallons)</b>
$\frac{5}{8}$	\$10.53	200	1,496
$\frac{3}{4}$	26.33	500	3,740
1 or larger	42.24	800	5,984

## **Suggested Motion Wording for Ordinances - Motion B / Motion A**

### **Motion B**

I move to receive and file the communications and further move that the requirement that a proposed Ordinance be considered and voted on for passage at two Council meetings prior to the meeting at which is to be finally passed be suspended.

Second & vote called; then:

### **Motion A**

I move **final** consideration and passage of the Ordinance.

Second & vote called

### **If Motion B does not pass:**

I move to receive and file the communications and I move first (or second) consideration of the Ordinance.

### **Upon third reading:**

I move **final** consideration and passage of the Ordinance.

## City of Dubuque

## Action Items # 9.

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**ITEM TITLE:**

Request for Work Session - COVID-19 Update

**SUMMARY:**

City Manager requesting that the City Council schedule a work session for June 8, 2020 at 6:30 p.m. for an update on COVID-19. (This meeting will be conducted virtually unless posted otherwise)

**SUGGESTED DISPOSITION:**

Suggested Disposition: Receive and File; Council

**ATTACHMENTS:****Description****Type**

Request to Schedule COVID-19 Work Session-MVM  
Memo

City Manager Memo

Staff Memo

Staff Memo





**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Request to Schedule COVID-19 Update Work Session

**DATE:** May 27, 2020

Assistant City Manager Cori Burbach requests the City Council schedule a work session for June 8, 2020 at 6:30 p.m. for an update on COVID-19.

  
\_\_\_\_\_  
Michael C. Van Milligen

MCVM:jh  
Attachment

cc: Crenna Brumwell, City Attorney  
Teri Goodmann, Assistant City Manager  
Cori Burbach, Assistant City Manager



**TO:** Michael Van Milligen, City Manager  
**FROM:** Cori Burbach, Assistant City Manager  
**DATE:** May 27, 2020  
**RE:** Request for COVID-19 Update work session

The purpose of this memo is to request a City Council work session on June 8, 2020 at 6:30 pm to be conducted virtually. The work session will be an update on COVID-19 response and recovery and will include staff updates as well as updates from our partners at Greater Dubuque Development Corporation, the Community Foundation of Greater Dubuque, and United Way.

## City of Dubuque

## Action Items # 10.

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<b>ITEM TITLE:</b>	Bee Branch Creek Railroad Culverts Project Video Update
<b>SUMMARY:</b>	Media Services will show a video update of the Bee Branch Creek Railroad Culverts Project.
<b>SUGGESTED DISPOSITION:</b>	Suggested Disposition: Receive and File; Video Presentation