

# 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 as approved by the Invest in Willmar Board.

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Matt Dawson, Invest in Willmar Board Chair

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Dated