

## **INVEST IN WILLMAR BOARD MEETING SUMMARY**

Approved: 12-11-19

The Invest in Willmar Board met at 4:00 p.m. Wednesday, November 13, 2019 in Conference Room No. 1 at the Willmar City Office Building.

Members present were: Matt Dawson, Tony Amon, Mary Sawatzky, Bob Poe, and Denis Anderson at 4:00 p.m.

Also present were: Mayor Marv Calvin, Recreation Director Rob Baumgarn, Finance Director Steve Okins and Administrative Assistant Janell Sommers.

The meeting was called to order at 4:00 p.m. There were no additions or deletions to the agenda. A motion was made by Denis Anderson, seconded by Mary Sawatzky and passed to approve the minutes of the October 9, 2019 meeting.

The process for selection of architectural firms for the three projects (Recreation Fields, Swansson Fields and Recreation/Event Center) was discussed. Staff recommended each subcommittee select two individuals to work with staff members appointed by City Administrator Gramentz to evaluate the proposals received for each project. From that evaluation, two or three proposals would be brought forward to the Invest in Willmar Board. The board discussed the timeline in order to bring the final recommendations before the Park and Recreation Board and Public Works/Safety Committee at their December 18<sup>th</sup> meetings to be forwarded to the Council at its December 2<sup>nd</sup> meeting.

Denis Anderson made a motion to set a process for evaluating and hiring the architects. The process will be a selection committees will established with two or three members of each subcommittees, selected by that subcommittee, along with designated staff will select a maximum of three vendors to make presentations to the Invest in Willmar Board in time for the Invest in Willmar Board to make a recommendation to the Park and Recreation Board and Public Works/Safety Committee at their December meeting. Mary Sawatzky seconded the motion. Following discussion, the motion passed.

Subcommittee updates consisted of Recreational Fields reporting they took a field trip and met with the field turf representative and went to Osseo High School and Park Center High School. Also Wayzata Middle School and the Plymouth Community Center and saw their domes and received some great ideas and input. They learned a lot about the different varieties of turf and the construction of the domes.

Under other business Denis Anderson inquired if the Stormwater Subcommittee could make the Invest in Willmar Board aware of their expenditures before they present to Council in case questions are asked of the board. Matt Dawson mentioned he would reach out to Kathy Schwantes to send a note to himself or Janell Sommers when there is action taken with those funds.

The meeting adjourned at 4:56 p.m.

Respectfully submitted,

Janell Sommers  
Administrative Assistant