



Partnership Meeting

July 28, 2022 • 7:30-9:00 am

Sherburne County Government Center, County Board Room

Meetings are either in-person or virtual; see [Agenda](#) for dial-in information]

Routine Business

1 Welcome

Welcome and call to order

2 Introduction

Introductions/roll call
[in-person and online]

3 Agenda

Routine Business

- 1) Welcome and call to order
- 2) Introductions/roll call
- 3) Agenda: Review, revise, approve
- 4) Previous meeting notes: Review, approve
- 5) Treasurer's report: Review, accept

 **Action Requested:** *Review, revise, approve*

Action Items

- 6) CMRP. Discuss and make revisions to CMRP's Workplan narrative
- 7) CMRP. Discuss and decide on revised contract with Bill Kemp
- 8) CMRP. Discuss, revise, and finalize 2022 budget revisions and initial 2023 budget: Workplan review, updates

Discussion or Information Items

- 7) Other business/future agenda items
- 8) Adjourn

4 Previous Notes

June 2022 meeting [Notes](#)



Action Requested: *Review, revise, approve*

5 Treasurer's Report

[Report](#)



Action Requested: *Accept*

Action Items

6

Revised Workplan Narrative

Review, Revise, Approve ([Decision Memo](#))

- a. Revised Workplan Narrative reflects CMRP priorities with FHWA/MnDOT guidance to address key regional needs and needed transportation supports + CMRP obligations (communications, cross-jurisdictional relationships)
- b. Revised Flowchart connects shorter-term CMRP strategies and actions with larger regional effort
- c. Approved Workplan Narrative and Flowchart will be used to develop detailed Workplan tasks, responsibilities, and timeline to required to advance the Purpose and Need Statement

 **Action Requested:** *Adopt revised Workplan Narrative, direct staff to flesh out Workplan tasks, continue refining and revised Flowchart, and routinely monitor progress and update accordingly*

7

Contract Project Manager

Review, Discuss, Approve ([Decision Memo](#))

- a. Contract for CMRP project manager ends July 31
- b. With revisions to Workplan, CMRP's needs shift -- limited direct implementation and new coordination and oversight of staff and consultant efforts
- c. Shift from monthly fixed to hourly rate

 **Action Requested:** *Approve revised contract*

8

2022 Budget Revisions, 2023 Budget

Review, Revise, Approve ([Decision Memo](#))

- a. 2022 budget revision: Minor changes to reflect current realities
- b. 2023 initial budget, in accordance with approved budget assumptions; highlights include:
 - i. Income: Maintain current Partner fees, including continued temporary reduction of township fees; reinstate grant income tied to transportation efforts, with match to be offset by staff expenses. Fund balance remains very strong.
 - ii. Expenditures: Significantly increase line item for variety of work required to support Partnership priorities; paid from member fees + fund balance. Additional needs could be paid from fund balance.
 - iii. *Discussion:* If Kemp contract is approved, propose reduction of that line item from \$4,300 to c. \$3,000/month

 **Action Requested:** *Approve 2022 budget revisions and initial 2023 budget*

Discussion, Information Items

8 Other Business, Future Agenda Items

- a. Community update: Sherburne County to be scheduled
- b. Other?

11 Adjourn



Thank You