

Meeting Notes

Implementation Planning Committee



Project Name: Mississippi River St. Cloud Comp Plan Implementation
Date: Monday, January 6th, 2025
Time: 9am - 11am
Location: Virtual Meeting, link available here: [Join the meeting now](#)
Invitees: Implementation Planning Committee (primary and alternates), BWSR staff
Attendees: Alicia O'Hare, Stephanie Hatzenbihler, Miranda Wagner, Dan Cibulka, Emily Forbord, Angela Beckman, Siena Storm, Roxanne Achman, Zach Guttormson, Matt Danzl

DISCUSSION TOPICS

Review Early 2025 Timeline

15 MINUTES

- Review anticipated timeline on page 3, discuss any necessary changes.

Action Needed: *No action required, discussion item only*

Noteworthy items from Committee Discussion: Timeline was reviewed and discussed, no questions at this time. We can move faster if possible, but the timeline as-is should keep us on track regarding deadlines.

Select Reoccurring IPC Meeting Date/Time

10 MINUTES

- Review input provided on Google Drive [spreadsheet](#)
- Please complete availability on the "Reoccurring meetings" tab prior to meeting date

Action Needed: *Determine date/time for reoccurring IPC meeting*

Noteworthy items from Committee Discussion: *Dan will reach out to a few partners to get input on their availability.* Third week of the month may work best for a IPC reoccurring meeting.

WBIF Funding Request

30 MINUTES

- Review funding request spreadsheet, address any questions
- Determine deadline for completing this

Action Needed: *No action required, discussion item only*

Noteworthy items from Committee Discussion: Question: did we come to a conclusion on pollutant reporting (e.g. edge of field, etc.). Alicia would propose "edge of field". If we used the MPCA Watershed Pollutant Reduction Estimator, the "nearest modeled waters" setting would be close to edge of field. At a future meeting, we should discuss common reporting / estimating procedures.

Dan will share the GIS file of the MBA and Priority Waters as well as the Excel file for the Implementation Tables.

MEETING NOTES

Dan will add a Priority level column to the spreadsheet (High Priority, Priority, Opportunity, Multiple) and resend this to the group.

Discussion on Project Development – should these requested funds be broad or defined to specific efforts (PD for FY25 shoreline work, or general PD for projects in the Elk River Mgmt Zone). Initial thought is that \$10k per partner to complete general PD, we can fine-tune

Group determined that February 14th is a deadline to complete the Funding Request spreadsheet.

Cost share rates – preference is for each office to have their own. We will gather rates from each office and determine if some commonalities exist, **Dan to create a spreadsheet and distribute.**

MRSC To-Do List

30 MINUTES

- Identify tasks to be completed, assign responsibility
 - Work Plan - **Dan**
 - JPB Bylaws – **Becky** will work with County atty (**Dan will send a copy of RRWP bylaws**)
 - MRSCWP WBIF Policies Document – **Stephanie** (**Dan will send copy from RRWP**)
 - document with project selection and approval process, contracting and payment process/policies, cost share rates/policies, etc.
 - IPC Project and Program Proposal Form **Stephanie** – Sauk as a template? (**Dan will send copy from RRWP**)
 - See “Stage 2” of [MRSC Workflow visual](#)
 - Determine legal representative - **Dan/Kyle**
 - Determine insurance agency for JPB - **Dan/Kyle**
 - Discuss rotation schedule for note-taking – **Emily** to coordinate a schedule for note-taking, all offices participate
 - Discuss Implementation Tracking subcommittee or roles – **Ben Ruley with Alicia** assisting, **Dan** to help coordinate data for reporting
 - eLink entry – Fiscal agent to complete this, or each office for their projects? To be discussed in February.
 - E&O Subcommittee – Each LGU should identify a person from their office, **Stephanie will coordinate a time for this group to meet and determine a funding request.**

Action Needed: *Discuss and determine responsible parties for identified tasks*

Noteworthy items from Committee Discussion: Volunteers for tasks outlined in bold font above.

Next Steps

5 MINUTES

- Identify follow-up assignments

Action Needed: *No action required, informational only*

Noteworthy items from Committee Discussion: Follow up items outlined in red font. Next meeting will focus on the Funding Request and potentially draft Work Plan or other documents.

Tentative Schedule of Activities, subject to change

MRSCWP Schedule of Activities		
Month - Year	Implementation Planning Committee (Time TBD)	Joint Powers Board (1st Thursday 11am - 1pm)
Jan-25	<ol style="list-style-type: none"> 1. Review funding request sheet, determine deadline 2. Determine reoccurring meeting date/time 3. LGU Boards adopt plan and join JPB (can be done contingent upon BWSR approval) 	
Feb-25	<ol style="list-style-type: none"> 1. Anticipated deadline for funding requests 2. LGU Boards adopt plan and join JPB 	
Mar-25	<ol style="list-style-type: none"> 1. Finalize draft funding request, send to LGU parties for courtesy review 2. Review draft of Work Plan 	
Apr-25	<ol style="list-style-type: none"> 1. Review Project/Program Policies document 	<ol style="list-style-type: none"> 1. Elect positions 2. Approve bylaws 3. Approve funding request 4. Review draft Work Plan
May-25	<ol style="list-style-type: none"> 1. Submit Work Plan after JPB approval, execute agreement with BWSR. 2. IPC solicits projects / programs proposals 	<ol style="list-style-type: none"> 1. Approve Work Plan (include in motion that FA can execute on behalf of JPB) 2. Approve Project/Program Policies document 3. <i>Sign paperwork establishing bank account?</i>
Jun-25	<ol style="list-style-type: none"> 1. Review of projects/programs 	
Jul-25		<ol style="list-style-type: none"> 1. Consider proposals for insurance, attorney representation. 2. Approve project/program proposal recommendations by IPC.
Aug-25		