

INVEST IN WILLMAR BOARD MEETING SUMMARY

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

Members present were: Matt Dawson, Bob Poe, Mary Sawatzky, and Shawn Mueske.

Also present were: Mayor Marv Calvin, City Administrator Ike Holland, Finance Director Steve Okins, Administrative Assistant Janell Sommers and Rachel Skretvedt.

The Board was given a recap of the presentation of Willmar's Local Option Sales Tax to State Representatives in St. Paul on March 4th. Those attending were Mayor Calvin, Matt Dawson, Mary Sawatzky, Audrey Nelsen, Steve Okins and Rob Baumgarn. They felt it was a success and discussed the possible schedule for the next step of presenting to the Senate and their availability.

Rachel Skretvedt introduced herself to the Board. Rachel has been active on the Robbins Island Task Force, Destination Playground, recently appointed to the Park and Recreation Board and the Robbins Island Subcommittee.

Discussion was held pertaining to having one uniform agenda for the subcommittees to kick off their meetings. In the future the chair of each subcommittee will report to the Board. Mary Sawatzky provided a tentative agenda and stated the Swansson Field Subcommittee will hold their first meeting on March 21st at 6:30 p.m. in the High School. Athletic Fields has their next meeting scheduled and Events Center is close. Robbins Island is looking at the first week in April and plan to coordinate with Public Works Director Christensen. Staff will be providing the flow chart to the staff members of each subcommittee to share with the members which demonstrates how the final decisions are made by the City Council.

The communication method for the subcommittees was talked about. It was the consensus of the board that the chair for each subcommittee will build the communications. It is essential that at the first meeting a Chair and Secretary are elected. The Chairs will then report back to the board. The Chair is responsible to build a spreadsheet of contact information for each of their members and provide along with any meeting agendas/minutes to Janell Sommers at City Hall who will establish a system of recordkeeping.

The process for the selection of individuals for subcommittees was questioned and clarified as on a "first come-first serve basis." Recent applications were reviewed and the following individuals were added to these subcommittees:

Stormwater – Steve Dresler

Robbins Island – Jason Grabinger, Mary LaRue, James Miller, Joy Baker, Rachel Skretvedt and Paul Cool

It was the consensus of the board to close applications for the following subcommittee due to them being filled: Swansson Field, Athletic Fields, Events Center, and Robbins Island.

The board discussed the final opening for the Community Center and following past process of "first come-first serve." A motion was made by Mary Sawatzky to appoint Dan Drevlow as the final subcommittee member and mark this subcommittee as full. Shawn Mueske seconded the motion which carried.

Matt Dawson made a motion that any of the committees that are full to not take any more applications and direct staff to shut down any new applications received. Bob Poe seconded the motion which carried.

The Board directed staff to email the applicants that were not able to be on a subcommittee and any new ones that come in and let them know they are invited to attend the meetings, although not as a voting member, and there are still openings on Stormwater if they are interested.

The Board discussed how to notify applicants of meetings who were not appointed to a subcommittee. It was suggested that these individuals can be in contact with the chair or the staff person to find out when the next meeting is being held.

Mayor Calvin expressed he felt that at the next meeting the board needs to discuss which projects the Invest in Willmar Board wants to see go first and why. The subcommittees need to know this in order to do their work. Bob Poe stated he was willing to go to the first meeting for the Community Center and assist with the selection of the chair and secretary making them aware that it cannot be a staff member or a member of the Invest in Willmar Board. If needed he would do the same for Stormwater.

Matt Dawson offered to compose an agenda guideline and send to Janell Sommers to forward on to the subcommittee representative for use. It was noted that at the next meeting the board should discuss a timeline for the projects.

The meeting adjourned at 5:24 p.m.

Janell Sommers
Administrative Assistant