

# Agenda and Notes: Central Mississippi River Regional Planning Partnership

November 7, 2019 ◊ 7:30 a.m. ([Partnership and Staff Roster](#))

Sherburne County Government Center - County Board Room, 13880 Business Center Drive, Elk River 55330

*To join by phone dial 510-338-9438, enter 624 786 071; by computer: [click here](#), meeting password PBm2uCNf*

Topic	Action	Lead
<b>Routine Business</b>		
<p><b>1. Introduction:</b></p> <ul style="list-style-type: none"> <li>a. <b>The meeting was called to order at 7:33 A.M.</b></li> <li>b. <b>Introductions</b> were given by those present.</li> </ul> <p><b><u>Members Present</u></b></p> <p><b>Becker Township:</b> Brian Kolbinger  <b>Big Lake Township:</b> Dean Brenteson  <b>City of Becker:</b> Tracy Bertram (by phone), Marie Pflipsen, Jacob Sanders  <b>City of Big Lake:</b> Clay Wilfahrt  <b>City of Monticello:</b> Jeff O’Neill, Angela Schumann, Brian Stumpf  <b>Sherburne County:</b> Raeanne Danielowski, Tim Dolan, Marc Schneider, Dan Weber  <b>Wright County:</b> Mark Daleiden, Virgil Hawkins (by phone), Lee Kelly, Barry Rhineberger, Deb Schreiner, Darek Vetsch</p> <p><b><u>Others Present</u></b></p> <p><b>Carroll, Franck &amp; Associates:</b> Anne Carroll, Partnership Consultant  <b>Monticello Township:</b> Shannon Bye, Bob Idziorek  <b>Planning NEXT:</b> Jamie Greene (by phone)</p> <ul style="list-style-type: none"> <li>c. <b>Reminder:</b> <a href="#">Code of Conduct</a>  Carroll said the Code of Conduct was approved at the 10-24-19 Partnership meeting.</li> <li>d. (Meeting <a href="#">Presentation</a>)</li> </ul>	None	Chair
<p><b>2. Agenda review, changes</b></p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> <li>• Dolan moved to approve the Agenda, seconded by Stumpf. The motion carried unanimously.</li> </ul>	Changes, Approval	Chair
<p><b>3. Previous meeting <a href="#">draft notes</a>: October 24, 2019</b></p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> <li>• Stumpf moved, seconded by Dolan, to approve the minutes from the 10-24-19 meeting. The motion carried unanimously.</li> </ul>	Changes, Approval	Chair
<p><b>Treasurer’s Report (will be presented at regular November meeting 11/20)</b></p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> <li>• This report was tabled until the next Partnership meeting on 11-20-19.</li> </ul>		

Action Items, Issues		
<p><b>4. Regional Planning and Economic Development Project: Recommended Contract and Scope with Planning NEXT (Meeting <a href="#">Presentation</a>)</b></p> <p>a. As directed by the Partnership, these were developed by the Scope Development Team that included the Liaison Team (Healy, Sanders, Schneider, Schumann, Rhineberger), as well as Vetsch, Dolan, Wilfahrt, and process consultant Anne Carroll.</p> <p>i. Recommended <a href="#">Contract</a></p> <p>ii. Recommended <a href="#">Scope</a> (Exhibit A of contract)</p> <p>b. Planning NEXT project manager Jamie Greene will be dialed in and available to answer questions as needed, and has also been invited to speak briefly following the Partnership’s vote</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> <li>● Schneider said there were two different meetings with Planning NEXT to determine the scope of the project. He referred to the <a href="#">Contract</a>. The template was from Sherburne County, but changes were made to fit the scope of the project. Attorneys from Wright County reviewed it. Carroll said insurance requirements are addressed in Exhibit B. There are standard commercial general liability insurance limits listed as well. Once this is signed, the Partnership requires Planning NEXT to have their commercial general liability insurer list the Partnership as a secondary insured. This means that there are secondary beneficiaries when Planning NEXT is organizing events or activities where a liability claim occurs.</li> <li>● Schneider reviewed the Presentation Section 4) Planning Project: Contract, Scope. He then directed attention to the <a href="#">Scope Document</a>. Items touched on include Assumptions, Scope of Work and Deliverables (including four components of Preparation, Engagement, Analysis, and Framework Development). Responsibilities for the Consultant, Partnership Members and the Liaison Team as listed under Scope of Work and Deliverables for each of the four components.</li> <li>● Discussion continued regarding individual member responsibilities for outreach and sparking local interest in the project. Schneider said there will be workshops that provide opportunities for members to provide guidance on engagement. Vetsch said without knowing how the information will be used and what the long-term goals are for the Partnership, it is difficult for members to provide guidance or answers to the public. He hopes the exercises with Planning NEXT will help them feel more comfortable providing input going forward. Carroll said she and staff will start building materials and protocols to assist members with when and how to communicate information about the project to their elected officials and communities.</li> <li>● O’Neill said they will talk to their own jurisdictions. He would also be interested in participating in other members’ engagement events in addition to those in Monticello.</li> <li>● Discussion moved to the Analysis component of the Scope document. Carroll said Planning NEXT will make complex information accessible and meaningful to the public.</li> <li>● Carroll said the CMRP website will provide additional pages with information on the scope of the project. She said members may want to add links from their websites to</li> </ul>	Approve	Appointed team

<p>the <a href="#">CMRP website</a> to increase awareness of the project. Carroll said articles related to the project will also be placed in various media.</p> <ul style="list-style-type: none"> <li>● Discussion turned to Component 4, Framework and Development. Vetsch said between now and January of 2020 he would like all members to know why the Partnership is doing this and what the options are to use this information going forward. Carroll said elevator speeches will be built and answers crafted to common questions such as, “What happened to the bridge?”</li> <li>● Schumann said it is difficult to understand goals without understanding the capacity.</li> <li>● Vetsch said currently economic development is done locally and in a vacuum. Members need to look around the region. As the region grows and develops more economic vitality, neighboring jurisdictions benefit as well.</li> <li>● Schneider said the framework for individual members’ planning and zoning may need adjustments based on the regional plan. The Partnership can steer communities through this process once the project ends.</li> <li>● Carroll said elected officials need to consider how to incorporate regional thinking into their local meetings. What are the regional implications of each agenda item? It is important to shift the local culture to include regional thinking.</li> <li>● Dolan moved to adopt the final draft of the Scope document and the contract with Planning NEXT. Stumpf seconded, and the motion carried unanimously.</li> <li>● Jamie Greene, Planning NEXT and Project Manager, gave a brief presentation. He appreciates the confidence CMRP has shown in Planning NEXT. There is no template for this kind of project. Flexibility is important. His goal is to ensure that the Partnership is in a great position to implement change.</li> </ul>		
<b>Discussion Items</b>		
<p><b>5. Partnership workplan</b></p> <ol style="list-style-type: none"> <li>a. Draft <a href="#">Workplan</a> for discussion</li> <li>b. Final draft to 11/20 Partnership meeting for review, revision, approval</li> </ol> <p><u>Notes:</u></p> <ul style="list-style-type: none"> <li>● Vetsch commended Carroll and Schneider for their work on the draft <a href="#">Workplan</a>. The Workplan is fluid. There are no hard timelines, but the boxes can be checked off as things are accomplished. Schneider said additional tasks and responsibilities may be added when identified.</li> </ul>	<p>Discussion, direction, informational</p>	<p>Chair</p>
<p><b>6. Partnership budget</b></p> <ol style="list-style-type: none"> <li>a. Propose team to develop draft budget and reporting docs and protocols and bring to 11/20 meeting; Vetsch, new treasurer Tim Dolan, Big Lake Twp financial staff contact (Ken Warneke), Wilfahrt, O’Neill, Schumann, Danielowski, Planning NEXT rep, Carroll</li> </ol> <p><u>Notes:</u></p> <ul style="list-style-type: none"> <li>● Vetsch said the <a href="#">Workplan</a> raised questions regarding cost factors. He said some costs have not been quantified. Vetsch proposed that the following members join him on a Budgeting/Workplan Team: Dolan, the new CMRP Treasurer (not yet designated), the financial staff person from Big Lake Township, Wilfahrt, O’Neill, Schumann, a representative from Planning NEXT, and Carroll.</li> <li>● Vetsch said the next step is to work with Carroll to create a budget format and line items to ensure that the Partnership is staying within the budget.</li> </ul>	<p>Discussion, direction</p>	<p>Chair</p>

<ul style="list-style-type: none"> <li>● Vetsch said Carroll has done great work for the Partnership. A discussion is needed regarding setting a dollar amount on utilizing her time versus staff time. Otherwise, the Partnership will use up the \$50,000 allocated for her services before the end of the project. If she is utilized less, the burden will fall on members. The question is, would members and their staff have the expertise to produce the documentation and work that she has provided, and do it as quickly?</li> <li>● Vetsch wants transparency in the budget to show how much money is spent on the website, community engagement, consultants, and costs associated with Planning NEXT. Stumpf said Monticello city staff are limited with what they do on their regular jobs versus for the Partnership. If they don't have the expertise, they would have to tap into a city planner or other planners. There will be a cost associated with that situation, possibly more expensive than paying Carroll.</li> <li>● Weber said the Partnership can get another \$10,000 for regional planning from the Initiative Foundation after January 1, 2020.</li> <li>● Vetsch would like to collect information regarding available funds and income and develop plans for next year. This will help members decide whether it makes more sense to divide the workload.</li> <li>● O'Neill said the Partnership should be able to project where the budget will be as of December 2020. At that time, sufficient funds must be received from members to determine what to budget for 2021.</li> <li>● Dolan said new or potential members would want to see a budget forecast as well.</li> <li>● Danielowski said there are other grant opportunities besides the Initiative Foundation that should be explored.</li> <li>● Vetsch said he feels uncomfortable approving expenses that are unbudgeted. Protocol needs to be established regarding who approves specific expenses, and how to address payment of unbudgeted and over-budgeted expenditures. He hopes the document will be completed by the 11/20/19 or the December meeting.</li> <li>● Carroll asked if there was anyone else who wanted to be on the Budget/Workplan Team. Danielowski agreed to serve.</li> <li>● Vetsch said the Partnership will be doing engagement in jurisdictions that are not members of CMRP. To ensure a consistent message, all printed and engagement materials should be paid through the Partnership and budgeted.</li> <li>● Discussion continued regarding whether to quantify staff time, energy, and materials and bill the Partnership. Vetsch said quantifying staff time is important in case the Partnership becomes a permanent organization and establishes its own staff.</li> <li>● Carroll suggested that hard costs such as printed materials be reimbursed. Members have the opportunity to decline and cover the expenses if they wish. The Budget/Workplan Team would be charged with defining those issues.</li> <li>● Dolan said there is nothing wrong with individual jurisdictions keeping track of staff time. Schneider said acknowledgement of staff time is appreciated.</li> <li>● Sanders said Big Lake Township Treasurer Ken Warneke will be the staff finance person for the Partnership. Vetsch said he will work with Carroll and Warneke to create the format for the budget.</li> <li>● Carroll said a Partnership Treasurer should be appointed. They must be a voting member. Schneider said the Treasurer presents information prepared by staff. Deb or he will reach out to Big Lake Township for the monthly report.</li> </ul>		
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<ul style="list-style-type: none"> <li>● Carroll hopes the Treasurer’s Report will provide year-to-date budget and actual figures, along with a financial narrative. The report will be a template that states the categories and issues. The financial person will fill in the numbers and flag concerns. The Treasurer will review the report and invoices, ask questions, and present the information to the Partnership.</li> <li>● Vetsch nominated Dolan to be the Treasurer for the rest of 2019 and through 2020. Dean Brenteson seconded, and the motion carried unanimously.</li> <li>● Carroll said anyone who has a potential budget template should send them to her by 11/11/19.</li> <li>● The Budget/Workplan Team members are: Vetsch, Dolan, Weber, O’Neill, Wilfahrt, Schumann, Warneke, Carroll, and Danielowski.</li> <li>● Schneider will add Warneke to the Partnership roster.</li> </ul>		
<p><b>7. Update/next steps on other governance documents</b></p> <p>a. Additional governance documents, such as bylaws including roles of ExComm, conflict of interest, code of conduct form, application process for new members, etc. will be brought to Partnership meetings beginning 11/20/19 for review, revision, adoption, and implementation</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> <li>● Vetsch said templates, roles and responsibilities will be brought to the Partnership by the first of the year.</li> </ul>	Information	Anne Carroll
<p><b>8. Future Agenda Items</b></p> <p>a. 11/20: Final SRF Study for acceptance</p> <p>b. 11/20: Final draft workplan and budget for review, revision, approval</p> <p>c. 11/20 and Dec/Jan: Additional governance documents, such as bylaws including roles of ExComm, conflict of interest, code of conduct form, application process for new members, etc. -- for review, revision, adoption, implementation</p> <p>d. 11/20: Planning NEXT update</p> <p>e. 11/20: JPA approval updates</p> <p>f. Other?</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> <li>● Weber said the final SRF study will be ready for acceptance in two weeks.</li> <li>● Wright County will approve the Revised JPA on 11/19/19.</li> </ul>	Information	Chair
<p><b>9. The meeting adjourned at 8:47 A.M.</b></p>	Approve	Chair