

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

The Invest in Willmar Board met at 3:00 p.m. on Wednesday, May 22, 2019 in Conference Room No. 1 at the Willmar City Office Building.

Members present were: Matt Dawson, Mary Sawatzky, Jon Konold, Tony Amon, Audrey Nelsen, Shawn Mueske, and Denis Anderson.

Also present were: City Administrator Ike Holland, Park and Recreation Director Rob Baumgarn, Finance Director Steve Okins, Jared Voge of Bolton and Menk, James Miller and Administrative Assistant Janell Sommers.

Chair Dawson opened the meeting at 3:00 p.m. A brief timeline update by Finance Director Steve Okins was added to the agenda as 4.b. A motion was made by Denis Anderson, seconded by Tony Amon and passed to approve the May 8, 2019 minutes of the board.

Chair Dawson introduced Jared Voge of Bolton and Menk who provided information regarding an owner's representative for the upcoming local option sales tax projects. An owner's representative is utilized by project owners on various projects for a variety of reasons determined by the project and the level of technical detail associated with it. He stated an owner's representative is essentially an extension of city staff who represents the owner's interest in the contract. Mr. Voge identified some potential responsibilities of an owner's representative which are outlined in the attached memorandum dated May 16, 2019. These items would be customized exclusively for the project. Mr. Voge touched on the high points of these roles and responsibilities. Each project will have a budget to be monitored closely working in coordination with City staff. Scheduling and progress will be monitored and reported to City staff and the appropriate boards. Design documents and contracts will be reviewed to ensure compliance by the various contractors, along with pay requests, punch lists and ultimately recommendation of acceptance of the projects.

Mr. Voge presented a project workflow chart and opened up the discussion to questions of the board members. Denis Anderson raised the question of there being two positions stating he thought the owner's representative and construction manager were going to be one entity. Mr. Voge stated typically a construction manager is responsible for obtaining subcontractors, which may be multiple contracts, and they are in charge of scheduling and monitoring those contractors. An owner's representative would be an extension and assistance to the City to help out in that capacity.

Chair Dawson asked Mr. Voge if he envisioned this as being more of a role that the City would have as an extended staff and coordinate with the construction management companies or can this be envisioned as being one role? He questioned if it is something the City would fund? City Administrator Holland provided examples from previous experiences with owner's representatives. Shawn Mueske questioned can an owner's representative contract for them and for the businesses that bid the projects themselves. Mr. Voge answered "no." Audrey Nelsen stated her expectations are that the construction companies would be able to manage their own projects. Chair Dawson stated he felt the board is trying to work through the process of is it one or two positions, does the City pay for it, and does this funding pay for it? The fees associated with an owner's representative

were discussed noting it would vary based on the needs of the owner and the hours required to complete the work.

Finance Director Steve Okins briefly touched on the timeline for the implementation of the local option sales tax. Indications from the League of Minnesota are that they are going into special session and all indications are that they will be done by the end of May. Mr. Okins touched on the steps necessary by the City's Charter to pass an ordinance by July 1<sup>st</sup> to comply with the 90-day requirement by the state before the sales tax can be implemented. The draft ordinance is planned to come before the Finance Committee next week and to the City Council to be introduced for a hearing at the June 3<sup>rd</sup> meeting. The ordinance then requires a ten-day notice of hearing and can be considered by the City Council at the June 17<sup>th</sup> meeting. It was noted the ordinance would need six "yes" votes of the Council to pass.

Chair Dawson stated the board needs to receive more information regarding an owner's representative versus a construction manager and the topic will be revisited in two weeks (June 5<sup>th</sup>) whereby a general contractor will be brought in to hear other options.

The meeting adjourned at 3:59 p.m.

Respectfully submitted,

Janell Sommers  
Administrative Assistant