

Partnership Business Meeting

July 28, 2022 at 7:30 a.m.

- www.RegionalPlanningPartnership.org
- RegionalPlanningPartnership@gmail.com
- [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 a computer click [here](#); join by phone: **+1-510-338-9438**, meeting number (access code): 2551 655 2595, meeting password: s7jHQjcSM83 (77547527 from phones)

TOPIC	ACTION	LEAD																											
Routine Business	Action	Lead																											
1. Welcome and call to order (Presentation) 2. Introductions/roll call for both in-person and online (sign-in sheet as relevant) <ul style="list-style-type: none"> a. <u>Members Present (in person or remotely):</u> <table border="1" data-bbox="233 787 1188 1522"> <tbody> <tr> <td>Becker, City</td> <td><input type="checkbox"/> Tracy Bertram (P) <input checked="" type="checkbox"/> Rick Hendrickson (A)</td> <td><input checked="" type="checkbox"/> Greg Lerud (Admin) <input checked="" type="checkbox"/> Jacob Sanders (LT)</td> </tr> <tr> <td>Becker Township</td> <td><input type="checkbox"/> Brian Kolbinger (P) <input type="checkbox"/> Brad Wilkening (A)</td> <td></td> </tr> <tr> <td>Big Lake, City</td> <td><input type="checkbox"/> Paul Seefeld (P) <input type="checkbox"/> Kim Noding (A)</td> <td><input checked="" type="checkbox"/> Hanna Klimmek (Admin) <input type="checkbox"/> Lucinda Spanier (LT)</td> </tr> <tr> <td>Big Lake Township</td> <td><input checked="" type="checkbox"/> Dean Brenteson (P) <input type="checkbox"/> Larry Alford (A)</td> <td></td> </tr> <tr> <td>Monticello, City</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>Monticello Township</td> <td><input type="checkbox"/> Bob Idziorek (P) <input checked="" type="checkbox"/> Shannon Bye (A)</td> <td></td> </tr> <tr> <td>Sherburne County</td> <td><input checked="" type="checkbox"/> Raeanne Danielowski (P) <input type="checkbox"/> Tim Dolan (A)</td> <td><input checked="" type="checkbox"/> Dan Weber (Admin) <input checked="" type="checkbox"/> Marc Schneider (LT) <input checked="" type="checkbox"/> Jessica Barthel (Sec'y)</td> </tr> <tr> <td>Silver Creek Township</td> <td><input checked="" type="checkbox"/> Barry Heikkinen (P) <input type="checkbox"/> Chris Newman (A)</td> <td></td> </tr> <tr> <td>Wright County</td> <td><input checked="" type="checkbox"/> Darek Vetsch (P) <input type="checkbox"/> Mark Daleiden (A)</td> <td><input checked="" type="checkbox"/> Clay Wilfahrt (Admin) <input type="checkbox"/> Barry Rhineberger (LT)</td> </tr> </tbody> </table> b. <u>Others Present (in person or remotely)</u> <ul style="list-style-type: none"> ■ Staff, consultants: Bill Kemp, Anne Carroll 	Becker, City	<input type="checkbox"/> Tracy Bertram (P) <input checked="" type="checkbox"/> Rick Hendrickson (A)	<input checked="" type="checkbox"/> Greg Lerud (Admin) <input checked="" type="checkbox"/> Jacob Sanders (LT)	Becker Township	<input type="checkbox"/> Brian Kolbinger (P) <input type="checkbox"/> Brad Wilkening (A)		Big Lake, City	<input type="checkbox"/> Paul Seefeld (P) <input type="checkbox"/> Kim Noding (A)	<input checked="" type="checkbox"/> Hanna Klimmek (Admin) <input type="checkbox"/> Lucinda Spanier (LT)	Big Lake Township	<input checked="" type="checkbox"/> Dean Brenteson (P) <input type="checkbox"/> Larry Alford (A)		Monticello, City	<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)	Monticello Township	<input type="checkbox"/> Bob Idziorek (P) <input checked="" type="checkbox"/> Shannon Bye (A)		Sherburne County	<input checked="" type="checkbox"/> Raeanne Danielowski (P) <input type="checkbox"/> Tim Dolan (A)	<input checked="" type="checkbox"/> Dan Weber (Admin) <input checked="" type="checkbox"/> Marc Schneider (LT) <input checked="" type="checkbox"/> Jessica Barthel (Sec'y)	Silver Creek Township	<input checked="" type="checkbox"/> Barry Heikkinen (P) <input type="checkbox"/> Chris Newman (A)		Wright County	<input checked="" type="checkbox"/> Darek Vetsch (P) <input type="checkbox"/> Mark Daleiden (A)	<input checked="" type="checkbox"/> Clay Wilfahrt (Admin) <input type="checkbox"/> Barry Rhineberger (LT)		Chair
Becker, City	<input type="checkbox"/> Tracy Bertram (P) <input checked="" type="checkbox"/> Rick Hendrickson (A)	<input checked="" type="checkbox"/> Greg Lerud (Admin) <input checked="" type="checkbox"/> Jacob Sanders (LT)																											
Becker Township	<input type="checkbox"/> Brian Kolbinger (P) <input type="checkbox"/> Brad Wilkening (A)																												
Big Lake, City	<input type="checkbox"/> Paul Seefeld (P) <input type="checkbox"/> Kim Noding (A)	<input checked="" type="checkbox"/> Hanna Klimmek (Admin) <input type="checkbox"/> Lucinda Spanier (LT)																											
Big Lake Township	<input checked="" type="checkbox"/> Dean Brenteson (P) <input type="checkbox"/> Larry Alford (A)																												
Monticello, City	<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)																											
Monticello Township	<input type="checkbox"/> Bob Idziorek (P) <input checked="" type="checkbox"/> Shannon Bye (A)																												
Sherburne County	<input checked="" type="checkbox"/> Raeanne Danielowski (P) <input type="checkbox"/> Tim Dolan (A)	<input checked="" type="checkbox"/> Dan Weber (Admin) <input checked="" type="checkbox"/> Marc Schneider (LT) <input checked="" type="checkbox"/> Jessica Barthel (Sec'y)																											
Silver Creek Township	<input checked="" type="checkbox"/> Barry Heikkinen (P) <input type="checkbox"/> Chris Newman (A)																												
Wright County	<input checked="" type="checkbox"/> Darek Vetsch (P) <input type="checkbox"/> Mark Daleiden (A)	<input checked="" type="checkbox"/> Clay Wilfahrt (Admin) <input type="checkbox"/> Barry Rhineberger (LT)																											
3. Agenda: Revise/approve Notes: Kemp contract moved before budget. Motion to approve made by Dean Brenteson, seconded by Lloyd Hilgart; approved.	Changes, Approve	Chair																											
4. Previous meeting notes Notes: Motion to approve made by Barry Heikkinen, seconded by Darek Vetsch; approved	Changes, Approve	Chair																											
5. Treasurer's report: For acceptance only; detailed budget information included in agenda item below on proposed 2022 budget adjustments and 2023 budget. Notes: Motion to accept made by Lloyd Hilgart, seconded by Dean Brenteson. Approved.	Acceptance	Treasurer																											

Action Items:	Action	Lead
<p>6. CMRP. Discuss and make revisions to CMRP's Workplan narrative: Decision memo. At the Partnership's direction, staff prepared a draft revised Workplan narrative, prioritizing the strategies and actions highlighted by FHWA and MnDOT as advancing the key regional priorities and needed transportation supports, along with the actions necessary to maintain the CMRP and remain in compliance with the Joint Powers Agreement and other governance agreements.</p> <p>Notes from discussion:</p> <ul style="list-style-type: none"> • The Workplan is a working document and will be fluid. ExComm met and had a lot of discussion on how this is a living document and they agreed this is a good revision in conjunction with the flowchart. • Reminder that what's before the group today is the Workplan <i>narrative</i>; once those decisions are made, staff will detail the tasks in the Workplan. Also, that this was prepared based on recommendations from MnDOT and FHWA, and that we can go back and consult with them as they have opened that door for a relationship with the Partnership. • Partnership needs to be more focused on getting tasks completed and not over-thinking items that prohibit progress. • Note that when discussed last month, this was moved to the Transportation Task Force. The Partnership does not need to sell the project itself to the public (meeting the transportation needs of the region), we need to sell that we are actually doing something about it. • Request for a detailed explanation of what the Partnership has completed; staff said that could be provided within a couple of months. • Reminder that preparing a Purpose and Needs Statement is the next step and it is a very large and detailed project/set of projects. • Critical need for the Partnership and Partners to be engaging our county boards soon to garner their support and investment, as they are required to be the responsible government units when the project moves into a PEL or Tier 1.. • <i>Motion made to approve the Workplan narrative and flowchart by Lloyd Hilgart, seconded by Dean Brenteson; approved.</i> • <i>Motion made for an RFP to move forward with a Purpose & Needs assessment made by Lloyd Hilgart, seconded by Barry Heikkinen; approved.</i> 	Changes, Approve	Chair, ExComm
<p>7. CMRP. Discuss and decide on a revised contract with Bill Kemp. Decision memo. The contract for Bill Kemp expires at the end of July 2022. Recommendation is to extend the contract with Bill Kemp, focusing his work on coordinating and overseeing the anticipated multiple staff and consultant efforts to advance the revised Workplan; payment changes from monthly fixed to hourly rate.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Bill didn't bill the full contract amount for June or July because the Partnership's refinement of priorities put some of his activities on pause; appreciate his suggesting that his work move to hourly rather than a fixed monthly amount. • <i>Motion by Barry Heikkinen to approve the change to Bill's contract, seconded by Dean Brenteson; approved</i> 		

<p>8. CMRP. Discuss, revise, and finalize 2022 budget revisions and initial 2023 budget: Decision Memo. Minimal changes are proposed for the current 2022 budget. As required by the JPA, the Partnership sets an initial budget in July each year for the following year (2023) so member jurisdictions can use that information to set their own budget. For 2023, additional expenditures are proposed to advance CMRP priorities (see agenda item #6), while retaining member fees at current levels; additional funds are proposed to come from the fund balance.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Highlights of the proposed 2023 budget include continuing with the temporary reduction of the Township fees, bringing back grant income for 2023, increasing budget for work associated with the project, and using strong fund balance to pay for that additional work (rather than increasing member fees). Discussion of whether to decrease the line item for Bill Kemp if he’s now hourly; agreed to keep it as is to allow funds for needs that may arise, which could include work related to communications/marketing related to regional economic development. The fund balance is near the cap established by policy, • <i>Barry Heikkinen made a motion to accept the 2022 budget revisions and initial 2023 budget as it is written; Lloyd Hilgart seconded; approved.</i> • Further discussion/comments: <ul style="list-style-type: none"> ○ There are grant funds in the budget that are hinging on the approval of the CEDS project; Sherburne County can do a more in depth discussion on how Economic Development Districts impact communities at the next meeting. ○ Supporting regional growth primarily through transportation improvements is the focus of the Partnership, and this needs to guide every decision the partnership makes. 	Changes, Approve	Chair
Discussion or Information Items	Action	Lead
<p>9. Other business/future agenda items:</p> <ol style="list-style-type: none"> a. Community update: Sherburne County to be scheduled at a future partnership meeting. b. Other? <p>Notes:</p>		Chair
<p>10. Adjourned: Meeting adjourned at 9:01 a.m. <i>Motion to adjourn made by Darek Vetsch, seconded by Lloyd Hilgart</i></p>		Chair