



EXECUTIVE COMMITTEE MEETING

June 19, 2019

MINUTES

In attendance: Amy Grothaus, Russ Matthys, Beth Engum, Kristin Asher, Jeannine Clancy, Nick Egger, Lydia Ener, Jupe Hale, Monica Heil, Matt Huggins, Chris LaBounty, Sarah Lloyd, Emily Lueth, Richard McCoy, John Olson, Chris Petree, Mark Rehder, Matt Saam, Chris Sagsveen, and Joe Wiita

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. Strategic Plan Update

The Chapter is in the middle of its 3-year strategic plan. President Grothaus distributed a draft infographic highlighting the chapter's strategic priorities and initiatives.

- A vision and mission statement were added to the graphic.
- The priorities continue to be value and voice of public works and membership/education. The three key initiatives for 2019-20 focus are the Raise Our Grade campaign, STEM/student outreach and "Future City" at the Science Museum.
 - The "Future City" idea came out of an officers' discussion where Jeannine Clancy had visited a similar exhibit at a LA Learning Center in Los Angeles, CA. The officers discussed working with and developing a permanent exhibit staged at the Science Museum focusing on public works. Russ Matthys added the exhibit would be stationed in a segment of the museum with a potential six-figure cost associated with it. The Science Museum recently shared the outreach of the Chapter's recent involvement with the museum. The STEM programs can reach 75 students at each event (about 10 a year) and the potential outreach at the Science Museum would be in the thousands. Matthys added creating a Future City display at the Science Museum would be worthwhile and a good return on the Chapter's investment. He will share the Science Museum attendance stats with the Executive Committee. The next step would be to set up a meeting with the Science Museum to determine what kind of effort would be needed to create the exhibit.
 - The Asset Management curriculum is important to the industry and one initiative discussed with Brad Henry to help decide where it fits.
 - Tracking of the progress on each initiative will continue and the infographic will be fine-tuned to illustrate the plan visually. The Executive Committee is encouraged to share feedback on the vision statement and the infographic with President Grothaus.

B. PWX/PWX Roadeo

President Grothaus encouraged people to sign up for the PWX. Early registration deadline is July 8 to save \$100. APWA also encouraged chapters to send representatives to participate in the PWX Roadeo.

C. Emerging Leaders Academy (ELA)

The application deadline to apply for the ELA is July 8. One letter of interest has been received so far.

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

A. Minutes of April 12 and May 3, 2019 Officers Conference Calls

Provided for information purposes. No comments were received.

B. Minutes from April 17, 2019 Executive Committee Meeting
MOVED by Mark Rehder and seconded by Kristin Asher to approve the minutes of the April 17, 2019 Executive Committee as presented. Motion carried.

C. Financial Report (Engum)

- i. Chapter Financial Statements and Deposit and Expense Report

The Financial Statement for months ending April 30, 2019 were approved at the 2019 Spring Conference; however, due to an error in project coding, the Executive Committee is requested to approve the revised statements presented. No changes were made to the Deposit and Expense Report.

For months ending April 30, 2019	
Opening Balance Equity	\$319,018.49
US Bank	\$123,279.92
Merrill Lynch	\$156,373.43
Total Current Assets	\$279,653.35
Net Income	(\$39,365.14)
May 2019 Deposits	\$18,433.51
May 2019 Expenses	\$9,025.69

MOVED by Russ Matthys and seconded by Beth Engum to approve the revised financial statements for months ending April 30, 2019 and May 2019 Deposit and Expense Report. Motion carried.

For months ending May 31, 2019	
Opening Balance Equity	\$319,018.49
US Bank	\$116,229.28
Merrill Lynch	\$151,690.59
Total Current Assets	\$267,919.87
Net Income	(\$51,098.62)
June 2019 Deposits	\$21,755.07
June 2019 Expenses	\$35,664.14

MOVED by John Olson and seconded by Kristin Asher to approve the financial statements for months ending May 31, 2019 and the June 2019 Deposit and Expense Report. Motion carried.

D. 2019-20 Budget (Engum)

The proposed 2019-20 budget was presented to the membership at the general membership meeting at the Spring Conference. No changes or edits were made to the draft and the 2019-20 budget is presented for approval. Vice President Matthys pointed out APWA requires chapters to have a balanced budget at the end of each fiscal year and the chapter will be taking \$18,347 out of its reserves to balance the 2018-19 budget. This is largely attributed to the unbudgeted Raise Our Grade initiative. The officers discussed what an appropriate balance the chapter should strive to maintain and agreed \$150,000 (minimum) to \$225,000 (maximum) seemed appropriate.

MOVED by Jeannine Clancy and seconded by Russ Matthys to approve the 2019-2020 budget as presented. Motion carried.

4. VICE PRESIDENT'S REPORT (Russ Matthys)

A. 2019 PWX Young Professionals Stipend

The chapter received two letters of interest from well-qualified members. The officers discussed the letters during the June 7 officers' monthly conference call and recommend giving the stipend to Christina Orlowsky, City of Lakeville, and asked the Executive Committee to approve the decision.

MOVED by Emily Lueth and seconded by Joe Wiita to ratify the officers' decision to award the 2019 PWX Young Professionals Stipend to Christina Orlowsky. Motion carried.

B. 2019 PWX Chapter Dinner and Awards Reception

The Chapter Dinner will be held at the Shaker + Spear Restaurant in the Kimpton Palladian Hotel, about 6 blocks from the conference center, on Tuesday, Sept. 10, from 6:30 to 9:30 p.m. A social hour with cash bar is scheduled from 6:30 to 7:30 p.m. with dinner from 7:30 to 9:30 p.m. Attendees will preselect an entrée (Arctic Char, Rockfish or Flank Steak) and the dinner will be served family style. The cost is \$50 per person for the meal and one drink ticket. Coffee and tea are included.

Based on 50 attendees, the chapter will subsidize each dinner at \$38. The chapter budgeted a subsidy of \$4,100 of which \$2,600 is proposed for the dinner and \$1,500 will be used for the Awards Reception.

Attendance at the Awards Reception may be about 65 attendees and Matthys has not yet decided where the reception will be held.

MOVED by Chris Sagsveen and seconded by Nick Egger to approve the \$50 per person cost and the proposed \$38 per person to be subsidized by the chapter for the Chapter Dinner. Motion carried.

5. PAST PRESIDENT'S REPORT (Kristin Asher)

A. Raise Our Grade Minnesota (ROG MN)

Since the launch of the ROG website, all the districts are now populated. The good news is one viewer of the website contacted the chapter to request if they could add to the infrastructure list.

There has been conversation within the ROG team and where the ROG campaign fits going forward. The MN2050 will be charged with pushing out the message of the Raise Our Grade campaign and outreach. MN2050 has a list of partners and resources to help with the outreach. After the website demonstration at the Spring Conference, Chad Isakson and Heidi Hamilton expressed interest, along with Alex Jordan who is already on the MN2050 Committee, to be involved in the ROG outreach. A MN2050 meeting will be scheduled in July and Asher will invite Isakson and Hamilton to attend the meeting. Zach Johnson, who has put a lot of effort in getting the ROG off the ground, will now focus on chairing the Government Affairs Committee.

Asher plans to meet with the ROG team along with the web developer, Scott Barsuhn, prior to the larger MN2050 meeting.

B. Government Affairs Committee (GAC) (Zach Johnson) – In Johnson's absence, Past President Asher provided the update.

- The GAC is developing educational modules to use with officials.
- Continue to reach out to legislators and cultivate relationships with them.
- GAC suggests talking about the strategic plan's top priorities of the chapter during the Fall Conference.

6. COUNCIL OF CHAPTERS REPORT (Jeannine Clancy)

A. Delegate's Report

- The Council of Chapters will meet prior to the start of PWX on Saturday, Sept. 7, at 7:30 a.m. in Seattle.
- The following chapter members were appointed to the following APWA national committees:
 - Bev Farraher – reappointed to Diversity & Inclusion Committee
 - Tim Plath – Professional Development Committee
 - Mark Ray – Chair of Emergency Management Committee and APWA liaison to the National Homeland Security Consortium
 - Matthew Morreim – AASHTO Snow and Ice Pooled Fund Cooperative
 - Jeannine Clancy – Water Resources Management Committee

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)
 - July 11 – Annual Golf Event
 - Future event – potential Saints game
 - August - St. Croix Meadows mixed use site technical tour
- b. Outstate Director: John Olson -No report
 - i. Outstate Committee (Chris Petree, Chair)
 - During Public Works Week, a group of high school students connected to STEM toured Hutchinson's water and wastewater operations facilities as part of a safety class for the students. Olson encouraged cities to reach out to their community's STEM representative to talk about exposing students to public works.
 - The committee continues to think of ways to increase its membership. As a result, Kevin Kruger, a young professional from WSB, has joined the committee. Another connection is the addition of Mindy Carlson of LTAP to the committee to partner in presenting educational topics statewide.
 - Committee member Reid Wronski is retiring on July 24. An article was posted on the website highlighting his public works career.
 - Petree noted as part of the chapter's partnership with the Fall Expo which will be held Oct. 2-3, 2019 at the St. Cloud Public Works Facility, the chapter will have a booth at the expo. Matthys has discussed the booth attendance with the Public Awareness Committee.
 - ii. Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)
 - The chapter's nomination for the PACE award was submitted on June 3.
 - Solicitation for local awards will start in August.
- c. Vendor/Contractor Director: Mark Rehder
 - i. Communications Committee (Lydia Ener, Chair)
 - The Social Media Content Guidelines was discussed at the April 17 Executive Committee with the recommendation the committee review and forward comments to Ener. No additional comments were received, and the Communications Committee recommends the Executive Committee approve the guidelines.
MOVED by Kristin Asher and seconded by Lydia Ener to approve the Social Media Content Guidelines as presented. Motion carried.
 - Ener is coordinating photographers for the July 11 golf event. She has three volunteers and is looking for at least one more. Beth Engum volunteered to help find another volunteer.
 - The committee will meet at the end of June.
- d. Manager/Engineer Director: Jupe Hale
 - i. Education & Training (E&T) Committee (Monica Heil, Chair; Tim Plath, Vice Chair)
 - SEH agreement for 2019-20 UUCIS facilitation services. The cost for the services is \$16,000 reflecting the amount in the chapter's budget.
MOVED by John Olson and seconded by Jeannine Clancy to approve the agreement with SEH to provide facilitation services for the 2019-20 UUCIS course in the amount of \$16,000. Motion carried.
 - The chapter's scholarship program increased to \$20,000 for 2019-20 allowing each scholarship to be awarded in the amount of \$2,500. One technical school recipient and seven college recipients are recommended to receive the scholarships. The recipients will be invited to attend the Fall Conference to be recognized.
MOVED by Beth Engum and seconded by Emily Lueth to approve awarding scholarships to one technical college applicant and seven college applicants as recommended by the Education & Training Committee in the amount of \$2,500 each. Motion carried.
 - E&T Survey results. The E&T surveyed the membership regarding the (1) Self-Assessment Accreditation Workshop, (2) Leadership Academy (Bachelor's Degree credit) and (3) Stan Berry's writing workshop. The following is a summary of the results:

- Self-Assessment Accreditation Workshop: Members are interested in attending a self-assessment workshop as an option for the Fall Workshop. Based on the survey response, the E&T recommends offering the self-assessment workshop as an option to the Fall Workshop in 2020.
 - Leadership Academy: If credit could be offered towards a master's degree, would that generate more interest in attending the academy. Based on the results, there would not be an increase in students attending and the E&T is not recommending any changes to the program at this time.
 - Stan Berry's Writing Workshop: Members continue to be interested in the writing workshop and favor continuing to offer it on the every-other-year cycle. The writing workshop is scheduled to be offered at the 2019 Fall Workshop.
- The focus for the 2019 Fall Workshop will be on safety.
 - The tentative agenda for 2020 Fall Workshop will be Fleet Certification (an abbreviated version) and the Self-Assessment Workshop.
 - Public Works Certification Program. The instructors will meet in July to debrief the 2018-19 school year coordinated through the University of Minnesota. One of the required components of the course is the English and communications course that has been challenged by some students who have a college degree stating the English requirements were satisfied in their degree process. The communications course is formatted specifically for public works. The E&T and the instructors will discuss this again at the meeting in July. As part of the certificate program, APWA requires 90 hours of course content and the chapter offers 150 hours so if one course was dropped the chapter would still meet APWA's criteria.

When the course was offered at North Hennepin Community College (NHCC), it was college writing and the chapter did not agree it fit with the need of the students taking the program. The chapter chose to move the program to the University of Minnesota and restructured the communications course at that time. The Executive Committee agree keeping the communications course as part of the curriculum and believe it will still benefit students taking the course. Heil will communicate the comments received from the Executive Committee members to the instructors.

A student challenged the need for him to take two courses (Office and Professional Skills for Public Works and Public Works Management and Communication) based on a comment received from someone at NHCC who told him his college degree satisfied the requirements of those courses. The student started the program at NHCC by completing one class and did one class at the U of M. In reviewing the student's record, two classes were not completed and was told he needed to complete the two courses to receive certification. Heil will relay the Executive Committee's decision that the student will need to complete the course to receive certification.

e. Superintendent Director: Joe Wiita

- i. Environment & Sustainability (E&S) Committee (Michael Thompson, Chair; Matt Huggins, Vice Chair)
 - The first Adopt-a-Highway cleanup event of the year took place on May 2 with 20 attendees. MnDOT selected APWA to be included in their training video.
 - October 10 is the next Adopt-a-Highway event.
 - Generating more interest in submitting applications for the Environmental Stewardship Award, both from the local and national standpoint.
 - The committee is tracking the NPDES MS4 permit process and topics related to PAHs and chloride reduction.
 - The next meeting is scheduled in July.

f. Consultant Director: Monica Heil

- i. Diversity Committee (Marcus Thomas, Chair)
 - The signed Diversity Challenge poster was submitted to the Washington Chapter and the chapter will be recognized as one of the participating chapters at the 2019 PWX.
 - Advertisement for the Diversity Grant was published with applications due July 26. The Diversity Committee plans to bring a recommendation to the Aug. 21 Executive Committee for approval.

- g. State/County/Regional Director: Chris Sagsveen
 - i. Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)
 - An email was received communicating favorable comments from the recent Success Beyond the Classroom STEMLink event at Normandale College where students made asphalt cookies.
- h. Young Professions Director: Emily Lueth
 - i. Young Professionals Committee (Chris LaBounty and Alex Jordan, Co-chairs)
 - Lawn bowling event took place on June 17 with 18 attendees. There will be photos and a write-up submitted for the website.
 - Mini-golf event will be scheduled after the summer Annual Golf Classic. Looking to move it back to Centennial Lakes this year.
 - ii. Student Chapter
 - University of Minnesota students celebrated the end of school year with a BBQ.
 - Continuing to work and establish the student chapter at the University of St. Thomas.
 - Doing outreach at the University of Mankato.
 - Working on setting up a national college competition with APWA.
- i. Conference Planning (Matt Saam and Russ Matthys, Co-chairs)
 - Survey. The committee discussed putting out a survey again of members regarding chapter conferences. The draft was attached in the packet. The request for feedback about the annual summer golf event was added. The Executive Committee agreed it is a good time to gather input from the membership. Matthys will work with the Chapter Assistant in getting the survey out to the membership.
 - The conflict with the timing of the Spring Conference between the MN Chapter and Minnesota City Managers Association (MCMA) has been resolved. The chapter agreed to hold its conference a week later every 4 or 5 years when the chapter's and MCMA's conferences are scheduled for the same time. In 2020, the spring conference will be one week later, and Grand View will not charge the chapter an extra fee.
 - The keynote speaker for Thursday morning during the Fall Conference will be Denise Barretto addressing diversity.
 - Brainstorming major topics for concurrent sessions at the conference.
 - At a future meeting, the committee will discuss the conference location.
- j. Volunteer Coordinator Report (Eric Fosmo) – No report
- k. MN2050 (Greg Stonehouse, Chair) – No report

8. OLD BUSINESS

No old business.

9. NEW BUSINESS

- Public Works Director Brian Wagstrom is retiring from the City of Minnetonka. A reception is planned for June 25 from 1 to 4 p.m. (short program begins at 1:30 p.m.) at the City of Minnetonka Public Works Facility, 11522 Minnetonka Blvd., Minnetonka, MN 55345.

10. ADJOURNMENT

President Grothaus adjourned the meeting at 1:39 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: Aug. 21, 2019

Respectfully submitted,

Beth Engum
APWA-MN Chapter Secretary/Treasurer