



# Public Engagement Plan



# 1. Introduction

Public engagement is a critical aspect in ensuring that all Dakota County government services are performed efficiently, effectively and in a responsive manner. Dakota County strives to ensure that the proper level of public engagement is realized in all projects. To identify this proper level of engagement, the County utilizes a public engagement process tool that is standardized across the organization and results in consistent approaches and outcomes. If a project scores a 1-3 a public engagement plan must be created. The levels of engagement and what each entails in terms of description and specific examples can be seen in the table below.

Level	Description	Examples
<b>Level 1 – Inform and Listen</b>	<ul style="list-style-type: none"> <li>• Explain, educate or gather information.</li> <li>• Use when priorities and decisions are still being shaped.</li> <li>• Can explain the issue, while gathering information to understand and perspectives and ideas of citizens.</li> </ul>	<ul style="list-style-type: none"> <li>• Public meeting with information presentation and collection of comments.</li> <li>• Open houses.</li> <li>• A webpage with information about a project but also provides an email address for people to submit questions or comments.</li> </ul>
<b>Level 2 – Discuss</b>	<ul style="list-style-type: none"> <li>• Generally involves two-way information exchange in which the public discusses a policy, issue, or research priority.</li> <li>• Discussion among and with different stakeholders is encouraged.</li> <li>• Can deepen knowledge by exploring and responding to ideas and concerns described by individual participants.</li> </ul>	<ul style="list-style-type: none"> <li>• Public meeting with information presentation and collection of comments.</li> <li>• Open houses.</li> <li>• A webpage with information about a project but also provides an email address for people to submit questions or comments.</li> </ul>
<b>Level 3 – Involve</b>	<ul style="list-style-type: none"> <li>• Different perspectives are shared and parties can influence each other and develop consensus.</li> <li>• Allows the organization and participants to explore and work through issues together, understand each other's perspectives and values, and consistently address concerns.</li> </ul>	<ul style="list-style-type: none"> <li>• Public meeting with information presentation and collection of comments.</li> <li>• Open houses.</li> <li>• A webpage with information about a project but also provides an email address for people to submit questions or comments.</li> </ul>

# 1. Introduction (cont.)

## Project Description:

## Engagement Level:

Based on the above engagement level score, this plan will utilize certain methods and tools to reach stakeholders based on the table from the previous page.



## 2. Public Engagement Objectives and Approaches

The purpose of this Public Engagement Plan is to serve as a means of process planning and engagement designing in order to achieve a desired level of public engagement. An important aspect in achieving this is identifying the key objectives and potential outcomes and then deciding which approaches are best suited to achieving those outcomes. The following lists the key objectives and approaches for this Public Engagement Plan.

### **Key Public Engagement Objectives:**

### **Public Engagement Approaches:**



## 4. Key Questions to Ask

Once the methods of engagement have been identified the questions that need to be asked then need to be created. Questions that are asked in the public engagement process must address the major concerns and issues of the proposed project. Questions that do not necessarily lead discussions towards the end goals of learning about the major issues can result in a more disjointed discussion that lacks effectiveness which is why it is important that questions are well thought out and refined. Questions needs to be asked in such ways where they encourage participation and dialogue amongst those people asked to respond. They should also be asked in a way to solicit responses from a variety of groups rather than only a limited amount. Similar to the methods of engagement, certain types of questions can be more effective than others in garnering a response from certain groups of individuals.

### **Project Issues to Address with Questions:**

### **Public Engagement Questions:**

## 5. Action Plan by Project Phases

**Phase I**

**Phase II**

**Phase III**

## 6. Available Resources and Budget

**Briefly discuss any increased project costs, project delays and additional staff/consultant resources required by this public engagement plan, if any.**