



## EXECUTIVE COMMITTEE MEETING

### August 8, 2018

#### MINUTES

**In attendance:** Kristin Asher, Jeannine Clancy, Dan Curley, Beth Engum, Lydia Ener, Amy Grothaus, Heidi Hamilton, Monica Heil, Dave Hutton, Alex Jordan, Emily Lueth, Russ Matthys, Richard McCoy, John Olson, Chris Petree, Tim Plath, Chris Sagsveen, and Michael Thompson

Pat Schutrop, Chapter Assistant and Recorder

#### **CALL TO ORDER**

President Asher called the meeting to order at 12:16 p.m.

#### **1. PRESIDENT'S REPORT (Kristin Asher)**

##### A. Emerging Leaders Academy (ELA)

Letters of interest were received from Paul Rupar, Andy Kraemer and David Bramwell. All candidates work for Hennepin County. After review by the officers and discussion with Hennepin County leadership, Paul Rupar is recommended for selection to attend the ELA. One of the requirements of the chapter is to financially support sending the ELA candidate to the 2019 PWX in Seattle, Washington. The selected recipient is required to complete an application packet and submit it to APWA by August 18, 2018.

**MOVED by Jeannine Clancy and seconded by Heidi Hamilton to approve the selection of Paul Rupar, Hennepin County, to attend the 2018 Emerging Leaders Academy. Motion carried.**

##### B. APWA-MN Chapter/MN2050 Communications Plan

A revised proposal was received from Scott Barsuhn restating the scope of work as discussed at the June 13, 2018 Executive Committee. The new estimated project cost is \$17,000 plus other costs to be determined to shape the tone and come up with the message wanted by the Chapter. A new item in the proposal is the addition of a website that would act like a customer portal, referenced as a communication/toolkit/collaboration website. The proposal includes the website design, but not programming. The actual website and tools would be a future scope. People involved in the continued development of the plan would include the Public Awareness Committee (PAC), MN2050, and someone to help with the ASCE score card. Russ Matthys added the proposal includes a number of ideas the PAC has been talking about, but due to limited resources has not been able to implement.

Asher talked to Barsuhn about possibly modifying the MN2050 website instead of developing a third website. The next step may be about \$20,000. Asher wants to make sure it is clear this is a stepped plan and it will be an ongoing expense. Engum said the plan will help get the strategic plan communicated to the Chapter members.

**MOVED by Heidi Hamilton and seconded by Amy Grothaus to approve the proposal received from Scott Barsuhn in the amount of \$17,000. Motion carried.**

President Asher will request an agreement from Barsuhn to be reviewed by APWA.

##### C. Delegate Reappointment

Jeannine Clancy has served one 3-year term and has agreed to another 3-year term. Chris Petree noted Jeannine has been active and her involvement has been beneficial to the Chapter because of her knowledge of national staff and other APWA chapters.

**MOVED by Chris Petree and seconded by Heidi Hamilton to reappoint Jeannine Clancy for an additional 3-year term from January 1, 2019 to December 31, 2021. Motion carried.**

## **2. 2018-2020 STRATEGIC PLAN (Beth Engum)**

Engum presented the strategic plan tracker created to follow the Chapter's progress. She highlighted areas where progress has been made to date. The matrix is organized to align with APWA's goals set in its strategic plan (i.e., Value of public works, Voice of public works, Education and Membership).

### Value of Public Works

- Jake Gusik of the Young Professionals group has been active in helping set the groundwork for establishing a public works track at the University of St. Thomas. Currently, St. Thomas has 41 incoming civil engineering students. The YPs will partner with ASCE to do a joint organization chapter to start with the potential goal to break off around 2020 and become a MN Chapter student chapter.
- Brad Henry has been actively supportive of creating an asset management course at the University of Minnesota.
- Public Awareness Committee continues to be active in developing outreach tools for schools.

### Voice of Public Works

- The Government Affairs Committee has been established and has a meeting scheduled in September with the main goal being to identify a chair for the committee and determine mission and scope. Legislators want stories to tell and the committee will have time to prepare for the next legislative session with the goal to have stories to share.
- Advocacy – a marketing consultant has been hired to strategically reach out to public and policy makers.

### Education

- The Chapter continues to do a good job of providing value to the Chapter and inviting elected officials to discuss and heighten the profile of infrastructure.

### Membership

- Work on developing outstate membership.

The strategic plan tracker will be added to Google docs.

## **3. SECRETARY/TREASURER'S REPORT (Russ Matthys, Secretary/Treasurer; and Lee Gustafson, Deputy Treasurer)**

### A. Minutes from June 8, 2018 Officers Conference Call

The June 8, 2018 conference call was presented for information. No comments were received.

### B. Minutes from June 13, 2018 Executive Committee Meeting

**MOVED by Kristin Asher and seconded by Jeannine Clancy to approve the minutes of the June 13, 2018 Executive Committee as presented. Motion carried.**

### C. Financial Report (Gustafson)

#### 1. Account Details

No account details were received for discussion.

#### 2. Financial Statements

The financial statements presented are year-end reports (July 1, 2017-June 30, 2018). Gustafson noted the amount reported on the Statement of Financial Position is incorrect and should be as noted below.

<b>For months ending:</b>	<b>June 30, 2018</b>
Financial Statements	\$15,270.00
Merrill Lynch	\$151,898.06
	<b>July 31, 2018</b>
Merrill Lynch	\$154,557.54

**MOVED by Amy Grothaus and seconded by Emily Lueth to approve the financial statements for months ending June 30, 2018. Motion carried.**

On July 31, 2018, the Audit Committee met to go over the year-end documents. The financial reports were submitted to APWA National for approval on time. Mark Burch announced his resignation as chair of the Audit Committee meeting. Mark has served as chair for over 20 years. The Executive Committee discussed how the Chapter could acknowledge his long tenure and commitment to the Chapter's financial integrity. Heidi Hamilton has volunteered to chair the Audit Committee. Volunteer Coordinator Beth Engum will add the need for one more committee member to the Chapter's website.

D. Proposed Bylaws Amendment

The following amendments to the bylaws are recommended:

- Article 1, Section 1. The name of the organization shall be the American Public Works Association, hereinafter called APWA, Minnesota Chapter, hereinafter called the Chapter. The territory included within the jurisdiction of this Chapter shall be within the boundaries of the State of Minnesota.
- Article II, Section 1. The mission of the Minnesota Chapter is to advance the theory and practice of the design, construction, maintenance, administration and operation of public works facilities and services while facilitating public advocacy, enabling a viable workforce, and promoting public works safety.
- Article VI, Section 4. The Secretary/Treasurer, who shall have previously served as a Director or Committee Chair of the Chapter, shall...All checks and vouchers under \$5,000.00 must be signed by one officer; the Secretary/Treasurer, Vice President or President. All checks and vouchers over \$5,000.00 must be signed by two officers.

The Deputy Treasurer position shall provide...The designated purpose of this position is to provide financial continuity within the Chapter, and to assist the incoming Secretary/Treasurer in the execution of their duties and responsibilities, and to oversee many of the Chapter Assistant duties.

The Executive Committee had no objection to the recommended changes to the bylaws. APWA will need to review and approve the bylaws prior to adding to the 2018 ballot for approval by the membership.

**MOVED by Kristin Asher and seconded by Chris Sagsveen to approve the proposed bylaws amendment as presented and forwarding to APWA for review and approval. Motion carried.**

**4. VICE PRESIDENT'S REPORT (Amy Grothaus)**

A. US Bank Account

Status update is US Bank is working with National to get information needed from Executive Director Scott Grayson. Due to his busy travel schedule the process has been delayed. The final step will be getting signatures from the Chapter president, vice president and secretary/treasurer.

B. 2018 PWX Chapter Dinner

To date, there are about 50 people signed up for the Chapter Dinner. There is a distillery tour option for people wanting to participate for \$10. Attendees wishing to do the tour, need to let the Chapter Assistant know ahead of time so a headcount can be given to the restaurant for planning purposes. The details for the Awards Reception are finalized and set up with the Flying Saucer.

**5. PAST PRESIDENT'S REPORT (Chris Petree)**

A. Nominating Committee Report

The Nominating Committee met on Monday, August 6, 2018, and propose the following candidates be nominated for the open positions on the 2019 Executive Committee:

Secretary/Treasurer

Beth Engum, Kimley-Horn  
Heidi Hamilton, Stantec

Director-Manager/Engineer

Jupe Hale, City of Maple Grove  
Chad Millner, City of Edina

Director-Vendor/Contractor	Dave Meslow, 3M Mark Rehder, S&S Tree
Director-Superintendent	Tom Kieffer, City of Golden Valley Joe Wiita, Scott County

**MOVED by Russ Matthys and seconded by Amy Grothaus to approve the slate of candidates for the 2018 election for the open positions on the 2019 Executive Committee. Motion carried.**

## 6. COUNCIL OF CHAPTERS REPORT (Jeannine Clancy)

### A. Delegate's Report

- The Conference Planning Committee requested Clancy invite APWA Executive Director Scott Grayson to attend the Fall Conference and speak in the morning on the first day of the conference following President Asher's opening comments. Mr. Grayson has agreed to speak, and Clancy asked Executive Committee members that have something specific for Grayson to address at the conference to let her know.
- APWA President-elect Jill Marilley resigned and the Board of Directors met and selected David Lawry to resume Marilley's President-elect position in August 2018. Lawry is APWA's Director-at-Large, Engineering & Technology, and the Director of Engineering and Public Works for the Village of Schaumburg, IL.
- Council of Chapters will meet on Friday and Saturday of the 2018 PWX.

### B. History Committee (Dave Hutton, Chair; Jennifer Levitt, Vice Chair) – No report

## 7. DIRECTOR/COMMITTEE CHAIR REPORTS

### a. Director of Public Works/City Engineer Director: Nick Egger

- i. Membership Committee (Jason Sprague, Chair; Nick Egger, Co-chair)
  - Committee report was included in the agenda packet.

### b. Outstate Director: John Olson

- i. Outstate Committee (Reid Wronski, Chair)
  - Held a conference call on July 31, 2018 and discussed further organizing outstate regional meetings of local public works officials. The three regions are District 7 (Troy Nemmers), District 8 (John Olson), and Western Wisconsin.
  - District 8 will host a Click, Listen & Learn on GIS on September 13 at 10 am in the City of Hutchinson.
  - Work continues to progress at Mankato State University in connecting public works officials and students with the help of Chris LaBounty and the new Public Works Director for North Mankato, Nate Host.
  - Recommended topic for Executive Director Scott Grayson to address at the Fall Conference is reaching out to outstate members.
- ii. Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)
  - The Chapter's Award Reception will be at the Flying Saucer during the PWX in Kansas City.
  - The committee is preparing to meet to discuss the local awards program and updating the nomination forms.

### c. Vendor/Contractor Director: Heidi Hamilton

- i. Communications Committee (Lydia Ener, Chair)
  - The committee is looking for articles to publish on the website.
  - Next meeting will focus on the push with MN2050 and the communications plan and how to support.

### d. Manager/Engineer Director: Tim Plath

- i. Education & Training (E&T) Committee (Monica Heil, Chair; Tim Plath, Vice Chair)
  - The UUCIS course is facilitated by SEH, Inc. and a proposal has been received for the 2018-19 program in the amount of \$16,000. This amount is in the approved budget. The contract will need to be reviewed by APWA National for approval.

**MOVED by Kristin Asher and seconded by Tim Plath to approve the contract from SEH, Inc. for facilitation fees associated with the Underground Utilities Construction Inspector School for 2018-19 subject to review by APWA. Motion carried.**

- The Public Works Certificate Program is at half capacity and there is room for more registrants.
- UUCIS course is full. All future registrants will be put on a waitlist.
  - An email inquiry was received from the Hawaiian Chapter requesting information about the UUCIS and possibly broadcasting to Hawaii.
- The Hamline Leadership Academy is at capacity.
- The Advanced Human Resources for Public Works has three signed up and will need 10 students to offer the course.
- Fall Conference Workshop speaker are confirmed and gathering bios. There will be no Stan Berry writing course offered this year. The writing course will be offered every other year.

e. Superintendent Director; Dan Curley

- i. Environment & Sustainability Committee (Michael Thompson, Chair, Sherri Buss, Vice Chair)
  - The committee met on July 18, 2018 and the following update was provided:
    - Ben Scharenbroich is a new member to the committee.
    - Renewed the Chapter for another two-year commitment for the Adopt-a-Highway program. The committee will re-evaluate future participation in the program after that commitment.
    - The next Adopt-a-Highway event is on October 3, 2018.
    - Vice Chair Sherri Buss, serving as Chapter liaison on the APWA's Center for Sustainability, gave an update on the sustainability toolkit developed by APWA as a resource for chapters' use.
    - The committee's advocating efforts continue to be the new MS4 Construction Stormwater Permit, PAH-related issues, and want to start talking to MPCA and League of Minnesota Cities about the chloride impairments and alternative disposal programs.
    - Discussed wastewater re-use by Met Council.
    - Clancy asked if the committee discussed the Department of Health and MPCA's wastewater re-use. Clancy added Met Council was concerned that the local cities were not actively involved. Beth Engum added the watershed districts should also be included in the discussion. The committee did discuss the topic and Pete Willenbring will follow up.

f. Consultant Director: Monica Heil

- i. Diversity Committee (Alyson Fauske, Chair)
  - The Chapter received an invitation from the Washington Chapter to participate in the National Diversity Challenge. The purpose of the challenge is to increase the awareness of diversity within the public works profession and generally involve the membership by signing a Diversity Poster-Pledge. They are requesting chapters sign the challenge by next July so that the names of the chapters that participate in the challenge and the number of members who sign pledge posters will be announced at PWX-2019 in Seattle. The committee discussed the APWA National Diversity Challenge and agree with the challenge and believe it is an important endeavor. To encourage Chapter participation, the Diversity Committee proposes:
    - To introduce the challenge at the Fall Conference at the same time as the Diversity Grant is awarded.
    - Have the Diversity Poster at the conference encouraging those signing to (1) volunteer for events like the Minneapolis Public Schools STEM Day, career fairs, Big Brothers/Big Sisters; and (2) ask members to suggest other opportunities to be involved in diversity initiatives.
    - Have a keynote speaker or breakout session on diversity at the Spring Conference as a tangible follow-up and implementation step to the challenge.
    - The committee proposes to start advertising the Diversity Grant so that a recommendation can be made at the Executive Committee's October meeting for approval and invite the scholarship winner to the Fall Conference.

The Executive Committee agreed with the Diversity Committee's proposal promoting the Diversity Challenge, and the timeline for advertising and presentation of the Diversity Grant and identify a Diversity speaker at the Spring Conference.

g. State/County/Regional Director: Chris Sagsveen

- i. Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)
  - The PAC met on August 3, 2018 and highlighted the following:

- The Chapter will be participating in the STEM Day event at the State Fair on opening day, August 23, sharing a booth with the Boy Scouts from 8 am to 5 pm. Volunteers interested can contact Kevin Kielb or Russ Matthys.
  - Lane Christianson provided information on the City of Minneapolis storm drain stenciling and Adopt-a-Drain programs. Minneapolis has extensive programs and has information on its website promoting the storm drain programs. The PAC would like to recommend that Lane present at a 2019 conference on the programs.
  - As a point of interest, President Asher recommended adding the number of people the PAC reaches through their outreach activities.
- Clancy added TwinWest Chamber of Commerce had a scholarship activity where they selected a certain number of teachers to work with a public works agency to design a real public works issue that could be studied in their pre-engineering program. Met Council was selected as an agency and identified two projects; wastewater treatment plant and a project interceptor project in Minneapolis where there is groundwater issues and the teachers developed the curriculum for each project. Once completed, Clancy will bring the results of the projects to the Executive Committee to discuss if it is something the Chapter would want to support as an opportunity to reach out to educators.
- Last year's Fall Conference charity was Success Beyond the Classroom. The committee is open to fundraising ideas if the Executive Committee is interested in a different charity. Matthys said there is another group where they get teachers to establish a curriculum similar to what TwinWest is doing and have scientists do the work and they are looking for professionals to get as guest speakers. They also have toolkits they are willing to share with the Chapter if we partner with them. Matthys will get more information on the group.

**h. Young Professions Director: Emily Lueth**

- i. Young Professionals Committee (Chris LaBounty, Chair; Alex Jordan, Co-chair)
  - The committee continues to focus on how to promote the strategic plan in the committee's campus efforts.
  - Mini-golf event was held on July 14 with 14 participants.
  - The next networking event will be on August 23.

**i. Conference Planning (Jupe Hale, Chair; Amy Grothaus, Co-chair)**

- PAC will notify the Conference Planning Committee what the charity will be for planning purposes.
- Diversity Challenge will also need a small space for the poster and enough room for signup sheets.
- The conference program is set starting at 8:30 am on Thursday, November 15.

**Thursday schedule:**

- President Asher will welcome the attendees and opening speaker will be APWA Executive Director Scott Grayson.
- Thursday morning keynote speaker will Lindsay Whalen, MN Lynx, speaking on how to build a winning team. There will be a meet-and-greet with Lindsay Whalen after the session.
- The general session will be on big data and how technology trends are affecting lives today.
- The business meeting and officer installation will be at 11:30 am.
- Concurrent sessions are scheduled for Thursday afternoon.

**Thursday evening:**

- In place of the carnival, there will be a one-hour reception at Earle Brown.
- Offsite activity is tentatively planned at Top Golf in Brooklyn Center after the reception. Jon Horn is coordinating the activity. The cost will be about \$55 includes golf, appetizers and non-alcoholic beverages.

**Friday schedule:**

- The FEMA's Regional Director will speak.
- Updates from MnDOT State Aid, MN2050 and League of Minnesota Cities.
- Metropolitan Council Environmental Services will give a presentation on the sustainable incineration project.
- Scholarships and awards presentations.
- Ethics presentation.

- The conference revenue is projected to be \$9,300 from the workshop and \$13,000 for the conference.
- Vendor space is limited because there will not be a carnival. There will be space for 26 vendors. Platinum sponsors (18) are given booth space and Gold sponsors (9) have the option of either booth space or sponsoring a golf hole during the summer golf event. Based on the limited vendor space, a \$4,500 loss will be experienced. If this format continues, the Chapter will need to consider the lower revenue or move to another facility where more space would be available.
- The committee decided not to increase registration for attendees this year. The last time it was raised was 2016.

j. Volunteer Coordinator Report (Beth Engum) – No report

k. MN2050 (Greg Stonehouse, Chair) – No report

**8. OLD BUSINESS**

No old business.

**9. NEW BUSINESS**

- Today is the last day of APWA's photo contest to submit photos of public works activities. Winning photos will be shown at the 2018 PWX.

**10. ADJOURNMENT**

President Asher adjourned the meeting at 1:54 p.m.

**APWA-MN Chapter's Mission:** *To advance the theory and practice of the design, construction, maintenance, administration, and operation of public works facilities and services.*

Dated: September 12, 2018

Respectfully submitted,

Russ Matthys  
APWA-MN Chapter Secretary/Treasurer