



EXECUTIVE COMMITTEE MEETING
April 8, 2020

MINUTES

In attendance: Russ Matthys, Beth Engum, Nick Egger, Amy Grothaus, Jeannine Clancy, Chris Petree, Lydia Ener, Eric Fosmo, Heidi Hamilton, Monica Heil, Matt Huggins, Scott Jensen, Zach Johnson, Chris LaBounty, Richard McCoy, Mark Rehder, Matt Saam, Chuck Schwartz, and Nina Stanley

Pat Schutrop, Chapter Assistant and Recorder

1. CALL TO ORDER

The meeting was held virtually via Zoom. President Matthys called the meeting to order at 12:04 p.m.

2. PRESIDENT'S REPORT (Russ Matthys)

A. Banner Update

The original banners were printed by Skyline Displays Midwest for the 2016 PWX. President Matthys is researching less expensive printer options and replacing the Skyline banner bracket. Skyline has a trademark on the bottom of the bracket, and he is not sure the bracket can be reused with banners printed through a different company. Chris Petree thought the cost of the banners was about \$300 each and the base was purchased separately. Matthys will work with SRF in the design and graphics for the new banners and he hopes to get the price down to about \$100 for each banner.

B. Spring Conference Cancellation

The officers held a special conference call on March 27 to discuss canceling the 2020 Spring Conference. Grand View agreed to not charge the \$13,500 cancellation fee to the chapter. Matthys did receive an invoice from the University of Minnesota for their services provided to date for the spring conference. He will ask the U of M for an itemization of the services provided. The officers approved canceling the 2020 Spring Conference and President Matthys asked the Executive Committee to ratify that decision.

MOVED BY Nina Stanley and seconded by Amy Grothaus to ratify the officers' decision to cancel the 2020 Spring Conference. Motion carried.

C. Potential May Meeting

The General Business Meeting is usually held during the Spring Conference in May. With the conference canceled, Matthys asked if any Executive Committee members needed to have something discussed or approved before the next Executive Committee meeting in June. The officers talked about moving items that would have been approved at the May business meeting to either the June meeting or the 2020 Fall Conference. The consensus of the Executive Committee is to not hold a May meeting and move action items to the June 10 meeting.

D. Chapter Response to COVID-19 Pandemic

Matthys asked for discussion about what the role of the chapter is for its members during the pandemic. For example, outstate locations have fewer members and a greater distance between other members. How can the chapter serve them and all chapter members at this time?

- Heidi Hamilton – Reach out through virtual happy hours, organize video chats, especially for smaller organizations.
- Chris LaBounty – Continue to advocate for public works at the state level as done with the recent governor's executive order recognizing public works personnel as first responders as those efforts change.
- Nina Stanley – Remind people that toilet tissue is the only thing that can be safely flushed down the sewer system and to not flush flushable wipes.

- Jeannine Clancy – MCES has been interviewed about what is safe to flush and has put information out on social media. They are working hard to support its public works partners and have developed tools she will make available. This can be an issue with communities with smaller lift stations.
- Nick Egger – The City of Hastings has used social media to get the message out to not clog the pipes. He will also share that information.
- Jeannine Clancy – Due to her position with MCES and its need to be aligned with the governor's cabinet, Clancy needs help from the chapter to help advocate for public works and groups associated with public works infrastructure. She is looking for someone to notify when APWA needs to step in to advocate the position of public works. Zach Johnson is working with CEAM, the county engineers, AGC and others in advocating for those groups and volunteered to receive information on behalf of the chapter from Clancy.
- Chris LaBounty – Consider hosting an information-sharing video meeting with outstate members and ask them to share how they are handling staffing, city operations, etc. during the pandemic and how that information can be useful for their own situations.
- The chapter did acquire a Zoom account that can be used by committees or members to connect virtually. Since the Chapter Assistant is the administrator, she will password protect the account and transfer hosting ability to whoever requests the meeting.
- Russ encouraged people to forward ideas to him and the Chapter Assistant.

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

A. Minutes of March 6 and 27, 2020 Officers Conference Calls

For information purposes. No comments received.

B. Minutes from March 11, 2020 Executive Committee Meeting

MOVED BY Chris LaBounty and seconded by Scott Jensen to approve the minutes of the March 11, 2020 Executive Committee meeting. Motion carried.

C. Financial Report

i. Financial Statements

For months ending March 31, 2020		
Opening Balance Equity (as of 7/1/2019)	\$266,855.00	
Merrill Lynch	\$145,950.05	
US Bank	\$76,413.07	
Total Current Assets	\$222,363.12	
Net Income	(\$44,491.88)	
	Deposits	Expenses
Deposit and Expense Report (April 2020)	\$28,043.82	\$9,287.75

Secretary/Treasurer Egger pointed out the chapter received the 2019 Fall Conference Royalty payment of \$28,043.82. He also noted the Merrill Lynch lost some momentum, down to \$145,950 from about \$158,000 indicating how the pandemic is affecting the market.

MOVED BY Beth Engum and seconded by Amy Grothaus to approve the financial statements for months ending March 31, 2020 and the April 2020 Deposit and Expense Report. Motion carried.

D. 2020 Sponsorship Campaign

The Executive Committee approved changes and increases in rates for the 2020 sponsorship campaign at the March 11 meeting. During the recent conference call, the officers discussed if it is appropriate to implement at this time in light of what organizations are going through with the pandemic. The officers would recommend keeping the rates at the 2019 rates for 2020 and implement the benefit changes and rate increases in 2021. Matthys added although he agrees with the recommendation, he does not want to lose momentum with the initiatives in moving forward with efforts for ROG and the Science Museum.

The officers also looked at adding a surcharge to the member rates to generate additional revenue and Delegate Clancy talked with APWA about that possibility. APWA has a maximum allowable surcharge of 25% coming back to chapters and the chapter is at that maximum allowable amount.

LaBounty asked if the chapter will be looking for budget cuts from committees because the idea in support of generating more revenue through sponsor fees or conference fees was to help curb the use of the chapter reserves to balance the budget. Does this change how the committees put together their budget? Matthys not sure and the officers need to discuss that. He is looking to chairs to choose carefully when projecting the budget for 2020-21 fiscal year. Egger added that is something to be mindful of knowing the chapter still needs to plan and do goal setting with the understanding that the chapter will have to take a closer look at it as the final budget is approved and things may be withheld from this next cycle for the sake of the revenue projections. Engum added it is worth noting when committees meet to discuss budget needs and that the chapter is in a "catch up" mode. Also noted is the budget cycle is June 30-July 1 so the chapter will be in the middle of the cycle when the sponsorship rates are raised in 2021.

MOVED BY Nick Egger and seconded by Jeannine Clancy to modify the implementation year for the sponsor rate increases and benefits approved at the March 11, 2020 Executive Committee from 2020 to 2021. Motion carried.

4. VICE PRESIDENT'S REPORT (Beth Engum)

A. 2020 Chapter Dinner

Engum is working on identifying additional dinner locations in New Orleans. One quote was received from Brennan's and she has reached out to six other venues. Priorities for the dinner are to accommodate the entire group (70 to 100 people), venue located in a good part of the city (French Quarter), have a non-seated dinner (either stations or buffet), keep the per person cost to \$50 to \$70 range, and keep the subsidy provided by the chapter consistent with past years. With the unstable conditions affected by the COVID-19, Engum is looking into a location where the chapter will not be locked into and cannot get out of without a penalty.

5. PAST PRESIDENT'S REPORT (Amy Grothaus)

A. Past President's Report – No report

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

- During this COVID-19 time, the CEAM Legislative Committee, AGC, ACC, MnDOT and others are conducting statewide calls discussing legislative issues. The legislators are concentrating on advancing COVID-19 items. Communication at the committee levels has been between chairs.
- The legislators will be back in session on April 14 and there is speculation as to what the agenda will be. After the April 14 date, the committee will continue to work on items that will be short noticed in moving forward.
- Still some interest in the bonding bill.
- Receiving a lot of cooperation recognizing public works is essential to everyday life and working together with the contractors in utilizing CDC and WHO worksite activity.

6. COUNCIL OF CHAPTERS REPORT (Jeannine Clancy)

A. Delegate's Report

- APWA will host a virtual Town Hall Meeting on Thursday, April 9 at 11 a.m. related to impacts of the COVID-19. APWA increased the number of people able to attend. President Matthys will be attending.
- Delegate Clancy recognized the work President Matthys did on behalf of the chapter with the negotiations with Grand View and the cancelation of the 2020 Spring Conference.
- As a member of the APWA's Water Resources Committee, Clancy has been reviewing professional manager of the year nominations and commended the Awards Committee for the superb job they do in submitting national award nominations on behalf of the chapter.

B. Alternate Delegate's Report (Chris Petree)

- Chapter member, Ryan Peterson with the City of Burnsville, reached out to the chapter to see if there was opportunity for APWA to allow front-line public works members and non-members to access its educational portal for individuals ordered to stay at home due to the COVID-19. Petree contacted Becky Stein, APWA Director of Education & Credentialing, and APWA agreed to open access to non-members to online resources to do additional training and distance learning while at home until May 25. The chapter membership was notified of the training opportunities that are now available to non-

members and members. Because of this one individual's interest in pursuing an idea for his staff, it opened the same opportunity to all APWA chapters.

- MN2050 Committee (Greg Stonehouse, Chair) – no report
 - a. Committee Report
 - b. Raise Our Grade (ROG) MN Subcommittee (Kristin Asher, Chair) – no report
- C. History Committee (Dave Hutton, Chair) – **Delegate Clancy reported on behalf of Dave Hutton**
 - The committee is working on the 75th anniversary and nothing new to report at this time.

7. DIRECTOR/COMMITTEE CHAIR REPORTS

- A. Consultant Director: Nina Stanley
 - i. Diversity Committee (Ben Manibog, Chair)
 - The committee discussed the equity issue as discussed at the March 11 Executive Committee meeting and the committee's consensus was that topic is worthy of its own committee. President Matthys suggested checking with APWA and other chapters to see if there are existing committees on equity.
 - They are working on the committee's mission statement.
 - They are planning to have shorter duration meetings more frequently.
 - No upcoming events due to COVID-19.
- B. Director of Public Works/City Engineer: Jesse Struve
 - i. Membership & Special Events Committee (Jason Sprague and Nick Egger, Co-chairs)
 - The Edina Water Treatment Plant technical tour was held on March 12 with about 12 to 15 people attending.
 - Finalized the amendments to the Bunker Hills contract for the summer golf classic and it has also been reviewed by APWA. If the event cannot be held due to the pandemic, Bunker Hills has agreed to put the down payment toward next year's golf event. Bunker Hills has agreed to make some facilitation changes to alleviate the parking issues and holding another major event at the same time as the chapter is registering golfers.
 - Fall Conference Thursday evening activity suggestion is bowling at Bowlero located close to the conference center. The committee is evaluating the food and beverage costs.
 - Delayed Feed My Starving Children event to later in the year.
 - Considering a Saints game and Southwest Light Rail technical tour later in the summer.
- C. Manager/Engineer Director: Jupe Hale – **Alternate Delegate Petree presented the report in Heil's absence**
 - i. Education & Training Committee (E&T) (Monica Heil, Chair; Tim Plath, Vice Chair)
 - Leadership Academy is on hold and will resume when Hamline can meet again in person. With the 2020 Spring Conference canceled, the graduates will be recognized either at the 2020 Fall Conference or 2021 Spring Conference.
 - UUCIS will complete its last two sessions remotely.
 - Public Works Certificate Program has two classes that will be completed remotely.
- D. Outstate Director: Scott Jensen
 - i. Outstate Committee (Chris Petree, Chair)
 - Upcoming meeting planned for April 29.
 - ii. Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)
 - The Awards Committee reached out for assistance in leading the PACE award effort. There were several responses. The submittal is due June 1.
 - Awaiting national award results.
- E. State/County/Regional Director: Dan Erickson
 - i. Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)
 - The committee met using Skype as the mode of meeting. Moving forward, the committee will use the chapter's Zoom account until the pandemic is over.

- The last STEM event the committee participated in was the March 12 Success Beyond the Classroom event at Dunwoody. All other STEM activities have been canceled due to the pandemic.
- The committee is preparing for what could be a sudden rush of fall events to make up for the canceled events.
- Christina Orłowsky will be working with the Young Professional Committee to coordinate making shirts available for volunteers.
- Science Museum of Minnesota effort. The committee will be reaching out to the Science Museum to discuss what the chapter can accomplish this year and make sure the committee's budget request reflects that.

F. Superintendent Director: Joe Wiita

- i. Environment & Sustainability (E&S) Committee (Matt Huggins, Chair)
 - The committee met via conference call on March 25.
 - Discussed the Adopt-a-Highway event that was going to take place during the first week of May; however, that be postponed until summer due to the pandemic. The fall event is anticipated to occur the first week of October 2020. A renewal agreement was received from MnDOT and has been forwarded to APWA for review. The agreement essentially signifies the chapter wants to continue. Past President Grothaus shared the Adopt-a-Highway program was initiated to meet the environmental stewardship criteria for the chapter to qualify for the PACE award. If the chapter decides to discontinue the program, another type of service project will need to be identified. President Matthys recommended a motion to continue the Adopt-a-Highway program. **MOVED BY Amy Grothaus and seconded by Nina Stanley to continue to participate in the Adopt-a-Highway program and renew the two-year agreement with the Minnesota Department of Transportation. Motion carried.**
 - The MS4 comment period closed in January 2020. No further updates available at this time.
 - Committee structure update:
 - Tim Olson, Bolton & Menk, will take on the Vice Chair role.
 - Eric Nelson will continue to serve as the liaison to the Conference Planning Committee.
 - Tyler McLeete will continue to serve as the chapter liaison on APWA's Center for Sustainability Committee (CS4).
 - The committee is working on getting some wastewater and stormwater expertise to share with APWA national committees.

G. Vendor/Contractor Director: Mark Rehder

- i. Communications Committee (Lydia Ener, Chair)
 - Continuing to work with sponsors in generating website articles.
 - Working on an Emerald Ash Borer update for posting on the website.
 - General COVID-19 information being reshared through social media with membership:
 - Cities of Hastings, Eagan, and Minnetonka – what to flush and what not to flush.
 - MnDOT moving forward with its projects.
 - Forward information (COVID-19 related or not) to Lydia for posting on social media.
 - New member spotlight posted of Erin McPhee Anderson.
 - Governor Walz announced today he will extend the stay-at-home order to May 4. Chair Ener will put together an article checking in with members and letting them know construction is still going on as normal, provide the latest information from Governor Walz and include COVID-19 links that may be helpful to the chapter membership.

H. Young Professions Director: Chris LaBounty

- i. Young Professionals Committee (Alex Jordan, Chair; Eric Seaburg, Vice Chair)
 - Due to the pandemic, the committee has canceled its events through June and will re-evaluate whether the typical summer events will take place as time goes on.
 - Still working with APWA on the national Student Chapter competition and hoping to roll it out in time for the 2020 fall semester.
 - Interaction with the Student Chapters has been quiet which is typical at this time of the year because students are getting ready for finals and graduation. The only event missed will be the annual BBQ to celebrate their graduation.

- If there is a second wave of the COVID-19, the committee will look at ways to do their activities such as brown bags and resume reviews electronically.

I. Conference Planning (Matt Saam and Beth Engum, Co-chairs)

- The committee is now focusing its efforts on the 2020 Fall Conference and will start meeting in June.

J. Volunteer Coordinator Report (Eric Fosmo) – No report

- Not much activity due to the cancelation of many events.
- A new member meet and greet was going to take place this month, but now that restaurants are closed, Eric is looking for ideas to either reschedule the meet and greet later or possibly have a virtual happy hour using Zoom to connect with the new members. Engum suggested the virtual happy hour is a good idea with this size group and then have an in-person lunch later. The consensus was favorable and Fosmo will work on setting up the virtual happy hour in the next few weeks.

8. OLD BUSINESS

No old business.

9. NEW BUSINESS

No new business.

10. ADJOURNMENT

President Matthys adjourned the meeting at 1:33 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: June 10, 2020

Respectfully submitted,

Nick Egger
APWA-MN Chapter Secretary/Treasurer