

Meeting Notes



Implementation Planning Committee

Project Name: Mississippi River St. Cloud Comp Plan Implementation
Date: Wednesday, February 19th, 2025
Time: 1pm - 3pm
Location: Sherburne History Center (virtual attendance optional if necessary)
Invitees: Implementation Planning Committee (primary and alternates), BWSR staff
Attendees: Emily Forbord (Benton SWCD), Mike McMillin (Benton SWCD), Stephanie Hatzenbihler (Stearns SWCD), Dan Cibulka (Sherburne SWCD), Francine Larson (Sherburne SWCD), Brad Wozney (BWSR), Angela Beckman (Stearns County), Susan Shaw (Mille Lacs SWCD), Alicia O'Hare (Wright SWCD), Luke Johnson (Wright SWCD)
Virtual: Miranda Wagner (Sherburne SWCD), Becky Schlorf (Stearns County), Roxanne Achman (Benton County), Zach Guttormson (BWSR), Jaden Hunter (Meeker SWCD), Luke Edlund (Benton County)

DISCUSSION TOPICS

Updates on LGU Board Actions for Plan Adoption and Joining JPE

25 MINUTES

- LGU Board actions for plan adoption and joining JPE.
- Anticipated March 2025 IPC documents to discuss / review
- Early / mid 2025 timeline
- Plan resources update (GIS shapefiles, Implementation tables)

Action Needed: Review material on pages 3 and 4, discuss as needed

Noteworthy items from Committee Discussion: **Waiting on Benton SWCD and Meeker SWCD for adoption and joining the JPE.** City of St. Cloud adopted the plan but did not join the JPE. Items that can be found on the Shared Drive: MBA, excel document of implementation tables, excel data, studies, and monitoring document – Needs some cleaning still.

WBIF Cost Share Rates

30 MINUTES

- Review [Cost Share Rates Spreadsheet](#)
- Discuss any need for further clarification, identify if some similar rates or consistencies can be used

Action Needed: Have individual LGU cost share rates entered on the Shared Drive.

Noteworthy items from Committee Discussion: Using our own LGU rates would be preferable but adds complexity for the fiscal agent. Fiscal agent will have a policy created for cost-share and keep copies of each LGU's rates.

WBIF Funding Request

60 MINUTES

MEETING NOTES

- Review and discuss [WBIF Funding Request Spreadsheet](#)
- May need to make cuts if preliminary request exceeds grant amount. Be prepared to discuss and make changes.

Action Needed: *Cut requests for next meeting. Feb 25 10-12, in-person meeting.*

*Noteworthy items
from Committee
Discussion:*

Each LGU talked about what they are asking for funding for, if we have looked at other funding sources and what we are excited about. **Trim to allocation based on jurisdiction. Have a reason for why the funding request is needed if you don't cut something.**

Next Steps

5 MINUTES

- Identify follow-up assignments

Action Needed: *No action required, informational only*

*Noteworthy items
from Committee
Discussion:*

Trim to allocation based on jurisdiction. Have a reason for why the funding request is needed if you don't cut something. In-person meeting Feb. 25th 10-12 at TBD (Sherburne History Center or Dueling Brews).

March 2025 Anticipated Organizational Documents

1. Work Plan
2. JPB Bylaws (attorney review)
3. Agreements
 - a. Fiscal Agent Agreement
 - b. Plan Coordinator Agreement
 - c. Legal Representation Agreement
 - d. Member Sub-contract agreement (attorney review) *similar to RRWP master project agreement*
4. Policies
 - a. cost-share policy
 - b. project development
 - c. engineering and technical assistance policy
 - d. education and outreach policy
 - e. Planning, assessments, studies policy
 - f. in-kind labor policy
 - g. grant workplan and budget changes policy
 - h. Authorized Signer Policy
5. Procedures
 - a. biennial work plan development
 - b. grant work plan development
 - c. program, project, or study statement of work proposal
 - d. Master Program/Project/Study Agreement
 - e. project eligibility and request
 - f. project encumbrance
 - g. project reimbursement request
 - h. project reporting in plan tracking tool
 - i. reallocation requests
6. Tools, Templates, Forms
 - a. Grant funding request spreadsheet
 - b. program proposal template
 - c. project eligibility and request form
 - d. encumbrance notice
 - e. reimbursement request form
 - f. plan tracking tool
 - g. reallocation request form
 - h. process workflow graphic

Meeting Notes

Implementation Planning Committee



Tentative Schedule of Activities, subject to change

MRSCWE Schedule of Activities		
Month - Year	Implementation Planning Committee (Third Wednesday of month, 1pm-3pm)	Joint Powers Board (1st Thursday of month, 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. Discuss FY25 funding requests, CS rates 2. Check-in on adoption of plan and joining JPE 3. Update on organizational documents 	
Mar-25	<ol style="list-style-type: none"> 1. Finalize draft funding request, send to LGU parties for courtesy review 2. Review draft organizational documents 	
Apr-25	<ol style="list-style-type: none"> 1. Review remaining draft organizational documents 	<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. Sign paperwork establishing bank account?
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		