

INVEST IN WILLMAR BOARD MEETING SUMMARY

The Invest in Willmar Board met at 3:00 p.m. Wednesday, September 11, 2019 in Conference Room No. 1 at the Willmar City Office Building.

Members present were: Matt Dawson, Tony Amon, Bob Poe, Denis Anderson and Audrey Nelsen.

Also present were: Mayor Marv Calvin, City Administrator Brian Gramentz, Finance Director Steve Okins and Administrative Assistant Janell Sommers.

Chair Dawson opened the meeting at 3:00 p.m. Chair Dawson requested the addition of a schedule recap and the construction manager at risk discussion. Board member Anderson requested a discussion about the City Hall Task Force and the Community Center Subcommittee and how those groups will interact.

A motion was made by Denis Anderson, seconded by Bob Poe to approve the minutes of the July 31, 2019 meeting. The motion carried.

Chair Dawson brought forward for discussion setting the meeting schedule. He felt meeting once a month on the second Wednesday keeping the 4th Wednesday of the month open in case a second meeting is needed would be adequate. Chair Dawson will contact several other members and report back to the board.

The Board discussed the appointment of two members to serve with staff on the selection committee for review of the request for proposals for the Construction Manager at Risk for Recreation Fields, Recreation Center/Event Center and Swansson Field Regional Park. A motion was made by Bob Poe, seconded by Denis Anderson and passed to appoint Tony Amon and Denis Anderson to the selection committee. Council Member Nelsen noted her support for City Administrator Gramentz selecting one or two staff members of his choosing to serve on the committee.

Chair Dawson informed the Board that subsequent to presentations given to various groups in the community, some are expressing interest in a recap of where things are at with the projects. He and Mayor Calvin presented to a Vision 2040 group and communicated to them the funding process beginning in October and did a recap of the projects. They were all incredibly supportive. If there are other groups that are interested in an update, let him know. He noted two questions came up. The Mayor answered one, the other he asked for clarification on – the Construction Manager at Risk (CMA), particularly the “at risk” part. City Administrator Gramentz explained the proposal is to build it in the amount authorized by the Council to the extent that nothing else changes, they are held responsible. For example if poor soil conditions are found, they would not be responsible, that would be a change order. In general, the CMA a delivery method that details the commitment by the CMA to deliver the project within guaranteed maximum price. The contract will detail what the penalty is for not meeting guaranteed maximum price. The board discussed change orders and the process to expedite them.

The board discussed the timeframe for the RFP's. It was noted the documents themselves have been reviewed by the City Attorney. Finance Director Okins stated everything is set at the Department of Revenue and notices have been sent out to retailers. The new sales tax will be implemented October 1st and predicted to generate \$250,000 a month and a preliminary budget has been prepared for the Council to adopt to cover any contracts that may be signed.

A general timeline for the projects was reviewed. It was the consensus of the board that the timeline be brought before them at the next meeting project by project as a working document. A brief update on the City Hall/Community Center was given. Council Member Nelsen commented the Council wanted the City Hall Task Force to remain engaged in the joint project and keep the open forum with the public. It was noted as well that it needs to be a collaborate effort and the Community Center subcommittee needs to remain involved.

The next meeting date was set for October 9th with agenda items being the timeline and planning process.

The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Janell Sommers
Administrative Assistant