

Agenda and Notes: Central Mississippi River Regional Planning Partnership

August 8, 2018 7:30 A.M., Bridge Room, Monticello City Hall, 505 Walnut Street

To join by phone dial 605-313-5839, enter 736097#; by computer: <https://join.freeconferencecall.com/marcschneider7>

Topic	Action	Lead
<p>1. Welcome, call to order, and sign-in sheet (Meeting Presentation)</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> The meeting was called to order at 7:30 A.M. Members present include: Big Lake Township: Larry Alford, Dean Brenteson, Bob Hofer City of Becker: Marie Pflipsen, Greg Pruszinski City of Big Lake: Seth Hansen, Michael Healy City of Monticello: Matt Leonard, Angela Schumann, Brian Stumpf Monticello Township: Shannon Bye Sherburne County: Raeanne Danielowski, Tim Dolan, Marc Schneider, Dan Weber Wright County: Lee Kelly, Darek Vetsch <p>Others Present: Anne Carroll, Franck & Associates Lynne Dahl-Fleming, Resident, Monticello Township Claudia Dumont, MnDOT Deb Schreiner, Wright County</p>	None	Chair
<p>2. Agenda review, changes</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> Danielowski moved to approve the Agenda, seconded by Dolan. The motion carried unanimously. 	Changes, Approval	Chair
<p>3. Previous meeting draft notes: July 18, 2019</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> Dolan moved to approve the 7-18-19 minutes, seconded by Hansen. The motion carried unanimously. 	Changes, Approval	Chair
<p>4. Treasurer's Report</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> There was no activity to report. 	Review, Accept	Treasurer
<p>5. Website: Thanks for the feedback. Website is live at www.RegionalPlanningPartnership.org. Files are all or almost all transferred plus new files uploaded.</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> Carroll said the new website allows more flexibility, space, and complete control. There is room to add new pages as new projects come online. If anyone feels something is missing, please let her know. Rachel Leonard will provide the primary support for the new website. Google inquiries for "Highway 25 Coalition" direct to a link on the City of Monticello site that redirects to the new website. 	Information	Anne Carroll

<p>6. RFP: Review draft and approve to release with final changes</p> <ol style="list-style-type: none"> a. Presentation of full RFP b. Feedback by major section: Checking for content alignment with the Partnership’s guidance from the June 27 workshop + staff expertise c. Liaison Team will incorporate final feedback and release the RFP no later than Monday 8/12 d. Proposals due noon Thursday 9/5 	<p>Feedback</p> <p>Approval</p>	<p>Liaison Team + Anne Carroll</p>
<p><u>Notes:</u></p> <ul style="list-style-type: none"> ● Liaison Team members who worked on the Request For Proposal (RFP) include Schneider, Healy, and Schuman. The goal is to post the new RFP on the website tomorrow (8/9/19) or Monday (8/12/19). ● RFP Page 3: Schumann said this is a summary of who the CMRP is and identifies primary touchstone issues. This is a collaborative effort that seeks to unite members and stakeholders throughout the process and achieve mutually agreed-upon goals. ● RFP Page 4: Carroll said this page states the resources the CMRP brings to the table. CMRP members and staff provide plans, documents, and engagement with the approximately 200,000 people in the region who are impacted by the RFP. The consultant must develop an engagement plan. The consultant will have access to the CMRP website and be responsible for maintaining their contributions. The Partnership will make full reports to their respective elected boards with summaries of what has occurred, next steps, and obtain their agreement. She will prepare a presentation for members to present to their elected bodies so consistent information is conveyed. ● RFP Pages 5 and 6 present maps of the Project Area and Focus Area respectively. Schumann said the RFP is not overly prescriptive. The consultant should describe the scope. The CMRP is not seeking a regional comprehensive use plan, but uniform policies, goals, and priorities based on the consultant’s analysis that will provide benefits to every jurisdiction. ● Discussion continued regarding the boundaries of the focus map, including its size and shape and whether to delineate boundaries with fuzzy edges. ● RFP Page 7: The CMRP is seriously committed to the International Association for Public Participation (IAP2) core values, as listed on this page. Due to the size of the region, members will have to do a lot of the legwork because the selected consultant will not be able to do it at an affordable cost. Consensus was given to allow Carroll to add the following statement under the Stakeholder Engagement section: “The Partnership has agreed that this engagement effort will be aligned with these Core Values.” ● RFP Page 8: Healy said the consultant should be able to analyze regional demographics, potential impacts outside of the region, land use trends related to new development and utility projections, identify opportunities, and provide several growth scenarios for the CMRP to consider. ● RFP Page 9: Healy said this page lists several action items for the selected consultant, such as identifying short, medium, and long-term projects and goals for the region. For example, what are improvements that could be done at the local level to make zoning better? Are there opportunities that our jurisdictions should consider? 		

<ul style="list-style-type: none"> ● RFP Page 9 - Results: Healy said the consultant will provide multiple deliverables in paper, pdf, and shape form. All writing should be done in clear magazine style that the CMRP can edit. ● RFP Page 9 - Project Management - Communications: The liaison team and the consultant should meet twice per month for updates and to provide feedback. ● RFP Page 10 - Project Budget: The actual final expenditure for this project may not exceed \$200,000 for time and expenses. Carroll said this will require a fair amount of work for staff, which must be conveyed to the elected bodies. The goal is active collaboration. ● RFP Page 10 - Submittals: RFP will be issued 8/9/19 or 8/12/19. Questions from consultants are due 8/19/19. Formal responses will be posted on the CMP website by 8/22/19. Proposals are due 9/3/19, reviews done 9/3 and 9/4/19, and interviewees notified by 9/5/19. Interviews will be held 9/12 and 9/13/19, with a recommendation by close of business on 9/13/19. ● RFP Page 11 - Selection and Contract Negotiations: A special meeting will be held on 9/18/19 at 7:30 A.M. in the Jury Assembly Room at the Sherburne County Government Center with the selected consultant to begin contract negotiations and draft an agreement. The goal is to give final approval of the consultant at the regular CMRP meeting on 9/26/19, and launch by October 2019. ● Carroll said the desire is to get significant stakeholder engagement by this fall. ● Dolan expressed concern about issuing the RFP before updating the Joint Powers Agreement (JPA). Some elected bodies may object to changes in the scope of the JPA. He wants to be sure the CMRP has the support of the elected bodies represented. Vetsch said most members have already discussed the shift from Highway 25 to regional. ● RFP Pages 11 and 12 - Proposal Contents, Structure: The body of the proposal will be limited to fifteen pages. ● Discussion continued regarding whether to make an alternate bid for school district and park plans. ● Schumann said there is not another regional plan like the CMRP. A good consultant would consider this an attractive addition to their portfolio. ● RFP Pages 13 and 14 - Selection Criteria: Schneider said it is important for the consultant to build a relationship with the CMRP. ● Regarding the project budget, Vetsch asked for clarification on the amount of funding from the Initiative Foundation. Weber estimated \$50,000 to \$75,000. Vetsch said based on projected incoming dues and the cost of the study, the budget will get very tight if this project costs more than \$200,000. There will need to be a discussion about possibly changing member dues soon, as this is budget time for everyone. Carroll said she would change the following clause in the RFP on Page 10 under Project Budget, sentence one to read: “The <i>actual</i> final expenditure for this project may not exceed \$200,000 for time and expenses, based on the Partnership current membership and budget.” ● RFP Page 14 - Roster: The following members were designated as Primary and Alternate CMRP representatives: Becker Township - Kolbinger is Primary and Wilkening is the Alternate. 		
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<p>Big Lake Township - Alfords is Primary. An Alternate has not been designated. City of Becker - Bertram is Primary and Hendrickson is the Alternate. City of Big Lake - Hansen is Primary and there is no Alternate. City of Monticello - Stumpf is Primary and Gabler is the Alternate. Monticello Township (not voting members): Idziorek is Primary, and Shannon Bye is the Alternate. Sherburne County - Dolan is Primary and Danielowski is the Alternate. Wright County - Vetsch is Primary and Potter is the Alternate. Carroll said Alternates will be struck from the RVP. The Roster will be updated with gray for voting members and white for others.</p> <ul style="list-style-type: none"> ● Hansen moved to approve the RFP, seconded by Stumpf. Dolan said approval was contingent on final determination of the map boundaries. Vetsch tabled voting on the motion until later in this meeting. 		
<p>7. Planning consultant selection process -- need team</p> <ol style="list-style-type: none"> Review proposals against selection criteria and identify proposers to invite for interviews: Authorization for Liaison Team and Administrators to do this between noon Thursday 9/5 and COB Friday 9/6, then notify proposers accordingly Interview team: Must identify today <ol style="list-style-type: none"> Electeds, staff + Anne Carroll -- everyone is welcome Must attend <i>all</i> interviews (Thurs 9/12 and Fri 9/13) Prepare written recommendation to Partnership by COB Fri 9/13 (from template) Present recommendation to Partnership and support deliberations and vote to approve recommended firm and authorize staff to enter into negotiations Be available to support staff contract negotiations if needed Lead discussion and Partnership vote to approve contract at special meeting to be scheduled later in September <p><u>Notes:</u></p> <ul style="list-style-type: none"> ● Carroll said the interview times will include evenings on those dates to accommodate member schedules. Vetsch said many County members may be at the Association of Minnesota Counties (AMC) conference on 9/12 and 9/13/19. Carroll said it is essential that the same elected official(s) take part in the interviews on both days. ● The Interview Team includes O'Neill, Hansen, Schneider, Healy, Schumann, Sanders, Dolan, Stumpf or Vetsch, Wilfahrt, and Carroll. Sanders was added to the Liaison Team. Schneider said Weber will be added to the Staff Liaison Team to review proposals. ● Hansen moved to authorize the Staff Liaison Team to review proposals and select interviewees from noon on 9/3/19 to the close of business on 9/4/19, seconded by Dolan. The motion carried unanimously. 	Decision	Marc Schneider
<p>8. Special Partnership meeting on consultant selection: Need to schedule, preferably Wed Sept 18 to approve the recommended consultant and authorize staff to enter into contract negotiations to be completed by the end of the month for final Partnership approval</p>	Approval	Chair

<p><u>Notes:</u></p> <ul style="list-style-type: none"> ● Stumpf moved to authorize a special meeting to present the results of the Interview Team to the Partnership on Wednesday, 9/18/19 at 7:30 A.M. in the Jury Assembly Room at the Sherburne County Government Center. Dolan seconded. The motion carried unanimously. Carroll recommended that the selected consultant attend as well. ● Participants discussed revising the focus area map boundaries. Vetsch referred to the Regional Map first. The boundaries will include from the Clearwater exit on I-94 south to Maple Lake, east to Rogers, and just north of Elk River. The Focus Map of the primary area changed to add more of Otsego and Elk River. The northern boundary shifted north and the southern boundary shifted south to include more of Monticello Township. ● Vetsch referred back to the tabled motion to approve the RFP under Agenda Item 6. Hansen and Stumpf amended their original motion to approve the RFP with the revised maps. The motion carried unanimously. 		
<p>9. Ensuring sustained engagement and alignment - presentation to elected bodies: As requested by Partnership, prepared draft presentation for Partners and their staff to make to their own elected bodies in August or September to ensure sustained engagement and alignment.</p> <ul style="list-style-type: none"> a. See draft presentation b. Need feedback/revision and approval <p><u>Notes:</u></p> <ul style="list-style-type: none"> ● Carroll said at the last meeting members agreed to take a CMRP presentation that she will provide for them to present to their respective elected officials. The purpose is to obtain a commitment from elected officials to meet with their CMRP representative regularly to stay abreast of updates and give feedback. This will solidify engagement and prevent issues. Carroll strongly encouraged members to request their elected officials to vote on a resolution of concurrence regarding the direction and scope of the project each time they present CMRP updates. All CMRP partners will deliver the same presentation. Members will be given a resolution to take to their elected bodies. ● Hansen moved, seconded by Dolan, to authorize members to take the presentation to their elected bodies and return to the CMRP at the regular meeting on 9/26/19 with a resolution of concurrence, signed by their elected officials. The motion carried unanimously. 	Approval	Anne Carroll
<p>10. JPA updating -- identify team: Important changes are to the group's name and updates to the narrative sections describing the Partnership's work. The group would also benefit from a simple roles and responsibilities document. This work needs to be done before the new project launches so there is clear and consistent internal and external understanding and communications.</p> <ul style="list-style-type: none"> a. Identify a small team of Partner members and staff likely for a single phone work session to review drafts and prepare recommendations for Partnership approval in September <p><u>Notes:</u></p> <ul style="list-style-type: none"> ● Hansen moved to appoint O'Neill, Wilfahrt, Weber, and Kelly to the JPA Updating Team, seconded by Dolan. The motion carried unanimously. 	Decision	Chair

<ul style="list-style-type: none"> Carroll said the JPA draft will be ready for a decision by the 9/18/19 special meeting. 		
<p>11. Venue/Location Discussion: AV capabilities at MCC not sufficient to meet longer-term communication needs.</p> <ol style="list-style-type: none"> Teleconferencing/remote communication capabilities insufficient in Mississippi Room and Bridge rooms With anticipated major presentations and likely larger audiences/stakeholder engagements, video/screen images need to be large and sharp – both current rooms now have simple projector-only capabilities and single screens. Decide where to host Partnership meetings starting in September (at least for the interim) <p><u>Notes:</u></p> <ul style="list-style-type: none"> Dolan moved, seconded by Stumpf, to transfer the CMRP meeting location to Sherburne County as of 9/18/19. The motion carried unanimously. 	Decision	Chair and City of Monticello
<p>12. Future agenda items:</p> <ol style="list-style-type: none"> Stumpf made a motion to cancel the CMRP regular meeting scheduled for 8/29/19, seconded by Dolan. The motion carried unanimously. SRF Study: Dolan moved to designate Witter, Wilfahrt, Stumpf, O’Neill, Vetsch, Danielowski and himself to finalize the SRF Study not to exceed \$6,000 by the end of September 2019. The motion carried unanimously. Schedule a discussion on the CMRP work plan at the end of September or early October to evaluate whether members need to adjust their budgets for a possible increase in member dues. The next regularly scheduled CMRP meeting will be Thursday, 9/26/19 at 7:30 A.M. in the Jury Assembly Room at the Sherburne County Government Center. <p><u>Notes:</u></p>		
<p>13. Adjourned at 9:57 A.M.</p>	Approval	Chair