



**EXECUTIVE COMMITTEE MEETING**  
**April 17, 2019**

**MINUTES**

**In attendance:** Amy Grothaus, Russ Matthys, Beth Engum, Kristin Asher, Jeannine Clancy, Lee Gustafson, Nick Egger, Lydia Ener, Eric Fosmo, Monica Heil, Dave Hutton, Zach Johnson, Chris LaBounty, Emily Lueth and Mark Rehder

Pat Schutrop, Chapter Assistant and Recorder

**1. CALL TO ORDER**

President Grothaus called the meeting to order at 12:14 p.m.

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

A. Science Museum Recap

On March 30, the Science Museum held a successful 2019 Civil Engineering Day event breaking attendance records for the year. A number of chapter members attended and staffed the chapter's booth. The Science Museum plans to continue the annual Civil Engineering Day and the chapter anticipates its participation by continuing to be a supporting sponsor of the event.

B. Emerging Leaders Academy (ELA)

APWA is now accepting applications for the Emerging Leaders Academy (ELA) and the chapter will sponsor a young emerging leader for the program. Program information will be posted on the website. The program is competitive and interested members will be asked to provide a summary of chapter involvement with a description of activities. The officers will review the letters of interest received and recommend a candidate to the Executive Committee for approval. The chapter will then provide a letter of recommendation to the selected candidate to include with the application to APWA. Eric Seaburg completed the ELA and President Grothaus recommended the YP Committee reach out to him for information about his experience with the academy.

C. Spring Conference Business Meeting Agenda

The business meeting is at 11:30 a.m. on Thursday, May 9. President Grothaus reviewed the agenda and gave an overview of the meeting.

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

A. Minutes of March 8, 2019 Officers Conference Call

Provided for information purposes. No comments were received.

B. Minutes from March 27, 2019 Executive Committee Meeting

**MOVED by Russ Matthys and seconded by Beth Engum to approve the minutes of the March 27, 2019 Executive Committee as presented. Motion carried.**

C. Financial Report (Gustafson)

i. Chapter Financial Statements and Claims Report

The reports presented today are now generated through QuickbooksOnline (QBO) and were set up by APWA National's accounting department. The Budget vs Actuals will give committees a good idea of where they are positioned each month in the budget. The General Ledger report mirrors the checking account (deposits, checks, etc.). Gustafson requested the Chapter Assistant to include the previous and current months data on the General Ledger.

For months ending March 31, 2019	
<b>Opening Balance Equity</b>	<b>\$318,919.49</b>
US Bank	\$113,123.78
Merrill Lynch	\$154,346.42
<b>Total Current Assets</b>	<b>\$267,470.20</b>
<b>Net Income</b>	<b>(\$51,449.29)</b>
April 2019 Claims	\$8,656.43

**MOVED by Emily Lueth and seconded by Russ Matthys to approve the financial statements for months ending March 31, 2019 and the April 2019 Claims Report. Motion carried.**

**4. VICE PRESIDENT'S REPORT (Russ Matthys)**

A. Young Professionals Stipend to 2019 PWX

No applications have been received to date. Deadline is May 31, 2019 to submit letters of interest.

B. 2019 Chapter Dinner

Matthys has narrowed down the selection to three choices within walking distance of the conference center. He will announce the dinner location at the Spring Conference.

**5. PAST PRESIDENT'S REPORT (Kristin Asher)**

A. Raise Our Grade Minnesota (ROG MN)

A demonstration of the ROG MN website will be on Friday morning of the Spring Conference. The consultant, Scott Barsuhn, was going to work with Phone to Action through the Transportation Alliance enabling people to select their district and connect with their legislator; however, that system will not work out as anticipated. There is an original email program that Barsuhn will develop at a one-time cost of \$1,500 which will give more capability to track who visits the site and provide other tracking data.

People from all eight congressional districts have been identified to be interviewed. Five primary public works issues addressed include ports and waterways, roads and bridges, aviation, sanitary stormwater and wastewater.

The website will include a project list for every district and every discipline. A number of agencies (MnDOT, Municipal Council of Aviation, Waterways Council, etc.) donated time to help put the information together. There will be three to seven projects per district per discipline.

Clancy shared the Public Facilities Authority website identifies water and wastewater projects that have funding needs. Also, the City of Freeport and City of West St. Paul are additional contacts that have unfunded wastewater projects that might be of interest to include on the ROG website.

Barsuhn will develop a training video demonstrating how to make simple updates to the website and for more involved updates, the chapter will request assistance from Barsuhn.

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

Johnson shared the house and senate are not communicating well making it difficult to identify any outcomes at this time; however, he offered the following update:

- The focus has been on the Hands-Free bill which just passed.
- The local authority speed limit bills have generated a lot of discussion. Both the house and senate have bills giving authority to elected officials to determine speed limits without consulting engineering staff or law enforcement. CEAM voiced its objection to not including input from engineers in speed limit determinations and it was similarly dismissed. As a next step, the GAC will try to put together a subcommittee to offer input but doubtful it will be received by the authors of the bills.
- There is about \$100 million earmarked for local road and local bridge improvements.
- HOV legislation for MN Pass will require three people per vehicle instead of two and with that there will be an additional fine for traveling in the left lane as opposed to actively passing.

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

### A. Delegate's Report

- Clancy has not heard the outcome of the national committee nominations and will check back with APWA for the results.

### B. History Committee (Dave Hutton, Chair)

- Recently posted a "Where Are They Now" article featuring Tom Colbert.
- Tom Johnson is working on an interview/video interview with his grandfather to capture his experience working for Hugo Erickson at City of Minneapolis.
- The committee is looking for two additional members and a potential Vice Chair for leadership transition.

## 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)
  - Annual Feed my Starving Children event was well attended, and the group packed about 20,000 meals feeding 53 children a year.
  - The Split Rock Studio technical tour was canceled due to the weather and will be rescheduled for mid-May.
  - The sponsorship campaign will complete at the end of April. To-date, 19 companies have renewed, and the committee is making final contacts with potential sponsors.
  - The sponsors will be recognized on a sponsor board at the Spring Conference.
  - July 11 – Annual Summer Golf Outing.
  - White paper on funding opportunities for scholarships. Beth Engum learned APWA is finalizing the paper and a point of contact has been assigned. Engum recommends holding questions until after the white paper has been released. The committee will share the paper with the Executive Committee when it is received.

### b. Outstate Director: John Olson -No report

- i. Outstate Committee (Chris Petree, Chair)
- ii. Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair) – In Lloyd's absence, President Grothaus provided the update.
  - Notification was received for the following national awards. The complete list will be announced at the Spring Conference.
    - Exceptional Performance Award – Journalism, non-Chapter - Children's Book Series: Bolton & Menk
    - Professional Manager of the Year – Engineering & Technology: Paul Pasko, SEH
    - Professional Manager of the Year – Transportation: April Crockett, MnDOT

### c. Vendor/Contractor Director: Mark Rehder

- i. Communications Committee (Lydia Ener, Chair)
  - The committee is looking at how to manage social media content such as posting and reposting information. Guidelines were developed based on the existing web content guidelines and the committee is looking for feedback and/or approval of the guidelines. The Executive Committee will review and send comments to Ener to include in a final document for approval at the June 19 Executive Committee meeting.
  - Looking for more content and photos for social media and the website.
  - Will be creating 5 to 7 mini-videos at the Spring Conference to post during the Public Works Week.
  - Added two new committee members – Jacqueline Thompson, Bolton & Menk; and Riley Dvorak, Forterra.

### d. Manager/Engineer Director: Jupe Hale

- i. Education & Training (E&T) Committee (Monica Heil, Chair; Tim Plath, Vice Chair)
  - The E&T-focused survey was emailed to the membership seeking feedback on the self-assessment accreditation workshop and the Leadership Academy bachelor's degree credit discussion. The survey was 10 questions and responses are due by April 26.

- Working on the Fall Workshop ideas. The outcome of the survey will guide the topic selection. The Stan Berry Writing to Get Things Done session will be offered if there is enough interest. The class needs 25 students to make it worthwhile.
  - Leadership Academy graduates will be recognized at the Spring Conference.
- e. Superintendent Director: Joe Wiita – No report
- i. Environment & Sustainability (E&S) Committee (Michael Thompson, Chair, Matt Huggins, Vice Chair)
- f. Consultant Director: Monica Heil
- i. Diversity Committee (Marcus Thomas, Chair)
    - The Diversity Committee will talk about the Diversity Pledge Challenge at the Spring Conference. There also will be a session and guest speaker addressing diversity at the conference.
    - The committee requested an increase in the 2019-20 budget from \$2,000 to \$2,500 for the Diversity Grant. The grant will be advertised in June, applications reviewed by the committee in July and request approval by the Executive Committee in August.
- g. State/County/Regional Director: Chris Sagsveen - In Sagsveen's absence, Vice President Matthys provided the update.
- i. Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)
    - The committee discussed purchasing polo shirts for volunteers. Matthys discussed the purchase with the officers, and as a start, the committee will purchase shirts for volunteers. The shirts will provide a clear representation of volunteers connected with APWA at events.
    - As an upcoming budget need, the committee is requesting \$3,000 to purchase two toolkits for STEMLink, etc. Currently, the committee has been making or borrowing kits. The new toolkits would be available for members to check out on the website. The PAC will put together a list of resources offered by or known by other Executive Committee members that are available for public use.
    - Two upcoming Success Beyond the Classroom events are scheduled at Normandale College (May 17) and Century College (May 22-23). The goal of the events is to give grade-school-age children a college experience and the event reaches about 75 to 125 students a day.
    - When applications are available, the PAC will apply to participate at the State Fair again this year.
- h. Young Professions Director: Emily Lueth
- i. Young Professionals Committee (Chris LaBounty and Alex Jordan, Co-chairs)
    - Hosting the annual college graduation event again in June.
    - Presenting an "About APWA" lunch and learn at the University of St. Thomas (UST) in May.
    - Working on getting official student group set up at UST with the goal of first official meeting this month.
    - Annual lawn bowling event in June.
    - Annual mini-golf event scheduled after the July 11 Summer Golf Event.
    - Working on a university-by-university virtual educational competition.
    - The YPs created a flyer to raise awareness of city, county and Met Council internships. The flyer received good feedback from students and the YPs will do it again. The committee will include GIS, environmental services and technical internships on the flyer next year.
- i. Conference Planning (Matt Saam and Russ Matthys, Co-chairs)
- The Spring Conference is planned and ready to go. Matthys invited everyone to attend.
  - The Minnesota City Managers Association (MCMA) approached the chapter and asked if the chapter would consider moving the spring conference in 2020 and 2021 to another week. The MCMA holds their conference the week before the chapter conference. The Conference Planning Committee is working with MCMA to resolve the conflict.
- j. Volunteer Coordinator Report (Eric Fosmo)
- The first new members' meet and greet is scheduled next week at Doolittles in Golden Valley.
  - The History Committee is looking for new members.
  - Looking for photographers for the Spring Conference and the golf outing.

- k. MN2050 (Greg Stonehouse, Chair) – **In Stonehouse’s absence, President Grothaus guided the discussion.**
- Grothaus asked if there was any discussion about the future of the MN2050 website in light of the ROG website. Zach Johnson added they are looking at possibly updating the videos using a different approach such as snapshot type videos. In order to move ahead with that idea, a funding source will need to be identified. TPT helped produce the first videos and they might be interested in participating again. The GAC will discuss at its meeting on April 25.

**8. OLD BUSINESS**

No old business.

**9. NEW BUSINESS**

No new business.

**10. ADJOURNMENT**

President Grothaus adjourned the meeting at 1:38 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: June 19, 2019

Respectfully submitted,

Beth Engum  
APWA-MN Chapter Secretary/Treasurer