



EXECUTIVE COMMITTEE MEETING Feb. 27, 2019

MINUTES

In attendance: Kristin Asher, Nick Egger, Lydia Ener, Beth Engum, Eric Fosmo, Amy Grothaus, Lee Gustafson, Jupe Hale, Monica Heil, Matt Huggins, Zach Johnson, Chris LaBounty, Sarah Lloyd, Emily Lueth, Richard McCoy, Mark Rehder, and Matt Saam

Pat Schutrop, Chapter Assistant and Recorder

1. **CALL TO ORDER**

President Grothaus called the meeting to order at 12:11 p.m.

2. **PRESIDENT'S REPORT (Amy Grothaus)**

A. 2019 Organization Chart

- No comments or changes were discussed.

B. Designate two standing committees (Audit and Nominating)

- Audit Committee: Heidi Hamilton, Chair.
- Nominating Committee: Past President Kristin Asher, Chair.
- Government Affairs Committee: Zach Johnson, Chair

C. Reappoint/Appoint Committee Chairs

- The current list of chairs, vice chairs, and co-chairs have agreed to continue in their roles on respective committees. The following additions/changes are noted:
 - Conference Planning: Matt Saam, Co-chair, replacing Jupe Hale.
 - Diversity: Marcus Thomas, Chair, replacing Alyson Fauske.
 - Environment & Sustainability: Matt Huggins, Vice Chair, replacing Sherri Buss.
 - Outstate: Chris Petree, Chair, replacing Reid Wronski.

D. Admin Services Contract Renewal

- Removed from the agenda. The contract is not due for renewal until Dec. 31, 2019. With the financial duties transitioning to the Chapter Assistant, the contract will be reviewed by the officers and the Chapter Assistant to discuss any changes prior to bringing to the Executive Committee for renewal later this year.

E. Leadership Training Update

APWA hosts Council of Chapters meetings annually and offers Leadership Training every other year. About 150 attendees from 56 chapters attended. A variety of topics were offered including sessions on APWA's strategic plan, member retention and engagement, member communication, education and training, evaluating the health of chapter boards, outreach, membership tools and resources, and advocacy. Overall the sessions were valuable and informative. As a follow-up, the officers decided to meet as a small group to brainstorm some of the ideas brought up at the training that would benefit the operations of the chapter. The officers first meeting is on March 1. The intent will be to update the Executive Committee after that meeting. The officers discussed expanding attendance at the 2021 training by including some committee chairs.

F. Environmental Quality Board (EQB) Changes

In January 2019, Steve Bot, City of St. Michael, approached President Grothaus and CEAM President John Gorder regarding a response to the permit changes proposed by the EQB. The officers discussed the request and decided in the interests of the chapter's diverse membership, the chapter would not provide formal comment. The timing needed to provide a response also did not align with the Executive Committee's meeting schedule in order to have a full discussion with the chapter board. Future requests will be forwarded to the Government Affairs Committee (GAC) for discussion and presentation to the Executive Committee for discussion.

GAC Chair Johnson added a public hearing will be scheduled based on the number of responses received by the EQB and he will provide information with dates and times for the Chapter Assistant to email to the membership.

G. Accounting Subcommittee Update

Transition of the chapter finances from APWA is moving ahead. APWA is helping work with US Bank in getting chapter credit cards. Meanwhile, both Chris Petree and Kristin Asher's cards are being used. National has been converting the chapter's finances to QuickbooksOnline (QBO) for the period January 2018 through January 2019. QBO information and training materials have been received and the Chapter Assistant will be setting up training with APWA.

H. Region VI Director

Chuck Williams' term as Region VI Director will end soon and APWA is seeking a replacement director. APWA requires each regional chapter provide a representative on the National Nominating Committee. Jeannine Clancy has been appointed to the committee and a new director will be decided at the end of March. The new Region VI Director will take Director William's place at the Seattle PWX in September.

3. **SECRETARY/TREASURER'S REPORT (Beth Engum, Secretary/Treasurer; and Lee Gustafson, Deputy Treasurer)**

A. Minutes from Dec. 6, 2018 Year-End Meeting

MOVED by Emily Lueth and seconded by Nick Egger to approve the minutes of the Dec. 6, 2018 Executive Committee. Motion carried.

B. Minutes of Dec. 7, 2018 and Jan. 4, 2019 Officers Conference Calls

Provided for information purposes. No comments were received.

C. Financial Report (Gustafson)

i. Account Details and Financial Statements

Gustafson noted that accounting details have not been provided by APWA for several months. The financial reports were presented for months ending Dec. 31, 2018 and Jan. 31, 2019, and the US Bank statement for the month ending Jan. 31, 2019. A check was received from the University of Minnesota for the Fall Conference royalties in the amount of \$15,708.03 and \$7,600 was transferred from US Bank account to APWA to help reduce the deficit. The following fund balances are reported:

| For months ending: | Dec. 31, 2018 | Jan. 31, 2019 |
|---------------------------|----------------------|----------------------|
| Financial Statements | (\$39,395.00) | (\$40,146.00) |
| Merrill Lynch | \$142,974.99 | \$150,9004.96 |
| US Bank | | \$10,888.89 |

MOVED by Beth Engum and seconded by Monica Heil to approve the financial statements for months ending Dec. 31, 2018. Motion carried.

MOVED by Beth Engum and seconded by Monica Heil to approve the financial statements for months ending Jan. 31, 2019. Motion carried.

APWA now has a second investment option, DiMeo Schneider, available if the chapter choses to switch from Merrill Lynch. Vice President Matthys will talk to Audit Chair Hamilton about the investment option.

4. VICE PRESIDENT'S REPORT (Russ Matthys) – In Matthys' absence, President Grothaus provided the update.

A. Science Museum "Civil Engineering Day" Sponsorship

The Science Museum asked if the chapter wanted to sponsor the "Civil Engineering Day" again this year. The event will be on March 30. Vice President Matthys recommended choosing the Supporting Sponsor at \$2,500 again if the Executive Committee agrees to sponsor the event. The event is a well-attended outreach in getting children interested in engineering and the public works industry. A supporting sponsor gets a booth, 25 attendee tickets and the chapter's logo will be on promotional materials. Public Awareness Committee Chair Chuck Schwartz will be the chapter contact for the event. Looking at the budget, there is not a line item assigned to the Science Museum event. This will likely come up as an ongoing event to support and will be considered in future budget cycles.

MOVED by Amy Grothaus and seconded by Kristin Asher to approve sponsoring the Science Museum's 2019 Civil Engineering Day at the Supporting Sponsor level amount of \$2,500 to be funded out of the chapter's reserves. Motion carried.

B. Young Professionals Stipend to 2019 PWX

The Chapter offers a \$1,750 stipend for a Young Professional to attend an upcoming PWX. Letters of interest are due May 31, 2019. Emily Lueth will push out the information to the young professionals' email list.

C. 2019 Chapter Dinner

No update provided.

5. PAST PRESIDENT'S REPORT (Kristin Asher)

A. Raise Our Grade Minnesota

Barsuhn submitted a contract for Phase 2 of the Raise Our Grade Minnesota campaign. The scope is for the website detail and building the site. The contract includes about \$1,800 to meet AA Accessibility Compliance. Additional changes after the initial build will be billed \$125/hour. After launch, there will be a hosting, maintenance and support fee of \$199/month. The hosting company is Fjorge. The annual hosting fee of \$2,388 will be an ongoing fee as long as the website is active. APWA has reviewed the contract and had no objections. To help get the website launched, Asher is looking for non-transportation projects (unfunded or partially funded) and project contacts. People can reach out to Asher with that information.

When the 2018-19 budget was prepared, \$25,000 was added to help cover initial costs for the Raise Our Grade campaign (item 670-200-150 Consultant/Subcontractor Fees (MN2050 documentary)). The Executive Committee approved a budget amount of \$17,000 on Aug. 8, 2018 for the first phase of the campaign and up to \$30,000 at the Dec. 6, 2018 meeting for Phase 2 of the project.

MOVED by Kristin Asher and seconded by Beth Engum to approve the Phase 2 contract with Barsuhn for the Raise Our Grade Minnesota campaign at a not-to-exceed amount of \$25,000 to cover website reiterations if needed at the hourly rate of \$125. Motion carried.

MOVED by Kristin Asher and seconded by Beth Engum to amend the Raise Our Grade Minnesota campaign amount approved by the Executive Committee on Dec. 6, 2018 from \$30,000 to \$25,000 for the Phase 2 contract, and amend the project total to \$42,000 for the Raise Our Grade campaign with the deficit budget amount funded from chapter reserves. Motion carried.

At the year-end meeting the Executive Committee suggested forming a subcommittee for the campaign. The Government Affairs Committee (GAC) has formed a group of about 30 people from across the state and Asher is the subcommittee chair and Zach Johnson is the GAC liaison to the subcommittee. If others want to participate, they can notify Asher.

B. Government Affairs Committee (GAC) (Zach Johnson)

• Legislative Update

- Chair Johnson and Past President Asher have been participating in a weekly call with the League of MN Cities, MN Transportation Alliance, Metro Cities and MnDOT and Johnson and Asher provide call updates to the GAC.
- There has not been much going on because legislators are waiting for the governor to release his budget.

- The GAC is watching a number of bills, including a consultants' bill where anytime a consultant is hired to help with applications, agencies have to go out for RFPs.
- Attending some house and senate committee hearings.
- GAC members continue to build relationships with legislators and committee chairs and find they are eager to learn and hear what the GAC has to say. They are aware of the Raise Our Grade Minnesota campaign and want to hear more once the website is launched.
- MN House of Representatives, Transportation Finance & Policy Division, is hosting field hearings across the state. Agenda information for each of the meetings is being sent out to the chapter membership.
- Challenges.
 - How to better inform public works folks. For example, Johnson attended the field hearing in St. Cloud City Hall and met the St. Cloud city engineer who was not aware the hearings were going to be at city hall.
 - Updated contact information. Johnson has been using the chapter's website member list as a resource and some of that information is not current. Members are responsible to contact APWA's national office of changes in contact information.
 - Being prepared to explain the data when asked to present to the legislators.
- Raise Our Grade Minnesota Campaign. Good news is everyone Johnson has talked to is aware of the campaign.
 - Biggest challenge is identifying more project content from the eight congressional districts for posting on the ROG website. Suggestions can be sent to Johnson.
 - Have about six individuals willing to be interviewed and videoed for the website.
 - Working on energy projects.
 - Projects are always welcome to continue to refresh the website.
 - Looking for regionally significant projects.
- APWA Advocacy Ambassador. APWA requested the chapter to appoint an advocacy ambassador. The ambassador role is to be a support between national's efforts to educate Minnesota's representatives. Johnson volunteered to serve as the MN Chapter advocacy ambassador with the long-term goal of identifying ambassadors from each congressional district within the state providing a greater benefit to APWA.

6. COUNCIL OF CHAPTERS REPORT (Jeannine Clancy)

A. Delegate's Report (On behalf of Clancy, President Grothaus gave update)

- *National Committees.* Nominations are open and the deadline to submit is March 22. Self-nominations are also accepted. Members interested in being nominated for a committee, can let President Grothaus know so that a letter of recommendation can be provided on behalf of the nominee. Examples of open positions include the Awards Committee, Center for Sustainability, Solid Waste, and Leadership and Management.
- *Advocacy Ambassadors.* An email was received from Region VI Director Chuck Williams with the request for the chapter to nominate an advocacy ambassador from the chapter. As noted above, Zach Johnson has volunteered for that role and will send an email to Director Williams notifying him of his interest.
- *Snow and PWX Conferences.* Historically, the chapter has been in favor of hosting snow and PWX conferences in Minnesota. At a recent conference call, the officers discussed assigning two people to be the champions for each of those efforts. More information to come later.

B. History Committee (Dave Hutton, Chair) – No report

7. DIRECTOR/COMMITTEE CHAIR REPORTS

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

i. Membership & Special Events Committee (Jason Sprague and Nick Egger, Co-chairs)

- The Topgolf event following the 2018 Fall Conference was well received and will recommend repeating the event at the 2019 Fall Conference.
- Treasure Island Center (MN Wild Practice Facility) and Alliance Field (MN United FC Stadium) technical tours were held in December and January, respectively. Both tours were well attended.
- Getting ready to kick off the 2019 sponsorship campaign. The committee agreed with the current sponsor level amounts and are confident to leave it at those amounts. The goal is to have the sponsors renewed by the Spring Conference.

- One-time agency sponsorships. Met Council Environmental Services may be interested in contributing a one-time donation for certain chapter events. Other agencies may also be interested. Jupe Hale added the conferences do have a mechanism in place where agencies can collectively contribute to an aspect of the conference and receive meaningful benefit. For example, MnDOT has supplied AV assistance to the Fall Conference that has been a huge savings to the chapter.
- Upcoming events:
 - March 28 – Feed My Starving Children
 - April 11 – Split Rock Studio technical tour
 - July 11 – Summer Golf event
- The committee recently discussed non-traditional ways of raising funds for scholarships. Beth Engum shared information she learned at the Leadership Training regarding fundraising (such as beer & brats, Traveling Trophy, etc.). The M&E Committee is exploring some kind of fundraising idea to add to the July 11 golf outing. Members can let Engum know if they have fundraising ideas.

b. Outstate Director: John Olson

i. Outstate Committee (Chris Petree, Chair)

- The Outstate's first meeting is planned for March 15 in the City of Rochester.

ii. Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)

- Currently, the Chapter has 16 submissions for National awards.
POST-MEETING NOTE: The chapter will not be submitting a nomination for the Professional Manager of the Year: Public Right of Way reducing the total submissions to 15.
- Awards submittals are due March 4.
- A goal of the committee is to work through the Environment & Sustainability (E&S) Committee to generate interest for the Environmental Stewardship Award. E&S Vice Chair Matt Huggins added they will be recruiting applicants for the nomination in the future.
- The PACE award is due on June 3, 2019.

c. Vendor/Contractor Director: Mark Rehder

i. Communications Committee (Lydia Ener, Chair)

- The committee is focusing on the following:
 - Peer-to-Peer Resource collaboration to improve outstate involvement – website content.
 - Articles from Student Chapter, Young Professionals and Outstate.
 - Social media content and website, especially photos.
 - Assist with Raise Our Grade with reviewing content, etc.
 - Create short mini-videos for website and social media. Ideas such as getting real-time, spontaneous videos by approaching someone at a conference and ask if they are willing to participate and then post to social media; or after an Executive Committee meeting, ask one of the members why they are involved in the leadership of the chapter.
 - Reviewed committee members' roles and responsibilities for article and content creation.
- The committee is looking for two to three members. Information is posted on the chapter's volunteer page on the website.
- Asher brought up legislation that is coming forward regarding an increase in training required to meet CDL requirements. The legislation is scheduled to go into effect in February 2020 and could potentially be cost-prohibitive for cities. Because it is a national issue, Asher reached out to APWA's Director of Government Affairs Andrea Eales and Andrea had not heard anything about it. Asher said there is an exception the State of Minnesota can adopt that includes emergency response and snowplowing. She said the City of Richfield would want a full municipal exception. Asher is wondering if the Communications Committee can help find out what concerns other cities might have, and she also wonders how that can be done efficiently so that members learn about the issue and be a voice to legislators.

d. Manager/Engineer Director: Jupe Hale

i. Education & Training Committee (Monica Heil, Chair; Tim Plath, Vice Chair)

- The Midwest Regional Water Utility Management Institute asked if the chapter would want to contribute to the institute. The chapter has not contributed to them for a number of years; however, the chapter logo is on the institute's marketing materials. The institute would allocate a scholarship for the contribution. Any contribution would be considered as part of the chapter's 2020 budget considerations. The cost per student is \$635 to attend. The E&T will discuss and come back with a recommendation. If the committee recommends an amount, they will stipulate the contribution must be given to a public agency employee.
- 2019 Scholarships. The scholarship fund was increased to \$20,000 in 2018. The chapter is offering five \$2,500 college scholarships and three \$2,500 technical school scholarships.

For many years, the chapter offered a named Dewey Kasma Scholarship in the amount of \$2,500 (highest ranked scholarship) and \$2,000 for the remaining scholarships. The Kasma family has not donated to the Dewey Kasma Scholarship for a number of years. Recently, Mark Kasma said the Kasma Family would like to donate \$2,500 over the next 10 years to keep the named Dewey Kasma Scholarship active. A few years ago, the Executive Committee was approached by a consultant offering to donate to the scholarship fund on the condition it be awarded under the sponsor's name. At that time, the Executive Committee decided in fairness to its members, the consultant could donate the money; however, the scholarship would not be given out under the consultant's name. The E&T is looking for input from the Executive Committee if the chapter accept the money from the Kasma Family, how would the scholarship be structured. If accepted, it's possible a \$5,000 scholarship can be awarded indicating it is partially funded by the Kasma Family and may be more appealing for an individual to apply. The Kasma scholarship has a history and purpose to allocating it as a scholarship and that would need to be considered in establishing a protocol for accepting future donations.

At the Leadership Training, President Grothaus learned APWA has started a foundation and ask if the chapter would consider establishing a foundation. Personal gifts could then be deposited in the foundation. Engum said an APWA group is coming up with a white paper regarding fundraising ideas for scholarships and foundations.

After discussion, the E&T Committee will move ahead and advertise the 2019 scholarships and include the Dewey Kasma scholarship as one of the scholarships. The E&T will then develop protocol for accepting donations to future scholarship programs for the Executive Committee to approve.

Emily Lueth asked if the donating protocol could also cover fundraising efforts by the Membership Committee.

Chair Heil will follow up with Mark Kasma and relay the outcome of the meeting discussion concerning his request.

The E&T is proposing to modify the language on the technical scholarship application. Kevin Schlangen would like to modify the technical college to include fleet-related coursework as well as civil engineering technicians.

- Self-Assessment Accreditation Workshop. APWA will provide someone to come in and talk to agencies about what it takes to become accredited. The chapter hosted a workshop in 2011 and as a result, the City of St. Paul was the only agency that pursued accreditation. Cost is a barrier and also understanding what the benefits of accreditation are.

Kansas City is offering the workshop and Minnesota members could attend that workshop or consider offering it as a breakout or whole session at one of the chapter conferences. If the meeting space was donated, the cost would be about \$2,000 to have National come to Minnesota. The chapter may get better attendance if it was provided as part of a conference. The E&T would like to send a survey to poll the interest of the members.

President Grothaus added it cost \$5,000 to \$25,000 for an agency to get accredited over an 18-month period. She would favor polling members to determine level of interest.

- Leadership Academy. Instructor Wally Wysopal approached Tim Plath and Heil about some of the student types attending the academy. Master's degree credits can be earned in the academy. His observations of the students attending will not realize that benefit from the program. Many of the students come in with high school diplomas, associate degrees and very few have the intent to go on to earn a master's degree. He suggested looking at offering the program through the University of Minnesota as a better opportunity in a bachelor or associate credit-earning program. It would be a reduction in cost if offered as a non-credit earning program. Wally also teaches at Metro State and it has certificate programs that puts students on a course of earning a bachelor's degree.

The E&T would like to add this poll to the survey concerning the benefits offered by the Leadership Academy along with the Self-Assessment Workshop.

The survey would be short and include (1) are you interested in attending a self-assessment accreditation and, if offered, support attending at the Fall Workshop; and (2) feedback about the Leadership Academy.

The E&T will develop the survey and provide a link to the self-assessment workshop on APWA's website for members to understand what is involved in the accreditation program. They will also consider reaching out to the City of St. Paul for a local testimonial of the benefits they received from the program.

e. Superintendent Director: Joe Wiita

- i. Environment & Sustainability Committee (Michael Thompson, Chair, Matt Huggins, Vice Chair)
 - Adopt-a-Highway – May 2 (1 to 3:30 p.m.) and Oct. 10 (1 to 3:30 p.m.).
 - Discussed fluoride reduction strategies and other issues regarding maintenance.
 - MCES is analyzing low flow for snow melt from larger parking lot areas discharging into a sanitary system as opposed to stormwater system. Before reaching out to the MCES, the committee wanted feedback from the Executive Committee. More information will be shared at a future meeting.
 - Looking for potential nominees for the Environmental Stewardship Award to recommend to the Awards Committee.

f. Consultant Director: Monica Heil

- i. Diversity Committee (Marcus Thomas, Chair)
 - Attended the City of Maplewood's Wunderkammer Diversity-focused Job Fair.

g. State/County/Regional Director: Chris Sagsveen

- i. Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)
 - The committee is helping to move the Public Works Proclamation through to Governor Walz's office for approval.

h. Young Professions Director: Emily Lueth

- i. Young Professionals Committee (Chris LaBounty and Alex Jordan, Co-chairs)
 - Ongoing student chapter efforts at University of Minnesota, University of St. Thomas and Minnesota State University (Mankato).
 - Brainstorming ideas how to bring the student chapters together. Looking to do tech-based activities. Ideas can be sent to the Lueth or YP chairs.
 - LaBounty learned from the recent National YP Committee conference call about the push to promote public works to groups outside of engineering such as GIS, Planning, Environmental Services, etc. The YPs will add these areas to their effort in getting into those programs at the colleges. Chris suggested the E&T Committee consider this idea to target for a scholarship.

i. Conference Planning (Matt Saam and Russ Matthys, Co-chairs)

- The committee has met twice and will meet one more time before the Spring Conference.
 - The conference title is Workforce Diversity.
 - Time will be provided for the Diversity Committee and two or three diversity-type speakers.
 - Kick off speaker is Jay Gubrud, race car fan.
 - Friday speakers will be either Bob Sansevere and John Kriesel (local radio/newspaper personalities).

j. Volunteer Coordinator Report (Eric Fosmo)

- Organizing the new members Meet and Greet. Looking at the end of March.
- Received one volunteer request and Fosmo will follow up.

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

8. OLD BUSINESS

No old business.

9. NEW BUSINESS

No new business.

10. ADJOURNMENT

President Grothaus adjourned the meeting at 2:14 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: March 27, 2019

Respectfully submitted,

Beth Engum
APWA-MN Chapter Secretary/Treasurer