

INVEST IN WILLMAR BOARD MEETING SUMMARY

The Invest in Willmar Board met at 4:00 p.m. on Wednesday, April 24, 2019 in Conference Room No. 1 at the Willmar City Office Building.

Members present were: Matt Dawson, Mary Sawatzky, Jon Konold, Tony Amon, Bob Poe, Audrey Nelsen, and Denis Anderson.

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

Chair Dawson opened the meeting at 4:00 p.m. A motion was made by Bob Poe, seconded by Denis Anderson and passed to approve the April 10, 2019 minutes of the board.

The status on the bill included Finance Director Okins reporting he received information from the League of MN Cities that the Senate released their bill and it remained the same. As of now the bill as presented remains in both the House and Senate. He noted if they go into special session and it goes past June 30th this causes a delay in the City's 90-day notification to the Department of Revenue which would the push back implementation of the tax from October 1st to January 1st.

The website page for the Local Option Sales Tax is being developed by the City's IT Department. More information is forthcoming. Chair Dawson stated the minutes from the Invest in Willmar Board meetings and also those of the six subcommittees should be accessible to the public in one area.

The Subcommittee Process document prepared by Denis Anderson was reviewed by the board. There was discussion on community input sessions for each project and the possibility of hiring a facilitator to conduct the meetings. It was noted the design work will all be performed professionally and included in the 10-15% contingency costs. After a detailed review of the Subcommittee Process documents, a motion was made by Jon Konold, seconded by Denis Anderson to approve. Some discussion was held pertaining to the process whereby staff reviews the proposals, approves or changes. The motion then carried.

The Guidelines for the Board of Directors was presented by Denis Anderson. These guidelines outline a structured process to move the projects forward and what to base their approval upon. A motion was made by Tony Amon and seconded by Bob Poe to adopt the guidelines as presented. The motion carried.

Discussion was held pertaining to the timeline and the budgeting process as to which projects would be moving forward first. Urgency was expressed as to prioritizing the projects. Chair Dawson will contact the chairs of the subcommittees and request a timeline for each project.

The board discussed which projects they felt could start first noting the roads and parking lots in Robbins Island and the Athletic Fields in October. The projects that would be farther out were the Community Center and Events Center.

A change in meeting time was mentioned. Chair Dawson will reach out to members and establish a future meeting time yet keep on the same two-week schedule.

The meeting adjourned at 5:19 p.m.

Respectfully submitted,

Janell Sommers
Administrative Assistant