

# Agenda and Notes: Central Mississippi River Regional Planning Partnership

June 25, 2020 ♦ 7:30 a.m. (Partnership and Staff Roster)

Under COVID-19 guidelines, all meetings are conducted virtually at this time

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

Join the meeting from computer click [Here](#) Join by phone: +1-510-338-9438 Meeting number (access code): **628 100 271**

Meeting password: **cGP5VVGp**

Topic	Action	Lead
<b>Routine Business</b>		
<p><b>1. Introduction</b></p> <ul style="list-style-type: none"> <li>a. Welcome and call to order</li> <li>b. Introductions/roll call for both in-person and online (sign-in sheet as relevant)</li> <li>c. Link: Meeting <b>Presentation</b></li> </ul> <p><b>2. Revise/approve agenda</b>  <b>Dolan moved to approve the Agenda, seconded by Klein. The motion carried unanimously on a roll call vote.</b></p> <p><b><u>Members Present:</u></b>  <b>Becker Township:</b> Brian Kolbinger (remotely)  <b>City of Becker:</b> Tracy Bertram (remotely), Jacob Sander  <b>City of Big Lake:</b> Amy Barthel  <b>City of Monticello:</b> Jeff O’Neill (remotely), Angela Schumann  <b>Monticello Township:</b> Shannon Bye (remotely)  <b>Sherburne County:</b> Raeanne Danielowski (remotely), Tim Dolan (remotely), Marc Schneider, Dan Weber  <b>Silver Creek Township:</b> Chris Klein  <b>Wright County:</b> Mark Daleiden (remotely), Barry Rhineberger (remotely), Deb Schreiner (remotely), Darek Vetsch</p> <p><b><u>Others Present (Remotely)</u></b>            Anne Carroll, Partnership process consultant            Jamie Greene, Planning NEXT            Kyle May, Planning NEXT            Kevin Hively, Ninigret Partners working with Planning NEXT</p>	Changes, Approve	Chair
<p><b>3. Previous meeting <u>Notes May 28, 2020</u></b></p> <ul style="list-style-type: none"> <li>● <b>Dolan moved to approve the 5-28-20 Notes. Bertram seconded, and the motion carried unanimously on a roll call vote.</b></li> </ul>	Changes, Approve	Chair
<b>Action Items, Issues</b>		
<p><b>4. <u>Budget update + Partnership guidance for ExComm to prepare for the July meeting</u> (30 minutes):</b></p> <ul style="list-style-type: none"> <li>a. Update on current financials</li> <li>b. Guidance to ExComm to prepare draft 2020 budget revision</li> </ul>	Review and Accept	Treasurer

c. Guidance to ExComm to prepare draft 2021 budget

Notes:

Introductory comments: The new budget tracking document allows new members to see how the Partnership tracks budget versus actual. There have been a few incidents of being over budget regarding consultant expenses, but that has been addressed by pivoting from in-person meetings to more online engagement with Framework 2030. Current cash on hand is \$442,931.48.

- *Questions on current budget vs. actual?*
  - There were no questions.
  - Clarifying comments: The budget vs. actual summary will be updated and presented regularly, The Partnership will review the proposed revised 2020 budget at the 7-23-20 regular meeting. The Executive Committee is seeking guidance prior to the upcoming Executive Committee meeting.
- *Question: The Partnership budgeted for one additional Partner in 2020. Do you intend to pursue this for 2020?*
  - Do not budget for a new Partner in 2021.
  - If an additional member is added, it will provide additional funding.
- *Question: Any additional guidance from Partnership to ExComm in preparing draft 2020 budget revision for Partnership action in July?*
  - Clarification: CARES Act funding cannot be utilized for already budgeted expenses. COVID-19 related costs will have to be determined.
- *Question/intro: For further Framework engagement, forthcoming plan will recommend strong online engagement plus in-person sessions only alongside scheduled meetings of Partner elected/appointed bodies. That means lower engagement hard costs, but likely more time for staff and the process/engagement consultant. Thoughts, comments to guide ExComm in drafting the 2021 Budget?*
  - Clarification: Framework 2030 appears to be coming in on budget. The timeline is extended a bit not to accommodate the consultants, but to receive more community engagement responses.
- *Additional partners for 2021?*
  - Budget for what is already budgeted. If another member is obtained, it is a bonus.
  - Discussion continued about potential new members, including the Cities of Elk River, Otsego, St. Michael, and Clearwater.
  - It is better to engage more entities with information and give them

<p>a choice.</p> <ul style="list-style-type: none"> <li>○ The potential river crossing in the Monticello/Big Lake area will impact the cities in that part of the Region. Data from the Planning NEXT studies should be provided to them.</li> <li>○ Clarification: Framework 2030 will be completed in early 2021.</li> </ul> <ul style="list-style-type: none"> <li>● <i>What are your initial thoughts on supporting continued strong communications and implementation support for Partners and others after that?</i> <ul style="list-style-type: none"> <li>○ Does the Partnership anticipate using Carroll’s consulting services in a similar way?</li> <li>○ How is staff time utilized going forward?</li> <li>○ Contracting with Carroll and Planning NEXT lightens the workload for staff, and keeps Partners focused on the most critical endeavors.</li> <li>○ Maintain a strong line item in the budget for consultants to help with communication and implementation.</li> <li>○ Neither Sherburne County nor Wright County can afford to add to staff workload.</li> </ul> </li> <li>● <i>What kinds of consulting support might you need to support those efforts? What might the Partnership cover? What might individual Partners cover?</i> <ul style="list-style-type: none"> <li>○ The Partnership will be at a critical juncture as Framework 2030 wraps up and proceeds to implementation. The consultants are able to focus on this when staff have other responsibilities. The consultants keep the Partners on track.</li> <li>○ A project like this benefits from having people keep it on track, especially as implementation strategies are explored.</li> <li>○ Consultants are needed to do the administrative work.</li> <li>○ Greene said it is important to have this conversation now about 2021. He reinforced that it is the responsibility of Planning NEXT to provide a strong recommendation for 2021 regarding what needs to be done, when it needs to be done, and by whom. Planning NEXT will consult with the Executive Committee in the next three weeks as the 2021 draft budget is prepared.</li> </ul> </li> <li>● <i>Fund balance information</i> <ul style="list-style-type: none"> <li>● CMRP has healthy current fund balance, c. \$443K</li> <li>● Fund balance policy says to maintain up to 200% of the total annual <u>Partnership fees</u></li> <li>● Current and projected:</li> <li>● Budgeted Partnership fees=\$194K; actual to date=\$179K 200% of budget=\$388K; 200% of actual=\$358K</li> </ul> </li> </ul>		
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<ul style="list-style-type: none"> <li>● Projected additional 2020 expenditures are \$120K+</li> <li>● At the end of 2020 your fund balance is projected around \$320K, well under policy maximum</li> <li>● Budget to be based on Partnership needs, priorities</li> <li>● <i>Do you have additional direction to ExComm with regard to membership fees for 2021?</i> None.</li> </ul> <p><b>Klein moved to accept the 2020 Budget update, seconded by Bertram. The motion carried unanimously on a roll call vote.</b></p>		
<b>Discussion or Information Items</b>		
<p><b>5. Update: Framework 2030 Round 1 Engagement (5 minutes)</b></p> <ol style="list-style-type: none"> <li>Closes June 30, 2020</li> <li>Analysis will be completed before July meeting and sent to the Partnership by email and discussed at regular meeting</li> <li>Round 2 September 2020</li> </ol> <p><u>Notes:</u></p> <ul style="list-style-type: none"> <li>● Carroll presented the data compiled from the survey responses as noted in the <b>Presentation</b>. She said it is time to bring Round 1 to a close. The responses shape Phase 2. She asked that Partners post the surveys to their personal, work, and agency social media networks to encourage additional responses. The final analysis should be ready for the 7-23-20 CMRP meeting. Round 2 engagement will start by September.</li> <li>● Dolan said the survey responses do not include many businesses. He asked the Partners to take time to call five local business owners in their jurisdictions and ask them to take the survey. He does not want businesses to be under-represented.</li> <li>● Carroll said there are short blurbs and links to assist the Partners with communication about the survey. Staff has done a marvelous job. When elected officials post this information on their various social media, there will be an immediate burst of survey responses.</li> <li>● Schneider said staff reached out to nonprofits and businesses. Direct phone calls make an impact. He will email the blurbs and links to the Partners.</li> <li>● Danielowski said she received feedback from residents who took the survey that felt it was more geared toward businesses. She assured them to continue taking the survey because everyone’s feedback is sought.</li> </ul>	Discuss and Accept	Liaison and Anne Carroll
<p><b>6. Technical Analysis (35 minutes) Presentation:</b></p> <ol style="list-style-type: none"> <li>Factbook Briefing Volume 5 Economic Performance</li> <li>DRAFT Baseline findings infographic 11”x17” Physical Summary of all the facts on the Technical Analysis</li> </ol> <ul style="list-style-type: none"> <li>● Hively and May presented the <b>Factbook Briefing Volume 5, Economic Performance</b>. Carroll said the video and audio portions of these presentations are posted on the CMRP website. The Q&amp;A portions are not included.</li> </ul>	Information	Kevin Hively, Kyle May

<p><b>7. Future Agenda Items:</b></p> <ul style="list-style-type: none"> <li>● Carroll said the Executive Committee will revise the 2020 Budget and draft a 2021 Budget and workplan for the 7-23-20 meeting. Also presented will be an analysis of Round 1 engagement results and plans for Round 2. Planning NEXT will present the next Factbook Briefing on Land Use for Framework 2030.</li> <li>● Greene said Planning NEXT will help with the 2021 Budget and implementation plan.</li> <li>● Carroll said the July meeting will also include an update regarding the status of the Project and an implementation timeline for fall. Partners should take this content back to their respective elected officials. It is important not to miss any perspectives. Elected officials need to weigh in with the support of staff. There will also be a plan for the next round of engagement.</li> <li>● Carroll said presentations and Resolutions of Understanding must be put forth again by the Partnership to their elected bodies within the next month or two. Vetsch asked her to compile a six-slide PowerPoint presentation and draft language for an explanation of the Resolution of Understanding to take to the Partnership's entities.</li> <li>● Carroll reminded the Partners to take advantage of the Partnership presentations, especially the Factbook presentations from Planning NEXT that are posted on the website. She encouraged everyone to play them at their meetings or urge elected officials and others to view them. Carroll said it is easier for people to understand the Project when you bring them along as the process unfolds.</li> </ul>		
<p><b>8. Adjourned: The meeting adjourned at 9:06 A.M.</b></p>	<p>Approve</p>	<p>Chair</p>