

# Central Mississippi River ~ Regional Planning Partnership

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

www.RegionalPlanningPartnership.org ♦ regionalplanningpartnership@gmail.com

**July 22, 2021 7:30 a.m. (Partnership and Staff Roster)**

- 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): **142 288 5828**, meeting password: 3jpMvh3Y2Nb (35768439 from phones)

Topic	Action	Lead																											
<b>Routine Business</b>																													
<p><b>1. Welcome and call to order (Link: <a href="#">Presentation</a>)</b></p> <p><b>2. Introductions/roll call for both in-person and online (sign-in sheet as relevant)</b></p> <p style="padding-left: 20px;">a. <u>Members Present (in person or remotely):</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Becker, City</b></td> <td style="width: 35%;"><input type="checkbox"/> Tracy Bertram (P) <input checked="" type="checkbox"/> Rick Hendrickson (A)</td> <td style="width: 35%;"><input type="checkbox"/> Greg Pruzinske (Admin) <input type="checkbox"/> Jacob Sanders (LT)</td> </tr> <tr> <td><b>Becker Township</b></td> <td><input type="checkbox"/> Brian Kolbinger (P)</td> <td><input type="checkbox"/> Brad Wilkening (A) <input checked="" type="checkbox"/> Marie Pflipsen</td> </tr> <tr> <td><b>Big Lake, City</b></td> <td><input checked="" type="checkbox"/> Paul Seefeld (P) <input type="checkbox"/> Kim Noding (A)</td> <td><input type="checkbox"/> Clay Wilfahrt (Admin) <input type="checkbox"/> Lucinda Meyers (LT)</td> </tr> <tr> <td><b>Big Lake Township</b></td> <td><input checked="" type="checkbox"/> Dean Brenteson (P)</td> <td><input type="checkbox"/> Larry Alford (A)</td> </tr> <tr> <td><b>Monticello, City</b></td> <td><input checked="" type="checkbox"/> Lloyd Hilgart (P) <input type="checkbox"/> Charlotte Gabler (A)</td> <td><input checked="" type="checkbox"/> Rachel Leonard (Admin) <input type="checkbox"/> Angela Schumann (LT)</td> </tr> <tr> <td><b>Monticello Township</b></td> <td><input type="checkbox"/> Bob Idziorek (P)</td> <td><input checked="" type="checkbox"/> Shannon Bye (A)</td> </tr> <tr> <td><b>Sherburne County</b></td> <td><input type="checkbox"/> Tim Dolan (P) <input checked="" type="checkbox"/> Raeanne Danielowski (A)</td> <td><input type="checkbox"/> Dan Weber (Admin) <input checked="" type="checkbox"/> Marc Schneider (LT)</td> </tr> <tr> <td><b>Silver Creek Township</b></td> <td><input checked="" type="checkbox"/> Barry Heikkinen (P)</td> <td><input type="checkbox"/> Chris Klein (A)</td> </tr> <tr> <td><b>Wright County</b></td> <td><input checked="" type="checkbox"/> Darek Vetsch (P) <input checked="" type="checkbox"/> Mark Daleiden (A)</td> <td><input checked="" type="checkbox"/> Lee Kelly (Admin) <input type="checkbox"/> Barry Rhineberger (LT)</td> </tr> </table> <p style="padding-left: 20px;">b. <u>Others Present (in person or remotely)</u></p> <p style="padding-left: 40px;">i. <b>Consultants:</b> Anne Carroll, Kyle May</p> <p style="padding-left: 40px;">ii. <b>Economic Development Partnership:</b> Joleen Foss</p> <p style="padding-left: 40px;">iii. <b>CMRP Contract Staff:</b> Bill Kemp</p>	<b>Becker, City</b>	<input type="checkbox"/> Tracy Bertram (P) <input checked="" type="checkbox"/> Rick Hendrickson (A)	<input type="checkbox"/> Greg Pruzinske (Admin) <input type="checkbox"/> Jacob Sanders (LT)	<b>Becker Township</b>	<input type="checkbox"/> Brian Kolbinger (P)	<input type="checkbox"/> Brad Wilkening (A) <input checked="" type="checkbox"/> Marie Pflipsen	<b>Big Lake, City</b>	<input checked="" type="checkbox"/> Paul Seefeld (P) <input type="checkbox"/> Kim Noding (A)	<input type="checkbox"/> Clay Wilfahrt (Admin) <input type="checkbox"/> Lucinda Meyers (LT)	<b>Big Lake Township</b>	<input checked="" type="checkbox"/> Dean Brenteson (P)	<input type="checkbox"/> Larry Alford (A)	<b>Monticello, City</b>	<input checked="" type="checkbox"/> Lloyd Hilgart (P) <input type="checkbox"/> Charlotte Gabler (A)	<input checked="" type="checkbox"/> Rachel Leonard (Admin) <input type="checkbox"/> Angela Schumann (LT)	<b>Monticello Township</b>	<input type="checkbox"/> Bob Idziorek (P)	<input checked="" type="checkbox"/> Shannon Bye (A)	<b>Sherburne County</b>	<input type="checkbox"/> Tim Dolan (P) <input checked="" type="checkbox"/> Raeanne Danielowski (A)	<input type="checkbox"/> Dan Weber (Admin) <input checked="" type="checkbox"/> Marc Schneider (LT)	<b>Silver Creek Township</b>	<input checked="" type="checkbox"/> Barry Heikkinen (P)	<input type="checkbox"/> Chris Klein (A)	<b>Wright County</b>	<input checked="" type="checkbox"/> Darek Vetsch (P) <input checked="" type="checkbox"/> Mark Daleiden (A)	<input checked="" type="checkbox"/> Lee Kelly (Admin) <input type="checkbox"/> Barry Rhineberger (LT)		Chair
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<p><b>3. Agenda: Revise/approve</b></p> <p><i>Notes: Motion by Hilgart, second by Heikkinen. Approved.</i></p>	Changes, Approve																												
<p><b>4. Previous meeting notes, <a href="#">June 24, 2021</a></b></p> <p><i>Notes: Motion by Hilgart, second by Heikkinen. Approved.</i></p>	Changes, Approve	Chair																											
<p><b>5. <a href="#">Treasurer's Report</a></b></p> <p><i>Notes: Motion by Heikkinen, second by Brenteson. Approved.</i></p>	Questions, Receive	Treasurer																											
<b>Action Items, Issues</b>																													

<p><b>6. Framework 2030 Plan and communications tools, and next steps to roll this out region-wide</b></p> <ul style="list-style-type: none"> <li>a. <a href="#">Plan</a></li> <li>b. <a href="#">Infographic</a> draft, open for feedback</li> <li>c. <a href="#">Presentation</a> draft, open for feedback</li> </ul> <p><i>Notes: The infographic and presentation are in draft form. Planning NEXT welcomes feedback; provide comments to Kyle or Marc by the end of next week. Once finalized, these communication tools can be tailored to meet each jurisdiction's needs. The plan is to update the website to more dynamically support the plan content and action items; potentially including some videos and additional elements. Darek Vetsch noted the importance of presenting this information to each of the jurisdictions.</i></p>	Consensus	Kyle May, Planning NEXT
<p><b>7. Budget: proposed 2021 budget revisions and 2022 budget</b></p> <ul style="list-style-type: none"> <li>a. <a href="#">Decision Memo</a></li> </ul> <p><i>Notes: The proposed 2021 budget revisions are very minor. There is a change in project interest income. No changes were proposed to expenditures. The group is still seeking a matching grant to advance work plans.</i></p> <p><i>Motion to approve the 2021 budget revisions by Hilgart, second by Bertram. Approved.</i></p> <p><i>The 2022 budget proposal attempts to reflect the fund balance and work plan. A fund balance policy has been established; the balance should not exceed 200% of the annual membership dues. The membership dues rate will decrease in 2022, causing revenue to decrease as well. There may be potential to receive additional funds through grants. The expenses reflect the addition of a Project Manager and potential website and communication costs.</i></p> <p><i>Motion to approve the proposed 2022 budget by Heikkinen, second by Hilgart. Approved.</i></p>	Approve	Treasurer
<p><b>8. CMRP contract position: update and recommendation</b></p> <ul style="list-style-type: none"> <li>a. <a href="#">Decision Memo</a></li> </ul> <p><i>Notes: Two applications were received. The hiring committee recommends hiring Bill Kemp. The above Decision Memo outlines his qualifications and basis for the recommendation.</i></p> <p><i>Heikkinen moved to approve hiring Bill Kemp, second by Bertram. Approved.</i></p>	Approve	Barry Heikkinen
<p><b>9. CMRP branding: Update and feedback on draft logo designs</b></p> <ul style="list-style-type: none"> <li>a. <a href="#">Agenda item support memo</a></li> </ul> <p><i>Notes: The team selected Michele Hertwig of Majirs Advertising and Design. She has been briefed and has prepared some draft logos for general feedback.</i></p> <p><i>After discussion, the group preferred a hybrid of logo #1 and #2. The font in #1 is difficult to read; better in #2, but light green is a problem. The river is a critical part of the partnership, so the logo should highlight the river and clearly show land on both sides. Logo #2 reminded them of the notion of the Partnership reflecting the region. Colors and fonts need refinement.</i></p>	Guidance	Rachel Leonard for branding team

<p><i>The feedback will be sent to the designer and refined options on multiple formats (memo, letterhead, email signature, etc.) will be provided.</i></p> <p><i>Heikkinen moved to delegate the responsibility of choosing the final logo to the branding team, seconded by Brenteson. Approved.</i></p>		
<p><b>10. Compliance: Partners/alternates missing required paperwork (<a href="#">decision memo</a>)</b></p> <ul style="list-style-type: none"> <li>a. Partner Paul Seefeld and Alternates Brad Wilkening, Kim Noding, Rick Hendrickson, Shannon Bye have not submitted the required signed conflict of interest and code of conduct forms</li> <li>b. Reference: <a href="#">Bylaws</a>, <a href="#">conflict of interest policy and form</a>, <a href="#">code of conduct</a></li> <li>c. ExComm recommendation and decision memo</li> </ul> <p><i>Notes: The conflict of interest policy and form must be signed prior to the next meeting, otherwise members will not be allowed to participate in CMRP's work. The code of conduct form is referred back to ExComm for revisions. Some on the call indicated they had already signed, and it was clarified that this must be done every year. Heikkinen and Weber will make sure each person is sent another copy for an e-signature.</i></p> <p><i>Heikkinen moved to approve the process, second by Hilgart. Approved.</i></p>	Review, decide	Chair
<b>Discussion or Information Items</b>		
<p><b>11. Other business/future agenda items:</b></p> <p><i>None</i></p>		
<p><b>12. Adjourned: Meeting adjourned at 8:31 a.m.</b></p>		