



# American Public Works Association

## Minnesota Chapter

Earle Brown Heritage Center, Brooklyn Center, Minnesota

**November 19, 2014**

Fall Workshop

**November 20-21, 2014**

Fall Conference

*Sponsored by:*

American Public Works Association, Minnesota Chapter  
Minnesota Street Superintendents Association

*Made possible through support and partnership of  
Minnesota Department of Transportation State Aid*

*Facilitated by:*

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UNIVERSITY OF MINNESOTA



## **APWA Minnesota Chapter – 2014 Fall Workshop**

**Wednesday, November 19, 2014**

### **Program**

7:00 a.m. **Registration and Continental Breakfast**

7:30 **Welcome and Introductions**

*Andy Brotzler, Fall Workshop Committee Chair and City of Rosemount*

7:45 **Communicating Effectively During Those Critical Moments in Your Workplace**

Moderator: *Andy Brotzler, City of Rosemount*

*Josh Lego, Consultant and Saint Paul Police Department Sergeant*

We all know how quickly things can go south when the dialogue becomes disconnected or incongruous at work or even at home. Your words are powerful. How you use them with customers/citizens and your co-workers affects the relationships you create. Learn how effective word choices can help you solve problems, deal with difficult people, and diffuse potentially dangerous situations. Don't miss this powerful session hosted by Josh Lego, interpersonal conflict expert and sergeant with the St Paul Police Department.

Josh will share secrets, tools, and methods with attendees including:

- How to articulate and use Unconditional Respect as a communications problem-solving tool daily with fellow public employees and/or citizens/customers.
- How to select and communicate about shared interests with a complaining citizen/customer and effectively problem solve where differences of opinion exist.
- How to apply different levels of listening and language register and how perceptions may be used to diagnose and solve encounters with a difficult person.
- How to select among different persuasion approaches and why one may fit a situation more appropriately than others.
- And, attendees will better understand circumstances when dialogue with another person may become dangerous and how to maintain an assertive and protective personal bearing without being sucked into a potentially dangerous situation.

10:15 **Break**

10:45 **Workplace Professionalism**

Moderator: *Andy Brotzler, City of Rosemount*

*Jim Grube, Hennepin County Transportation Department*

In today's pressure packed atmosphere some people seem willing to do anything to either get ahead or get a job done. The public wants public sector employees to be beyond reproach, but at the same time when the public speaks out it seems to expect less from the public employee. Has the public lost faith in the public sector employee, and if so how does the public sector employee regain that faith? Learn what ethics and personal integrity have to do with relationships.

11:45 **Lunch**



## **APWA Minnesota Chapter – 2014 Fall Workshop**

**Wednesday, November 19, 2014**

### **Program Cont.**

12:30 p.m. **Concurrent Sessions**

**1. Signage and Retro-reflectivity**

Moderator: *Mindy Carlson*, Center for Transportation Studies, University of Minnesota

*Howard Preston*, CH2M Hill, Inc.

Traffic signs are now considered an asset that agencies are required to proactively manage. The replacement cycle, based on the degradation of traffic signs retro-reflectivity, greatly influences sign system management costs. Come to this session and learn about sign management, maintenance, and service life.

**2. Prepare for the Aftermath of the Emerald Ash Borer**

Moderator: *Chris Petree*, City of Lakeville

*Gail Nozal*, S&S Tree and Horticultural Specialists and *Mike Marsollek*, Koda Energy, LLC

What you can do to prepare your community by knowing how many trees you have and what needs to be done with the thousands of cubic yards of wood waste after “the bug” has killed all the ash trees. Learn how to PLAN and PREVENT a big environmental disaster in your community.

1:45

**Break**

2:15

**3. Fleet Management and Maintenance**

Moderator: *Joe Wiita*, Scott County

*Kevin Schlangen*, Dakota County

Having dependable fleet vehicles and equipment available is an important part of every public agency's ability to deliver services to taxpayers. This session will provide an overview for developing a successful program that includes repair and maintenance, utilization, telematics, replacement selection, and communicating need.

**4. Pavement Striping and Patching**

Moderator: *Mindy Carlson*, Center for Transportation Studies, University of Minnesota

*Tom Wood*, Minnesota Department of Transportation

This presentation will present the Minnesota Department of Transportation's finding on striping of HMA on streets. Causes, fixes, and future efforts.

3:30

**Adjourn**



## **APWA Minnesota Chapter – Fall Conference**

**November 20-21, 2014**

### **Program**

**Thursday, November 20, 2014**

**7:30 a.m. Registration, Continental Breakfast, and Vendor Exhibits**

**7:30 New Member Breakfast and Orientation  
1st Annual Leadership Academy Alumni Breakfast**

**8:30 Welcome and Overview**

*John Rodeberg*, President, APWA Minnesota Chapter, Short Elliot Hendrickson, Inc.

**Hugo G. Erickson Award Presentation**

**8:45 Discover the Power of One!**

Moderator: *Jeannine Clancy*, Metropolitan Council Environmental Services

*Ian Hill*, The Changing Point

It is Ian's belief that every individual, every neighborhood, and every community is one thought; one voice; one action...one person... away from being better tomorrow than they were yesterday. You can be that one person! In this powerful and inspiring keynote address, Ian Hill, will remind us why we do the vital and important work we do. He will share how each one of us has the power to change and improve our corner of the world.

**10: 00 Refreshment Break and Vendor Exhibits**

**10:30 APWA National Update**

Moderator: *Angela Popenhagen*, Stevens Engineers

*Larry Stevens*, President, American Public Works Association

**11:00 Scope and Dynamics of Public Works Organizations**

*Bill Joynes*, Graduate School of Management, Hamline University; *Wally Wysopal*, City of Fridley

Traditionally, public works operations are organized by familiar functions such as streets, engineering, and utilities. Public works directors have transitioned into leadership roles based on expertise in one or more of these functional areas. But, the traditional organizational model is being challenged by city leaders who seek a greater emphasis on community and economic development. Some cities have gone as far as restructuring the entire city organization by combining public works with community development functions. Why is this happening, how common is it, and what can you do to prepare for it will be the focus of this session. Hear about the trends and from local leaders so that you are not left unprepared. Presented by Hamline University Center for Public Administration and Leadership.

**12:00 p.m. Luncheon**



## **APWA Minnesota Chapter – Fall Conference**

### **Program *continued***

#### **CONCURRENT SESSIONS**

##### **1:00    1. Where's the Water? Providing a Sustainable Water Supply for the Metro Area**

Moderator: *Sherri Buss*, TKDA

*Ali Elhassan*, Metropolitan Council; *Jason Moeckel*, Minnesota Department of Natural Resources; *Steve Albrecht*, City of Burnsville; *Klayton Eckles*, City of Woodbury

All Minnesotans have a vested interest in working together to ensure that the drinking water resources of the state are used in a responsible and sustainable manner. The Metropolitan Council Environmental Services is taking a stronger role in planning for water supply in the Metro Area, and public works organizations are important stakeholders for the regional plan. This panel will examine recent research, issues, roles, and planning related to water supply from the perspectives of the Metro Council, DNR, and public works departments.

##### **2. Asset Management**

Moderator: *Mark Kasma*, Bolton & Menk, Inc.

*Mark Schulz*, Bolton & Menk, Inc.

Public agencies face increasing demands for transparency and accountability while at the same time operating with a smaller staff and budget. This effect is felt across the gamut; from small municipalities to large counties and management districts. Proper asset management can support your efforts to stay on top of your agency's crucial elements.

##### **3. MSP Winter Operations and Road Weather Information Systems**

Moderator: *Mark Ray*, City of Golden Valley

##### **MSP Winter Operations**

*Paul Sichko*, MSP Operations

Paul Sichko, assistant director of Maintenance and Airside Operations at MSP, will provide an overview of how snow and ice control is done at an international airport where the scope of work includes roads, parking facilities, monorails, taxiways, and runways.

##### **Road Weather Information Systems**

*Curt Pape*, Minnesota Department of Transportation; *Robert Ellis*, City of Eden Prairie

Road Weather Information Systems provide critical information for snow and ice control efforts on Minnesota roadways. In this presentation Curt Pape, MnDOT Road Weather Information System coordinator, will offer an overview of MnDOT's RWIS system and Robert Ellis, Eden Prairie Public Works director, will offer a local perspective of Eden Prairie's RWIS system.



## **APWA Minnesota Chapter – Fall Conference**

### **Program *continued***

#### **4. Financing Streets, Water, and Sewer Projects in the Time of Dodd-Frank**

Moderator: *Matt Saam*, City of West St. Paul

*Bruce Kimmel*, Ehlers, Inc.

An engineer is usually involved in a public works project long before the financing professionals get involved. Yet the community's ability to finance a project depends on the engineer taking the right steps using feasibility studies and public hearings. This situation was complicated further by the 2010 Dodd-Frank financial markets reform act and the SEC's implementation of "municipal advisor" regulations in 2014 – both of which apply to any party providing public finance-related advice to public entities. Because feasibility studies, utility rate studies, and other project-related analyses often discuss financing options, debt service tax impacts, and other fiscal details, these regulations matter to engineers. Come learn how they apply to your practice and projects, whether you're in the public or private sector.

#### **5. Mississippi River Critical Area Corridor**

Moderator: *John Mazzitello*, City of Mendota Heights

*Dan Petrik*, Minnesota Department of Natural Resources

The Mississippi River Corridor Critical Area (MRCCA) is an area on either side of the Mississippi River through the metro area stretching from Dayton and Ramsey through Hastings and Denmark Township. Originally established in 1973, the MRCCA governs land-use activities for properties within the designated critical area. Current critical area rules were established by executive order in 1979, and are enforced by municipal governments within the corridor. In 2009, the Minnesota State Legislature directed the Department of Natural Resources to conduct rule making in order to place the executive order rules into formal regulation. Following this legislative direction, the DNR has developed draft rules and has begun the public input process. The purpose of this presentation and discussion will be to update attendees on the rule-making process and to summarize actions and comments received to date.

2:15

#### **Refreshment Break and Vendor Exhibits**



## **APWA Minnesota Chapter – Fall Conference**

### **Program continued**

#### **2:45 6. Water Sources**

Moderator: *Adam J. Kramer*, Progressive Consulting Engineers, Inc.

##### **Well Rehab**

*Naeem Qureshi*, Progressive Consulting Engineers, Inc.

This presentation will provide an overview of water geology, gamma logging, and well televising to determine well condition and the need for well development.

##### **Reduce, Reuse, Replenish: The Three R's of Hugo's Stormwater Management Plan**

*Bryan Bear*, City of Hugo; *Pete Willenbring*, WSB and Associates

This presentation is about the City of Hugo's innovative comprehensive approach to develop a plan that will provide potable water as well as adding to it a storm water system in selected areas of the city. The system will capture and store runoff water that would otherwise leave the city and allow the water to be reused for multiple purposes.

#### **7. Emergency Management - Here for You**

Moderator: *Mark Ray*, City of Golden Valley

*Eric Waage*, Hennepin County Emergency Management; *Scott Galeazzi*, Minnesota National Guard; *Matti Gurney*, Minnesota Homeland Security and Emergency Management (HSEM)

Every city and county in Minnesota has emergency management staff, whether it is their sole role or not. Because the vast majority of disasters and emergency events involve public works, it is essential that public works staff understand what that function is of emergency management staff and what resources they can offer public works. This session will consist of three presentations. In the first presentation Eric Waage, Hennepin County Emergency Management director, will provide information on the role and function of emergency management staff. This presentation is intended to start conversations between public works agencies and their local emergency management staff to improve understanding and open communication. Second, Scott Galeazzi of the Minnesota National Guard will give an overview of the role and responsibilities of the Minnesota National Guard in responding to natural and man-made emergencies in Minnesota. Finally, Matti Gurney of Minnesota Homeland Security and Emergency Management (HSEM) will cover the role of HSEM in supporting mitigation efforts, what funding is available for mitigation efforts, and case studies of successful projects.



## **APWA Minnesota Chapter – Fall Conference**

### **Program continued**

#### **8. University of Minnesota Infrastructure Systems Management and Engineering (ISME) Capstone Projects**

Moderator: *Brad Henry*, University of Minnesota

#### **ISO 55000**

*Peter Hilger*, University of Minnesota

The International Organization for Standardization (ISO) 55000 standard for asset management provides a significant change to our understanding of asset management. It moves asset management activities from tactical to strategic and broadens the perspective from isolated phases to an integrated life-cycle view. The presentation will outline the fundamental elements of the standard and describe opportunities for education and training around the challenges and opportunities for use of the standard to improve asset management in public agencies.

#### **Droning for Information – Opportunity in Surveying and Mapping**

*Adam Smith and Matt Aguirre*, Minnesota Department of Transportation

Drones, formally Unmanned Aircraft Systems (UAS), are increasingly being used in a wide variety of applications, from military to agriculture to film making. They also have a strong application in the surveying and mapping industry. While UAS technology includes intriguing potential, it also includes hurdles to successful usage including safety, authorization to operate, and privacy concerns.

This presentation will cover a short history of Small Unmanned Aircraft Systems (sUAS), their role for the surveying community, and MnDOT's involvement. Topics include how Small Unmanned Aircraft Systems are being used today, the opportunities and problems associated with this technology, mitigations for these issues, qualifications to operate a sUAS, MnDOT's role and progress for implementation, and the future of sUAS.

#### **Building Information Modeling (BIM), 3D Design and Highway Projects**

*Danilo Sosa*, Minnesota Department of Transportation (Invited)

Building Information Modeling (BIM) is increasingly being used in the vertical construction industry. Using BIM in the design stage, building designers create an accurate three dimensional (3D) model to improve design, minimize conflicts, and to test the construction schedule (4D). BIM is just beginning to be used on highway projects and engineers are seeing opportunities as well as hurdles. The presentation will describe how the highway designers can use 3D design techniques to improve highway design.



## **APWA Minnesota Chapter – Fall Conference**

### **Program continued**

#### **9. SAFETY**

Moderator: *Matt Saam*, City of West St. Paul

##### **Work Zone Safety Technology Benefits of Automatic Flagger Assistance Devices**

*Alan Rindels*, Minnesota Department of Transportation; *Ed Terhaar*, Wenck Associates, Inc.

Many agencies rely on flagging operations to divert traffic around maintenance operations. This can be a dangerous operation for the individual flagger as they are unprotected from the motorists they are directing. Automatic Flagger Assistance Devices (AFADs) are portable traffic control devices that can improve the safety of flagging operations. This presentation will show how AFADs were introduced to MnDOT, including device training, as well as discuss a current research effort to explore the use of AFADs for mobile flagging operations.

##### **Safety Considerations at Uncontrolled Pedestrian Crossings**

*Bryan Nemeth*, Bolton & Menk, Inc.

In the second part of the presentation, hear about the concerns that should be considered at uncontrolled pedestrian crossings. Agencies across Minnesota must respond to the public and elected officials questions about pedestrian crossing locations that are not controlled by a traffic signal or stop/yield sign. Most concerns are related to safety, sometimes in the context of motorists not stopping and the delay that arises from the safety considerations. This presentation is intended for those responsible for the design and placement of pedestrian crossing markings and treatments.

#### **10. Public and Private Partnerships for Water Reuse**

Moderator: *Sherri Buss*, TKDA

*Michelle Stockness* and *Erin Anderson-Wenz*, Barr Engineering; *Tina Carstens*, Ramsey-Washington Metro Watershed District

For many cities and industries, water management is a big concern. Current issues may include the availability of future groundwater supply, recent storms and flooding problems, declining water quality due to stormwater runoff, or a combination of all of these problems.

Solutions to these multi-faceted problems lie in linking water sources to water needs, and can be solved by creating partnerships between public entities and private companies or industries. This presentation will highlight several constructed midwestern projects that involved public entities working with private sector clients. We will identify the motivators for these projects from the public and private viewpoint, how the partnership was developed, what the end project was, and the project costs, benefits, and lessons learned. All these “water reuse” projects have used partnerships between different organizations with different motivators to create projects that solve each other’s water management problems.

#### **4:00 Adjourn and Reception**

#### **6:00 After Hours Networking at AMF Earle Brown Lanes**

Location: 6440 James Circle North, Brooklyn Center, MN 55430

Time: Thursday, November 20, 2014 (6:00 p.m. check in with bowling starting at 6:30 p.m.)

Sign up is included in the online registration for the conference.

Or, you may also rsvp to Mark Kasma at [markka@bolton-menk.com](mailto:markka@bolton-menk.com).



## *APWA Minnesota Chapter -* **Fall Conference**

### **Program *continued***

**Friday, November 21, 2014**

- 7:15     **Past Presidents' Breakfast**
- 7:30     **Continental Breakfast and Poster Set-up**
- 8:30     **Welcome**  
*John Rodeberg, President, APWA Minnesota Chapter, Short Elliot Hendrickson, Inc.*
- 8:40     **Agency Partnerships – Locals Taking the Lead on the Trunk Highway**  
Moderator: *Jon Horn, Kimley-Horn & Associates, Inc.*  
  
*Beth Engum, Ramsey County; Scott McBride, Minnesota Department of Transportation; Michael Thompson, City of Maplewood*  
  
Coordination of local, state, and federal agencies is often necessary in the delivery of large-scale transportation projects. This panel discussion will focus on some recent locally led trunk highway projects and lessons learned in implementing them. You will hear the city, county, and MnDOT perspective.
- 9:45     **Business Meeting**  
  
**National Conference 2016 Update**  
**Officer Installation**  
**Chapter Officers**  
**University of Minnesota Student Chapter Officers**  
**Past President Recognition**
- 10:45    **Refreshment Break and Poster Displays**
- 11:00    **Scholarship Presentations and Awards Ceremony**
- 12:00    **Luncheon**



## **APWA Minnesota Chapter – Fall Conference**

### **Program *continued***

- |       |  |
|-------|--|
| 12:45 | <b>Minnesota Department of Transportation Update</b><br>Moderator: <i>April Crockett</i> , Minnesota Department of Transportation<br><br><i>Charles A. Zelle</i> , Transportation Commissioner, Minnesota Department of Transportation (Invited)   |
| 1:30  | <b>MN 2050 Update</b><br>Moderator: <i>Tom Eggum</i> , TKDA<br><br><i>Dan Gage</i> , MacQueen; <i>Brad Henry</i> , University of Minnesota<br><br>MN2050 has made good progress in the past year. We are now poised to ramp up outreach about infrastructure importance to three MN2050 constituencies: the general public, future engineers (aka kids), and current infrastructure professionals (i.e., YOU). Dan will show a snippet of the most current video for public consumption, describe how APWA members can reach out to future engineers, and demonstrate how the MN2050 asset management survey can be a tool for engineering professionals.  |
| 2:00  | <b>Attitude, What a Difference it Makes</b><br>Moderator: <i>David Juliff</i> , SRF Consulting Group, Inc.<br><br><i>Mike Veeck</i> , Owner and President, Saint Paul Saints, and Author and Founder, Fun is Good Training, Coaching and Consulting Team<br><br>Join us for a fun and informative presentation by author, national public speaker, marketing maverick, college professor, and entrepreneur Mike Veeck. Through stories and anecdotes, Mike will share his Fun Is Good philosophy that has entertained and served thousands of customers each year in ballparks across the country, including our own local Saint Paul Saints. Mike will remind us of the importance our attitude plays in our everyday lives, and how “fun” can so positively impact our family, friends, and co-workers. Mike will also share some anecdotes about the new Saints Lowertown Ballpark opening in Saint Paul this spring. |

## **APWA Minnesota Chapter – Fall Conference**

### **New This Year! 1st Annual Leadership Academy Alumni Breakfast**

All Leadership Academy alumni are invited to the first ever Leadership Academy Breakfast. Join us and reconnect with your classmates and help shape the future of the Leadership Academy. A breakfast will be held from 7:30 to 8:30 a.m. on Thursday, November 20, 2014, at the Earle Brown Heritage Center for alumni of the APWA MN Chapter Leadership Academy. Please rsvp for the breakfast with Pat Schutrop at [admin@apwa-mn.org](mailto:admin@apwa-mn.org) by November 10, 2014.

### **New Member / First-Time-Attendee Breakfast**

A breakfast will be held from 7:30 to 8:30 a.m. on Thursday, November 20, 2014, at the Earle Brown Heritage Center for members who have joined APWA MN Chapter within the last two years or who are first-time attendees of the APWA MN Chapter Fall Conference. Please check the box on the registration form if you wish to attend.

### **Toys For Tots Collection On-site**

The APWA Minnesota Chapter will have their annual collection of toys and cash for the benefit of the Toys for Tots program at the Fall Conference. We are hoping the members of the chapter rise to the occasion and contribute even more than last year's pickup truck load of toys so that Minnesota kids don't have to go without for Christmas.

Imagine the looks on the faces of children, perhaps expecting little to nothing due to their personal situation, as they open a package to find their very own brand new toy for Christmas. Whether we realize the impact that our generous contributions can actually make or not, it is important to share in the fulfillment of the primary goal of Toys for Tots to deliver a message of hope to less fortunate youngsters that will assist them in becoming responsible, productive, patriotic citizens. An important side benefit for the chapter, as well as the communities that we represent, is the uniting of all our members from diverse local communities in a common cause, our nation's most valuable resources – our children.

The chapter plans to be recognized for our contribution on a local television station, KARE 11, during one of their newscasts as part of their annual Toys for Tots collection at the station. Chapter representatives will be able to introduce the chapter and share information about the chapter donation. This is becoming an annual event with the hopes of eventually needing a parade of snow plows to deliver all of the toys collected.

The mission of the U.S. Marine Corps Reserve Toys for Tots Program is to collect new, unwrapped toys during October, November, and December each year, and distribute those toys as Christmas gifts to less fortunate children in the community in which the campaign is conducted. Over its life span (67 years), the Marine Toys for Tots Program has distributed over 469 million toys to over 216 million less fortunate children. In 1996, Toys for Tots was expanded to cover all 50 states.

## **Registration and Fees**

\$150 - Fall Workshop,  
November 19, 2014

November 20-21, 2014 – Fall Conference

\$245 – APWA members

\$285 – Non-members

\$0 – APWA MN Student Chapter Member

All registration fees include all sessions, lunches, breaks, and course materials.

Register online at [www.apwa-mn.org](http://www.apwa-mn.org).

## **Location and Parking**

The APWA Fall Workshop and Conference will be held at the Earle Brown Heritage Center, 6155 Earle Brown Drive, Brooklyn Center, MN, 55430. For further information or directions, please visit [www.earlebrown.com](http://www.earlebrown.com). Free parking is available surrounding the facility.

## **Accommodations**

Hotel rooms can be reserved at the Embassy Suites Minneapolis - Brooklyn Center Hotel, 6300 Earle Brown Drive, Brooklyn Center (conveniently connected to the Earle Brown Heritage Center by walkway). Make your reservation by calling the hotel directly at 763-560-2700 or 800-362-2779. Ask for the "U of M" rate.

## **Professional Development Hours (PDHs)**

Fall Workshop: 6 PDHs offered

Conference: 8 PDHs offered

Please visit the following website for pertinent information about PDH requirements: <http://www.aelslagid.state.mn.us/conted.html#go.html>.

## **For information about registration, contact:**

CCE Information Center

612-624-4000

cceinfo@umn.edu

## **For information about the program and exhibits, contact:**

Zack McGough

University of Minnesota

612-624-3492

cceconf3@umn.edu

\*For vegetarian requests, please e-mail your request to [cceconf3@umn.edu](mailto:cceconf3@umn.edu) at least two weeks in advance.

## **2014 Planning Committee**

*Robert Cockriel*, Co-Chair, City of Bloomington

*Jupe Hale*, Co-Chair, City of Maple Grove

*Steve Albrecht*, City of Burnsville

*Sherri Buss*, TKDA

*Jeannine Clancy*, Metropolitan Council Environmental Services

*April Crockett*, Minnesota Department of Transportation – Metro District

*Beverly Farraher*, Minnesota Department of Transportation – Metro District

*Jim Grube*, Hennepin County

*Brad Henry*, University of Minnesota

*Jon Horn*, Kimley-Horn & Associates, Inc.

*David Juliff*, SRF Consulting Group, Inc.

*Mark Kasma*, Bolton & Menk, Inc.

*Adam Kramer*, Progressive Consulting Engineers

*Mike Marti*, SRF Consulting Group, Inc.

*Sue Mason*, Short Elliott Hendrickson, Inc.

*John Mazzitello*, City of Mendota Heights

*Bridget Rief*, Metropolitan Airports Commission

*John Rodeberg*, Short Elliot Hendrickson, Inc.

*Matt Saam*, City of West St. Paul

*Michael Scharenbroich*, City of Rochester

*Tom Thompson*, Stanley Consultants, Inc.

*Doug Trangsrud*, American Engineering Testing, Inc.

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# Registration Form

Fall Workshop: November 19, 2014

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APWA MN Chapter Fall Conference November 20-21, 2014

188505hd

Last Name

First Name

M.I.

Company/Institution

Title/Position

E-mail

Business Address

City

State

Zip

Daytime Phone

Fax Number

I am a new member/first-time attendee.

## ATTENDANCE PLANS

I will attend the New Member First-Time Attendee breakfast.  I plan to attend the Membership Committee Bowling Activity on Thursday evening.

## FALL WORKSHOP – 188518

\$150 – Member/Non-Member

## APWA MN Chapter Fall Conference – 188505

\$245 – APWA MN Member – Please list your APWA Member Number\_\_\_\_\_

\$285 – Non-Member

Complimentary – Student APWA Member

## PAYMENT METHOD

Enclosed is a check or money order **payable to the University of Minnesota**.

Please bill my organization.

I authorize payment on my credit card:

Visa    MasterCard    Discover    American Express

Card Number

Expiration Date

Total Charge

Cardholder Name (please print)

Signature

## HOW TO REGISTER

**Fax to:**  
612-624-5359

**Online:**  
[www.apwa-mn.org](http://www.apwa-mn.org)

**Mail to:**  
University of Minnesota  
CCE Registration Center  
201 Coffey Hall  
1420 Eckles Avenue  
St. Paul, MN 55108

If your check is returned because of insufficient funds or closed account, or because you have made a stop payment request, you will be charged a check handling fee of \$20. The information on this form is private data, used to identify and locate you, obtain payment, and enable instructors to better know their audience. Name, address, and payment method are mandatory. Information on this form may be shared with instructors and program cosponsors.