

INVEST IN WILLMAR BOARD MEETING SUMMARY

The Invest in Willmar Board met at 12:00 noon Wednesday, July 17, 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, Denis Anderson and Audrey Nelsen.

Also present were: Mayor Marv Calvin, City Administrator Brian Gramentz, Park and Recreation Director Rob Baumgarn and Administrative Assistant Janell Sommers.

Chair Dawson opened the meeting at 12:02 p.m. Denis Anderson requested an addition to the agenda of a motion passed at the May 8, 2019 meeting. This will be added after Item No. 5 - Other Business. A motion was made by Jon Konold, seconded by Denis Anderson and passed to approve the June 12 and 19, 2019 minutes of the board.

Chair Dawson stated the main topic of the meeting was next steps with a recommendation to go before the Park and Recreation Board and potentially before the City Council. The next step would possibly be having the Council direct City staff to send out an RFP for \$20 million of the projects to the local construction management companies for scoring and evaluation. This excludes the Stormwater and Robbins Island, projects of which the City will use professional services to complete.

The process of evaluating the RFPs was discussed. Denis Anderson proposed the Invest in Willmar Board recommend to the Park and Recreation Board and then Council. He expressed concern that the Board be involved in the interview process. Audrey Nelsen noted her concern of the board deciding which projects were to be included in the RFP process for a Construction Manager and if the project will be done individually. City Administrator Gramentz suggested the board recommend that the City select the Construction Manager at Risk process. During discussion, Tony Amon suggested the board recommend some of the projects share a Construction Manger such as Events Center, Athletic Fields and Swansson Field and possibly the Community Center with City Hall.

City Administrator Gramentz stated a Construction Manager does not replace an Architect. The value of a Construction Manager is working with the Architect to keep the construction costs down. Denis Anderson commented he likes the idea of one RFP combining Community Center and City Hall as one project. It was again noted that the Construction Manager cannot bid on any of the projects. The board discussed putting out a separate RFP for the Architect. Audrey Nelsen expressed her concern of being a closed door to construction firms. City Administrator Gramentz stated that because it is construction services, an RFP is not required. Mary Sawatzky expressed her concerns of limiting ourselves to the local two construction management firms.

After further discussion, a motion was made by Jon Konold, seconded by Tony Amon that a Construction Manager at Risk RFP be developed to be sent to Marcus Construction, Terwisscha Construction and Bolton and Menk for their evaluation to include all the projects excluding Stormwater and Robbins Island. This recommendation will go before the Park and Recreation Board and City Council for approval. Audrey Nelsen expressed concern of how the information for each project would be incorporated into the RFP. City Administrator Gramentz listed the elements he

would need to develop the RFP which would start subsequent to Council approval and that a fairly defined project description would be needed. The motion carried.

The board discussed the process for review of the RFPs. Audrey Nelsen made a motion that two members of the board work with staff to review the submittals, bring the information to the board for a recommendation, then to the Park and Recreation Board for approval and subsequently to the City Council. Denis Anderson seconded the motion, which carried.

Denis Anderson made a motion to direct staff to put out an RFP for architectural services on each individual project. This recommendation will go before the Park and Recreation Board and City Council for approval. Audrey Nelsen seconded the motion, which carried.

The addition to the agenda of consideration of the motion made at the May 8th meeting was considered. Denis Anderson noted that at the May 8th meeting there was a motion to recommend to the Park and Recreation Board to engage Bolton and Menk as the Invest in Willmar Board Owners Representative pending the City Attorney's approval. Jon Konold made a motion to rescind this motion. Denis Anderson seconded the motion to rescind. The motion carried.

Audrey Nelsen expressed concern that she would like to get some updates from the Subcommittees for the projects. Chair Dawson will be in contact with committee chairs to coordinate updates.

The meeting adjourned at 1:12 p.m.

Respectfully submitted,

Janell Sommers
Administrative Assistant