

INVEST IN WILLMAR BOARD MEETING SUMMARY

The Invest in Willmar Board met at 3:00 p.m. on Wednesday, May 8, 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, Shawn Mueske, and Denis Anderson.

Also present were: Mayor Marv Calvin, City Administrator Ike Holland, Park and Recreation Director Rob Baumgarn, Council Member Rick Fagerlie, Tribune Report Shelby Lindrud and Administrative Assistant Janell Sommers.

Chair Dawson opened the meeting at 3:00 p.m. Mayor Calvin asked to add an update on the status of the local option sales tax bill to the agenda. A motion was made by Denis Anderson, seconded by Bob Poe and passed to approve the April 24, 2019 minutes of the board.

Chair Dawson clarified the start of the meeting time changing from 4:00 p.m. to 3:00 p.m. for the next few months and asked members to let someone know if they cannot attend a meeting.

Chair Dawson informed the board he met with City staff and reviewed schedules and plans and generally tried to layout where the projects are at. They discussed some feedback from the committees for timelines and it was noted staff is working on schedules. Rob Baumgarn reported that staff and Robbins Island Chair Rachel Skretvedt met with Bolton and Menk regarding the roads and parking lots for Robbins Island to discuss feasibility of a project schedule. They worked up a timeline that was discussed. James Miller entered the meeting at 3:08 p.m. and discussion continued on the timeline for Robbins Island with priorities being the parking lot and roadways with the shelters coming last. Rob Baumgarn will get back with Bolton and Menk to further discuss the project schedule.

Chair Dawson brought up for information the schedule of the six subcommittees and having the chairs or their designated representative attend the Invest in Willmar Board meetings and also have the subcommittees send their meeting minutes and agendas to City staff for the website for transparency so this information can be accessed. Mayor Calvin touched on the recent stormwater committee meeting and the planned community bus tour on May 28th whereby stormwater projects will be visualized.

Chair Dawson asked board members to make himself or city staff aware of anything they see on the website that should be changed or added.

Chair Dawson requested feedback from members in relation to having a construction management company oversee the projects so there is one point person who is responsible. City Administrator Holland addressed the board stating he met with Bolton and Menk, the engineering firm the City uses for projects. They have access to many areas of expertise and working relationships with subcontractors. Mr. Holland spoke in favor of the board considering using Bolton and Menk as the owner's representative. They would design, build and oversee the projects in addition to putting documents together for bidding. They would represent the City and their sole interest is seeing that

your project is built correctly, on time, within budget and reported accordingly to the City Council and Administrator. A construction manager is a person who works for the construction firm and has their interest in mind. It is City Administrator Holland's recommendation to use one engineering firm for all the projects. The City would take bids things out and use different construction firms for projects.

The bidding laws were discussed pertaining to arbitrarily hiring a firm and how to factor that into the budgets questioning if it is funded through the 10-15% contingency. This type of firm may cost 3-5% but will save the city money in the long run by coordinating projects. City Administrator Holland will contact the City Attorney for clarification on the bidding process and also ask a representative of Bolton and Menk to attend the next meeting for questions. Members were asked to email any questions they have for Bolton and Menk to Mr. Holland in advance. The question was raised if an owner's representative is excluded from bidding any of the projects.

A motion was made by Tony Amon and seconded by Jon Konold to recommend to the Park and Recreation Board to engage Bolton and Menk as the Invest in Willmar Board owner's representative pending the City Attorney's approval and bring this recommendation to the Park and Recreation Board. Mr. Poe asked to see a scope of services for an owner's representative. Mr. Holland was asked to obtain that and email it out in the next couple days. The motion passed.

Mayor Calvin presented information he received from the League of MN Cities which contained a synopsis the House requested which was a breakdown of all the various projects cities are requesting local option sales bills for. This was received for information only.

The board discussed the process for subcommittee chairs or their designated representative attending board meetings to briefly update the members. Limiting it to three subcommittees at each meeting was felt to be the most beneficial.

The meeting adjourned at 4:13 p.m.

Respectfully submitted,

Janell Sommers
Administrative Assistant