

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 and include professional service fees.
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 review by City staff, the 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

Dated

Adopted on April 24, 2019