



**INVEST IN WILLMAR BOARD MEETING
CITY HALL CONFERENCE ROOM NO. 1
WEDNESDAY, APRIL 24, 2019 @ 4:00 PM**

AGENDA

1. Call Meeting to Order
2. Additions/Deletions to the Agenda
3. Approve Minutes of April 10, 2019
4. Old Business
 - Bill Status – Marv and Mary
 - Website Status – Ike
 - Subcommittee Process Update –Denis
 - Committee Process – Denis
 - Timeline – Ike and Steve
5. New Business
6. Adjourn

INVEST IN WILLMAR BOARD MEETING SUMMARY

The Invest in Willmar Board met at 4:00 p.m. on Wednesday, April 10, 2019 in Conference Room No. 1 at the Willmar City Office Building

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

Also present were: City Administrator Ike Holland, 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 Denis Anderson, seconded by Ike Holland and passed to approve the March 27, 2019 minutes of the board.

Mary Sawatzky updated the board on the events that took place relating to the Local Option Sales Tax Bill for Willmar. At one point the projects were dropped to three and a \$7 million cap. This has now been restored to the original bill and things are good with the House and Senate. The House Tax Committee approved the bill as original asked for and it is labeled and House File #2125.

Mary Sawatzky, Matt Dawson and Denis Anderson met to discuss the processes of this board to make sure what they are doing is uniform, how we want to communicate to the community and make sure all the bases are covered. Denis Anderson gave his ideas on process and organization and stated the Invest in Willmar Board needs to come forward with a list of "must dos." He stated we need a "point person" at the City for the subcommittee to contact. It was suggested this person be Rob Baumgarn, Park and Recreation for the City. He felt each subcommittee should present to this board and follow a similar format for continuity and come in with or under budget and everything should be done in conjunction with City staff. Mr. Anderson will create a more formal document that will go out with the next agenda similar to a checklist for the subcommittees. Mr. Anderson will bring back a summary for the board to consider at the next meeting.

Matt Dawson mentioned the criteria for the subcommittees being to follow the ballot, timing with other projects, at or under budget with a contingency at 10%, and city staff involvement. This is important as city staff may see things such as utilities or a timeline to work in conjunction with other city projects.

Discussion was held pertaining to how these projects would fit into the City's financing and budgets, the public having access to all the subcommittee meeting information whether it be on the City website, giving an update on the Cable Access Channel or on the radio. Staff will discuss with the IT Department to plan for the public to access information. Appointing a public relations person was touched on as these projects may take 5-10 years as there is need for a good system of keeping people informed.

The financing for the various projects was discussed with Finance Director Okins expressing to plan on 15% for engineering and architectural. It will be driven by the timing and putting things into the five-year capital improvement program. The board discussed prioritizing the projects, but felt they are not at the point of making that decision. It was noted that as part of the resolution for

the May 20th City Council meeting, the projects will need to be included noting their regional significance.

Mary Sawatzky gave a brief update on the first Community Center meeting and it went well. Brian Kath was elected as Chair, Jan Dahl as Vice Chair and the committee has a great balance.

The next meeting date was set for April 24, 2019 at 4:00 p.m.

The meeting adjourned at 5:12 p.m.

Janell Sommers
Administrative Assistant

DRAFT

Invest In Willmar Subcommittee Policy

In an effort to have a consistent and open process for approving the expenditure of our Local Option Sales Taxes dollars, all subcommittees must follow the following policies.

1. Proposals must adhere to projects as approved by on the ballot, informational material, City Council resolution and State Statute.
2. Follow the overall timeline for projects as provided by the Invest in Willmar Board
3. There may be instances where a subcommittee may need to bring forward a portion of a project for approval before the balance of the project can move forward (e.g. location of project)
4. The Invest in Willmar Board may, at its option, provide additional input or requests on specific projects.
5. Projects, as proposed, must comply with applicable codes, statutes and staff recommendations.
6. Projects must come in at or below the budgeted amount and must contain a 10% contingency.
7. Projects costs must be based on at least one estimate.
8. Each committee must host a minimum of one community wide meeting that allows citizen input. A meeting could require having that session at two different times to accommodate citizen availability.
9. Draft proposal must be submitted to City of Willmar Parks and Recreation Director who will convene a meeting with City staff to review the proposal. After City review, the Parks and Recreation Director will provide written approval or requested changes.
10. Subcommittee must maintain full membership. If a vacancy occurs, subcommittee chairperson must notify the Invest in Willmar Chairperson of

the vacancy. The vacancy will be filled by the application process and approved by the Invest in Willmar Board.

11. Questions that arise should be directed to Parks and Recreation Director. This position will serve as the City point person for all projects.

12. Presentation to the Invest in Willmar Board.

- All projects must be approved by the Invest in Willmar Board followed by the Park and Recreation Board (except Storm Water subcommittee) prior to requesting approval from the Willmar City Council.
- All presentations will follow the following process
 - Handout material should be made available to Board one week prior to Board meeting (City staff will assist in getting the material sent out)
 - Schematics, drawings and plans should be presented
 - Board will expect a fairly detailed explanation of the project
 - Explain exactly how the project follows the ballot, resolution and enabling legislation.
 - Explain how budget numbers were determined
 - Highlight results of community meeting (s)
 - Explain if there are timing issues involved
 - Review City staff approval
 - Are there issues or concerns that may not have been covered.

Matt Dawson, Invest in Willmar Board Chair

Date

DRAFT

Invest in Willmar Board of Directors

The Invest in Willmar Board of Directors is responsible for the implementation of Willmar's voter approved Local Option Sales Tax. Responsibilities include assuring that the six projects match what was approved by the voters and State statute, that the dollar amounts for each project do not exceed the approved amounts and that all projects are proposed and completed in such a manner that they are visionary, inclusive and will be a long lasting tribute to the community.

The Invest in Willmar Board was created and approved by the Willmar City Council.

The Board is made up as follows:

- Founding Members
 - Tony Amon
 - Matt Dawson
 - Jon Konold
 - Mary Sawatzky
- City Council Representatives
 - Shawn Mueske
 - Audrey Nelsen
- Business Representative
 - Bob Poe
- Community Representative
 - Denis Anderson
- Ex officio members (non voting)
 - Mayor
 - Marv Calvin
 - City Administrator

- Ike Holland
- City Staff
 - Director of Parks and Recreation Rob Baumgarn
 - Finance Director Steve Okins
 - Public Works Director Sean Christensen
 - Administrative Assistant Janell Sommers

The Board has established six subcommittees, one for each of the six voter approved projects. Each subcommittee will be made up of seven members. All committee members are selected through an application process and approved by the Board of Directors. Each subcommittee will select a chair person and vice chair. Board members may be selected to serve on a committee of their choosing and may serve as chair or vice chair.

The Board will meet at a time and date as determined by the Board.

Board meeting dates, times and agenda will be publicized.

Minutes of all Board meetings will be taken and approved at the next meeting.

Board Chair will prepare an agenda for each meeting. Members can request items for the agenda. Agendas will be available three business days prior to the meeting.

There will be a time at each meeting for the public to comment. Board chair will exercise control of comments.

The Board will establish an approved timeline for all projects to assure financing efficiencies, coordination with City projects, grant timelines and other considerations.

Board will receive or may request in person periodic reports from the subcommittees to review progress.

Board will provide quarterly updates to the City Council.

The board will schedule project approval meetings according to the approved project timeline. Approval of the projects will be based on:

1. Adherence to ballot, resolution and statute

2. Compliance with all codes and statutes
3. Approval by City staff
4. On budget
5. Estimated cost are verifiable
6. At least one community wide meeting was held to solicit input
7. Project is complete with no outstanding issues or problems
8. Voting members will either vote on the project or refer it back to the subcommittee with suggested changes

After the Invest in Willmar Board approves a project, all projects (except Storm Water) will be referred to the Park and Recreation Board for their review and approval. All approved projects are referred to the City Council for final approval.

After projects are approved, the Board will receive regular updates and tours to monitor progress of the projects.

Other duties???

Matt Dawson, Invest in Willmar Board Chair

Date