



## EXECUTIVE COMMITTEE YEAR-END AND NEW BOARD ORIENTATION MEETING

Dec. 5, 2019

### MINUTES

**In attendance:** Amy Grothaus, Russ Matthys, Beth Engum, Kristin Asher, Jeannine Clancy, Chris Petree, Nick Egger, Lydia Ener, Dan Erickson, Eric Fosmo, Jupe Hale, Heidi Hamilton, Matt Huggins, Dave Hutton, Scott Jensen, Zach Johnson, Alex Jordan, Sarah Lloyd, Emily Lueth, Richard McCoy, Ben Manibog, John Olson, Tim Plath, Mark Rehder, Matt Saam, Chris Sagsveen, Chuck Schwartz, Nina Stanley, Jesse Struve, and Marcus Thomas

**Guests:** Kevin Schlangen, Dakota County, and Mark Ray, City of Crystal

Pat Schutrop, Chapter Assistant and Recorder

#### 1. **CALL TO ORDER, WELCOME AND INTRODUCTIONS**

President Grothaus called the meeting to order at 11:34 a.m.

#### 2. **CHAPTER HOUSEKEEPING ORIENTATION ITEMS (Amy Grothaus)**

A. Chapter Assistant Pat Schutrop

President Grothaus introduced Pat to the Executive Committee and reviewed her chapter duties. Pat also manages an officers' task list of routine duties.

B. Executive Committee Templates

Templates will be updated and forwarded to the 2020 Executive Committee for their use by the first of the year. In addition, a roster of the Executive Committee members' contact information will be provided.

C. Directors' Articles

The Directors serving as liaisons to committees are encouraged to submit articles on topics of interest to the membership, events, etc. and submit to the chair of the Communications Committee.

D. Committee Expectations

Committee chairs are encouraged to submit articles to keep the members informed of what their committees are working on; manage committee meeting schedules and forward dates and time to the Chapter Assistant to add to the chapter website; prepare agendas and meeting minutes and forward to the Chapter Assistant for posting on the website; provide a committee roster to the Chapter Assistant for posting on the website; assist the chapter in implementing and supporting the strategic plan; and provide updates to the Executive Committee at its scheduled meetings.

E. Meeting Attendance

The Executive Committee has nine meetings annually, in addition to the spring and fall conference general business meetings. Committee chairs have an open invitation to attend all Executive Committee meetings. Directors are encouraged to attend all meetings and to notify the Chapter President and Chapter Assistant if unable to attend any of the meetings. The Executive Committee 2020 meeting schedule is set, and the meetings will be held at the City of Eagan Civil Arena (Mezzanine). Meeting appointments will be sent out for committee members' calendars.

F. Chapter Bylaws

The Chapter is governed by bylaws which were recently amended. The primary change in the recent bylaws' amendment was the establishment of the Chapter Alternate Delegate role. One of the duties of the Secretary/Treasurer is to review the bylaws for chapter compliance. The bylaws are also posted on the website.

G. Operations Manual

Several years ago, when the new chapter website was developed, the chapter decided the Operations Manual no longer needed to be updated annually and most of the information would be posted on the website. Recently, the officers decided it would be helpful to reinstate the manual so that a number of procedures, policies, etc. would be easily accessible in one location. The updating of the manual is in process. Once completed, the manual will be posted on the website.

H. 2020 Organization Chart and Director/Committee Liaison Assignments

The draft organization chart was briefly discussed. One of the roles of the directors is to be a liaison for a committee and asked to attend those committee meetings when possible. President Grothaus asked committee chairs and directors to look it over and send corrections to the Chapter Assistant.

I. Strategic Plan

The chapter developed a strategic plan (2018-2020) at the 2018 year-end meeting that is intended to guide the chapter and committees over a three-year period. The plan's main goals are consistent with APWA's national strategic plan. In 2019, a one-page infographic was developed with the strategic priorities and 2019/2020 key initiatives identified (PW Exhibit at the Science Museum, STEM/Student outreach and Raise Our Grade, MN). The committees are encouraged to use the strategic plan in guiding their committee activities.

3. **CHAPTER ASSISTANT CONTRACT RENEWAL (Amy Grothaus)**

The Chapter Assistant's contract was last renewed in 2017 and reflected the addition of financial duties. The officers have reviewed the proposed contract renewal and list of administrator duties. The primary change proposed is the hourly increase from \$65 to \$70 for the period Jan. 1, 2020 through Dec. 31, 2021, with the option to renew the contract for an additional year.

**MOVED by Russ Matthys and seconded by Jupe Hale to approve the renewal of the Chapter Administrator's contract from Jan. 1, 2020 through Dec. 31, 2021, with the option to renew for another year. Motion carried.**

4. **APWA-MN CHAPTER MEETING MINUTES (Beth Engum)**

A. Minutes from Oct. 4, 2019 Officers Conference Call

The Oct. 4, 2019 officers conference call minutes were presented for information purposes. No comments were received.

B. Minutes from Oct. 16, 2019 Executive Committee Meeting

**MOVED by Jeannine Clancy and seconded by Nick Egger to approve the minutes of the Oct. 16, 2019 Executive Committee meeting as presented. Motion carried.**

5. **FINANCIAL REPORT (Beth Engum)**

A. Financial Statements

Engum described the purpose for each report. The Balance Sheet is a quick reference to the financial status of the chapter. The Budget vs. Actuals report is a reference for committees to see where they stand according to the budget. The General Ledger is an outline of the checkbook activities for the current and previous month.

For months ending Nov. 30, 2019		
<b>Opening Balance Equity (as of 7/1/2019)</b>		<b>\$266,855.00</b>
US Bank		\$88,755.99
Merrill Lynch		\$163,060.49
<b>Total Current Assets</b>		<b>\$251,816.48</b>
<b>Net Income</b>		<b>(\$15,038.52)</b>
	<b>Deposits</b>	<b>Expenses</b>
Deposit and Expense Report (as of 12/05/19)	\$600.00	\$11,701.64

**MOVED by Heidi Hamilton and seconded by Nina Stanley to approve the Financial Statements for month ending Nov. 30, 2019 and the December 2019 Deposit and Expense Report. Motion carried.**

**POST MEETING NOTE: This motion is recognized as null and void due to the fact the mover is not a Chapter director. The motion will be presented at the Jan. 8, 2020 Executive Committee meeting for reapproval.**

B. US Bank Account - Officers Signatories

The Executive Committee is required to approve the incoming Secretary/Treasurer as an added signatory to the US Bank account.

**MOVED by Russ Matthys and seconded by Jeannine Clancy to approve adding Secretary/Treasurer-elect Nick Egger's signature as an additional signer on the account, remove President Amy Grothaus, and maintain President-elect Russ Matthys and Vice President-elect Beth Engum as signers on the US Bank account. Motion carried.**

**6. 2018-19 BUDGET REVIEW (Beth Engum)**

A. July 1, 2019 – June 30, 2020 Budget

Annually, committee chairs provide input in the budget preparation process. The budget document is a guide and the Balance Sheet report gives an up-to-date accounting of where the chapter is financially on a monthly basis. Budget for a few of the committees (History, etc.) is combined under a Food & Beverage General & Administrative line item. The 2020-21 budget preparation will begin in April for the budget starting July 1, 2020. Committees that have initiatives to pursue, but not in the budget, can bring up for discussion at an Executive Committee meeting for consideration.

B. Credit Card Use and Reimbursement

Currently, the chapter has three credit cards held by the President, Vice President and the Secretary/Treasurer for committees to use for committee expenses. A PDF of the receipts are to be forwarded to the Chapter Assistant, including the purpose for the reimbursement, who the check should be made out to and the address where the reimbursement check should be mailed. Contact the Chapter Assistant for credit card information.

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

A. Science Museum

Pursuing construction of a public works exhibit at the Science Museum is one of the chapter's strategic initiatives. Matthys and Public Awareness Chair, Chuck Schwartz, have met with the Science Museum a couple of times to discuss the exhibit and the museum is receptive to partnering with the chapter. Once the exhibit is designed, it will take about two years to build. The exhibit is an ambitious endeavor costing at least \$2 million dollars and creative ideas will be needed to raise the funds. At this time, the Science Museum is working on providing more details and potential costs to share with Matthys.

In the near-term, the museum has some construction activity going on onsite that may offer some opportunities utilizing existing infrastructure, identifying it and describing the public works function or role it has to educate visitors about public works. In the spring, the museum has a little over an acre in its backyard where an artesian well is located that may offer another opportunity. They are open to the chapter doing some work that would highlight public works (take about 6 to 9 months to construct) (such as utilizing the well, focus on the river, utilities, etc.). The museum is also interested in utilizing membership services regarding design and construction work and management. More information will be sent out as it is received.

B. 2020 Executive Committee Meeting and Officers Conference Schedules

The Executive Committee meetings and Officers' conference call schedules are scheduled, and meeting appointments will be sent to the Executive Committee.

**8. RAISE OUR GRADE, MN (ROG) (Kristin Asher)**

A press release was sent out before the Fall Conference. The subcommittee intends to meet after the first of the year to regroup and decide next steps to increase awareness. The chapter members are the voice of public works and Asher encouraged the Executive Committee to log onto the ROG Facebook page and share it with family and friends to help get the word out about the infrastructure needs. There is also a ROG Twitter account for organizations to follow or share. Chapter members are needed to spread the word. Two ROG banners are also available to use at local events. If manpower to staff the event is an issue, contact Asher for help. The subcommittee is also looking for

ideas such as having a holdup selfie frame to post on people's social media accounts. In addition to the ROG website, the chapter had a supply of the ASCE report cards; however, the supply has run out and ASCE is not ordering any more. The chapter will have to order and pay for the cards if more are wanted (\$1 per card if ordering 1,000). ASCE is working on a condensed version of the report card on a postcard and Asher will talk to Jason Staebell about adding the ROG logo and website address to the postcard.

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

### A. Delegate Update

Clancy introduced the National committee members in attendance and encouraged chapter members to consider participating on a committee at the national level.

### B. National Committee Introductions

- Fleet Services – Kevin Schlangen, Committee Member
  - Schlangen's current term has expired; however, he has been asked to stay on the committee to complete some outstanding committee efforts including the Fleet Certificate Program Workshop.
  - The Fleet Certificate Program Workshop:
    - Covers all aspects of the fleet management.
    - Four sessions during the Seattle PWX in 2019 introducing the program.
    - The certificate program will be offered at the 2020 Snow Conference.
    - In February 2020, prior to the snow conference, the Kansas City Metro Chapter has agreed to be the test pilot for the program.
    - After the Snow Conference, the certificate program will be ready to roll out to all the chapters.
    - The program will be ready to present to the MN Chapter at the Fall Workshop as a one-day class in 2020.
    - The cost will be similar to the Winter Maintenance Certificate Program.
  - In addition to the Fleet Certificate Program, the committee:
    - Is in the process of rewriting books.
    - Hosts Click, Listen and Learn webinars.
    - Provides presenters and presentations at APWA conferences.
    - Developed a Fleet knowledge team of about 20 people. If interested to be on the list, individuals can contact Schlangen. This is an opportunity for members to contribute to the Fleet Management Committee and to get to know more about the committee.
  - Schlangen was also involved on the national Awards Committee and communicated that the MN Chapter's submittals have received impressive reviews by APWA, largely due to the level of preparation put into the submittals.
- Diversity and Inclusion – Beverly Farraher, Committee Member – **Clancy provided the update on behalf of Bev Farraher**
  - The committee is committed to reaching out to local chapters and provide content for chapter conferences, etc. on diversity and inclusion.
  - In addition, the committee prepare articles for the *Reporter*, prepare sessions and provide speakers for the upcoming 2020 PWX, and working on revamping the APWA website for diversity and inclusion.
- Emergency Management – Mark Ray, Committee Chair
  - Three main committee objectives:
    - Reach out to other groups within the Homeland Security Enterprise to be the voice of public works.
    - Educational efforts through webinars and articles in the *Reporter*.
    - Foster local relationships between chapters and the Homeland Security Enterprise.
  - Committee time commitment is a two-year commitment (with option to continue up to a maximum of six years) with monthly conference calls and attendance at two in-person meetings (PWX and a spring meeting). When considering participation on the committee, Ray added it is important to have employer support because the employer is financially responsible to send the committee member to attend the meeting at PWX and APWA pays for the trip in the spring.

- Professional Development – Tim Plath, Committee Member
  - The mission is to provide oversight, guidance, support, and coordination for all APWA's professional development, education and training programs.
  - The committee meets monthly via conference calls and twice a year in person during PWX and in Kansas City. It is also transitioning from 16 members down to 8 members.
  - Currently working on a work product carried over from the larger committee which is a toolbox for mentoring.
    - National is now reviewing the document that will eventually be a three- to four-page handout.
    - Interest was expressed in equipping chapters with more tools to connect peers and mentorees with resources which will benefit veterans and new people coming into the industry.
    - Final product will be ready for distribution during the third or fourth quarter of 2020.
  - In addition, the committee is working on a pathway to higher employment starting with buildings and grounds and examining entry level requirements and what a candidate needs to do to progress from one step to the next. They will be working with the Facilities and Grounds Committee to help bring some career correction to the industry.
  
- Water Resources Management – Jeannine Clancy, Committee Member
  - The committee works on water, wastewater and drinking water issues and includes representative specialists from each of these areas.
  - Focusing predominantly on stormwater issues and the committee designs the content for the stormwater summits held at each PWX.
  - Also prepares articles for the *APWA Reporter*, create sessions and provide speakers at the national conferences, and develops a webinar held annually.
  - The Young Professionals Committee has asked each national technical committee to help develop basic information to provide to people new to public works or to provide to elected officials. Clancy was asked to help APWA national staff create a toolbox consisting of (1) what is generally the processes of a wastewater treatment plant; and (2) what are some best practices of wastewater collection systems, the conveyance system, conducting inspections, and what is smoke testing, CCTB, and a CSO permit, etc.

The national committee members encouraged members to consider volunteering for committees at the national level. The Minnesota Chapter is one of the more active APWA chapters and APWA would like to see more MN Chapter involvement at the national level. In addition, joining a subcommittee may be another way of getting involved at the national level. Depending on what the goals are of the national committee will depend on the amount of involvement required. APWA's website does advertise openings on committees. Schlangen said the members cycle off quickly and suggested if chapter members have staff interested in one of the committees, to provide that information to the national committee chair so the interested member can be in the queue for consideration. Clancy added appointments are made by the APWA President and it is important to have chapter support. The chapter will provide a letter of recommendation to individuals interested in being nominated to a national committee. Interested individuals can contact Clancy for more information.

## 10. COMMITTEE REPORTS (Russ Matthys)

Vice President Matthys asked committees to give an update on their mission, committee members, past successes and goals for 2020 related to the strategic plan. Committees are reminded to look over their committee page on the chapter website to confirm the member list is up-to-date and forward changes to the Chapter Assistant. If volunteers are needed or if a member is looking for a way to get involved in the chapter, committees can reach out to Volunteer Coordinator Eric Fosmo for help.

### A. Committees

- *Audit (Heidi Hamilton, Chair)*
  - The committee meets once a year to review the chapter financials and prepare the audit report submitted to APWA.
  - In 2020, Lee Gustafson will be transitioning out of the Deputy Treasurer role and the Audit Committee will attempt to transfer as much of his knowledge regarding the audit process as possible.

- *Awards (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)*
  - The committee meets a minimum of twice a year to review local and national award nominations.
  - In 2019, the chapter received six national awards. Locally, awarded one personnel award, one Environmental Stewardship Award, and one Project of the Year and one honorable mention for Project of the Year award.
  - The committee discussed how to approach getting more personnel award nominations. In 2018, the committee modified the personnel categories to widen the net for submittals. The Committee is looking for ideas to generate interest in submitting for all awards.
  - The committee will meet in January 2020 to develop recommendations for APWA's national award program. National 2020 deadlines:
    - Excellence in Snow & Ice Control Award are due Dec. 2, 2019.
    - Award nominations are due March 2, 2020.
    - PACE Award due June 1, 2020.
  - The committee is looking for additional members.
  
- *Communications (Lydia Ener, Chair)*
  - In 2019, the committee posted articles for all the major events regarding the chapter (such as conferences, expos, golf outing, student chapter-led activities, etc.).
  - Posting monthly articles from committees, directors, sponsors and members is ongoing goal of the committee.
  - Communicating relevant chapter information using social media tools such as Twitter, Instagram and LinkedIn. The Twitter account has about 100 followers now including cities, small local newspapers and the Pioneer Press.
  - In 2020, the committee will continue to encourage sponsors to submit articles for the website.
  
- *Conference Planning (Matt Saam, Co-chair; Beth Engum, incoming Co-chair)*
  - Conducted two successful conferences in the spring and fall. Attendance at the Fall Conference was about 500.
  - Early fall, the committee sent out a survey to the chapter members looking for feedback on the conferences and the golf outing. The results are in and Saam is in the process of reviewing them. The response level was low in that only 150 responses were received. Saam recommended at a future meeting, the Executive Committee discuss the responses received, how to generate more response from the membership, and if the survey should be resent.
  - 2020 Goals:
    - Continue to create relevant, high quality conferences with timely topics.
    - The committee will meet in January 2020 to start planning the 2020 Spring Conference.
    - Continue to track alternative locations for the Fall Conference. In recent years, the location of the Fall Conference is on ongoing topic and if the chapter has outgrown the site. The 2020 Fall Conference is locked in at the Earle Brown Heritage Center. The committee will be looking at two site options for future Fall Conferences; potential Eagan Hotel near the Vikings Training Center and Mystic Lake. Forward other suggestions to Saam.
    - Working with Volunteer Coordinator Eric Fosmo to add two new members to the committee. The committee has a good mix of members representing the public and private industries.
  
- *Diversity (Marcus Thomas, outgoing Chair; Ben Manibog, incoming Chair)*
  - 2019 Activities:
    - Participated in the City of Maplewood Wunderkammer's Job Fair targeted toward minority students.
    - Funded and awarded the Diversity Grant in the amount of \$2,500 to Burnsville School District ISD191 in partnership with Burnsville Public Works.
    - Facilitated the chapter's participation in the National Diversity Pledge initiated by the Washington Chapter. The pledge was going to be recognized at the 2019 PWX; unfortunately, that did not occur.
  - 2020 Goals:
    - Ben Manibog is the incoming committee chair.

- Participate in the 2020 MSP STEM Expo where about 3,000 8<sup>th</sup> graders gather at the Minneapolis Convention Center. This is a volunteer opportunity that will be advertised on the chapter's website and through email.
  - Reconnect with the U of M Student Chapter.
  - Continue to work with the Public Awareness Committee.
  - Continue to recruit committee members.
  - Continue to interact with Bev Farraher, APWA's national Committee on Inclusion and Diversity member.
- *Education & Training (E&T) (Monica Heil, Chair; Tim Plath, Vice Chair)*
  - The committee's mission is to identify, develop and support the implementation of quality and timely educational opportunities.
  - The UUCIS curriculum was updated and implemented in the 2019-20 school year.
    - Two locations; one in Bloomington, and the outstate location is Sioux Falls, South Dakota. Both locations are at capacity.
    - Sioux Falls wants to continue during the 2020-21 school year and Iowa has also indicated interest in hosting two locations during the 2020-21 school year.
  - The Public Works Certificate Program moved to the University of Minnesota and class sizes are at or near capacity.
  - The Leadership Academy continues to reach student capacity.
  - The 2020 E&T Committee meetings will be held in February, March, June and September.
  - The committee will be looking at offering the Fleet Services Certificate Program during the 2020 Fall Workshop.
- *Environment & Sustainability (E&S) (Michael Thompson, outgoing Chair; Matt Huggins, incoming Chair)*
  - Michael Thompson will resign from the chair position and Matt Huggins will take on that role. The committee will appoint a new Vice Chair at its meeting in January.
  - 2019 activities included:
    - The committee met five times in 2019.
    - Reid Wronski retired and stepped off the committee.
    - The Adopt-a-Highway program. The committee intends to recommit to another two-term of service in 2020 with MnDOT. The chapter volunteers participated in MnDOT's Adopt-a-Highway training video production.
    - Two recommendations to the Awards Committee for the local Environmental Stewardship Award.
    - MCES attended a meeting to discuss chloride impairments within surface water and wastewater facilities.
    - Continue to follow the MPCA's MS4 General Permit progress. The select comment period is completed and now is open to public hearing comment. Comments are due by Jan. 11, 2020. The committee is recommending drafting an official position statement from the chapter. They will submit the draft letter to the officers for review either by Dec. 19, 2019 or Jan. 3, 2020 conference call. After the officers have reviewed the letter, it will be sent to the Executive Committee for review.
  - 2020 Initiatives:
    - Continue to invite agency members outside of public works to share a different perspective on environmental sustainability issues impacting the chapter.
    - Continue to be the voice advocating on topics such as environmental regulations (MS4 permit).
    - Continue to identify sustainable strategies to manage chloride impairments in surface waters.
    - Continue Adopt-a-Highway partnership with MnDOT.
    - Continue involvement with Conference Planning Committee and Awards Committee.
- *Government Affairs (GAC) (Zach Johnson, Chair)*
  - The committee's mission is to be the voice of public works and to be a presence at the state capitol and with senate representatives and media.

- 2019 Achievements:
  - Building relationships with local, state and federal legislators and staff and rectifying bias to the public works industry.
  - Shared the Raise Our Grade MN effort to increase awareness of the state's critical infrastructure. Along with the ASCE report card and the ROG effort, momentum is slowly gaining ground.
- 2020 Goals:
  - The Legislative Session is from Feb. 11 to May 18, 2020.
  - Continue to advocate for public works and bring knowledge to government officials, committees and staff. Based on feedback received from legislators, they know there is an issue and that it will take money, but that's the extent of their understanding.
  - The main areas to emphasize will be transportation/bridges, water/sewer/storm, aviation/freight, and ports and dams.
    - Develop resources to educate the legislators with educational modules positive policy priorities/change handouts and highlight public works achievements.
    - Also focus on congressional districts and specific house/senate congressional committees.
  - Provide membership with an overview of LMC 2020 legislative city policies.
  - Collect statistics specific to public works.
  - Improve membership access to legislative updates, contacts and letter templates.
  - Establish a committee calendar for 2020.
- *History (Dave Hutton, Chair)*
  - The purpose of the committee 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 2019, the committee:
    - Met three times (January, April and October).
    - Provided articles for the website:
      - Where are they now? Tom Colbert
      - Legends of the Minnesota Chapter
    - Added two members.
    - Obtained 50<sup>th</sup> anniversary book from the Sacramento Chapter to use as an example for the chapter's 75<sup>th</sup> anniversary in 2021.
  - 2020 Goals:
    - Continue to educate and share historical information to the chapter membership.
    - Identify a vice chair to succeed Chair Hutton in 2021.
    - Begin researching ideas and costs to celebrate the Chapter's 75<sup>th</sup> anniversary in 2021.
    - Write two "where are they now" articles. The committee attempts to keep a record of retired members when they hear of the retirements.
    - Write one historical project article.
    - Develop photo history of the chapter's cities.
    - Hold a technical tour on a historical project, along with the Membership Committee.
    - Attempt to expand the committee by adding members from the two largest cities, Minneapolis and St. Paul.
- *Membership (Jason Sprague and Nick Egger, Co-chairs)*
  - The purpose of the committee is to plan and facilitate social gatherings throughout the year. In 2019, committee activities included:
    - Technical tours of Allianz Field and the Split Rock Studios.
    - Feed My Starving Children event in March.
    - 37<sup>th</sup> Annual Golf Classic held in July at Bunker Hills. The event had record attendance and the outing raised about \$1,000 for the chapter's scholarship fund.
    - Fall Conference social event at Topgolf with 100+ attendees.
    - Committee membership changes include Boyd Paulu retired after many years on the committee, and Jon Haukaas was added replacing Boyd.

- 2020 activities:
  - Plan technical tours centered on the local and national Project of the Year awards submittals and highlight local projects. The committee welcomes suggestion and ideas for technical tours to present to membership.
  - Feed My Starving Children event – March 26, 2020.
  - 38<sup>th</sup> Annual Golf Classic – July 16, 2020 at Bunker Hills.
  - Considering creative events to help raise funds for the chapter’s scholarship program.
- *Outstate Development (Chris Petree, Chair)*
  - 2019 was a year of transition for the committee with retirement of former Chair Reid Wronski.
  - In addition to the committee conference calls, the committee had two in-person meetings.
  - The committee has eight members and have met three times via phone conference calls.
  - Two new members added to the committee: Kevin Kruger, WSB, St. Cloud office, a young professional referred by the Young Professionals Committee; and Mindy Carlson, LTAP, to assist in educating efforts for outstate regions and MnDOT districts.
  - In 2020, the committee is looking at getting involved and participating in outstate meetings and conferences. They will start looking into Rural Water meetings, AWWA, MN Municipal Utilities Association, etc. as a way of getting involved and building partnerships with outstate areas.
  - The committee intends to help staff the chapter booth at the 2020 Fall Expo.
  - Establishing a relationship with the Street Superintendents Association, and have a meeting along with LTAP after the first of the year.
  - The committee will meet sometime during the first quarter 2020.
- *Public Awareness (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)*
  - Works to raise awareness and advocacy around public works issues.
  - 2019 activities included:
    - Committee member Russ Matthys received the Success Beyond the Classroom Volunteer of the Year Award.
    - Participated in several STEM events throughout the year with a number of first-time volunteers participating.
    - Developed a STEM event calendar and volunteer signup sheet.
    - Success Beyond the Classroom was the charity supported at the Fall Conference.
  - 2020 goals:
    - Continue to work with Science Museum on public works initiative.
    - Looking at creating a subcommittee to help manage the STEM activities.
    - Pursue purchasing two Enviroscape toolkits for members’ use.
- *Young Professionals (YPs) (Chris LaBounty and Alex Jordan, Co-chairs)*
  - 2020 Initiatives
    - Student Chapters initiative – continue the drive to develop student chapters.
      - Targeting Minnesota State University-Mankato
    - Working on Student Chapter competitions as a way to involve students in APWA. Working with University of MN and University of St. Thomas Student Chapters to create a “rube goldberg” machine which will clean water and transport to a water tower via a minimum number of steps. Targeting municipal engineering.
    - Continue to drive membership. The committee has a strong base of YPs and plan to expand that base through networking and volunteering in the community.
    - Continue to have fun!
- *MN2050 (Greg Stonehouse, Chair) – No update*

#### B. Volunteer Coordinator (Eric Fosmo)

- Committees interested in adding new members or in need of members to their committees contact Volunteer Coordinator Eric Fosmo and also let Chapter Assistant know of the need so they can be posted on the website.
- In 2020, Fosmo will be looking into expanding the use of Signup Genius for volunteers to sign up for specific committee events.

- Fosmo will reach out to the committee chairs to see how the Signup Genius can be used for their events.

#### **11. RECOGNITION OF OFFICERS LEAVING BOARD (Amy Grothaus)**

President Grothaus thanked the outgoing directors Monica Heil, John Olson, Nick Egger, Chris Sagsveen, Emily Lueth and outgoing Past President Kristin Asher for their service on the Executive Committee and to the chapter.

#### **12. CEREMONIAL PASSING OF THE BRIECASE (Beth Engum)**

At each year-end meeting the outgoing Secretary/Treasurer delivers the chapter briefcase to the incoming Secretary/Treasurer. The briefcase was in one of the boxes of materials passed along to Lee Gustafson when he was Secretary/Treasurer. Lee scanned numerous chapter documents so they could be stored electronically and started the briefcase tradition of passing it on to the next Secretary/Treasurer. The briefcase contains a number of historical documents dating back to 1954, and each year, the outgoing Secretary/Treasurer adds something of significance from the year in the briefcase. Beth added the Strategic Plan Infographic to the briefcase as a commemorative for 2019.

#### **13. ADJOURN/NETWORKING OPPORTUNITY**

President Grothaus adjourned the meeting at 1:39 p.m.

**APWA-MN Chapter's Mission:** *Support those who design, operate, improve and maintain public works and infrastructure through advocacy, education and member engagement.*

Dated: Jan. 8 , 2020

Respectfully submitted,

Nick Egger  
APWA-MN Chapter Secretary/Treasurer