

Central Mississippi River ~ Regional Planning Partnership

Creating a shared regional vision and goals, then working together to accomplish them

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January 28, 2021 7:30 a.m. ([Partnership and Staff Roster](#))

- Under COVID-19 guidelines, in-person meeting will be held at Sherburne County Government Center - County Board 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): **126 025 0263** Meeting password: **cR6B5DnJAS8** (27625365 from phones)

Topic	Action	Lead
Routine Business		
1. Introduction <ul style="list-style-type: none"> a. Welcome and call to order b. Introductions/roll call for both in-person and online (sign-in sheet as relevant) <ul style="list-style-type: none"> i. <i>New Partnership representatives, alternates from Big Lake and Monticello</i> ii. <i>New administrator for Monticello</i> iii. <i>New assistant secretary Elizabeth Clow from Wright County</i> c. Link: Meeting Presentation 		Chair
2. Revise/approve agenda <i>Notes: Added agenda item on additional CMRP workshop; see 4.1 below</i>	Changes, Approved	Chair
Members Present (in person or remotely): <ul style="list-style-type: none"> • Becker Township: Partner Brian Kolbinger • Big Lake Township: Partner Dean Brenteson • City of Becker: Partner Tracy Bertram, Alternate Rick Hendrickson, staff Greg Pruszinske, Jacob Sanders, Marie Pflipsen • City of Big Lake: Partner Paul Seefeld, Alternate Paul Knier, staff Clay Wilfahrt, Lucinda Meyers, Hanna Klimmek • City of Monticello: Staff Rachel Leonard • Monticello Township: Partner Bob Idziorek • Sherburne County: Partner Tim Dolan, Alternate Raeanne Danielowski, staff Dan Weber, Marc Schneider • Wright County: Partner Darek Vetsch, Alternate Mark Daleiden, staff Barry Rhineberger, Elizabeth Clow Others Present (in person or remotely) <ul style="list-style-type: none"> • Jolene Foss, Wright County Economic Development Partnership • Anne Carroll, CMRP process consultant • Kyle May, Planning NEXT, CMRP Framework 2030 consultant 		Chair
3. Previous meeting notes, December 3, 2020	Approved	Chair
4. Treasurer's Report (replaced this meeting by budget item below)		Treasurer

<p>4.1 Proposal for additional CMRP workshop due to new members, evolution in scope, lots of activities; ExComm has also discussed communications, flow of information. Will collect input from all members on CMRP function, flow of information, issues and options. Planning to be led by Tim Dolan with Darek Vetsch, Barry Heikkinen, Clay Wilfahrt. Will be a separate workshop, hybrid in-person and virtual; will send Doodle poll including multiple time frames to accommodate everyone’s schedule. Will plan for late February or early March if possible.</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> • <i>Approved</i> 	Approved	Tim Dolan
Action Items, Issues		
<p>5. Governance: Elect 2021 officers (chair, vice-chair, treasurer, secretary)</p> <ol style="list-style-type: none"> Nominations Discussion Vote and seat new officers <p><u>Notes:</u></p> <ul style="list-style-type: none"> • <i>Nominations for Chair: Commissioner Vetsch was nominated to continue as Chair. Motion by Dolan, second Mayor Bertram. <u>Approved.</u></i> • <i>Nominations for Vice-Chair: Tracy Bertram was nominated for Vice-Chair. <u>Approved.</u></i> • <i>Nomination for Treasurer: Tim Dolan was nominated for Treasurer. <u>Approved.</u></i> • <i>Nomination for Secretary: Barry Heikkinen was nominated for Secretary. <u>Approved.</u></i> 	Decision	Darek Vetsch
<p>6. Governance: Report to Partnership: 2020 Workplan/Budget <see Decision Memo></p> <ol style="list-style-type: none"> This is a new report prepared by Anne Carroll to support the Partnership’s commitment to accountability and transparency after its first full year with a more formal Workplan and budget Action recommended by the Executive Committee: Review, revise as needed, and receive <p><u>Notes:</u></p> <ul style="list-style-type: none"> • <i>The Report to Partnership: 2020 Workplan/Budget was presented. It provides a high level summary of last year’s accomplishments. Some of the items were delayed into 2021, as the group chose to delay them.</i> • <i>Heikkinen moved to accept the report, seconded by Bertram.</i> • <i><u>Received/Accepted</u></i> 	Receive/accept	Tim Dolan for ExComm
<p>7. Governance: Proposed 2021 Partnership Workplan <see Decision Memo></p> <ol style="list-style-type: none"> As directed by the Partnership, this draft was prepared by a task force led by Tim Dolan, along with Dan Weber, Anne Carroll, and Marc Schneider. The proposed 2021 Partnership Workplan focuses more narrowly on the <u>Partnership’s</u> work than the 2020 version, which included copious detail on consultant and staff activities (these details were later converted to a separate SmartSheet workplan with the work monitored by the Liaison Team). It also shifts to a quarterly format to better support periodic Partnership review. As explained in the Decision Memo, the 2021 Workplan bundles the Partnership’s anticipated work into three sets: 	Approve	Tim Dolan for ExComm

<ul style="list-style-type: none"> ● Projects: For 2021, the only known major project is to complete Framework 2030 ● Activities: These make general reference to activities the Partnership may identify to advance agreed-upon action steps from Framework 2030 and other priorities. ● Oversight, governance, and communications: These include a mix of ongoing, periodic, and one-time efforts to support internal and external leadership, accountability, best practices, and legal compliance. <p>d. Action recommended by the Executive Committee: Review, revise as needed, and approve</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> ● <i>The Workplan has been updated to include quarterly objectives instead of monthly targets. Some projects have carried forward into 2021. The Workplan has been kept rather vague because the partnership doesn't yet know what actions they are planning on taking. Once Framework 2030 has been completed, the group will have a better idea of which goals they would like to accomplish. Vetsch hopes this will be the final year of having a vague Workplan. The group wants and needs to have a sense of what they would like to accomplish both in the short and long term. The 2021 Workplan may be reviewed and revised as needed.</i> ● <i>Brenteson moved to adopt the 2021 Workplan; seconded by Idziorek.</i> ● <u>Approved</u> 		
<p>8. Governance: Proposed amended 2021 Budget <see Decision Memo></p> <ul style="list-style-type: none"> a. As directed, this draft was prepared by a task force led by Tim Dolan, along with Dan Weber, Anne Carroll, and Marc Schneider. b. As described in the Decision Memo, this amends the 2021 budget (created in July to support Partner budget planning) and reflects new information and direction since then. c. The major proposed change is to <i>decrease</i> the total income from Partners, thus reducing the annual fees for all Partners. Other revisions include cost shifts from 2020 to 2021 along with clarifications based on the Workplan. d. Action recommended by the Executive Committee: Review, revise as needed, and approve <p><u>Notes:</u></p> <ul style="list-style-type: none"> ● <i>The Proposed amended 2021 Budget was presented. The budget is created in June/July and then refined in January. The major difference is the change to decrease the total income from Partners, thus reducing annual the annual fees for all Partners. Also, some of the expenses will carry into 2021. There is a limit to the amount of reserves this group can carry per the finance policy. Currently, there is a relatively healthy reserve balance.</i> ● <i>Hendrickson, questioned the \$200,000 amount listed in box AC31 for Planning Next. Carroll stated the amount is the total for the contract, not what is owed for 2021. It was a mistake that got carried into the budget and will be corrected. The correct amount should be \$43,000</i> ● <i>Heikkinen moved to approve the 2021 Budget with the corrected amount of \$43,000 for Planning Next; seconded by Brenteson</i> ● <u>Approved</u> 	Approve	Tim Dolan for ExComm

<p>9. Governance: Review, update as needed, and reaffirm governing agreements</p> <p>a. As described in the Decision Memo, this is the routine annual reaffirmation of the Partnership’s various governing agreements; the documents are listed and linked in the Decision Memo</p> <p>b. Action recommended by the Executive Committee: Review, discuss as needed, and reaffirm</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> ● <i>Heikkinen moved to reaffirm all of the governing agreements, seconded by Dolan.</i> ● <u>Approved</u> 		Darek Vetsch for ExComm
<p>10. Governance: Code of Conduct and Conflict of Interest annual forms, required annually from all Partners and Alternates. Update on any still outstanding.</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> ● <i>Vetsch reminded those who have not signed the annual Code of Conduct and Conflict of Interest form to get them completed. They can do so via DocuSign.</i> 		Asst sec’y Elizabeth Clow
<p>11. Governance: Agree on 2021 meeting dates, times, locations</p> <p>a. Decide on any changes to the current schedule of meeting the fourth Thursday of every month from 7:30-9 am at Sherburne County, with a virtual option always available.</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> ● <i>Idziorek moved to maintain the current schedule of meeting the fourth Thursday of every month from 7:30 am - 9:00 am at Sherburne County, with a virtual option available. Seconded by Heikkinen.</i> ● <u>Approved</u> 	Decision	Chair
<p>12. Framework 2030: Executive Committee recommends the following for Round 2:</p> <p>a. Review/refresh purpose and scope of Round 2: Gather feedback on draft vision and strategies (developed from Partnership guidance and Round 1 stakeholder input); feedback from stakeholders prepares the Partnership to make fully informed decisions on Framework 2030</p> <p>b. Reach agreement on ExComm’s recommendation to restart promotion of a <i>simplified</i> online engagement survey, and close March 19:</p> <ol style="list-style-type: none"> Summary of revisions: Planning NEXT simplified this and shifted to a web-based platform for improved navigation and access; new version will be shown Updated Survey Summary of updated staff outreach and communications efforts <p>c. Reach agreement on ExComm’s proposed cancellation of March CMRP meeting because Round 2 results and draft Action Plan will not yet be ready for Partnership review (regular meeting on April 22 would be as scheduled, likely in workshop format; see 13a below)</p> <p>d. Reach agreement on ExComm’s proposed timing for <u>Partnership Round 2</u> workshop to provide feedback on draft vision and strategies and shape the direction of Framework 2030:</p> <ol style="list-style-type: none"> ExComm proposes a <u>2-hour</u> workshop mid-late February or at regular meeting, in person with COVID safety precautions in place and a virtual options for those who choose Specific date/time to be organized via a Doodle poll, with options including days and evenings to ensure everyone can stay for the full 2-hour workshop 	Decision	CMRP process consultant Anne Carroll

- e. Agree on which Partners will “host” local Round 2 (virtual) sessions for their elected/appointed bodies (+ public) to provide feedback on draft vision and strategies and help shape the direction of Framework 2030; to be organized and run by consultants and staff

Notes:

- *The purpose and scope of Round 2 is to gather community feedback on the draft vision and strategies. The feedback from Round 1 was used to develop the vision and strategies and now it is time to go back to see what the community thinks. May stated it is important to continue and complete this process so that the group has a clear direction moving forward. The goal is to give community members the ability to learn about the partnership, who the partners are and give their input via the survey. Those who participate in the survey will be able to rate the vision statement, and learn about and provide their insight on the land use, economic growth and interconnections plans. Individuals can review their feedback before submitting the survey.*
- *Carroll stated the group did it’s best to address the concerns that were expressed. For Round 2 engagement outreach, Schneider explained that Liaisons will be sending out letters to local businesses and school districts on behalf of elected officials from those regions. The engagement survey will close on March 19th and the findings will be presented in April.*
- *Agreed to relaunch Round 2 with revised survey and updated outreach, communications*
- *Regarding ExComm recommendation for cancelling the March meeting (and now the potential for meeting twice in February with the additional workshop per 4.1), Hendrickson asked for an explanation of the two workshop meetings. Dolan stated the intention of the new Workshop is to establish the goals and direction of the group, gather input from all of the stakeholders and resolve any issues. Everyone will have an opportunity to bring forward their concerns in a meeting - that way changes can be made. It will give the group a chance to re-center and make sure everyone feels comfortable. Hendrickson stated there was a general discomfort with moving forward in the current direction during the December meeting. He feels the group needs to slow down and continue the discussion from last month. Vetsch stated he understands the perspective, however, the group is 70% through the process. Framework 2030 needs to be completed because it will be valuable in determining a direction moving forward. Dolan stated there may be a disconnect. He interpreted the discussion differently and thought there were issues that needed to be addressed for CMRP but there weren’t objections to the project. Vetsch stated there is an urgency in setting goals. Members are getting lost and questioning the purpose of the group. Vetsch suggested the Workshop relating to goals and strategy remain on the traditional meeting time.*
- *The other CMRP workshop is for the Partnership to provide feedback and guidance on the Framework 2030 vision and strategies; this is a two-hour workshop that needs to be scheduled. There was discussion in determining the best time to hold the meetings. Agreed to hold the Framework 2030 Round 2 CMRP workshop on the regular February meeting date, starting 30 minutes early at 7:00 am.*

<ul style="list-style-type: none"> Partners who volunteered to host the first set of local Round 2 (virtual) feedback sessions for their elected/appointed officials + the public: Sherburne County, City of Monticello, Silver Creek Township, and City of Big Lake and Big Lake Township jointly. 		
Discussion or Information Items		
<p>13. Framework 2030 next steps and timing: Clarify next steps and timing</p> <ol style="list-style-type: none"> a. <u>Round 2 results:</u> Planning NEXT will analyze and report out b. <u>Develop the Framework, vision, and strategies:</u> Partnership workshop to review and discuss Round 2 analyses and resulting proposed revisions to conceptual framework, vision, and regional strategies; provide direction and approval c. <u>Round 3: Final community feedback</u> d. <u>Finalize Framework 2030 content, action plan, etc.</u> <p><u>Notes</u></p> <ul style="list-style-type: none"> May stated the group is at an exciting moment in the plan. Once the next steps are completed, the group can formalize a plan moving forward. The goal is to make sure the partnership and stakeholders are fully engaged. Vetsch stated a lot of hard work has gone into this over the past year and asked everyone to be patient in taking the next steps. Carroll will work with ExComm to put together an orientation session for any new members or anyone who is feeling disconnected. Also, members may reach out to others with any questions. 		Marc Schneider
<p>14. Future agenda items: None other than topics noted above</p>		Chair
<p>15. Adjourned: Meeting adjourned at 9:00 a.m.</p>		Chair