

Agenda and Notes: Central Mississippi River Regional Planning Partnership

February 27, 2020 ♦ 7:30 a.m. ([Partnership and Staff Roster](#))

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

To join by phone dial 510-338-9438, enter 628 100 271 ; by computer: [Start meeting](#) password [bBmPHFsq](#)

Topic	Action	Lead
Routine Business		
<p>1. Agenda review, changes (note the regular meeting is very short to leave time for the Planning NEXT and Ninigret Partners presentations and discussions)</p> <ul style="list-style-type: none"> a. Welcome and call to order b. Introductions (both in-person and online)/ sign-in sheet c. Meeting Presentation <p><u>Members Present</u> Becker Township: Brian Kolbinger Big Lake Township: Dean Brentesen City of Becker: Tracy Bertram, Jacob Sanders City of Big Lake: Seth Hansen, Clay Wilfahrt City of Monticello: Lloyd Hilgart, Jeff O'Neill, Angela Schumann Monticello Township: Shannon Bye Sherburne County: Marc Schneider, Dan Weber Silver Creek Township: Barry Heikkinen, Chris Klein Wright County: Barry Rhineberger, Deb Schreiner, Darek Vetsch</p> <p><u>Others Present</u> Kyle May, Planning NEXT Kevin Hively, Ninigret Partners Anne Carroll, Carroll, Franck & Associates</p>	Changes, Approval	Chair
<p>2. Previous meeting draft notes January 23</p> <ul style="list-style-type: none"> ● Dolan moved to approve the draft notes from the 1-23-20 Partnership meeting. Hansen seconded, and the motion carried unanimously. 	Changes, Approval	Chair
<p>3. Treasurer's Report</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> ● Heikkinen moved to approve the Treasurer's Report, seconded by Hansen. The motion carried unanimously. 	Receive, Approval	Treasurer
Action Items, Issues		
<p>4. New Governance Documents:</p> <ul style="list-style-type: none"> a. Financial Policy : draft (Decision memo) b. Partnership Engagement/Resolution of Understanding draft (Decision memo) c. Complaints process draft (Decision Memo) <p><u>Notes:</u> a, Financial Policy</p> <ul style="list-style-type: none"> ● Vetsch said the Executive Committee recently reviewed the Financial Policy. Dolan said a few changes were made to align the policy with the Joint Powers Agreement, 	Review, Approval	Chair

<p>the budget and the budget year. Non-budgeted items of \$1,000 or more must be approved by the Partnership. Non-budgeted items less than \$1,000 must be approved by the Finance Committee via the Expenditure Request form before payment will be processed.</p> <ul style="list-style-type: none"> ● Heikkinen moved to approve the Financial Policy, seconded by Dolan. The motion carried unanimously. <p><u>b. Partnership Engagement/Resolution of Understanding</u></p> <ul style="list-style-type: none"> ● Bertram referred to the Decision Memo that reflects a process for Partners to engage their elected bodies through the Framework 2030 project. This will ensure that elected bodies understand the planning process and have the chance to contribute. Bertram said this process was originally called the Resolution of Concurrence. She added that this document is just an understanding. Elected officials do not have to agree, but simply acknowledge that they have received information about what the Partnership has been doing. Heikkinen said the language was changed to be less formal and binding. Vetsch said he wants everyone to bring back questions from their elected bodies so the Partnership can discuss and answer them. ● Carroll said effective immediately, when the Planning Team is making a formal presentation in person or remotely, the telecommunications system will record it so that Partners can play it for their respective elected bodies. This method will ensure that information is relayed consistently and easily. ● Dolan moved to accept the Partnership Engagement Resolution of Understanding. Bertram seconded, and the motion carried unanimously. <p><u>C. Complaints Policy Process:</u></p> <ul style="list-style-type: none"> ● Heikkinen referred to the Complaints Policy Process. The first step is to refer a complaint to the Executive Committee. The second is to appeal to a three-member board, and the third is to go before the Partnership at large. The Appeals Board is appointed. <p>Carroll said there are two options for the Appeals Board:</p> <ol style="list-style-type: none"> 1) If the complaint has gone through the Executive Committee, is not resolved, and is sent to the Appeals Board, the Appeals Board should not be made up of any Executive Committee members. 2) The Appeals Board may be appointed now, at another time, or when the situation occurs. The Executive Committee is authorized in advance to make minor refinements to procedures. <ul style="list-style-type: none"> ● Heikkinen said the Partnership should wait until the identity of the complaining party is known before appointing an Appeals Board. Heikkinen moved to approve the Complaints Policy Process, seconded by Dolan. The motion carried unanimously. 		
Discussion or Information Items		
<p>5. Summary of planning project’s objectives, goals and outcomes (15 min)</p> <ol style="list-style-type: none"> a. Planning Project Summary b. Project Examples from past Planning NEXT project 	Information	Kyle May and Marc Schneider

<p>c. Project Communications (Project brand and Identity, FAQs, Website, Press Release #1, etc.)</p> <p><u>Notes:</u> Schneider referred to the Planning Project Summary for Framework 2030. This document is found in the first page of the Partner’s binders, and will serve as a guide for setting goals, planning project and engagement objectives, key tasks, and policies. The Summary will also serve as a reference for those who want more information about the content and scope of this project.</p>		
<p>6. Conditions preview - Economics with Kevin Hively (30 min)</p> <p>a. Outline of initial analysis b. Plans and policies analysis c. Preview of Economics analysis</p> <p><u>Notes:</u> (See Presentation)</p>	Information & Questions/ Discussion	Kevin Hively and Jamie Greene
<p>7. Stakeholder Engagement initiation (20 min)</p> <p>a. Re-cap & purpose b. Stakeholder overview c. Tools overview</p> <p><u>Notes:</u></p> <p>a. <u>Re-cap and purpose</u></p> <ul style="list-style-type: none"> • May said the intuition of people who live and work in the Region is important. The Partnership needs to engage them. A few meetings ago, Partners took part in a workshop to identify key stakeholders. • The purpose of stakeholder engagement is to let them know about this Project, how it is relevant to them, how they can contribute, gather perspectives and ideas, ensure a transparent, inclusive, and intentional process that strengthens relationships and builds trust, and use stakeholder contributions to shape plans and decisions (see Slide 40). <p>b. <u>Stakeholder overview</u></p> <ul style="list-style-type: none"> • Slide 41 illustrates the engagement process. In Round 1, the objective is to be intentional and engage big stakeholders. In Round 2, the goal is to gather feedback on key concepts and specific actions to make bigger decisions. In Round 3, the plan is to determine what direction to take based on the feedback, and make recommendations regarding how to engage the public. The first conversation will be initiated in the spring of 2020 during Round 1. Round 2 begins in the summer of 2020. Round 3 starts in the fall of 2020. • In Round 1, stakeholder groups will be identified through Partner workshops, an engagement implementation plan drafted, online and physical surveys created, outreach targets assigned, feedback collected and progress monitored. May would also like to interview each Partner during this time. <p>c. <u>Tools overview</u> The following tools will be used to collect feedback in Round 1 (see Slide 43):</p>	Information	Kyle May and Jamie Greene

<p>1) Online surveys allow large organizations (county, city) to share quickly and track users. They usually take ten to twenty minutes to complete and address important questions.</p> <p>2) A physical survey form is also useful. May included a self-contained document titled What's Your Vision / Community Survey.</p> <p>3) Small Group meetings centered around the form where Partners engage people face-to-face and gather input.</p> <p>4) Other approaches, interviews and small group facilitation are prospective tools as well.</p> <p>d. <u>Partner Responsibilities (Slide 44)</u></p> <ul style="list-style-type: none"> ● May referred to the Engagement Implementation Plan before turning to Slide 44. They will meet first with Partners, then the Partners will meet with their elected bodies. After that, Partners will meet with other municipal and school district elected bodies in the Region, as well as Partner-appointed commissions relevant to this Project. ● May said every tool developed will be self-contained and user-friendly for Partners. This will allow them to introduce themselves and encourage feedback. Small groups work better for some, and online surveys for others. May will provide further details. ● Schneider suggested doing this exercise at the next regular Partnership meeting in March. ● May said the tools will make it simpler for each Partner to initiate and facilitate engagement. Carroll said this is not a decision-making activity. It is a conversation, and documents participants' perceptions. May said the purpose is to note the groups with which each Partner meets. Instructions will be in the package. 		
<p>8. Future Agenda Items (5 min)</p> <p>a. Special and Meeting Dates</p> <ol style="list-style-type: none"> November and December Dates for special meetings Next meeting March 26, 2020. <p><u>Notes:</u></p> <ul style="list-style-type: none"> ● Schneider provided a brief overview of the Partner binders. Most of the contents are governance documents. All information about the Partnership is posted on the Google Drive. The binders have basic content. They are intended to go to voting Partners and Alternates. Each person may add additional content as they wish. ● Heikkinen asked how to access recordings of the meetings. Carroll said that will be determined. She said a unified presentation will be ready for the Silver Creek Township annual meeting on 3/10/20. 		
<p>9. Adjourn:</p> <ul style="list-style-type: none"> ● Vetsch moved to adjourn, seconded by Heikkinen. The motion carried unanimously. The meeting adjourned at 9:31 A.M. 	Approve	Chair