

Meeting Notes

Implementation Planning Committee



Project Name: Mississippi River St. Cloud Comp Plan Implementation
Date: Wednesday, May 21st, 2025
Time: 1:00pm - 4:00pm
Location: Sherburne History Center and virtually
Invitees: Implementation Planning Committee (primary and alternates), BWSR staff
Attendees: Emily Forbord, Alicia O'Hare, Stephanie Hatzenbihler, Dan Cibulka, Miranda Wagner, Kyle Weimann, Angela Beckman, Siena Storm, Joe Norman, Matt Danzl, Barry Rhineberger, Becky Schlorf, Brad Wozney, Zach Guttormson

DISCUSSION TOPICS

General Updates

10 MINUTES

- Last reminder – Google Drive maintenance (1w1p folder)
- Timeline Update
- BWSR Work Plan update
- Acronym List for board (review and add other acronyms [here](#))

Action Needed: *No action required, information and discussion only*

Dan will remove files for the 1w1p planning project from the Google Drive shared account the week of May 27th to free up space. Kyle has set up a new Google account for the MRSCWE. MRSCWE.financial@gmail.com. Moving forward we can consider using this account for MRSCWE documents.

Potential future agenda items: Modeling reduction – Houston Engineering is developing a forestry pollutant reduction tool (FERN) that should be out soon. WRET tool is going to be updated for wetland restoration work. Implementation tracking – discuss what is to be tracked, etc. Should consider BWSR assurance measures.

Noteworthy items from Committee Discussion:

BWSR Work Plan is nearly complete, comments to come tomorrow (5/22). Should be wrapped up by first week of June. No JPB action necessary on this. Kyle reported the bank account is taking some time to put in place from the banking institution. Kyle and Zach will touch base regarding SWIFT account.

A list of acronyms has been created for the JPB to reference. We can add to it as needed.

MRSCWE Subcontract and Statement of Work Agreements

25 MINUTES

- Updates from discussions with local attorneys

Action Needed: **Discussion item**

**Noteworthy items
from Committee
Discussion:**

Dan shared that the new Sherburne County attorney was largely in agreement with the contracts but had perhaps a few small edits to consider. She had been in touch with the Benton County attorney and an email was sent to the other four county attorneys regarding the documents to reach consensus on the language. No other updates shared from staff from their attorneys. As soon as funding is obtained the entity can request proposals from third party attorneys and have a single person review documents and represent the entity.

MRSCWE Deed Restriction Options

30 MINUTES

- Discuss and edit potential options to present to JP Board
- Review and provide comments on [this document](#) prior to meeting

Action Needed: **Review, discuss and edit options list**

The IPC reviewed potential language / options with a deed restriction and provided individual office comments. IPC members were asked to vote upon options to provide this information to the board.

- 1 – JPE adopts no deed restriction policy
- 2 – JPE adopts a criteria-based policy
- 3 – JPE adopts a deed restriction policy for all projects

**Noteworthy items
from Committee
Discussion:**

Benton County – not present
Benton SWCD – 1
Meeker County – not present
Meeker SWCD – 1
Mille Lacs SWCD – 1
Sherburne County – abstain
Sherburne SWCD – 2
Stearns County – 1
Stearns SWCD – 1
Wright County – abstain
Wright SWCD – 1

The vote totals, policy language options, and staff comments will be shared in the JPE Board packet for the board to discuss and arrive at a decision.

MRSCWE Activity Proposals

90 MINUTES

- Review proposals from MRSCWE members
- Link to document [here](#)

Action Needed: **Vote upon and recommend proposed projects/programs to JPB**

MEETING NOTES

**Noteworthy items
from Committee
Discussion:**

The IPC reviewed the project and program proposals and discussed. A vote was taken and the IPC unanimously recommended approval of the items to bring to the JPE.

Staff should complete Statement of Work documents and return to Dan by May 28th so they can be included in the JPE Board packet.

MRSCWE CRP Incentive Funds

20 MINUTES

- Discuss CRP State Incentive Grant Program
- Determine if MRSCWE wants to accept full available funds, partial funding, or no funding for this program.

Action Needed: *Determine if an application should be submitted for CRP State Incentive shared funds*

Enrollment or re-enrollment is eligible. Grants would be sent out after new fiscal year (June 30). The funding is there for us unless we deny it. Deadline to use the funds is December 31st 2026. No match required, 10% match for administration / PD. Must develop a local policy. Payment can be made as soon as FSA authorizes a contract, however timing for encumbering the funds is uncertain.

**Noteworthy items
from Committee
Discussion:**

Likely a low demand – Stearns, Mille Lacs, Sherburne, Wright, Meeker, Benton (low staff capacity). All parties.

We will need to make a decision on accepting the funds by July 1. The group decided to bring this to the JPB on June 5th as an information item, then make a final decision at the June IPC meeting.

Next Steps

5 MINUTES

- Identify follow-up assignments

Action Needed: *No action required, informational only*

**Noteworthy items
from Committee
Discussion:**

Staff should complete Statement of Work documents for their projects / programs by May 28th, end of day, and send to Dan to be included in the board packet.

Tentative Schedule of Activities (updated 5-14-2025)

| MRSCWE 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"> 1. Review funding request sheet, determine deadline- 2. Determine reoccurring meeting date/time- 3. LGU Boards adopt plan and join JPB |
| 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. Review and approve FY25 WBIF Work Plan 2. Review draft organizational documents |
| Apr-25 | <ol style="list-style-type: none"> 1. Elect officer positions 2. Approve bylaws 3. Motion to approve Stearns SWCD as Fiscal Agent 4. Motion to approve Sherburne SWCD as Watershed Coordinator 5. Approve FY25 WBIF Work Plan & authorize FA and/or Plan Coordinator to submit to BWSR through eLink 6. Direct FA and/or Coordinator to gather proposals for insurance and attorney 7. Direct FA to initiate process to get bank account | <ol style="list-style-type: none"> 1. Review Policies/Procedures document 2. Review Activity Proposal Form 3. Submit BWSR Work Plan |
| May-25 | <ol style="list-style-type: none"> 1. Approve Policies and Procedures document- 2. Updates on bank account and insurance- 3. Updates on bylaws 4. Draft contracts | <ol style="list-style-type: none"> 1. CRP Incentive funds discussion 2. Deed restriction options list 3. Sub-contracts update 3. Review submitted projects / programs proposals |
| Jun-25 | <ol style="list-style-type: none"> 1. Vote on updated bylaws 2. Consider records retention policy 3. Consider proposals for insurance? 4. Determine deed restriction policy or no policy 5. Approve project/program proposal recommendations by IPC. 6. Sign sub-contract agreements with members | <ol style="list-style-type: none"> 1. Review additional submitted projects / programs proposals if needed 2. Review/discuss encumbrance forms 3. Outcomes/reductions tools discussion (consensus on models/approach) 4. Implementation tracking discussion (what exactly do we track?) |
| Jul-25 | <ol style="list-style-type: none"> 1. Consider proposals for insurance, attorney representation. 2. Approve project/program proposal recommendations by IPC. 3. Sign sub-contract agreements with LGUs | |
| Aug-25 | | |