

# Meeting Notes

Implementation Planning Committee



Project Name: Mississippi River St. Cloud Comp Plan Implementation  
Date: Tuesday, April 8<sup>th</sup> 2025  
Time: 11am - 2pm  
Location: Working Lunch at Dueling Brews (14298 Bank St, Becker MN)  
Invitees: Implementation Planning Committee (primary and alternates), BWSR staff  
Attendees:

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## DISCUSSION TOPICS

### General Updates

10 MINUTES

- Early / mid 2025 timeline

**Action Needed:** *No action required, informational only*

**Noteworthy items from Committee Discussion:**

Benton requested admin funding through WBIF for activity tracking/planning for FY25 years funding, group discussed whether we could use that funding for that purpose. We are not discussing eLINK eligibility but whether the groups want to use those funds on or is it more important to spend it on projects. Dan – put on agenda in the future. Bylaws will be covered next meeting to see if the attorney’s have any issues with it besides the “Exhibit A & B” portion. May 1<sup>st</sup> tentative PC meeting. There is potential to have funding ready at the beginning of June.

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### MRSCWE Program Policies

120 MINUTES

- Review draft Policies and Procedures document
  - Link to document [here](#)
- Discuss material, prepare for May JPE Board consideration.

**Action Needed:** *IPC reviews and approves Work Plan for submittal to JPE Board*

**Noteworthy items from Committee Discussion:**

Policies and procedures document discussed, some modifications made. Discussion regarding deed restrictions and if the JPE should have a policy on this or left to individual districts. Touch base with all our individual boards and attorney on deed restrictions and what their opinions are about having one or not. Report back to Dan

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### MRSCWE Activity Proposal Form

30 MINUTES

## MEETING AGENDA

- Review draft proposal form document
  - Link to document [here](#)
- Discuss material, prepare for May JPE Board consideration.

**Action Needed:**      **Discussion item**

**Noteworthy items from Committee**      Insufficient time to discuss this.

**Discussion:**

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### FY25 WBIF BWSR Work Plan

15 MINUTES

- Update on entering and submitting BWSR Work Plan

**Action Needed:**      **No action required, informational only**

**Noteworthy items from Committee**      Dan and Stephanie will be working on the BWSR Work Plan Monday April 14<sup>th</sup> on a virtual call. Notify Dan if you would like to join. Stephanie passed out a draft version at the meeting in paper form.

**Discussion:**

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### Next Steps

5 MINUTES

- Identify follow-up assignments

**Action Needed:**      **No action required, informational only**

**Noteworthy items from Committee**      A follow-up meeting set for April 16<sup>th</sup> so the group can complete the Policies / Procedures document.

**Discussion:**

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## *Organizational Documents to Review*

1. Work Plan (Completed at March IPC meeting, considered by board in April)
2. JPB Bylaws w/attorney review (Completed in March, considered by board in April)
3. Agreements (Review in May?)
  - a. Fiscal Agenet Agreement
  - b. Plan Coordinator Agreement
  - c. Legal Representation Agreement
  - d. Member Sub-contract agreement (attorney review) *similar to RRWP master project agreement*
4. Policies (Review at April IPC meeting)
  - 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 (Review at April IPC meeting)
  - 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 (Review in April / May?)
  - 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 *(updated 4-2-2025)*

MRSCWJPE Schedule of Activities		
Month - Year	Joint Powers Board (1st Thursday of month, 11am - 1pm)	Implementation Planning Committee (Third Wednesday of month, 1pm-3pm)
Jan-25		<ol style="list-style-type: none"> <li>1. Review funding request sheet, determine deadline-</li> <li>2. Determine reoccurring meeting date/time-</li> <li>3. LGU Boards adopt plan and join JPB</li> </ol>
Feb-25		<ol style="list-style-type: none"> <li>1. Discuss FY25 funding requests, CS rates-</li> <li>2. Check in on adoption of plan and joining JPE</li> <li>3. Update on organizational documents</li> </ol>
Mar-25		<ol style="list-style-type: none"> <li>1. Review and approve FY25 WBIF Work Plan</li> <li>2. Review draft organizational documents</li> </ol>
Apr-25	<ol style="list-style-type: none"> <li>1. Elect officer positions</li> <li>2. Approve bylaws</li> <li>3. Motion to approve Stearns SWCD as Fiscal Agent</li> <li>4. Motion to approve Sherburne SWCD as Watershed Coordinator</li> <li>5. Approve FY25 WBIF Work Plan &amp; authorize FA and/or Plan Coordinator to submit to BWSR through eLink</li> <li>6. Direct FA and/or Coordinator to gather proposals for insurance and attorney</li> <li>7. Direct FA to initiate process to get bank account</li> </ol>	<ol style="list-style-type: none"> <li>1. Review Policies/Procedures document</li> <li>2. Review Activity Proposal Form</li> <li>3. Submit BWSR Work Plan</li> </ol>
May-25	<ol style="list-style-type: none"> <li>1. Approve Policies and Procedures document</li> <li>2. Sign paperwork establishing bank account?</li> </ol>	<ol style="list-style-type: none"> <li>1. Review remaining draft organizational documents</li> <li>2. Reivew submitted projects / programs proposals (if ready)</li> </ol>
Jun-25	<ol style="list-style-type: none"> <li>1. Consider proposals for insurance, attorney representation.</li> <li>2. Approve project/program proposal recommendations by IPC.</li> <li>3. Sign sub-contract agreements with LGUs</li> </ol>	Begin work with WBIF funds!
Jul-25	<ol style="list-style-type: none"> <li>1. Consider proposals for insurance, attorney representation.</li> <li>2. Approve project/program proposal recommendations by IPC.</li> <li>3. Sign sub-contract agreements with LGUs</li> </ol>	Begin work with WBIF funds!
Aug-25		

~June activities may get pushed to July, highly dependent upon approval date of Work Plan, signing of BWSR grant agreement, and approval of remaining organizational documents~