

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

The Invest in Willmar Board met at 3:00 p.m. on Wednesday, June 5, 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, Shawn Mueske, and Denis Anderson.

Also present were: Mayor Marv Calvin, City Administrator Ike Holland, Park and Recreation Director Rob Baumgarn, Finance Director Steve Okins, Jim Bach and Andrew Lindquist of Marcus Construction, Jared Voge of Bolton and Menk, James Miller and Administrative Assistant Janell Sommers.

Chair Dawson opened the meeting at 3:00 p.m. A motion was made by Denis Anderson, seconded by Audrey Nelsen and passed to approve the May 22, 2019 minutes of the board.

Chair Dawson introduced Jim Bach of Marcus Construction who gave a presentation detailing the work experience of the company. He outlined the involvement of a Construction Management Advisor and introduced Andrew Lindquist, also of Marcus Construction, who went into more detail of services they provide. Marcus would be involved from the critical phase of schematic design through project closeout managing the budget and scheduling the construction team. All prime contracts are held by the owner and Marcus as agent would work to protect the interests of the City. The presentation included the similarities of a Construction Manager versus an Owner's Representative. Their resources included full-time onsite supervision, construction documentation and reports, budget reviews, bid advertisement and analysis, preapproval of all cost or scope changes and holding the contractors accountable to contract commitments.

Mr. Lindquist touched on the resources Marcus has available, their use of the Procore management communication system and high safety rating. The board asked what percentage of the project cost a Construction Management Advisor requires. Marcus stated it depends on the project, roughly 3-5%.

Chair Dawson touched on the six different projects and that funding may reach out 10-13 years but that if each project gets put together in advance of that, the City can bond for the costs. Denis Anderson stated he will not be in attendance for the next two meetings and in order to not duplicate our efforts he supports the route of Construction Manager. Bob Poe inquired as to it being a blended concept and do what is the most streamlined process. Audrey Nelsen expressed her concern for staff availability to assist a Construction Manager Advisor. Chair Dawson stated at the next meeting the board will hear from Terwisscha Construction and questioned how soon a decision needs to be made. Several board members expressed it seems no projects will be started this fall.

Jarod Voge of Bolton and Menk provided additional information pertaining to an Owner's Representative (OR) concept and answered questions from the previous meeting pertaining to cost and what projects need an OR? He listed the six projects associated with the local option sales tax and whether or not an OR is recommended. He based it on a building project typically requires more time whereas site improvement projects are shorter in duration. He also provided a timeline for

example and included a cost range in terms of percentage of construction cost of approximately 1.0- to 3.5%.

The meeting adjourned at 4:19 p.m.

Respectfully submitted,

Janell Sommers  
Administrative Assistant