

INVEST IN WILLMAR BOARD MEETING SUMMARY

The Invest in Willmar Board met at 4:00 p.m. on Wednesday, April 10, 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, and Denis Anderson.

Also present were: City Administrator Ike Holland, Finance Director Steve Okins, Park and Recreation Director Rob Baumgarn, and Administrative Assistant Janell Sommers.

Chair Dawson opened the meeting at 4:00 p.m. A motion was made by Denis Anderson, seconded by Ike Holland and passed to approve the March 27, 2019 minutes of the board.

Mary Sawatzky updated the board on the events that took place relating to the Local Option Sales Tax Bill for Willmar. At one point the projects were dropped to three and a \$7 million cap. This has now been restored to the original bill and things are good with the House and Senate. The House Tax Committee approved the bill as original asked for and it is labeled and House File #2125.

Mary Sawatzky, Matt Dawson and Denis Anderson met to discuss the processes of this board to make sure what they are doing is uniform, how we want to communicate to the community and make sure all the bases are covered. Denis Anderson gave his ideas on process and organization and stated the Invest in Willmar Board needs to come forward with a list of "must dos." He stated we need a "point person" at the City for the subcommittee to contact. It was suggested this person be Rob Baumgarn, Park and Recreation for the City. He felt each subcommittee should present to this board and follow a similar format for continuity and come in with or under budget and everything should be done in conjunction with City staff. Mr. Anderson will create a more formal document that will go out with the next agenda similar to a checklist for the subcommittees. Mr. Anderson will bring back a summary for the board to consider at the next meeting.

Matt Dawson mentioned the criteria for the subcommittees being to follow the ballot, timing with other projects, at or under budget with a contingency at 10%, and city staff involvement. This is important as city staff may see things such as utilities or a timeline to work in conjunction with other city projects.

Discussion was held pertaining to how these projects would fit into the City's financing and budgets, the public having access to all the subcommittee meeting information whether it be on the City website, giving an update on the Cable Access Channel or on the radio. Staff will discuss with the IT Department to plan for the public to access information. Appointing a public relations person was touched on as these projects may take 5-10 years as there is need for a good system of keeping people informed.

The financing for the various projects was discussed with Finance Director Okins expressing to plan on 15% for engineering and architectural. It will be driven by the timing and putting things into the five-year capital improvement program. The board discussed prioritizing the projects, but felt they are not at the point of making that decision. It was noted that as part of the resolution for

the May 20th City Council meeting, the projects will need to be included noting their regional significance.

Mary Sawatzky gave a brief update on the first Community Center meeting and it went well. Brian Kath was elected as Chair, Jan Dahl as Vice Chair and the committee has a great balance.

The next meeting date was set for April 24, 2019 at 4:00 p.m.

The meeting adjourned at 5:12 p.m.

Janell Sommers
Administrative Assistant