



DRAFT OPERATIONS MANUAL

REVISED 2021

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INTRODUCTION

The Minnesota Chapter of APWA (APWA-MN) has created this Operations Manual to assist its Executive Committee and others in how this nonprofit organization conducts day-to-day efforts. Because the Chapter is made up of volunteers and a paid Chapter Administrative Assistant, it is very useful to have laid-out specific duties of its elected officials and committees. The Operations Manual is available on the Chapter website (<http://apwa-mn.org/>) as a pdf document. It is our intent to update this document on an annual basis as new ideas and approaches are suggested by the membership. Ultimately, the continued success of the Minnesota Chapter is in part the result of member knowledge and application in the public works discipline.

CHAPTER HISTORY

The **American Public Works Association** (APWA) Executive Committee was formally established on January 1, 1937 through the merger of the **American Society of Municipal Engineers** (ASME) and the **International Association of Public Works Officials** (IAPWO). The records show that the first individual from Minnesota to be registered in one of the predecessor organizations was George Shepard in 1924. As the years passed, more people were joining the various national organizations and by 1944, there was an interest in organizing a group of individuals from Minnesota. This group organized as the **Public Works Section of the League of Municipalities (PWS - LM)**.

As this newly established group met during League of Municipalities annual meetings, it became apparent that they could better benefit as an organization through formal involvement in the recently created **APWA**. In 1946, at the League of Municipalities meeting in Brainerd, the Public Works Group submitted an application to the national office of APWA. In the fall of 1946, at the national APWA Congress in Ft. Worth, Texas, the APWA Executive Board approved the application, and the **Minnesota Chapter officially became a State Chapter of APWA**. The first officers were:

President:	Frank McKellip	City of Faribault
Vice President:	Phillip Smith	City of Edina
Secretary/Treasurer:	W.M. Somero	City of Ely

In recognition of our long and storied history, the History Committee was created in 2006 to help preserve our records, celebrate our heritage and document the activities of our Chapter for future posterity. A 70th anniversary Chapter celebration was held at the annual Fall Conference on Nov. 17-18, 2016 at the Earle Brown Center in Brooklyn Park with a variety of special activities, recognitions and events. The Chapter will celebrate its 75th anniversary in 2021.

THE MINNESOTA CHAPTER

The Minnesota Chapter of APWA is governed by an Executive Committee comprised of officers, directors, a Chapter Delegate and an Alternate Delegate. The Executive Committee, two standing committees (Audit and Nominating) and many committee members and volunteers work diligently to provide you with this comprehensive document to help you understand how the Chapter operates day-to-day and serving our membership.

The Chapter is comprised of 1,033 members (as of January 2021) and is ranked 6th in membership nationwide. The Minnesota Chapter is one of 63 APWA chapters across the United States and Canada and falls within APWA Region VI (Iowa, Kansas, Kansas City Metro, Minnesota, Missouri, Nebraska, North Dakota, South Dakota and Manitoba – Canada). The Minnesota Chapter is recognized as a leader within APWA primarily because of its strong focus on educational programs and events.

What makes our Chapter excellent?

- Hosted the 1997 and 2005 APWA Congresses and the 2016 APWA Public Works Expo (PWX), formally referred to as Congress.
- Hosted the 1999 and 2007 APWA Snow Conferences.
- APWA Presidential Award for Chapter Excellence (PACE) awards: 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, and 2020.
- Annual Spring Conference and Banquet.
- Annual Fall Conference and “Day Before” Workshop:
 - Technical Curriculum focusing on current issues, innovative projects and operations.
- Regular Continuing Education offerings:
 - Underground Utilities Construction Inspector School (reinstated in 2009)
 - Leadership Academy (partnered with Hamline University) (initial class graduated in May 2007)
 - Advanced Human Resources for Public Works (partnered with Hamline University)
 - Public Works Certificate Program (partnered with University of Minnesota)
 - Midwest Regional Water Utility Management Institute (sponsored by APWA-MN Chapter, SUSA and AWWA-MN Chapter offered with support from Hamline University)
 - Roadway Maintenance Training and Demo Day (sponsored by LTAP, MN LRRB, MnDOT, and APWA-MN Chapter)
 - Fall Maintenance Expo (partnered with MnDOT, MN LTAP, MSSA and APWA-MN)
- Started an APWA-MN Student Chapter at the University of Minnesota in 2015.
- Started APWA-MN Student Chapter at the University of St. Thomas in 2019.
- Chapter cities host “Click, Listen, and Learn” sessions.
- Chapter participation (curriculum development) in Fall Maintenance Expos.
- Participation in annual Job Fair Engineering Outreach at University of Minnesota.
- Monthly email newsletter – *Latest News*.
- Email blasts for special announcements to inform members of upcoming events.
- Chapter website that includes an events calendar, sponsor and member articles, committee updates and volunteer opportunities.
- Active Scholarship Program via Education & Training Committee.
- Active Awards Committee and fall conference program.
- Government Affairs Committee established in 2018.
- Asset Management Committee established in 2020, although no committee structure established.
- Hosts and sponsors multiple outstate education and training opportunities in partnership with other agencies and organizations.

- Active partnerships/collaborations with public professionals:
 - City Engineers Association of Minnesota
 - Local Road Research Board
 - University of MN Center for Transportation
 - MN Society of Professional Engineers
 - MN County Engineers Association
 - American Water Works Association
 - Minnesota Transportation Alliance
- One summer golf event held annually.
- Extensive membership survey completed in 2004 and 2019.
- Diversity Grant established in 2017 in the amount of \$2,000; increased to \$2,500 in 2019.

Chapter Conference and Event Attendance

Conference or Event	2014	2015	2016	2017	2018	2019	2020	2021
Fall Conference	449	463	462	415	437	484		
Fall Workshop	135	72		119	96	50		
Fall Workshop-Writing		42		22		29		
2020 Fall Conf. Virtual Sessions (4)							491	
Spring Conference	151	181	187	184	187	198	0*	
2021 Virtual Spring Conference (2 days)								271
								223

* 2020 Spring Conference and Fall Workshop and Conference were canceled due to the COVID-19 pandemic.

Chapter Bylaws

While the Chapter's Executive Committee is its governing board, the Chapter Bylaws spell out the broad responsibilities of officers, directors, Chapter delegate, alternate delegate and standing committees and the nominating and elections process. The most recent copy (2019) of the Chapter Bylaws is in the Appendix. The APWA, *Rules for Governing Chapters* require each Chapter to review its bylaws every three years for necessary amendments. The Chapter amended its bylaws in 2014, 2015, 2016, 2017, 2018 and 2019.

2019/2020 Chapter Strategic Plan

APWA-MN Strategic Plan



VISION: Advancing quality of life for all Minnesotans

MISSION: Support those who design, operate, improve and maintain public works and infrastructure through advocacy, education and member engagement.

STRATEGIC PRIORITIES

Value of Public Works



PW Exhibit at the Science Museum



STEM / Student outreach



Promote careers in public works



Asset management curriculum

Voice of Public Works



Raise Our Grade
raiseourgrademn.org



GAC - Government Affairs Committee



Key initiative for 2019/2020

Membership/ Education



National PWX/Snow conference hosting



Conferences/PDHs



Networking opportunities



Educational offerings

CHAPTER OFFICERS, DELEGATE AND ALTERNATE DELEGATE – JOB DESCRIPTIONS AND DUTIES

PRESIDENT - Minnesota Chapter

General Duties and Expectations

- One-year term – commitment to serve subsequent one-year term as Past President.
- Chair and host all Executive Committee meetings (9/yr. plus two General Business Meetings held at conferences). Work with Chapter Assistant to prepare and distribute agendas for all Executive Committee meetings to committee members. Schedule special meetings or coordinate conference calls/email polling for issues that require official Chapter action/response prior to next scheduled Executive Committee meeting.
- Attend monthly Officers' conference calls.
- Attend APWA Leadership Training in Kansas City held every other year.
- Write 2 to 3 articles (February, June and September) to post on the Chapter website.
- Provide welcoming/opening comments at official Chapter functions (i.e., Spring and Fall Conferences, Chapter Dinner, golf membership banquet, etc.).
- Monitor each committee's activities through periodic contact with the Committee chairs. Assign tasks to appropriate committees when necessary.
- In coordination with the Chapter Delegate, be the Chapter's spokesperson and representative to/from APWA. Respond to communications from APWA as may be required. Present/forward communiqués from APWA and/or other organizations to Executive Committee and or committee chairs as appropriate in a timely and efficient manner. Share responsibility with the other Officers, Directors and Chapter Assistant in coordinating all Chapter business with APWA.
- Coordinate and host Past Presidents' Breakfast at Fall Conference.
- Coordinate with the Awards Committee and pass along all notifications from APWA of any national awards or selections made to national committees for inclusion in the Fall Conference recognition ceremony. Write personal letters of congratulations to all recipients.
- Help promote Public Works through various venues (i.e., Public Works Week, Spring and Fall Expos, communication/coordination with other professional organizations, etc.).

Specific Duties and Tasks

December – after election and prior to start of term

- Attend Executive Committee New Board Member Orientation and Year-end meeting, share coordination of meeting with outgoing President.
- Schedule the meeting dates for the yearly Executive Committee meetings (if not already set), and coordinate notification to all Executive Committee members and Committee Chairs with Chapter Assistant.
- Schedule monthly officers' conference call dates and coordinate notification to Chapter officers, Delegate, Alternate Delegate and Deputy Treasurer.

January/February – start of term

- Officially take over Presidential duties.

- Recommend appointment or re-appointment of committee chairs to the Executive Committee and send thank you email to all chairs.
- Appoint or reappoint any standing committee chairs.
- Coordinate with the Chapter Assistant in requesting the Public Works Proclamation from the Minnesota Governor's office.
- Request annual meeting schedules from Chapter committees to share with officers for them to attend when possible.

March/April

- Prepare agenda and coordinate agenda packet for Spring Conference General Business Meeting with officers and Chapter Assistant.
- Meet with Secretary/Treasurer, Vice President, Chapter Delegate, Past President and Deputy Treasurer to prepare next year's draft budget for June Executive Committee review and approval.

May

- Attend Spring Conference and provide opening/welcoming comments to attendees.
- Review and update, as necessary, the annual contracts for services with the University of Minnesota and present contract for Executive Committee approval at June meeting. Forward all contracts/agreements to APWA for review prior to approval by the Executive Committee.

June/July

- Register for APWA PWX (payment from Chapter funds, if needed).
- Provide welcoming comments at Summer Golf outing.
- Begin search for location of Executive Committee New Board Member Orientation and Year-end meeting.

August/September

- Attend the Past Presidents' Nominating Committee to provide input on potential candidates.
- Attend PWX and provide comments at Awards Celebration.
- Confirm with the Public Awareness Committee that volunteers are available to staff the Chapter booth at the MN Fall Maintenance Expo in St. Cloud.

October

- Coordinate Past Presidents' Breakfast invitation with the Chapter Assistant.

November/December

- Determine location and prepare agenda for Executive Committee New Board Member Orientation and Year-end meeting and coordinate notification with Chapter Assistant.
- Review and update, as necessary, next year's contract for services with Chapter Assistant, and present contract for Executive Committee approval at December meeting, if needed.
- Attend Fall Conference and provide opening/welcoming comments at New Member Breakfast and General Sessions.
- Attend the Past Presidents' Breakfast and provide refreshments along with an annual review/update.
- Recognize and thank all volunteers during award ceremony. Congratulate award winners during photo shoot immediately following their receipt of award.

- Prepare agenda, coordinate Director and Committee Chair reports and chair the General Membership Business meeting.
- Present Presidential Gavel and Plaque to newly elected president during Officer Installation Ceremony.
- Present Past President's plaque to outgoing Past President.

January

- Assume duties of Past President (see Past President outline of duties).

Job Description and Duties (continued)

VICE PRESIDENT – Minnesota Chapter

General Duties and Expectations

- One-year term – commitment to serve subsequent one-year terms as President, and Past President.
- Attend all Executive Committee meetings (9/yr. plus two General Business Meetings held at conferences).
- Attend monthly Officers' conference calls.
- Attend Spring and Fall Conference Planning Committee meetings, serving as co-chair and preside over the respective conferences.
- Attend APWA Leadership Training in Kansas City held every other year.
- Prepare news articles as needed.
- Share responsibility with the other Officers, Directors and Chapter Assistant in coordinating all Chapter business with APWA.
- Preside at meetings of the Chapter and the Executive Committee in the absence of the President.

Specific Duties and Tasks

December – after election and prior to start of term

- Attend Executive Committee New Board Member Orientation and Year-end meeting, assist in coordination of meeting with President.
- Meet with incoming Secretary/Treasurer to review budget and procedures for accounting services.

January/February – start of term

- Take over Vice President duties.
- Attend the Spring Conference Planning Committee meetings (2-3).
- Begin initial investigations into potential location for Chapter Dinner at APWA PWX.
- Solicit applications for the Young Professionals Stipend to PWX.

April/May

- Attend and preside over the Spring Conference. Meet and greet guest speakers.
- Notify Hugo G. Erickson award winner of available stipend to attend upcoming PWX.
- Assist Secretary/Treasurer, Deputy Treasurer and President in preparing a draft budget for following year for Executive Committee approval and November General Business Meeting.

June/July

- Organize APWA PWX Chapter Dinner.
- Attend Audit Committee meeting with Secretary/Treasurer to reconcile previous year's financial activities.
- Attend the Fall Conference Planning Committee meetings (2-3).

August/September

- Attend and preside over the Chapter Dinner at PWX.
- Attend the Past Presidents' Nominating Committee to provide input on potential candidates.

October

- Confer with Education & Training Committee Chair to confirm status of Fall Workshop agenda.

November

- Attend and preside over the Fall Conference. Meet and greet guest speakers.

December

- Attend Executive Committee New Board Member Orientation and Year-end meeting.

January

Assume duties of President (See President outline of duties).

Job Description & Duties (continued)

SECRETARY/TREASURER – Minnesota Chapter

General Duties and Expectations

- One-year term – commitment to serve subsequent one-year terms, if elected as Vice-President, President, and Past President.
- Download the new Secretary/Treasurer's welcome packet located on APWA's website www.apwa.net.
- Attend APWA's orientation for new Secretary/Treasurers.
- Coordinate Chapter's accounting functions with Chapter Assistant including submitting check requests and deposits, and financial reports; prepare annual budget with President, Vice President, Past President, Chapter Delegate, and Deputy Treasurer.
- Attend all Executive Committee meetings (~9/year) and Fall and Spring Conference General Business meetings.
- Participate in monthly Officers' conference calls.
- Work with Chapter Assistant to coordinate recording of all meeting minutes, the distribution of a review draft prior to Executive Committee meetings and ensure copies are posted on the Chapter's website. Provide a Financial Report at all Executive Committee meetings.
- Attend Spring and Fall Conferences to present Chapter Financial Report at General Business meetings.
- Attend APWA Leadership training in Kansas City held every other year.
- Prepare periodic articles for *Latest News*.
- Prepare the Chapter's Annual Report (use PACE award submittal) from the previous year and post on Chapter website.
- Share responsibility with the other Officers, Directors and Chapter Assistant in coordinating all Chapter business with APWA.
- Work with the Chapter Assistant to ensure APWA is aware of upcoming Chapter events for insurance coordination and event waivers are signed by participants.
- Oversee the US Bank account activities with the Vice President.

Specific Duties and Tasks

December – after election and prior to start of term

- Attend Executive Committee New Board Member Orientation and Year-end meeting.
- Work with Chapter Assistant in notifying APWA of new Executive Committee and Committee chairs taking office in January.

January/February – start of term

- Take over Treasurer duties from Vice President.
- Record retention: Paper and electronic records must be kept for a period of 7 years.
- Coordinate obtaining credit card from US Bank with Chapter President and Chapter Assistant. Schedule going to the bank to have signature registered on the checking account.
- Coordinate with Deputy Treasurer and Chapter Assistant in submitting 1099s to APWA.

March

- Review Chapter bylaws for compliance.

April/May

- Work with the Chapter's Volunteer Coordinator to schedule meet and greet with new members.
- Attend Spring Conference, coordinate recording of the minutes and present Financial Report at General Membership meeting.
- Solicit Committee chairs for budget needs.
- Finalize draft budget with Deputy Treasurer.

June/July

- Secretary/Treasurer and Deputy Treasurer will schedule meeting with the Chapter Audit Committee to review previous year's financial records and year-end report. Deputy Treasurer and Vice President will also attend to answer questions from Audit Committee.
- Attend Chapter's Audit Committee meeting to review previous year's financial records in preparation for audit.
- Treasurer to assist Deputy Treasurer in submitting Audited Year-End Financial Report to APWA by July 31 deadline.
- Treasurer to assist Deputy Treasurer in submitting final budget to APWA by July 31.

August/September

- Attend the Past President's Nominating Committee to provide input on potential candidates.

November

- Work with the Chapter's Volunteer Coordinator to schedule meet and greet with new members.
- Attend Fall Conference Business Meeting, coordinate recording of the minutes and present Financial Report and next year's budget.

December

- Attend Executive Committee New Board Member Orientation and Year-end meeting.

January – after completion of term

- Assume duties of Vice President.
- Schedule meeting with incoming Secretary/Treasurer for detailed orientation and training and helpful hints to pass along.

Job Description & Duties (continued)

DEPUTY TREASURER – Minnesota Chapter

General Duties and Expectations

- The Deputy Treasurer should be willing to serve at least one full 3-year term (with reappointment of one additional term).
- Attend all Executive Committee meetings (~9/year) and Fall and Spring Conference General Business meetings.
- Participate in monthly Officers' conference calls as a non-voting member.
- Coordinate Chapter's accounting functions with the Chapter Assistant.

Specific Duties and Tasks

January

- Meet with incoming Secretary/Treasurer to discuss budget and Chapter accounting procedures.

April

- Solicit committee budget needs in preparation of new budget.
- Prepare draft budget with assistance from Secretary/Treasurer and Chapter Assistant.

May

- Present draft budget to the Executive Committee at its May meeting for comment.

June

- Finalize budget and present to the Executive Committee at its June meeting for approval.

July/August

- Schedule meeting with the Chapter Audit Committee to review previous year's financial records and year-end report. Vice President, Secretary/Treasurer and Chapter Assistant will also attend.
- Submit approved budget to APWA by July 31.
- Prepare and submit financial audit to APWA by July 31.

December

- Attend Executive Committee New Board Member Orientation and Year-end meeting.

Job Description & Duties (continued)

PAST PRESIDENT – Minnesota Chapter

General Duties and Expectations

- One-year term/commitment to serve on Past President's Committee.
- Attend all Executive Committee meetings (~9/year) and Fall and Spring Conference General Business meetings.
- Participate in Officers' monthly conference calls.
- Serve as a committee liaison as needed.
- Serve as Alternate Delegate to the Chapter Delegate in the event the Alternate Delegate Position is vacant. Review agendas and minutes of Council of Chapters meetings and other communications. Communicate with Chapter Delegate on Chapter's representation to APWA.
- Preside over the Chapter and at meetings of the Executive Committee in the absence or incapacitation of the President and Vice President.
- Chair Nominating/Tellers Committee and coordinate/monitor all elections procedures.
- Share responsibility with the other Officers, Directors and Chapter Assistant in coordinating all Chapter business with APWA.
- Attend Spring and Fall Conferences.

Specific Duties and Tasks

January/February – start of term

- Review and update contact list of Past President's Committee with Chapter Assistant.
- Assist President as required during ensuing term.
- Write Past President's article for the website and *Latest News*.

June

- Prepare article (with submittal form) for posting on Chapter website and email to general membership (Summer/June) soliciting nominations/applications from general membership for next year's vacant positions on the Executive Committee (Secretary/Treasurer and appropriate alternating-year Directors). Applications must be received by August 1 for consideration by Nominating Committee.

July

- Schedule Nominating Committee meeting in early August and send out invitation notice to Past Presidents.

August

- Host and chair meeting of the Nominating Committee. Coordinate with Chapter Assistant to complete the election process. Coordinate contacts for all nominees to ensure acceptance of nomination and verify current membership in APWA. Submit final slate of candidates to Executive Committee by September 1 for formal ratification.

October

- Coordinate with Chapter Assistant on sending out invitations for Past Presidents' Breakfast at the Fall Conference.
- Chair the Teller's Committee to review and validate election results.
- Inform the Executive Committee Officers of the election results.

- Coordinate the notification of election results to all candidates to ensure attendance of winners at the induction ceremony.

November

- Send email congratulating new board members and inform them of upcoming important dates (Fall Conference installation ceremony and Executive Committee New Board Member Orientation and Year-end meeting).
- Present Tellers Report during General Business Meeting at the Fall Conference.

December

- Attend Executive Committee New Board Member Orientation and Year-end meeting.

Job Description & Duties (continued)

CHAPTER DELEGATE – Minnesota Chapter

General Duties and Expectations

- The Chapter Delegate to the APWA Council of Chapters (COC) should be willing to serve at least one full 3-year term and, if reappointed, can serve additional 3-year term.
- Attend all Executive Committee meetings (~9/year) and Fall and Spring Conference General Business meetings. Prepare and present Delegate's Report regarding APWA action and activities for Executive Committee meetings.
- Participate in the Officers' monthly conference calls.
- Attend two meetings of the Council of Chapters (COC) each year, a spring, regional meeting and one full COC meeting at PWX. Act as the Chapter's representative in matters of local, regional, and national concern at the meetings and prepare a Chapter's Activity Report prior to the COC meetings.
- Maintain an active interest in APWA's local, regional, and national affairs.
- Must have previously served on the Executive Committee.
- Identify and provide the names of prospective members with leadership potential to serve at the regional and national levels as officers, committee members, and other positions as determined by the Chapter and APWA.
- Advocate on behalf of APWA by supporting its policies, positions, and programs at the Chapter, regional, and national levels.
- Prepare information and articles for the Chapter website as requested/required necessary to communicate to members APWA issues.
- Support the mission of the Council of Chapters by serving as a Liaison, information source and point of contact between:
 - The Chapter and the APWA.
 - The Chapter and its Region VI Director.
 - The Chapter and APWA technical committees.
 - The Chapter and other APWA chapters.

Specific Duties and Tasks

January - December

- Attend all Executive Committee meetings including the Executive Committee New Board Member Orientation and Year-end meeting.

March/April/May

- Attend the regional Council of Chapters spring meeting.

August/September

- Attend the full Council of Chapters meeting in conjunction with the APWA PWX.

November

Conduct installation ceremony of new Executive Committee at the Fall Conference in the absence of an APWA officer or regional directors.

Job Description & Duties (continued)

CHAPTER ALTERNATE DELEGATE – Minnesota Chapter

General Duties and Expectations

- The Chapter Alternate Delegate to the APWA Council of Chapters should be willing to serve terms (coinciding with the Chapter Delegate) at least one full 3-year term and, if reappointed, can serve additional 3-year term.
- Attend all Executive Committee meetings (~9/year) and Fall and Spring Conference General Business meetings. Prepare and present Delegate's Report regarding APWA action and activities for Executive Committee meetings, in the Delegate's absence.
- Participate in the Officers' monthly conference calls.
- Attend two meetings of the Council of Chapters (COC) each year, a spring, regional meeting and one full COC meeting at Congress. Act as the Chapter's representative in matters of local, regional, and national concern at the meetings and prepare the Chapter activity report prior to the COC meetings.
- Maintain an active interest in APWA's local, regional, and national affairs.
- Must have previously served on the Executive Committee.
- Identify and provide the names of prospective members with leadership potential to serve at the regional and national levels as officers, committee members, and other positions as determined by the Chapter and AWPA.
- Advocate on behalf of APWA by supporting its policies, positions, and programs at the chapter, regional, and national levels.
- Support the mission of the Council of Chapters by serving as a Liaison, information source and point of contact between:
 - The Chapter and the APWA.
 - The Chapter and its Region VI Director.
 - The Chapter and APWA technical committees.
 - The Chapter and other APWA chapters.
- In the Delegate's absence, assume responsibilities as stated in the Chapter Delegate Job Description and Duties.

EXECUTIVE COMMITTEE

BOARD OF DIRECTORS

Summary Description

Directors are key leadership positions within the Executive Committee and are responsible to the membership for the management of the Chapter affairs. Each Director is elected for a two-year term in the designated year (odd or even) to represent not only the Chapter as a whole, but their representative member groups providing diverse representation. Currently, eight directors represent the following groups:

1. Public Works Director/City Engineer (Odd Year)
2. Engineer/Manager (Even Year)
3. Superintendent (Even Year)
4. Outstate (non-Metro) (Odd Year)
5. Consultant (Odd Year)
6. Vendors/Contractor (Even Year)
7. State/Regional /County (Odd Year)
8. Young Professional (Odd Year)

Job Description & Duties (Continued)

DIRECTORS (All)

General Duties and Expectations

- Two-year term elected by the general membership.
- Attend all Executive Committee meetings (~9/year) and Fall and Spring Conference Business meetings.
- Communicate the needs and information concerning members for whom the Director represents.
- Share and help with duties of other Executive Committee members and committee chairs as needed.
- Act as Liaison between the Executive Committee and assigned Committee:
 - Maintain communication and coordination between the Executive Committee and assigned Committee, presenting updates to the Executive Committee at meetings, and forwards appropriate information to the Committee Chair.
 - Attend all Committee meetings.
 - Provide written Committee reports for each Executive Committee meeting.
- Prepare communication articles in accordance with calendar prepared by communications committee.

Specific Duties and Tasks

December – after election and prior to start of term

- Attend Executive Committee New Board Member Orientation and Year-end meeting.

May

- Attend Spring Conference Business Meeting and, if asked by the President, be prepared to give a brief report on the activities in which he/she serves as the Executive Committee liaison.

November

- Attend Fall Conference Business Meeting and, if asked by the President, be prepared to give a brief report on the activities in which he/she serves as the Executive Committee liaison.

Job Description & Duties (continued)

DIRECTOR – PUBLIC WORKS DIRECTOR/CITY ENGINEER

General Duties and Expectations

- Two-year term elected by the general membership.
- Attend all Executive Committee meetings (~9/year) and Fall and Spring Conference General Business meetings.
- Communicate the needs and information concerning City Engineer and Public Works Director members for whom the Director - Public Works Director/City Engineer represents.
- Share and help with other the duties of other Executive Committee members and committee chairs as needed.
- Act as Liaison between the Executive Committee and Membership & Special Events Committee:
 - Maintain communication and coordination between the Executive Committee and the Membership & Special Events Committee, presenting updates to the Executive Committee at meetings, and forwards appropriate information to the Committee Chair.
 - Attend all Committee meetings.
- Prepare articles (summer and winter) for posting on the website and the *Latest News*.

Specific Duties and Tasks

December – after election and prior to start of term

- Attend Executive Committee New Board Member Orientation and Year-end meeting.

May

- Attend Spring Conference Membership Meeting and give a brief report on the activities in which he/she serves as the Executive Committee liaison if requested.
- Submit article to the Chapter Communications Committee for publication in the *Latest News* and posting on the website.

November

- Attend Fall Conference Membership Meeting and give a brief report on the activities of the Membership & Special Events Committee if requested.
- Submit article to Chapter Communications Committee for publication in the *Latest News* and posting on the website.

Job Description & Duties (continued)

DIRECTOR – ENGINEER/MANAGER

General Duties and Expectations

- Two-year term elected by the general membership.
- Attend all Executive Committee meetings (~9/year) and Fall and Spring Conference General Business meetings.
- Communicate the needs and information concerning Engineer and Manager members, which the Director - Engineer/Manager represents.
- Share and help with other the duties of other Executive Committee members and committee chairs as needed.
- Act as Liaison between the Executive Committee and Education and Training Committee:
 - Maintain communication and coordination between the Executive Committee and the Education and Training Committee, presenting updates to the Executive Committee at meetings, and forwards appropriate information to the Committee Chair.
 - Attend all Committee meetings.
- Prepare articles for the spring and fall issues of the *Latest News* and posting on the website.

Specific Duties and Tasks

December – after election and prior to start of term

- Attend Executive Committee New Board Member Orientation and Year-end meeting.

March

- Submit article to Chapter Communications Committee for publication in the *Latest News* and posting on the website.

May

- Attend Spring Conference Membership Meeting and give a brief report on the activities of the committee in which he/she serves as the Executive Committee liaison if requested.

September

- Submit article to Chapter Communications Committee for publication in the *Latest News* and posting on the website.

November

- Attend Fall Conference Membership Meeting and give a brief report on the activities of the committee in which he/she serves as the Executive Committee liaison if requested.

Job Description & Duties (continued)

DIRECTOR – PUBLIC WORKS SUPERINTENDENT

General Duties and Expectations

- Two-year term elected by the general membership.
- Attend all Executive Committee meetings (~9/year) and Fall and Spring Conference General Business meetings.
- Communicate the needs and information concerning Superintendent and Public Works Operator members which the Director - Public Works Superintendent represents.
- Share and help with other the duties of other Executive Committee members and committee chairs as needed.
- Act as Liaison between the Executive Committee and Environment and Sustainability Committee:
 - Maintain communication and coordination between the Executive Committee and the Environment and Sustainability Committee, presenting updates to the Executive Committee at meetings, and forwards appropriate information to the Committee Chair.
 - Attend all Committee meetings.
- Prepare articles for the spring and fall *Latest News* and for posting on the website.

Specific Duties and Tasks

December – after election and prior to start of term

- Attend Executive Committee New Board Member Orientation and Year-end meeting.

March

- Submit article to Chapter Communications Committee for publication in the *Latest News* and posting on the website.

May

- Attend Spring Conference Membership Meeting and give a brief report on the activities of the committee in which he/she serves as the Executive Committee liaison if requested

September

- Submit article to Chapter Communications Committee for publication in the *Latest News* and posting on the website.

November

- Attend Fall Conference Membership Meeting and give a brief report on the activities of the committee in which he/she serves as the Executive Committee liaison if requested.

Job Description & Duties (continued)

DIRECTOR – OUTSTATE

General Duties and Expectations

- Two-year term elected by the general membership.
- Attend all Executive Committee meetings (~9/year) and Fall and Spring Conference General Business meetings.
- Communicate the needs and information concerning outstate members which the Director - Outstate Representative represents.
- Share and help with other the duties of other Executive Committee members and committee chairs as needed.
- Act as Liaison between the Executive Committee and Outstate and Awards committees:
 - Maintain communication and coordination between the Executive Committee and the Outstate and Awards committees, presenting updates to the Executive Committee at meetings, and forwards appropriate information to the Committee Chair.
 - Attend all Committee meetings.
- Prepare articles for the summer and winter *Latest News* and posting on the website.
- Coordinate and host two outstate meetings per year.

Specific Duties and Tasks

December – after election and prior to start of term

- Attend Executive Committee New Board Member Orientation and Year-end meeting.

May

- Attend Spring Conference Membership Meeting and give a brief report on the activities of the committee in which he/she serves as the Executive Committee liaison if requested.
- Submit article to Chapter Communications Committee for publication in the *Latest News* and posting on the website.

November

- Attend Fall Conference Membership Meeting and give a brief report on the activities of the committee in which he/she serves as the Executive Committee liaison if requested.
- Submit article to Chapter Communications Committee for publication in the *Latest News* and posting on the website.

Job Description & Duties (continued)

DIRECTOR – CONSULTANT

General Duties and Expectations

- Two-year term elected by the general membership.
- Attend all Executive Committee meetings (~9/year) and Fall and Spring Conference General Business meetings.
- Communicate the needs and information concerning consultant members, which the Director - Consultant represents.
- Share and help with other the duties of other Executive Committee members and committee chairs as needed.
- Act as Liaison between the Executive Committee and Diversity Committee:
 - Maintain communication and coordination between the Executive Committee and the Diversity Committee, presenting updates to the Executive Committee at meetings, and forwards appropriate information to the Committee Chair.
 - Attend all Committee meetings.
- Prepare articles for the summer and winter *Latest News* and posting on the website.

Specific Duties and Tasks

December – after election and prior to start of term

- Attend Executive Committee New Board Member Orientation and Year-end meeting.

May

- Attend Spring Conference Membership Meeting and give a brief report on the activities of the committee in which he/she serves as the Executive Committee liaison if requested.
- Submit article to Chapter Communications Committee for publication in the *Latest News* and posting on the website.

November

- Attend Fall Conference Membership Meeting and give a brief report on the activities of the committee in which he/she serves as the Executive Committee liaison if requested.
- Submit article to Chapter Communications Committee for publication in the *Latest News* and posting on the website.

Job Description & Duties (continued)

DIRECTOR – VENDOR/CONTRACTOR

General Duties and Expectations

- Two-year term elected by the general membership.
- Attend all Executive Committee meetings (~9/year) and Fall and Spring Conference General Business meetings.
- Communicate the needs and information concerning vendor and contractor members, which the Director - Vendor/Contractor represents.
- Share and help with other the duties of other Executive Committee members and committee chairs as needed.
- Act as Liaison between the Executive Committee and the Communications Committee:
 - Maintain communication and coordination between the Executive Committee and the Communications Committee, presenting updates to the Executive Committee at meetings, and forwards appropriate information to the Committee Chair.
 - Attend all Committee meetings.
- Prepare articles for the spring and fall *Latest News* and posting on the website.

Specific Duties and Tasks

December – after election and prior to start of term

- Attend Executive Committee New Board Member Orientation and Year-end meeting.

March

- Submit article to Chapter Communications Committee for publication in the *Latest News* and posting on the website.

May

- Attend Spring Conference Membership Meeting and give a brief report on the activities of the committee in which he/she serves as the Executive Committee liaison if requested.

September

- Submit article to Chapter Communications Committee for publication in the *Latest News* and posting on the website.

November

- Attend Fall Conference Membership Meeting and give a brief report on the activities of the committee in which he/she serves as the Executive Committee liaison if requested.

Job Description & Duties (continued)

DIRECTOR – STATE/REGIONAL/COUNTY

General Duties and Expectations

- Two-year term elected by the general membership.
- Attend all Executive Committee meetings (~9/year) and Fall and Spring Conference General Business meetings.
- Communicate the needs and information concerning State, County and Regional Agency members, which the Director – State/County/Regional Agency represents.
- Share and help with other the duties of other Executive Committee members and committee chairs as needed.
- Act as Liaison between the Executive Committee and the Public Awareness Committee:
 - Maintain communication and coordination between the Executive Committee and the Public Awareness Committee, presenting updates to the Executive Committee at meetings, and forwards appropriate information to the Committee Chair.
 - Attend all Committee meetings.
- Prepare articles for the summer and winter *Latest News* and posting on the website.

Specific Duties and Tasks

December – after election and prior to start of term

- Attend Executive Committee New Board Member Orientation and Year-end meeting.

May

- Attend Spring Conference Membership Meeting and give a brief report on the activities of the committee in which he/she serves as the Executive Committee liaison if requested.
- Submit article to Chapter Communications Committee for publication in the *Latest News* and posting on the website.

November

- Attend Fall Conference Membership Meeting and give a brief report on the activities of the committee in which he/she serves as the Executive Committee liaison if requested.
- Submit article to Chapter Communications Committee for publication in the *Latest News* and posting on the website.

Job Description & Duties (continued)

DIRECTOR – YOUNG PROFESSIONAL

General Duties and Expectations

- Must be less than 35 years of age.
- Two-year term elected by the general membership.
- Attend all Executive Committee meetings (~9/year) and Fall and Spring Conference General Business meetings.
- Communicate the needs and information concerning young professionals, which the Director – Young Professional represents.
- Share and help with other the duties of other Executive Committee members and committee chairs as needed.
- Act as Liaison between the Executive Committee and the Young Professionals Committee and the Student Chapters.
 - Present updates to the Executive Committee.
 - Attend all committee meetings.

Specific Duties and Tasks

December – after election and prior to start of term

- Attend Executive Committee New Board Member Orientation and Year-end meeting.

May

- Attend Spring Conference Membership Meeting and give a brief report on the activities of the committee in which he/she serves as the Executive Committee liaison if requested.
- Submit article to Chapter Communications Committee for publication in the *Latest News* and posting on the website.

November

- Attend Fall Conference Membership Meeting and give a brief report on the activities of the committee in which he/she serves as the Executive Committee liaison if requested.
- Submit article to Chapter Communications Committee for publication in the *Latest News* and posting on the website.

Job Description & Duties (continued)

CHAPTER VOLUNTEER COORDINATOR

General Duties and Expectations

- Serves a 3-year term with possible reappointment for additional 3-year term.
- Attend all Executive Committee meetings (~9/year) and Fall and Spring Conference General Business meetings.
- New Member Meet and Greet: Along with the Chapter Secretary/Treasurer, the Volunteer Coordinate organizes and hosts two meet and greet gatherings for new members annually.
- Works with the Chapter committees to help coordinate volunteers for events.
- Provide information materials and describe expectations to volunteers.
- Works with the Chapter Assistant to post volunteer needs on the Chapter website.

Specific Duties and Tasks

December

- Attend Executive Committee New Board Member Orientation and Year-end meeting.

May

- Attend Spring Conference Membership Meeting and give a brief report on the activities if requested.

November

- Attend Fall Conference Membership Meeting and give a brief report on the activities if requested.

Job Description & Duties (continued)

CHAPTER ADMINISTRATIVE ASSISTANT

[See Chapter Administrative Service Agreement in Appendix]

COMMITTEE STRUCTURE SUMMARY

APWA-Minnesota Chapter

There are two standing committees of the Minnesota Chapter: Audit and Nominating. Annually, the Chapter President, with approval of the Executive Committee, may establish other ad-hoc committees. In 2020, the Chapter had 15 committees and two Student Chapters staffed by membership volunteers to advance the mission of APWA and the Minnesota Chapter Strategic Plan. Committee volunteers are the backbone of our Chapter and are essential for the service delivery and management of programs for the membership. The following is a brief summary of the Chapter's committee structure:

Committee	Description
Asset Management Committee Chair: Russ Matthys Executive Committee Liaison: As assigned	The Minnesota Chapter is following APWA's lead as they venture into the subject of asset management. The newly formed Asset Management Committee will utilize the national committee's effort to simplify asset management concepts and encourage agencies to manage infrastructure in a manner that will increase the value our communities desire from public assets. The Minnesota committee will focus on helping our member agencies understand what asset management is and how it can be used to the benefit of the communities we serve.
Audit Committee Chair: Heidi Hamilton Executive Committee Liaison: President	The Audit Committee meets annually in late June/early July to conduct an annual review of the Chapter's financial activities and reports its conclusions to the Secretary/Treasurer.
Awards Committee Chair: Sarah Lloyd Vice Chair: Richard McCoy Executive Committee Liaison: As assigned	The Awards Committee solicits and administers the Chapter's annual awards program recognizing outstanding Public Works personnel and projects.
Communications Committee Chair: Lydia Ener Executive Committee Liaison: As assigned	The Communications Committee strives to maintain an effective chapter website, and to provide and distribute professional communications resources that support and promote the mission and goals of the APWA -MN Chapter to our members, committees, and interested parties.
Conference Planning Committee Co-chairs: Matt Saam and Vice President Executive Committee Liaison: As assigned	The Conference planning committee plans, organizes and assists in the management of the spring and fall conference programs.

Committee	Description
<p>Diversity & Inclusion Committee Chair: Courtney Anderson-Ewald Executive Committee Liaison: As assigned</p>	<p>The Diversity & Inclusion Committee works to advance inclusiveness throughout the APWA-MN Chapter - placing value on all individuals and their different perspectives, and promoting the process for all to be part of the chapter. Committee goals are to retain, recruit, and encourage diverse populations to the field of public works.</p>
<p>Education & Training Committee Chair: Tim Plath Vice Chair: Chris McKenzie Executive Committee Liaison: As assigned</p>	<p>The Education and Training Committee develops and maintains training opportunities for Chapter members, including the Fall Workshop, Municipal Underground Inspectors School, Public Works Certificate program and Leadership Academy. The Committee also solicits and awards scholarships to college students.</p>
<p>Environment and Sustainability Committee Chair: Matt Huggins Vice Chair: Tim Olson Executive Committee Liaison: As assigned</p>	<p>The Environment and Sustainability Committee keeps the Executive Committee informed on research, projects, regulatory issues and advocates on current environmental resource issues and sustainability in public works. It also reviews award submissions and reports on such to the Awards Committee.</p>
<p>Government Affairs Committee Chair: Zach Johnson Executive Committee Liaison: As assigned</p>	<p>To serve as the voice of the APWA-MN Public Works Chapter to government leaders, and to positively promote awareness and advance the legislative interests and policy priorities of our membership through building, maintaining and strengthening community relationships.</p>
<p>History Committee Co-chairs: Dave Hutton and Justin Klabo Executive Committee Liaison: As assigned</p>	<p>The History Committee works to document and preserve the Chapter's history, archive records and pictures, keep the Executive Committee apprised of upcoming anniversary dates, and contribute articles on historical events for the APWA-MN website.</p>
<p>Membership Activities & Special Events Committee Co-chairs: Jason Sprague and Justin Messner Executive Committee Liaison: As assigned</p>	<p>The Membership Activities Committee organizes and manages the Spring and Summer golf outings, and organizes membership technical tours highlighting public works projects and activities.</p>

Committee	Description
<p>Nominating Committee* Chair: Past President Executive Committee Liaison: Past President</p>	<p>The Nominating Committee annually prepares a slate of candidates for Executive Committee Officers and Director positions. The slate of candidates is reported to the Executive Committee for ratification and ballot preparation for the annual election.</p>
<p>Outstate Development Committee Chair: Chris Petree Executive Committee Liaison: As assigned</p>	<p>The Outstate Development Committee creates educational opportunities and professional members promotes relationships for existing and membership benefits to prospective members in the non-metro (outstate) area of the state.</p>
<p>Public Awareness Committee Chair: Chuck Schwartz Vice Chair: April Crockett Executive Committee Liaison: As assigned</p>	<p>Provide education to others so that they are equipped to advocate for public works at all ages and in all places (schools, legislature, etc.). We accomplish this by leveraging existing resources (such as STEMLinks, etc.) promoting the value of public works.</p>
<p>Tellers Committee Chair: Current Past President</p>	<p>The Tellers Committee meets after the Chapter’s annual election to confirm the accuracy of the votes received.</p>
<p>Young Professionals Committee Chairs: Alex Jordan Vice Chair: Eric Seaburg Executive Committee Liaison: As assigned</p>	<p>To engage young professionals within the Minnesota Public Works industry, expose them to the benefits of APWA-MN, and to provide them with an opportunity to become active in the Chapter at both the Young Professional level as well as at the Chapter level.</p>
<p>U of MN Student Chapter President : Nahum Yelizarov Executive Committee Liaison: As assigned</p> <p>University of St. Thomas Student Chapter President: Connor Kratzke</p>	<p>Student Chapters of APWA-MN operate as non-profit organizations at participating universities. Membership will assist you in finding networking opportunities and could be key to acquiring a challenging, long-term employment opportunity prior to graduation.</p>

Committee Mission and Duties

ASSET MANAGEMENT COMMITTEE – Minnesota Chapter

Mission Statement

The Minnesota Chapter is following APWA's lead as they venture into the subject of asset management. The newly formed Asset Management Committee will utilize the national committee's effort to simplify asset management concepts and encourage agencies to manage infrastructure in a manner that will increase the value our communities desire from public assets. The Minnesota committee will focus on helping our member agencies understand what asset management is and how it can be used to the benefit of the communities we serve.

Duties and Tasks

- TBD

Structure

- The Asset Management Committee is chaired by **Russ Matthys**, City of Eagan.
- The Committee size is TBD members.
- Meeting Schedule – The Committee meets TBD

Committee Roster (see Appendix)

Committee Mission and Duties

AUDIT COMMITTEE – Minnesota Chapter

Mission Statement

The Audit Committee provides an annual review of the Chapter's financial activities and reports to the Chapter Secretary/Treasurer and Executive Committee. The Audit Committee meets annually with the outgoing and incoming Secretary/Treasurers to facilitate the transition of Chapter records and financial accounting practices.

Duties and Tasks

- **Annual Chapter Audit** - The Committee performs an annual audit of the Chapter's financial record keeping in accordance with the procedures and checklist developed by APWA.

Structure

- The Audit Committee is chaired by **Heidi Hamilton**, Stantec.
- The Committee size is three to five members.
- Meeting Schedule – The Committee meets once a year in July to conduct the annual audit.

Certified Audit Checklist (see Appendix)

Notes: **The Audit committee should consist of at least three members appointed by the Chapter President. Any Chapter officer who has the ability to sign checks should not serve on this committee. In addition, the Treasurer should not serve on this committee.**

This checklist should reflect the work of the Audit committee's review of the *Consolidated* Chapters financials, including all Branches. If Branch records are not consolidated with the Chapter's records, the Audit committee should complete a Checklist for each Branch in addition to the Checklist for the Chapter

Committee Roster (see Appendix)

Committee Mission and Duties

AWARDS COMMITTEE – Minnesota Chapter

Mission Statement

To develop and implement a successful awards program that recognizes (1) public works individuals from **all** organizational levels who have made significant contributions to the profession, (2) outstanding public works projects; and (3) national APWA award recipients.

Duties and Tasks

- **Solicit Award Nominations, both locally and nationally.** The Committee will encourage active participation in the Chapter awards program with a goal of receiving nominations for all of the local awards categories, as described below. Solicitation for awards will be through direct mailings, verbal announcements, emails, and articles in the Chapter's *Latest News*.
- **Local Presentations.** Committee members or Chapter officers will present the awards at a local city council or governing board meeting to allow award recipients to receive recognition from their workplace peers and governing boards.
- **Press Releases.** The Committee will prepare and submit a press release to the Pioneer Press, Star Tribune and the recipient's local newspaper highlighting the award recipient's accomplishments.
- **Recognize Outstanding Public Works Personnel and Projects.** The Committee will recognize outstanding public works personnel through the following awards: Director or Manager; Superintendent; Supervisor; and Non-Supervisory Employee. Outstanding public works projects will be recognized through the Public Works Project of the Year. All are to be presented at the Chapter Fall Conference.
- **Recognize Outstanding Individual Service to The Chapter.** The Committee will recognize outstanding individual service through the presentation of the Hugo G. Erickson Award at the Chapter Fall Conference.
- **Recognize Committee Member Service to The Chapter.** The Committee will recognize committee member service through the presentation of members at the Chapter Fall Conference.
- **Recognize the Following Individuals at the Chapter Fall Conference Awards Ceremony**
 - Incoming Chapter President - The Committee is responsible for preparing the gavel plaque recognizing the Incoming Chapter President and framing the APWA Chapter President certificate.
 - Outgoing Chapter President - The Committee is responsible for framing the APWA Certificate of Recognition for Service as Chapter President
 - Outgoing Executive Committee Members - The Committee is responsible for recognizing any outgoing Executive Committee members.
 - Life Member Recognition - The Committee is responsible for recognizing any life members of APWA.

Structure

- The Awards Committee is chaired by **Sarah Lloyd**, Bolton & Menk, Inc., and **Richard McCoy**, City of Robbinsdale, is the Vice Chair.
- The Committee should include 7-10 individuals with diverse backgrounds (city, state, county, consultant, vendor, etc.) to facilitate a thorough selection process for the award recipients from the various categories.

- Meeting Schedule - The Awards Committee meets approximately three times per year:
 - Dec/Jan - meet to discuss and prepare national award submittals which are due to APWA in early March.
 - August - meet to discuss solicitation of nominations for the Chapter's local awards program.
 - Sept/Oct - meet to discuss Chapter local award recipients for presentation at the Fall Conference.

SUMMARY OF AWARDS & CRITERIA

1. OUTSTANDING PUBLIC WORKS PERSONNEL AWARDS:

- Director or Manager of the Year
- Superintendent or Supervisor of the Year
- Engineering Technician or Field Personnel of the Year
- Public Works Employee of the Year (i.e., Maintenance, Operations, other)

The following criteria will be utilized in the evaluation of personnel awards nominations:

- Innovative applications of new or existing technologies and equipment.
- Innovative applications of new or existing project management and service delivery systems.
- Outstanding service to citizens that enhances the public perception of public works services.
- Outstanding efforts in career and personal growth and development.
- Outstanding efforts in development of teamwork and cooperative working relationships.

2. PUBLIC WORKS PROJECT OF THE YEAR

The following criteria will be utilized in the evaluation of project award nominations:

- Project must be substantially completed by October 31 of the year submitting.
- Includes use of innovative construction management techniques and completion of the project on schedule.
- Maintained excellent safety performance and safety program throughout construction.
- Evidence of strong community relations during all project phases.
- Consideration given to the environment. Sustainable design techniques involved.
- Unusual accomplishments given adverse conditions.
- Provides future value to the public works profession and perception by the public.
- Additional considerations such as value engineering, innovative project financing, multi-agency coordination and participation.

3. ENVIRONMENTAL STEWARDSHIP AWARD

The following criteria will be utilized in the evaluation of environmental stewardship nominations:

- Project must be substantially completed by October 31 of the year submitting.
- A sustained effort that demonstrates a commitment by the group, individual or organization to environmental conservation or protection.
- Benefits to the community and to the environment.
- Consideration of Public Works values, including cost effectiveness and long-term operation and maintenance.
- Evidence of a sustained commitment to conservation.

4. HUGO G. ERICKSON AWARD

This award will be presented to an individual who has provided superior and outstanding service to the Chapter to further the continued successful operation and goals of the Minnesota Chapter of the American Public Works Association.

APWA AWARDS A listing of the national APWA Awards can be found on their website located at https://www.apwa.net/MyApwa/Apwa_Public/About/Awards_Criteria_and_Forms.aspx

Committee Roster (see Appendix)

Committee Mission and Duties

COMMUNICATIONS COMMITTEE – Minnesota Chapter

Mission Statement

The Communications Committee works with the Chapter Assistant to develop, manage and publish the Chapter communications through the *Latest News*, the Chapter website and social media. The Committee will also review other potential communication resources and develop and recommend Chapter communication protocol.

Duties and Tasks

- Assists the Chapter Assistant to develop and manage content for the Chapter's *Latest News* and website.
- Assists the Chapter Assistant in gathering articles for the *Latest News* and website.
- Work to promote Public Works careers with students and school systems.
- Develop and implement marketing tools/strategies for obtaining new APWA members.

Structure

- The Chair of the Communications Committee is **Lydia Ener**, WSB.
- There are no subcommittees, but additional resources and task groups may be set up to address specific issues and needs as they are identified.
- The Committee generally meets on a bi-monthly basis. The Committee's meetings will focus primarily on the content for the *Latest News*, the website and social media. The committee will also focus on Chapter website development and maintenance efforts.

Committee Roster (see Appendix)

Committee Mission and Duties

CONFERENCE PLANNING COMMITTEE – Minnesota Chapter

Mission Statement

The Conference Planning Committee will plan, organize and manage spring and fall conference programs to provide quality and timely education and networking opportunities for Chapter membership.

Duties and Tasks

The Conference Planning Committee plans, organizes and manages the spring and fall conference programs with the assistance of the University of Minnesota College of Continuing and Professional Studies. The Agreement with the University of Minnesota is included in the appendix.

Structure

- The Conference Planning Committee is co-chaired by **Matt Saam**, City of Apple Valley, with the current Chapter Vice President. The Committee member Co-chair will serve a minimum of two years as Co-chair.
- Standing Committee members include the current Chapter Secretary/Treasurer, the current Vendor/Contractor Director, and representatives from the University of Minnesota College of Continuing and Professional Studies.
- Meeting Schedule – the Conference Planning Committee meets three times in January and February for the Spring Conference and three times in June and July for the Fall Conference.
- Members are expected to attend a minimum of two of the three spring planning meetings and two of the three fall planning meetings; willing to do follow up work and moderate conference sessions; and attempt to attend both Spring and Fall Conferences, but at a minimum attending at least one of the conferences.
- Number of Members – The committee is made up of approximately 20 members from a cross section of the membership.

Committee Roster (see Appendix)

Committee Mission and Duties

DIVERSITY & INCLUSION COMMITTEE – Minnesota Chapter

Mission Statement

The Diversity & Inclusion Committee works to advance inclusiveness throughout the APWA-MN Chapter -- placing value on all individuals and their different perspectives, and promoting the process for all to be part of the chapter. Committee goals are to retain, recruit, and encourage diverse populations to the field of public works.

Duties and Tasks

- The Diversity & Inclusion Committee seeks to promote, support and grow diversity in APWA-MN Chapter and the field of public works.
- The committee practically promotes diversity through awarding the chapter Diversity Grant to an organization that directly or indirectly supports students or job seekers interested in advancing their career in Civil Engineering, Public Works Administration or closely related field.

Structure

- The Diversity & Inclusion Committee is chaired by **Courtney Anderson-Ewald**, City of St. Paul.
- Meeting Schedule – the Diversity & Inclusive Committee meets quarterly.
- Number of Members – The committee is made up of approximately 10 members from a cross section of the membership.

Committee Roster (see Appendix)

Committee Mission and Duties

EDUCATION AND TRAINING COMMITTEE – Minnesota Chapter

Mission Statement

The Chapter Education Committee will identify, develop and support the implementation of quality and timely educational opportunities.

Duties and Tasks

- **Chapter Fall Workshop:** The Committee is responsible for setting and delivering the education program for the annual one-day training opportunity.
- **Public Works Executive Fellowship:** Developed with input from the Education & Training Committee of the APWA-MN, Hamline's new Public Works Executive Fellowship is the only executive level management training offered at the local level solely for public works professionals.
- **Advanced Human Resources for Public Works:** The Minnesota Public Works Association's Advanced Human Resources for Public Works, administered through Hamline University, works to develop for our students a better understanding of the foundations of public sector human resource management. The certificate program covers topics ranging from authority in public sector relations, developing employees and measuring performance, effective discipline and administering a public works contract.
- **Public Works Certificate Program:** The Committee assists in reviewing and updating the curriculum, program delivery and recruiting qualified instructors. The program is coordinated through the University of Minnesota College of Continuing and Professional Studies with the assistance from the Chapter Assistant.
- **Scholarship Program:** The Committee annually gives 5 college scholarships (1 - \$2,500 Dewey Kasma Memorial Scholarship; 4 - \$2,500 scholarships) and 3 - \$2,500 technical school scholarships to students in civil engineering or related public works programs. Subcommittee chair: Dan Fick.
- **Chapter Leadership Academy:** In 2004 – 2005, the Committee worked with APWA to create a Chapter Leadership Academy to fulfill the requirement for APWA certification. The Committee has partnered with Hamline University, Graduate School of Management, and provides 90 hours of training, meeting one and a half days a month for seven months. Class sizes are limited to 25 students and targeted toward emerging and current leaders in the public works field. The Academy officially started in September of 2006. The academy runs from September through April.
- **Underground Utilities Construction Inspectors School (UUCIS):** The Committee has organized volunteer instructors, developed the course outline, and worked with SEH to schedule, organize and manage the UUCIS to meet the demand for inspector training. When available, the course is taught to outstate locations via the web. The Committee updated the course material in 2019. The school runs from October through May.
- **Midwest Regional Water Utility Management Institute:** The Midwest Regional Water Utility Management Institute is a three-day seminar offered in March that focuses on management topics and structured to build supervisory and management skills. The Institute is sponsored by the APWA-MN Chapter, SUSA, and AWWA-MN Chapter, and is offered with support from Hamline University.
- **Roadway Maintenance Training and Demo Day:** The Roadway Maintenance Training and Demo Day is a one-day event that is held at a single location, which rotates throughout the state annually. The event offers a half-day of classroom roadway maintenance training,

followed by a half-day of outdoor maintenance activity demonstrations. The event is sponsored by LTAP, MN LRRB, MnDOT, and the APWA-MN Chapter.

Structure

- The Education and Training Committee is chaired by **Tim Plath**, City of Eagan, and **Chris McKenzie**, City of Plymouth, is Vice Chair.
- Meeting Schedule - The Committee meets four times per year.
- Number of Members - Approximately 26, made up from a cross section of membership, including MnDOT, municipal employees, and consultants.
- Member Expectations - Attend at least three Committee meetings and one of the following: the Fall Workshop, Roadway Maintenance Training and Demo Day.

Committee Roster (see Appendix)

Committee Mission and Duties

ENVIRONMENT AND SUSTAINABILITY COMMITTEE – Minnesota Chapter

Mission Statement

Identify and educate members on environment and sustainability issues affecting public works and Minnesota communities, and develop position statements or advocate on behalf of the Chapter and its members on such issues.

Duties and Tasks

- **Spring and Fall Conference:** Develop educational and information sessions for members at annual conferences or other events.
- **Issues Identification:** Throughout the year, the Committee members will identify environment and sustainability issues that affect public works and Minnesota communities, and work with the Executive Committee to determine if the Chapter needs to address these issues through education sessions, position papers, informational materials for members, or other means.
- **Environmental Stewardship Award:** Pursue nominations for the Environmental Stewardship Award and recommend nominees to the Awards Committee.

Structure

- The Environment and Sustainability Committee is chaired by **Matt Huggins**, Kimley-Horn, and **Tim Olson**, Bolton & Menk, as Vice Chair. The Chair is also a member of the Conference Planning Committee.
- The Committee size is approximately 12-15 members, plus the Executive Committee Liaison. Members may be expanded in the future based on interest of additional Chapter members and need.
- Meeting Schedule - The Committee meets approximately four times per year. Additional meetings are scheduled as needed.

Committee Roster (see Appendix)

Committee Mission and Duties

GOVERNMENT AFFAIRS COMMITTEE – Minnesota Chapter

Mission Statement

The Government Affairs Committee serves as the voice of the APWA-MN Public Works Chapter to government leaders, and to positively promote awareness and advance the legislative interests and policy priorities of our membership through building, maintain and strengthen community relationships.

Duties and Tasks

- Legislative Policy
 - Engage membership and identify APWA-MN Chapter initiatives and issues.
 - Establish AWPA-MN Chapter policies and priorities.
- Legislative Advocacy
 - Lead advocacy efforts during legislative sessions to increase awareness and generate action relating to AWPA-MN Chapter policies and priorities.
 - Monitor effectiveness of AWPA-MN Chapter policies and priorities.
 - Represent APWA-MN Chapter in coalitions supporting public works policies and priorities.
- Legislative News
 - Inform membership of state and federal legislative news and updates.
 - Encourage membership involvement in legislative issues.
 - Create Government Affairs resources for membership.

Structure

- This committee is chaired by **Zach Johnson**, City of Lakeville.
- The Committee size is 8-10 members with Chapter liaisons from the Executive Committee, Outstate Development Committee, Environment & Sustainability Committee, Communications Committee, Public Awareness Committee and MN2050 (including Raise Our Grade MN Subcommittee).
- The Committee will meet 6 -8 times per year.
- Member Expectation – Attend/participate at least three committee meetings to plan, organize and manage legislative and advocacy efforts relating to public works.

Committee Roster (see Appendix)

Committee Mission and Duties

HISTORY COMMITTEE – Minnesota Chapter

Mission Statement

The Chapter History Committee mission is to document and preserve the Chapter's history by identifying and recording memorable and historically noteworthy events, activities and individuals for future posterity and to keep our membership informed about significant past accomplishments and historical events of our Chapter and the public works profession in the state of Minnesota.

Duties and Tasks

- Update and maintain the Chapter's history.
- Write 1-2 articles per year on the Chapter, where are they now? or the public works profession historical events of interest for publication on the website and the *Latest News*.
- Coordinate the photo documentation and document archiving of potential significant historical events, activities and/or people.
- Coordinate easy access to historical records by membership.
- Coordinate/communicate with APWA on issues of historical significance.

Structure

- The History Committee is co-chaired by **Dave Hutton**, SEH, and **Justin Klabo**, AE2S.
- The ideal Committee size is 8-10 members with additional volunteers for special projects.
- Meeting Schedule – The Committee will try to meet two to three times a year for routine committee business and other times throughout the year as needed for special projects.

Committee Roster (see Appendix)

Committee Mission and Duties

MEMBERSHIP ACTIVITIES & SPECIAL EVENTS COMMITTEE – Minnesota Chapter

Mission Statement

To encourage prospective members to join APWA; to further networking, interaction and participate in Chapter events; and to support and maintain active, continual membership.

Duties and Tasks

- **Membership Overview:** The Committee monitors membership numbers to keep the Executive Committee current on the trends of growth or reduction of membership.
- **Corporate Sponsorship Program:** The Committee facilitates the annual sponsorship campaign by contacting local corporate sponsors (March through April).
- **Technical Tours:** The Committee identifies and organizes technical tours for the Minnesota Chapter membership and prospective members. These tours are intended to showcase local public works projects around the Twin Cities and provide an educational networking opportunity for our membership. Examples of past technical tours include LRT Airport Station, City of Minnetonka Maintenance Facility, Hastings Bridge, the I-35W bridge reconstruction, Nicollet Mall reconstruction, and Allianz Field.
- **Spring Conference Networking Activities:** The Committee organizes networking activities in conjunction with the annual Spring Conference.
- **Annual Summer Golf Outing:** The Committee promotes and organizes the Annual Summer Golf Classic for the Chapter, which sees participation of approximately 200 members and prospective members.

Structure

- The Membership and Special Events Committee is co-chaired by **Jason Sprague**, SEH, and **Justin Messner**, WSB.
- Optimal Committee size is approximately eight members, with an intended balance between public and private employees.
- Meeting Schedule - The Committee meets monthly (second Friday of the month) to facilitate the duties and tasks as identified above. Additional meetings are scheduled as needed.

Committee Roster (see Appendix)

Committee Mission and Duties

NOMINATING COMMITTEE – Minnesota Chapter

Duties and Tasks

The Nominating Committee annually prepares a slate of candidates for Executive Committee officers and director positions for the annual Chapter election. The slate of candidates is reported to the Executive Committee for ratification and ballot preparation for the annual election.

Structure

- The Nominating Committee is chaired by the immediate or most recent Past President.
- The Committee is made up of all past presidents who are able to attend to annual Nominating Committee meeting. The current President, Vice President and Secretary/Treasurer shall serve as non-voting ex-officio members.
- **Meeting Schedule:** The Nominating Committee shall meet in August on a date determined by the immediate Past President.
- **The Tellers Committee** (Past President, President, Chapter Delegate, and Chapter Alternate Delegate) shall meet upon the close of the election to validate submittals and determine the results.

Committee Mission and Duties

OUTSTATE DEVELOPMENT COMMITTEE – Minnesota Chapter

Mission Statement

The Outstate Development Committee creates educational opportunities and professional relationships for existing members, and promotes membership benefits to prospective members in the non-metro (outstate) area of the state.

Duties and Tasks

- Plan, organize, and develop regional meetings in outstate areas.
- Develop activities for existing members and promote outstate membership.
- Provide *Latest News* articles on outstate activities.

Structure

- This committee is chaired by **Chris Petree**, WSB.
- The Committee size is 10-12 members with representatives from cities, consultants, sponsors and LTAP serving the outstate communities.
- The Committee will meet 4-6 times per year.
- Member Expectation – Attend at least three committee meetings to plan, organize and manage outstate conferences and other activities.

Committee Roster (see Appendix)

Committee Mission and Duties

PUBLIC AWARENESS COMMITTEE – Minnesota Chapter

Mission Statement

Provide education to others so that they are equipped to advocate for public works at all ages and in all places (schools, legislature, etc.). We accomplish this by leveraging existing resources (such as *STEMLinks*, etc.) promoting the value of public works.

Duties and Tasks

- Help link varied Public Works Professional organizations together over common issues – possibly hosting policy summit meetings with CEAM, County Engineers Association, Consulting Engineers Council, and AWWA.
- Serve as an information resource for the Chapter on topical Public Works issues.
- Advocate for Public Works funding through:
 - Disseminate Public Works funding deficiency information by way of letters to Editors or speaking to Service Groups.
 - Develop a MN infrastructure status survey or collate existing infrastructure status information.

Structure

- The Public Awareness Committee is chaired by **Chuck Schwartz**, MSA Professional Services, and **April Crockett**, MnDOT, is the Vice Chair.
- The Committee size is about 18 members.
- Meeting Schedule – The Committee meets about six times a year.

Committee Roster (see Appendix)

Committee Mission and Duties

YOUNG PROFESSIONALS COMMITTEE – Minnesota Chapter

Mission Statement

To engage young professionals within the Minnesota Public Works industry, expose them to the benefits of APWA-MN, and to provide them with an opportunity to become active in the Chapter at both the Young Professional level as well as at the Chapter level.

Duties and Tasks

- Increase APWA-MM Chapter membership through recruitment of students and young professionals in the Minnesota Public Works industry.
- Develop and grow network of young professionals.
- Provide education and training opportunities to further develop careers and skills of young professionals.
- Manage the activities and growth of student chapters in the state.

Structure

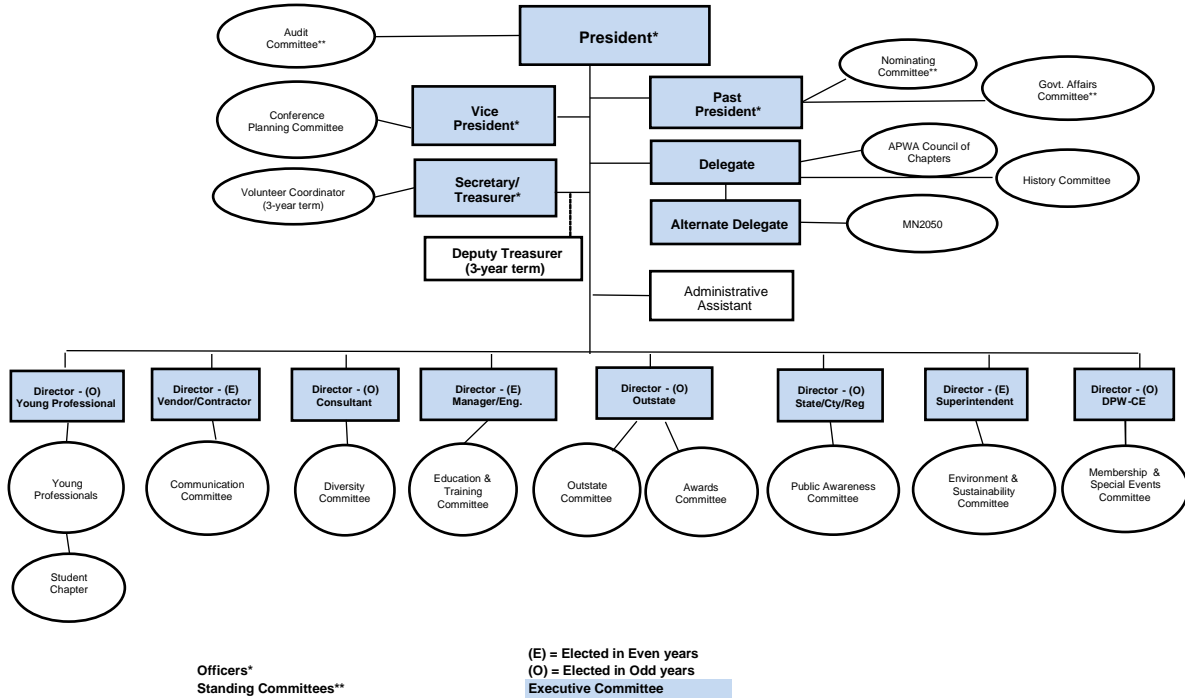
- The Young Professionals Committee is chaired by **Alex Jordan**, City of Lake, and supported by Vice Chair **Eric Seaburg**, Bolton & Menk, Inc.
- The Committee size is about 11 members.
- The Committee is supported by between 2-4 student Chapter liaisons.
- Meeting Schedule – The Committee meets about 10 times a year.
- Two formal student chapters are supported by the Committee (University of Minnesota Twin-Cities and University of St. Thomas). Student Chapters elect officers as approved by their respective school charters.

Committee Roster (see Appendix)

APPENDIX

Organization Chart

AMERICAN PUBLIC WORKS ASSOCIATION MINNESOTA CHAPTER



2021 Chapter Committees and Members

Executive Committee

Beth Engum, President, CBS Squared, Inc.
Nick Egger, Vice President, City of Rosemount
Monica Heil, Secretary/Treasurer, WSB
Russ Matthys, Past President, City of Eagan
Jeannine Clancy, Delegate, Metropolitan Council Environmental Services
Chris Petree, Alternate Delegate, WSB (non-voting member unless representing Delegate)
Georgina (Nina) Stanley, Director – Consultant, SRF Consulting Group, Inc.
Jesse Struve, Director – DPW/City Engineer, City of Brooklyn Park
Zach Johnson, Director – Manager/Engineer, City of Lakeville
Scott Jensen, Director – Outstate, City of Lake City
Dan Erickson, Director – State/County/Regional Agency, MnDOT
Deb Williams, Director – Superintendent, City of Bloomington
Mike Purdy, Director – Vendor/Contractor, MacQueen Equipment, Inc.
Chris LaBounty, Director – Young Professional, City of Plymouth
Eric Fosmo, Volunteer Coordinator, Kimley-Horn (non-voting member)

Audit Committee

Heidi Hamilton, Chair, Stantec
Angela Popenhagen, Stevens Engineers
Jon Haukaas, City of Blaine
Executive Committee Liaison: Beth Engum

Awards Committee

Sarah Lloyd, Chair, Bolton & Menk, Inc.
Richard McCoy, Vice Chair, City of Robbinsdale
Brian Simmons, Bolton & Menk, Inc.
Chad Millner, City of Edina
Eric Eckman, WSB
Eric Lembke, Stantec
Greg Brown, Kimley-Horn
Jennifer Solseth, Bolton & Menk, Inc.
Jessica Trbojevich, Hennepin County
Mark Hansen, City of Coon Rapids
Tom Borowicz, SRF Consulting Group, Inc.
Executive Committee Liaison: Scott Jensen

Communications Committee

Lydia Ener, Chair, WSB
Alex Mollenkamp, WSB
Charles Howley, City of Chanhassen
Jacqueline Thompson, Bolton & Menk, Inc.
Riley Dvorak, Forterra
Executive Committee Liaison: Mike Purdy

Conference Planning Committee

Matt Saam, Co-chair, City of Apple Valley
Nick Egger, Co-chair, City of Rosemount
Anna Bessel, Metropolitan Council Environmental Services
April Crockett, MnDOT
Beverly Farraher, City of St. Paul
Brad Henry, University of Minnesota
Bridget Rief, Metropolitan Airports Commission
Chris LaBounty, City of Plymouth
Chris Petree, WSB
Cristina Mlejnek, Bolton & Menk, Inc.
Eric Nelson, Alliant Engineering
Georgina Stanley, SRF Consulting
Jessa Trboyeich, Hennepin County
John Mazzitello, Sambatek
Lucas Lortie, Ramsey County Public Works
Mark Erichson, WSB
Matt Huggins, Kimley-Horn
Mike Marti, SRF Consulting
Sara Flagstad, Henning Professional Services
Sue Mason, SEH
Toby Muse, SEH
Tom Thompson, Stanley Consultants, Inc.
University of Minnesota staff: Helen Weber, Alicia Anderson and Suzanne Butler
(ccapsconf3@umn.edu)
Executive Committee Liaison: Nick Egger

Diversity & Inclusion Committee

Courtney Anderson-Ewald, Chair, City of St. Paul
Ben Manibog, City of St. Louis Park
Alyson Fauske, WSB
Cristina Mlejnek, Bolton & Menk, Inc.
Ismael Martinez, IMO Consulting Group
Jacque Thompson, Bolton & Menk, Inc.
Jen Densrude, City of Burnsville
John Morast, Jacobs Engineering
Marcus Thomas, Bolton & Menk, Inc.
Shabani Bisson, WSB
Executive Committee Liaison: Nina Stanley

Education & Training Committee

Tim Plath, Chair, City of Eagan
Adam Gadbois, WSB
Andy Brotzler, City of Prior Lake
Anna Breland, SEH
Bert Tracy, MCES
Chris McKenzie, AE2S
Dale Reed, White Bear Township
Dan Fick, MCES
Dave Hutton, SEH
Deb Williams, City of Bloomington
Jeanine Reardon, MCES
Jeff Radick, City of Burnsville
Joe Wiita, Scott County
Kevin Schlangen, Dakota County
Lauren Letsche, City of Columbia Heights
Mary Hurliman, City of Woodbury
Mike Purdy, MacQueen Equipment Group
Mindy Carlson, U of M CTS/LTAP
Monica Heil, WSB
Rick Shomion, MnDOT
Steve Groen, Hennepin County
Steve Klein, Barr Engineering Co.
Steve Love, City of Maplewood
Steve Vogl, MCES
Sue Polka, WSB
Zach Johnson, City of Lakeville
University of Minnesota staff: Helen Weber
Executive Committee Liaison: Zach Johnson

Environment & Sustainability Committee

Matt Huggins, Chair, Kimley-Horn
Tim Olson, Vice Chair, Bolton & Menk, Inc.
Adam Gadbois, WSB
Ben Scharenbroich, City of Plymouth
Brandon Movall WSB
Dan Ruiz, City of Brooklyn Park
Eric Nelson, Alliant Engineering, Inc. (liaison to Conference Planning Committee)
John Chlebeck, MCES
Michael Ryan, HDR Engineering
Michael Thompson, City of Plymouth
Pete Willenbring, WSB
Rod Rue, City of Eden Prairie
Roger Clay, Consultant
Ron Leaf, SEH
Sam Westlund, SRF
Tyler McLeete, Stantec
Executive Committee Liaison: Deb Williams

Government Affairs Committee

Zach Johnson, Chair, City of Lakeville

Andy Brotzler, City of Prior Lake

Carolyn Fackler, MnDOT

Eric Seaburg, Bolton & Menk, Inc.

Heidi Hamilton, Stantec

Jen Edison, WSB

John Mazzitello, Sambatek

Steve Bot, City of St. Michael

Executive Committee Liaison: Beth Engum, CSB Squared, Inc.

Outstate Development Committee Liaison: Chris Petree, WSB

Environment & Sustainability Committee Liaison: Matt Huggins, Kimley-Horn

Communications Committee Liaison: Lydia Ener, WSB

MN2050 Committee Liaison: Greg Stonehouse, HDR

Public Awareness Committee Liaison: Bob Moberg, AE2S

Raise Our Grade MN Subcommittee Liaison: Kristin Asher

History Committee

Dave Hutton, Co-chair, SEH

Justin Klabo, Co-chair, AE2S

Andrew Scipioni, City of Edina

Greg Anderson, SEH

Jeff Pearson, WSB

Mike Nill, Bolton & Menk, Inc.

Phil Elkin, City of St. Louis Park

Paul Kauppi, City of White Bear Lake

Ross Bintner, City of Edina

Tom Thompson, Stanley Group

Executive Committee Liaison: Jeannine Clancy

Membership Activities & Special Events

Jason Sprague, Co-chair, SEH

Justin Messner, WSB, Co-chair

Nick Egger, City of Hastings

Beth Engum, CBS Squared, Inc.

Charles Cadenhead, Braun Intertec

Jacob Guzik, Bolton & Menk, Inc.

Jon Haukaas, City of Blaine

Mike Turner, SRF Consulting

Mitchell Hoef, Bolton & Menk, Inc.

Executive Committee Liaison: Jesse Struve

MN2050

Greg Stonehouse, Chair, HDR
Alex Jordan, Vice Chair, City of Lakeville
Brad Henry, University of Minnesota
Jeff Oliver, City of Golden Valley
Joel Schilling, Schilling Consultant Services LLC
John Maczko, City of St. Paul
Kristin Asher, City of Richfield (ROG representative)
Renee Willette, Stantec Consulting Services
Tom Eggum, Retired
Executive Committee Liaison: Chris Petree

Nominating Committee

Russ Matthys, Chair, City of Eagan (the chair is the current Past President)
Past Presidents
Executive Committee Liaison: Russ Matthys

Outstate Development

Chris Petree, Chair, WSB
Brad DeWolf, Bolton & Menk, Inc.
Jay Owens, City of Red Wing
Jeremy Mathiason, Stantec Consulting Services
Joe Jurewicz, MSA Professional Services, Inc.
John Olson, City of Hutchinson
John Rodeberg, SEH
Kevin Kruger, WSB
Mindy Carlson, Federal Highway Administration-LTAP
Troy Nemmers, City of Fairmont
Scott Jensen, City of Lake City
Executive Committee Liaison: Scott Jensen

Public Awareness Committee

Chuck Schwartz, Chair, MSA
April Crockett, Vice Chair, MnDOT
Alan Offerman, Stantec
Bill Bowman, City of Crystal
Bob Moberg
Bev Farrahar, City of St. Paul
Cara Geheren, Focus Engineering, Inc.
Christina Orłowsky, City of Lakeville
Erin McPhee-Anderson, Kimley-Horn
James Hauth, City of Columbia Heights
Jennifer Olejar, Bolton & Menk, Inc.
John Rodeberg, SEH
Kevin Kielb, Bolton & Menk, Inc.
Ross Bintner, City of Edina
Russ Matthys, City of Eagan
Tom Richter, Ramsey County
Wayne Houle, SEH
Executive Committee Liaison: Dan Erickson

Raise Our Grade (ROG) Subcommittee

Kristin Asher, Chair, City of Richfield
Alex Jordan, City of Lakeville
Beth Engum, CBS Squared, Inc.
Heidi Hamilton, Stantec
Joe Powers, City of Richfield
Marc Culver, City of Roseville
Michelle Stockness, Barr Engineering Co.
Russ Matthys, City of Eagan
Scott Barsuhn, Barsuhn (web consultant)
Scott Kulzer, City of Richfield
Executive Committee Liaison: Chris Petree

Young Professionals Committee

Alex Jordan, Chair, City of Lakeville
Eric Seaburg, Vice Chair, Bolton & Menk, Inc.
Christina Orlowsky, City of Lakeville
Cody Mathisen, Wenck
Darin Rezac, City of West St. Paul
Emily Brown, WSB
Jacob Guzik, Bolton & Menk, Inc.
Lauren Letsche, City of Columbia Heights
Sarah Schweiger, City of Minnetonka
Open
Executive Committee Liaison: Chris LaBounty

University of Minnesota Student Chapter (UMN)

Alicia Stone, President (stone736@umn.edu)
Michael Odell, Vice President (odell103@umn.edu)
Lily Weigel, Project/Competition Coordinator (weige070@umn.edu)
Juan Lopez, Communications Chair (lopez958@umn.edu)
Renee Sailor, Treasurer (sailo011@umn.edu)
Nahum Yelizarov, Secretary (yeliz001@umn.edu)
APWA-MN Chapter Liaisons: Young Professionals Committee

University of St. Thomas Student Chapter (UST)

Connor Kratzke, Co-founder & President (connorkratzke@stthomas.edu)
Chloe Weber, Co-founder & Vice President, & Chair of Professional Outreach
(webe0001@stthomas.edu)
Michael Hughes, Chair of Communication (hugh2270@stthomas.edu)
Parker Schlueter, Chair of Finance (schl2901@stthomas.edu)
Vanessa De La Vega Meza, Chair of Recruiting (dela9439@stthomas.edu)
Nick Pawlak, Chair of Development (nick.pawlak@stthomas.edu)
APWA-MN Chapter Liaisons: Young Professionals Committee

**2020 APWA-MN CHAPTER
Liaison Appointments and Members on National Committees**

**ASSHTO Snow & Ice Pooled Fund
Cooperative**
Matthew Morreim (*Cooperative member*)
City of St. Paul
891 N Dale Street
St. Paul, MN 55103
(651) 266-9723
matthew.morreim@ci.stpaul.mn.us

Asset Management
Open

Center for Sustainability Liaison:
Tyler McLeete (*Chapter liaison*)
Stantec
733 Marquette Ave. S., Suite 1000
Minneapolis MN 55402
tyler.mcleete@stantec.com

Chapter Historian
Dave Hutton (*Chapter representative*)
SEH
10901 Red Circle Drive
Minnetonka, MN 55343
(612) 255-8747
dhutton@sehinc.com

Diversity & Inclusion Committee
Beverly Farraher (*Committee member*)
City of St. Paul
891 Dale St. N.
St. Paul, MN 55103
(651) 266-9820
beverly.farraher@ci.stpaul.mn.us

Emergency Management Committee
Open

Engineering & Technology Committee
Open

Facilities and Grounds Committee
Open

Fleet Services Committee
Gerald Byington (*Committee member*)
City of Minneapolis
1200 Currie Avenue
Minneapolis, MN 55403-1233
(612) 673-5419
Gerald.byington@minneapolismn.gov

Leadership and Management Committee
Open

Professional Development Committee
Tim Plath (*Committee member*)
City of Eagan
3830 Pilot Knob Road
Eagan, MN 55122
(651) 675-5646
tplath@cityoeagan.com

Solid Waste Management Committee
Open

Transportation Committee
Open

**Utilities and Public Rights-of-Way
Committee**
Open

Water Resources Management Committee
Jeannine Clancy (*Committee member*)
Metropolitan Council Environmental Services
390 Robert Street North
St. Paul, MN 5511
(651) 602-1210
Jeannine.clancy@metc.state.mn.us

Young Professionals Committee

Chris LaBounty (*Chapter liaison*)

City of Plymouth

3400 Plymouth Boulevard

Plymouth, MN 55447

(763) 509-5541

clabounty@plymouthmn.gov

Partnerships, Task Forces & Coalitions

National Homeland Security Consortium

Mark Ray (*APWA representative – 2018-19*)

City of Crystal

4141 Douglas Dr. N.

Crystal, MN 55422

(763) 531-1160

Mark.ray@crystalmn.gov

Chapter Policies and Procedures

Financial Best Practices

Audit Checklist

Accepting Donations to Scholarship Funds for Named Scholarships

Website Content Guidelines

Social Media Content Guidelines

Refund Policy

Chapter Response Guide

Selection Criteria for Delegate and Alternate Delegate

DRAFT Financial Best Practices

Audit Checklist – Fiscal Year-End 2019 Financial Reports

CHAPTER/BRANCH: MINNESOTA

Financial Management:

1. Please list all Officers who are authorized signors.
-
-

	Yes	No
2. Did authorized signors (Chapter Officers) approve invoices for payment and sign checks?		
3. Were all checks payable to the Treasurer or Chapter Admin approved and signed by another officer?		
4. Were all checks in excess of \$5,000 signed by two officers?		
5. Did the Treasurer or Chapter Admin prepare bank reconciliations at least quarterly?		
6. Were the bank reconciliations reviewed by someone other than the preparer?		
7. Per the <i>APWA Rules of Governing Chapters</i> , do all bank and investments accounts include APWA's Executive Director as an "authorized signor"?		
8. Did the Executive Committee verify and approve all transactions to ensure each disbursement was:		
a) supported by an original vendor invoice?		
b) reasonable and necessary?		
c) meets the exempt purpose of the Chapter?		
9. Were all check numbers are accounted for?		
10. Have the year-end Financial Statements been reviewed for reasonableness?		

11. How often did the Executive Committee receive the following reports and statements:

Monthly Quarterly Annually

- a) Financial reports and statements including checks issued, expenses paid, and bank deposits?
- b) Investment performance updates?

Expense Reimbursements and Other Payments:

Yes No

- 1. Was an itemized receipt submitted for each reimbursement?
- 2. Was the purpose of the trip documented?
- 3. Was the date of travel documented for all travel reimbursements?
- 4. Were all expense reimbursements approved by a Chapter Officer?

Contracts and Legal Matters:

Yes No

- 1. Did the Chapter sign any contracts over \$5,000?
 - a) If so, were copies submitted to APWA?
- 2. Did the Chapter sign any contracts over \$10,000?
 - a) If so, were all contracts submitted to APWA for review prior to contract signature?
- 3. Is the Chapter aware of any potential legal matters which may result in a claim or lawsuit being filed against the Chapter directly, an officer, director or member of APWA?
 - a) If Yes, please list the name/telephone number of Chapter representatives(s) who are authorized to discuss the matter.

Certification:

The audit committee has reviewed all items on this checklist. We certify that the Fiscal Year-End Reports submitted to APWA accurately reflect all financial activity for the period end of July 1st, 2018 to June 30th, 2019.

Audit Committee Chair Signature **Date**

Printed Name

List all individuals who reviewed the audit checklist below (Name/Email):

Notes:

The Audit Committee should consist of at least three members appointed by the Chapter President. Any Chapter Officer who is authorized to sign checks should not serve on the Audit Committee.

This checklist should reflect the work of the Audit Committee's review of the Chapter Financials and procedures, including all Branches.



Policy for Accepting Donations to Scholarship Funds for Named Scholarships

Dated: May 1, 2019

1. Naming must be intended to acknowledge or honor an individual, or group of individuals, who have contributed/participated in some way to the Minnesota Chapter of APWA or the Public Works Industry in Minnesota. No corporate or governmental entity can be present in the title.
2. Donation must come from a private entity.
3. Donation amounts shall be proportionate to other currently advertised scholarship amounts.
4. Splitting donation(s) into multiple scholarships may be considered.
5. Specific requirements for scholarship award (race, gender, academic institution, etc.) are unacceptable.
6. Named scholarships will be identified as the NAME OF INDIVIDUAL OR GROUP APWA-MN Scholarship.
7. Donations must be received sufficiently in advance in order to advertise the named scholarship with the upcoming scholarship solicitation.



Website Content Guidelines

Chapter Director and Committee articles should be:

- Anything they want to write about (such as a good idea, member spotlight, project or simply a big picture of what their committee is up to and where they see themselves going).
- The activities of the committee (events plus photos).
- Submit articles and web content to Chapter Assistant, Pat Schutrop, at admin@apwa-mn.org.

Chapter sponsors are able to submit the number of featured news articles according to sponsorship level (Platinum – three; Gold – two; Silver – one).

- The featured articles are for information sharing, highlighting great projects, good ideas, etc.
- They are **not** for actively selling a project or service.
- Article length is flexible, but for guidance could be between 500 words (2 photos) or 800 words (1 photo) and submitted in Word format. Please feel free to send multiple photos!
- Photos should be formatted as a high resolution (300 ppi) jpeg and in landscape orientation.
- While there is not a set schedule to submit articles, a sponsor who has something of interest to share with the public works community can submit to the Chapter Assistant to post at any time. If there is a backlog of articles, we will hold onto them for a future posting.
- Submit articles and web content to Chapter Assistant, Pat Schutrop, at admin@apwa-mn.org

Start with a strong lead:

- Begin your article with something dramatic, humorous, clever, or interesting.
- Use a conversational tone.
- Start with an anecdotal lead. Tell a real-life story about something related to the topic of the story.
- Make your lead punchy, fast, and tight.
- Think of your content as your part of a conversation – not a rambling dialogue, but a focused conversation started by a very busy person.

Explain the big picture and why your reader should care:

- Share this information early on in the story, usually in the second, third, or fourth paragraph, depending on the length of the article.
- Write in inverted pyramid style. Put your essential message first. Many web users read only a few words of a page, or of a paragraph, before deciding if it is going to be relevant and easy for them to get through.

Show, don't tell:

- Don't just tell what happened, describe it.
- Write short, simple, straightforward sentences.

Use active voice instead of passive whenever possible:

- Active voice is more powerful and to the point. Passive voice generally requires more words and is slower and less interesting to read.

Break up the content:

- Organize the content into small, more digestible pieces to make it more reader friendly.
- If the information is sequential, put it in that order. For non-sequential information, put what users need most first.

- Think about what information can be broken out into a sidebar or bulleted list. Use subheads to help guide the reader through the article.
- Articles on the APWA-MN website are not displayed in separate pages, so please consider a 500-1,000 total word count.

Include graphical elements:

- Do you have a photo that helps tell your story? Be sure to include a description and credit for the photo.
- Photos and other graphics should be submitted as high-resolution jpg images, preferably in landscape orientation for feature (sponsor) articles.

Please note:

- All content for the APWA-MN website is subject to review and editing prior to posting.
- Due to issues related to unrelated business income taxes and potential chapter conflicts, feature news articles on the website must not actively sell a product or service. APWA-MN reserves the right to edit articles to address this issue.
- APWA-MN does not publish news release content, such as product announcements, staff changes or promotions.



Social Media Content Guidelines

Dated: June 19, 2019

Chapter Sponsor Social Media Guidelines:

- Platinum, Gold and Silver sponsors are all followed on Social Media.
- Social media posts by the sponsors may be shared or “retweeted” by APWA-MN if:
 - The post features an interesting idea, great project, or community/chapter involvement.
 - The post does not actively sell a product or service, endorse a specific political affiliation, or announce staff changes/promotions.

Chapter Member - Organization Media Guidelines:

- Any cities, agencies, or chapters associated with APWA may be followed on Social Media.
- Social media posts by these organizations may be shared or “retweeted” by APWA-MN if:
 - The post features an information relevant to Public Works or APWA (MN or National).
 - The post does not actively endorse a specific political affiliation or specific political policy, announce staff changes/promotions, or is not relevant to Public Works (such as events held in Cities like farmer’s markets, Community Days, etc.).

Chapter Member - Individual Media Guidelines:

- APWA-MN will only “follow,” interact with, or repost social media content by National or Minnesota Chapter heads, while serving their term and posting in an official capacity.
- No individual members will be reposted or followed on social media accounts.
- All active members may follow any APWA-MN social media sites.

Created Content Guidelines:

- Social media posts by APWA-MN should promote the Chapter and follow all guidelines set for website content creation.
- All website content should be posted to social media, as appropriate for the format.
- Posts must not endorse a specific sponsor or organization.
- Privacy settings should disable commenting on social media posts in all cases possible.



Refund and Privacy Policy

A full refund will be granted if requested in writing within 5 business days. Refund requests received after 5 business days will be reviewed on a case-by-case basis. Please direct all refund requests and inquiries to Pat Schutrop, APWA-Minnesota Chapter Administrative Assistant at admin@apwa-mn.org or 1-888-407-2650.

Privacy Policy

The privacy policy of the Minnesota Chapter of the APWA is based in part on the privacy policy of APWA which is available for reference at <http://www.apwa.net/APWA-Privacy-Policy>.

Our Commitment to Privacy

Your privacy is important to us. To better protect your privacy, we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

The Information We Collect and Store for Members

This notice applies to all information collected or submitted on the APWA-Minnesota Chapter website. On some pages, you can order products and services, or register for events and training opportunities. The types of personal information collected at these pages are:

- First Name*
- Last Name*
- Email*
- Work Phone
- Company
- Company Address
- Job Title
- LinkedIn Profile URL
- Photo
- Joined Date
- Leadership Information (board member, committee member, etc.)

*denotes a required field (fields without this notation are optional for members to submit)

Information We Collect at Time of Any Online Purchase

Billing Information** (First Name, Last Name, Address)

Payment Information** (Credit Card Number, Name as it Appears on Card, Exp. Date, Security Code)

**This information is *never stored*, only collected at the time of purchase and passed to the payment processor via secure socket layer (SSL) encryption. For your protection we do not keep credit card information on file.

The Way We Use Information

We use the information you provide about yourself when placing an order or registering for an event only to complete that order or registration. We do not share this information with outside parties except to the extent necessary to complete that order or registration, or for one-time use by carefully selected members and companies that offer products and/or services that may be of interest to you. In addition, APWA-Minnesota Chapter may, from time to time, use this information to provide you with information regarding offerings that may be of interest to you.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

We use non-identifying and aggregate information to better design our website and to track website visits and email communications. For example, we may look at which web pages experience the most visits and how long each visit lasts, or we may look at how many members open the "Latest News" emails.

APWA-Minnesota Chapter uses Constant Contact to send email communications to its membership and Google Analytics for website traffic statistics. Constant Contact's privacy policy is available at http://search.constantcontact.com/privacy_quarantee.jsp and Google's privacy policy is available at <http://www.google.com/privacy.html>.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

Our Commitment to Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

How You Can Access or Correct Your Information

You can access all your personally identifiable information that we collect online and maintain by contacting APWA Membership at membership@apwa.net. We use this procedure to better safeguard your information.

You can correct factual errors in your personally identifiable information by sending APWA a request at membership@apwa.net that credibly shows error.

To protect your privacy and security, APWA will also take reasonable steps to verify your identity before making corrections.

How to Contact Us

Should you have other questions or concerns about these privacy policies, please call us at 1-888-407-2650 or send us an email at admin@apwa-mn.org.



APWA-MN Chapter Response Guidelines

Dated: March 2020

Purpose: The purpose of the Chapter Response guidelines is to develop a framework for responding to Public Works-related accidents, Chapter member retirements and/or the death of Chapter members.

Incidents (such as accidents that involve chapter members, partners or sponsors):

Incident Awareness: The Chapter will make it known that its intention is to be a resource and provide support during challenging times. The Chapter will rely on its partners to notify the Officers when an incident occurs.

Messaging: Work with employer on the messaging, being sensitive to the situation; let them be the conduit to the family to tell the story and set the tone.

Timing: Wait for the employer to make a statement before sharing with the chapter membership.

Contributions: The Chapter Officers will discuss the most appropriate way for the Chapter to show support following an incident.

Public Awareness: Refer to the Public Awareness Committee to determine if there is an appropriate way to move forward and leverage public awareness, with the intent to reduce the potential for future incidents.

Retirements/Deaths:

Announcement Requests: In any given year, the Chapter will likely have former or current members that retire or pass away. When retirements and/or deaths occur, friends, colleagues and/or coworkers may reach out to the Chapter asking that the news be announced to Chapter members.

When a request is made, Chapter Officers will discuss the request and determine whether or not an announcement to the entire membership is appropriate. Announcements are up to the discretion of the Officers, but may be limited to persons who have been involved with the Chapter, such as serving on committees or have been a Chapter Officer.

Messaging: If an announcement to the membership is deemed appropriate, the Officers will determine the most appropriate way to make the announcement and may work with the Communications and/or History Committee. Announcements

may be made in the form of an article for the website, an email blast to the membership, or an announcement within the *Latest News*.

Contributions: The Chapter Officers will discuss the most appropriate way for the Chapter to acknowledge a retirement or death. Examples of contributions that may be made include monetary donations, a memorial or flowers.



Selection Criteria for the Office of Chapter Delegate

Minimum Delegate Criteria

- Served on the Executive Committee either as an officer (10 pts.) or a director (5 pts.).
- Is engaged and active within the Chapter (5 pts.).
- Has interacted with national staff (i.e., through Leadership Training, Committee work, Congress, etc.) (10 pts.).
- Has a good understanding of current Committee activities. (5 pts.).
- Is willing to participate in monthly conference calls (5 pts.).
- Regular and recent attendance at both the Chapter's Spring and Fall Conference meetings (10 pts.).
- Is willing to gather and disseminate information to strengthen and enhance the local Chapter as well as other chapters and APWA National (5 pts.).
- Good communication skills (5 pts.).
- Friendly and willing to meet others (5pts.).
- Can dedicate a minimum of 3 years and a maximum of 6 years to the position (10 pts.).
- Understands chapter and national financial resources and guidelines (5 pts.)
- Agrees to serve per the position description as stated in the Chapter Bylaws.

Desirable Delegate Criteria

- Has previously served as Chapter President (within last 5 years) (5 pts.).
- Is currently a member of one or more Chapter committees (5 pts. per committee).
- Has represented the Chapter at various events in the last 5 years such as: Feed my Starving Children, State Fair booth, LMC conference, job fairs, etc. (5 pts.).
- Past recipient of APWA Local or National Award(s) (10 pts.).

Recruitment Process

Notice to the Chapter membership of the pending opening for the Delegate position will be accomplished by a posting on the Chapter website and a notice sent to all members of said posting.

Interested and qualified members will be encouraged to submit their name and qualifications to the Chapter's Administrative Assistant by the date set forth in the notice.

The current standing Officers shall review and rank the list of potential candidates meeting the minimum criteria. They will then bring forth a recommendation to the Executive Committee for the consideration and approval. Upon approval, the new Delegate, and all others who have submitted their names for consideration shall be contacted by the President to inform them of the outcome of the process.

An announcement will be put forth on the Chapter's website informing the membership of the outcome of the Delegate replacement process.

The new Delegate will be officially installed at the APWA-MN Chapter Fall Conference and will assume their responsibilities on January 1, 2XXX of the upcoming year along with the other new and returning Chapter Officers.



Selection Criteria for the Office of Alternate Chapter Delegate

The Minnesota Chapter of the American Public Works Association is seeking an Alternate Chapter Delegate who is willing to commit their time and resources to serve the chapter as described in the Chapter bylaws, including a commitment to travel for regional and annual Council of Chapters meetings. This person will demonstrate good communication skills, a positive demeanor, and be friendly and willing to meet others.

Minimum Alternate Delegate Criteria

- Served on the Executive Committee either as an officer (10 pts.) or a director (5 pts.).
- Is engaged and active within the Chapter (5 pts.).
- Has interacted with APWA National staff (i.e., Leadership Training, Committee work, PWX, etc.) (10 pts.).
- Has a good understanding of current Committee activities. (5 pts.).
- Is willing to actively participate in monthly conference calls (5 pts.).
- Regular and recent attendance at both the Chapter's Spring and Fall Conference meetings (10 pts.).
- Is willing to gather and disseminate information to strengthen and enhance the local Chapter as well as other chapters and APWA National (5 pts.).
- Can dedicate one term (maximum of 3 years) to the position and willing to serve a second 3-year term, if reappointed, aligning with the term of the Chapter Delegate. (10 pts.).
- Understands chapter and national financial resources and guidelines (5 pts.).
- Agrees to serve per the position description as stated in the Chapter Bylaws.
- Ability and willingness to regularly participate in Executive Committee meetings.

Desirable Criteria

- Served as Chapter President within last 5 years (5 pts.).
- Is currently a member of one or more Chapter committees (5 pts. per committee).
- Has represented the Chapter at various events in the last 5 years such as: Feed my Starving Children, State Fair booth, LMC conference, job fairs, etc. (5 pts.).
- Past recipient of APWA Local or National Award(s) (5 pts.).

Recruitment Process

Notice to the Chapter membership of the pending opening for the Alternate Chapter Delegate position will be accomplished by a posting on the Chapter website and a notice sent to all members.

Interested and qualified members will be encouraged to submit their name and qualifications to the Chapter's Administrative Assistant by the date set forth in the notice.

The current standing Officers shall review and rank the list of potential candidates meeting the minimum criteria. They will then bring forth a recommendation to the Executive Committee for the consideration and approval. Upon approval, the new Alternate Chapter Delegate, and all others who have submitted their names for consideration shall be contacted by the President to inform them of the outcome of the process.

An announcement will be put forth on the Chapter's website informing the membership of the outcome of the Alternate Chapter Delegate selection process.

The new Alternate Chapter Delegate will be officially installed at the APWA-MN Chapter Fall Conference and will assume their responsibilities on January 1, 2020 of the upcoming year along with the other new and returning Chapter Officers.

Chapter Agreements

[University of Minnesota – FY16-FY20 Conference Planning Agreement
2020 Chapter Administrative Assistant](#)

Chapter Bylaws

APWA-MN Chapter Logos

APWA-MN Chapter Logo

This official logo was designated by the 2013 EC to be used by the Chapter as its official logo for general use (stationery, envelopes, notecards, and other official Chapter business).



The Chapter turned 75 years old in 2021. A new official logo was established commemorating the milestone.



APWA-MN Young Professionals Logo – Created in 2018



APWA-MN Student Chapter – University of MN Logo – Created in 2020



Logo - Colorized



APWA-MN Raise Our Grade, MN Logo – Created in 2019



APWA-MN Lapel and Polo Logo

Created and approved in 2016 for use on 2016 PWX volunteer shirts and lapel pins.

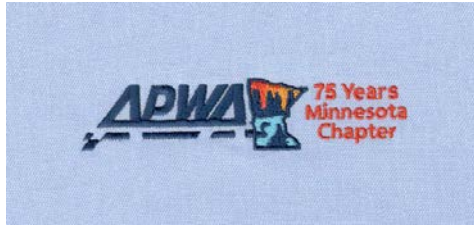


OLD APWA-MN Chapter Logo

This official logo was designated by the 2006 EC to be used by the Chapter as its official logo for the likes of stationery, envelopes and other official Chapter business.



A new apparel logo was established in July 2021 recognizing the chapter's 75th anniversary.



OLD APWA-MN Chapter Apparel Logo

This apparel logo was adopted by the 2006 Chapter EC as the logo to be used by the Chapter for clothing, speaker gifts, lapel pins, etc. This logo was available for apparel ordered online at www.landsend.com.



**Past Presidents, Directors, Delegates, Deputy Treasurer and Volunteer
Coordinator Log**

**APWA – MN
PAST CHAPTER PRESIDENTS**

YEAR AS PRESIDENT	NAME	AFFILIATION
2021	Beth Engum	CBS Squared, Inc.
2020	Russ Matthys	City of Eagan
2019	Amy Grothaus	Braun Intertec
2018	Kristin Asher	City of Richfield
2017	Chris Petree	City of Lakeville
2016	Susan Mason	SEH
2015	Robert Cockriel	City of Bloomington
2014	John Rodeberg	SEH
2013	Lee Gustafson	City of Minnetonka
2012	Jeannine Clancy	City of Golden Valley
2011	Mark Maloney	City of Shoreview
2010	Dave Hutton	SRF Consulting Group Inc.
2009	Dan Gage	MacQueen Equipment Inc.
2008	James Grube	Hennepin County
2007	Tom Montgomery	City of Hastings
2006	Tom Klatt	City of Golden Valley
2005	Tom Colbert	City of Eagan
2004	Angela Popenhagen	Bonestroo & Associates, Inc.
2003	Kathyjean Young	City of Columbia Heights
2002	Joel Schilling	S E H Inc.
2001	Jim Gates	City of Bloomington
2000	Mike Eastling	City of Richfield
1999	Dale Tranter	Bonestroo & Associates Inc.
1998	Dick Larson	City of Duluth
1997	Richard Person	City of St. Paul
1996	Dave Janisch	Minnesota DOT
1995	Roger Glanzer	City of Woodbury
1994	Charles Honchell	City of Bloomington
1993	Richard Sobiech	TKDA & Associates Inc.
1992	Gary Warren	Metro Airports Commission
1991	Thomas Drake	City of Red Wing
1990	Steven Gatlin	City of Roseville
1989	Gregory Knutsen	City of St. Louis Park
1988	Gerald Butcher	City of Maple Grove
1987	Peter Wilczek	City of Bloomington

**APWA – MN
PAST CHAPTER PRESIDENTS**

YEAR AS PRESIDENT	NAME	AFFILIATION
1986	John Flora*	City of Fridley
1985	Allan Orsen	City of Wayzata
1984	Lowell Odland	City of Golden Valley
1983	Richard Koppy	City of St. Louis Park
1982	Lloyd Pauly	City of Minnetonka
1981	Melvin Johnson	City of St. Cloud
1980	Kent Schonberger*	City of St. Paul
1979	Joseph Klemenhagen	Hennepin County
1978	Robert Anderson	City of Red Wing
1977	A. Dallas Sanders	City of Roseville
1976	Gordon Anderson	City of Hopkins
1975	Mark Gray*	City of Rochester
1974	Kent Lande	City of Brooklyn Park
1973	Sherman Goldberg*	City of Roseville
1972	Patrick Murphy	Carver County
1971	William Ridge	City of Minneapolis
1970	Herb Wurdelman	City of Bloomington
1969	William Sherburne*	City of Crystal
1968	John Kirtland	Hennepin County
1967	Lawrence Pratt*	City of Minneapolis
1966	Clyde Tester*	City of Minneapolis
1965	Robert Bruce*	City of Minneapolis
1964	Harry Carter*	City of St. Louis Park
1963	Donald Sorenson*	City of Golden Valley
1962	James Baird*	Metro Waste Control Commission
1961	John Cotter*	City of St. Paul
1960	Stan Kelly*	City of Bloomington
1959	Grady Boeck	City of Brooklyn Park
1958	Erwin Hensch	City of Duluth
1957	P. Theo Olsson*	City of Faribault
1956	Frank Marzitelli*	City of St. Paul
1955	Charles Dahlgren*	City of St. Peter
1954	James Rough*	City of Hibbing
1953	Frank Brince*	City of New Ulm
1952	Ralph Monson	City of Rochester
1951	Doug Stewart*	City of Thief Rivers Falls
1950	C.D. Phillstrom*	City of Owatonna
1949	E. Wefald	City of Fergus Falls

**APWA – MN
PAST CHAPTER PRESIDENTS**

YEAR AS PRESIDENT	NAME	AFFILIATION
1948	Wayne Somero*	City of Ely
1947	Philip Smith*	City of Edina
1946	Frank McKellip*	City of Faribault

*Deceased

**APWA–MN
CHAPTER DIRECTORS (2-year terms)**

Director	Term	Director Position
Zach Johnson	2020-2021	Manager/Engineer
Mike Purdy	2020-2021	Vendor/Contractor
Deb Williams	2020-2021	Superintendent
Jesse Struve	2020-2021	PW Director/City Engineer
Georgina Stanley-Woidyla	2020-2021	Consultant
Chris LaBounty	2020-2021	Young Professional
Scott Jensen	2020-2021	Outstate
Dan Erickson	2020-2021	State/County/Regional
Jupe Hale	2019-2020	Manager/Engineer
Mark Rehder	2019-2020	Vendor/Contractor
Joe Wiita	2019-2020	Superintendent
Nick Egger	2018-2019	PW Director/City Engineer
Monica Heil	2018-2019	Consultant
Emily Lueth	2018-2019	Young Professional* (first director)
John Olson	2018-2019	Outstate
Chris Sagsveen	2018-2019	State/County/Regional
Steve Albrecht	2016-2017	PW Director/City Engineer
Andy Brotzler	2016-2017	Consultant
Reid Wronski	2016-2017	Outstate
Bridget Rief	2016-2017	State/County/Regional
Michael Thompson	2015-2016	Manager/Engineer
Mitchell Hoeft	2015-2016	Vendor/Contractor
Bert Tracy	2015-2016	Superintendent
Russ Matthys	2014-2015	PW Director/City Engineer
Marcus Thomas	2014-2015	Consultant
Troy Nemmers	2014-2015	Outstate
Beth Engum	2014-2015	State/County/Regional
Matt Saam	2013-2014	Manager/Engineer
Melissa Girtz	2013-2014	Vendor/Contractor
Dale Reed	2013-2014	Superintendent
Wayne Houle	2012-2013	PW Director/City Engineer
Mark Hansen	2012-2013	Consultant
Jon Rippke	2012-2013	Outstate
April Crockett	2012-2013	State/County/Regional
Kristin Asher	2011-2012	Manager/Engineer
Judd Genereaux	2011-2012	Vendor/Contractor
Chris Petree	2011-2012	Superintendent
Kristin Asher	2010-2012	Manager/Engineer
Judd Genereaux	2010-2012	Vendor/Contractor
Chris Petree	2010-2012	Superintendent
Klayton Eckles	2009-2011	PW Director/City Engineer

**APWA–MN
CHAPTER DIRECTORS (2-year terms)**

Director	Term	Director Position
Jon Erichson	2009-2011	Outstate
Sue Mason	2009-2011	Consultant
Dave Redig	2009-2011	State/County/Regional
Lee Gustafson	2008-2009	Manager/Engineer
Bob Cockriel	2008-2009	Superintendent
Amy Grothaus	2008-2009	Vendor/Contractor
Greg Stonehouse	2007-2008	Consultant
Mike Cousino	2007-2008	Outstate
Mike Rardin	2007-2008	PW Director/City Engineer
Beverly Farraher	2007-2008	State/County/Regional
Heidi Hamilton	2006-2007	PW Director/City Engineer
Tom Struve	2006-2007	Superintendent
Amy Grothaus	2006-2007	Vendor/Contractor
Jeannine Clancy	2005-2006	PW Director/City Engineer
Mike Marti	2005-2006	Consultant
Don Theisen	2005-2006	State/County/Regional
Dave Skelton	2005-2006	Outstate
Shelly Pederson	2004-2005	Manager/Engineer
Tom Struve	2004-2005	Superintendent
Dan Gage	2004-2005	Vendor/Contractor
Kevin Hansen	2003-2004	PW Director/City Engineer
Scott Harri	2003-2004	Consultant
Jim Grube	2003-2004	State/County/Regional
John Rodeberg	2003-2004	Outstate
Tom Montgomery	2002-2003	Manager/Engineer
Tom Klatt	2002-2003	Superintendent
Roger Baldwin	2002-2003	Vendor/Contractor
Mark Maloney	2001-2002	PW Director/City Engineer
Tim Phenow	2001-2002	Consultant
Norm Ashfeld	2001-2002	State/County/Regional
Lou Giesking	2001-2002	Outstate
Bradford Henry	2000-2001	Manager/Engineer
Arnie Erhart	2000-2001	Superintendent
Darwin Dahlgren	2000-2001	Vendor/Contractor
Karl Keel	1999-2000	PW Director/City Engineer
Angela Popenhagen	1999-2000	Consultant
Ron Mannz	1999-2000	Outstate
Kathyjean Young	1998-1999	Manager/Engineer
Duane Schwartz	1998-1999	Superintendent
Jim Owens	1998-1999	Vendor/Contractor
Mark Burch	1997-1998	PW Director/City Engineer

**APWA–MN
CHAPTER DIRECTORS (2-year terms)**

Director	Term	Director Position
Joel Schilling	1997-1998	Consultant
Richard Hansen	1997-1998	Outstate
Jim Gates	1996-1997	Manager/Engineer
Tom Struve	1996-1997	Superintendents
Bruce Jacoby	1996-1997	Vendor/Contractor
Charles Lenthe	1995-1996	PW Director/City Engineer
Gary Ehret	1995-1996	Consultant
Richard Freese	1995-1996	Outstate
Ted Hoffman	1994-1995	Manager/Engineer
Tom Klatt	1994-1995	Superintendent
Jim Owens	1994-1995	Vendor/Contractor
Brian Lokkesmoe	1993-1994	PW Director/City Engineer
Dale Tranter	1993-1994	Consultant
Richard Larson	1993-1994	Outstate
Rick Person	1992-1993	Manager/Engineer
Mike Ulrich	1992-1993	Superintendent
Bob Garber	1992-1993	Vendor/Contractor
Tom Colbert	1991-1992	Director
Mike Cousino	1991-1992	Director
Dave Janisch	1991-1992	Director
Roger Glanzer	1990-1991	Director
Rod Pletan	1990-1991	Director
Larry Anderson	1989-1990	Director
Mike Eastling	1989-1990	Director
Dick Sobiech	1988-1989	Director
Ken Saffert	1988-1989	Director
Gary Warren	1987-1988	Director
William Crawford	1987-1988	Director
Richard Ploumen	1986-1997	Director
Steve Gatlin	1985-1986	Director
Greg Knutsen	1985-1986	Director
Roger Paulson	1984-1985	Director
Richard Beckman	1983-1984	Director
Bo Spurrier	1983-1984	Director
John Dolentz	1982-1983	Director
Neal Robinson	1982-1983	Director
John Flora	1981-1982	Director
Russell Langseth	1981-1982	Director
Duwayne Kasma	1980-1981	Director
Sy Knapp	1980-1981	Director
William Crawford	1979-1980	Director

**APWA–MN
CHAPTER DIRECTORS (2-year terms)**

Director	Term	Director Position
John Dolan	1979-1980	Director
Duane Elliot	1978-1979	Director
Richard Koppy	1978-1979	Director
Marlow Priebe	1977-1978	Director
David Reed	1977-1978	Director
John Davidson	1976-1977	Director
Melvin Johnson	1976-1977	Director
Jerry Fabian	1975-1976	Director
Roger Nelson	1975-1976	Director
Sy Knapp	1974-1975	Director
Carlyle Peterson	1974-1975	Director
Duwayne Kasma	1973-1974	Director
Lloyd Pauly	1973-1974	Director
Bruce Boyer	1972-1973	Director
Joseph Klemenhausen	1972-1973	Director
Gordon Anderson	1971-1972	Director
Mark Gray	1971-1972	Director
Lawrence Seavey	1970-1971	Director
John Strojan	1970-1971	Director
John Kirtland	1969-1970	Director
Robert Simon	1969-1970	Director
James Anderson	1968-1970	Director
Bob Bruce	1967-1968	Director
Pat Murphy	1969	Director
Larry Pratt	1969	Director
John Strojan	1968	Director

CHAPTER DELEGATE
(term limits started in year 2016; can serve two 3-year terms)

Name	Term
Chris Petree	2022-2024
Jeannine Clancy	2019-2021
Jeannine Clancy	2016-2018
Angela Popenhagen	2010-2015
Joel Schilling	2006-2009
Jim Gates	2004-2006
Charles Honchell	1996-2003
John Flora	1989-1995
Lloyd Pauly	1986-1988
John Dolan	1982-1985
Gordon Anderson	1979-1981
Herb Wurdelman	1970-1978
William Sherburne	1969
Lawrence Pratt	1968

CHAPTER ALTERNATE DELEGATE
(position established in 2019 to begin in 2020; 1st term coincides with Delegate's term;
can serve two 3-year terms)
(NOTE: Past President serves as Alternate Delegate only if position is vacant)

Name	Term
Amy Grothaus	2022-2024
Chris Petree	2020-2021
Kristin Asher	2019
Chris Petree	2018

DEPUTY TREASURER
(position established in 2014 to begin in 2015; can serve two 3-year terms)

Name	Term
Lee Gustafson	2018-2020
Lee Gustafson	2015-2017

VOLUNTEER COORDINATOR
(position established in 2012 to begin in 2013; can serve two 3-year terms)

Name	Term
Eric Fosmo	2022-2024
Eric Fosmo	2019-2021
Beth Engum	2016-2018
Beth Engum	2013-2015