



AGENDA

APWA-MN Education and Training Committee Meeting

Wednesday, September 16, 2020

11:00 a.m. to 12:30 p.m.

Zoom Meeting

<https://wsbeng.zoom.us/j/92665333170?pwd=WHRjck9XUU8wQkF6YTdYR2hUitrUT09>

Meeting ID: 926 6533 3170

Password: 026534

1. Welcome
2. Approval of minutes of the June 3, 2020 E & T meeting (*attached*)
3. Updates (if applicable)
 - a) UUCIS (Dave, Anna, Steve)
 - o 2020-2021 Offering
 - b) Public Works Certificate Program (Monica)
 - o 2020-2021 Fall Semester
 - c) Leadership Academy (Monica)
 - o 2020-2021
 - o HR for Public Works
 - d) Fall Expo (Mindy and Rick)
 - e) LTAP Updates/Opportunities (Mindy)
4. Old Business
 - a) Fall Workshop/Conference
 - a. Conference structure
 - b. Virtual scholarship and graduation presentations
5. New Business
 - a. 2021 Scholarship Budgets (see Chapter Budget Attached)
 - i. Background
 - ii. 2021 Scholarship structure recommendations to Executive Committee
6. Next Meeting – February 2021. Location and format TBD.
7. Adjourn 12:30 p.m.



Education & Training Committee

Meeting Minutes June 3, 2020

1. Welcome

- 2. Committee Attendees:** Monica Heil, Tim Plath, Jupe Hale, Mindy Carlson, Dan Fick, Dave Hutton, Zach Johnson, Steve Klein, Chris McKenzie, Sue Polka, Jeff Radick, Jeanine Reardon, Kevin Schlangen, Rick Shomion, Bert Tracy. Guest attendee: Wally Wysopal.

3. Review/consider approval of June 3, 2020 Meeting Minutes

MOTION: Motion made by Rick Shomion, seconded by Mindy Carlson, approving the minutes of the June 3, 2020 Education & Training Committee meeting. Motion carried.

4. Updates (if applicable)

a) UUCIS (Dave, Steve)

- Used Go-To meeting to conduct the remainder of the 2019-2020 UUCIS sessions due to COVID. The sessions went well using that format.
- At the last session, the 2019-2020 class expressed interest in learning more about the following with future course offerings: Specification writing and post-installation pipe testing procedures.
- Ames, IA and Cedar Rapids, IA have expressed interest in hosting remote locations for the 2020-2021 session.
- Format for the 2020-2021 school year TBD. At this point, it is planned to host the Bloomington location in-person, but that could change as we approach the start of the school year.
- For future offerings, the UUCIS subcommittee would like to engage more City speakers and co-presenters.

b) Public Works Certificate Program (Monica)

- The two spring semester classes were completed virtually using Zoom.
- Very positive feedback from the students regarding the virtual format.
- PWC program instructors, E&T Committee chairs and the U of M will be meeting in July to debrief the past school year and also plan for 2020-2021 course offerings.

c) Leadership Academy (Monica and Wally)

- In lieu of a spring conference graduation ceremony, Wally is tentatively planning to recognize 2019-2020 program graduates on August 27th. More information as to whether or not this graduation ceremony will be in-person or hosted virtually to follow.
- Hamline plans to offer Leadership Academy in person for the 2020-2021 school year.

d) Roadway Maintenance and Demo Day (Mindy & Rick)

- The 2020 offering has been rescheduled for 2021, again in Otter Tail County Highway Facility, 23600 County Hwy 1, Fergus Falls, MN.

e) The Fall Maintenance Expo (Mindy & Rick)

- Scheduled for October 7 & 8, 2020. Presentation topics are currently being developed.

f) LTAP (Updates/Opportunities (Mindy))

- LTAP is working to coordinate with the U of M and planning to deliver on-line training this upcoming school year.
- The last in-person class was the Leadership, Supervisory and Maintenance Certification program, taught by Dave Hutton and Brian Bachmeier, was well-received.
- LTAP is offering a gravel roads maintenance webinar series on June 17th free of charge.

5. Old Business

a) Fall Workshop

- At this time, the Chapter is still planning to host an in-person Fall Workshop and Conference. The Fleet certificate program offering through National is proposed to be offered for the Workshop.
 - a. *Following the June 3rd Committee, meeting, Kevin did confirm that the Fleet Certificate program could be offered virtually by National, should the need and desire to offer virtual training content be desired.*

6. New Business

a) 2020 Scholarships

- Scholarship application submittals were reviewed, and recommendations for award presented to the Executive Committee for consideration at their June 10, 2020 meeting. See attached for final awards recommendations.

7. Next Meeting – September 16, 2020 *(location of meeting may change)*

8. Meeting adjourned at 1:00 pm.

Dated: 6/4/2020

By: Monica Heil

2020-2021 Awards Summary per June 3, 2020 E&T Committee Meeting

College Scholarship Winners	Technical School Scholarship Winners
<p>Chloe Anderson 205 Niagra Lane Plymouth, MN 55447 chloe.anderson9767@gmail.com chloe.anderson@ndsu.edu \$5,000 (<i>Dewey Kasma APWA-MN Scholarship</i>)</p>	<p>Jordan VanRisseghem 10377 Greenwood St. Brainerd, MN 56401 jordan.vanrisseghem@gmail.com \$2,500</p>
<p>Sumner Naess 13431 Marigold Street NW Andover, MN 55304 naessfam@yahoo.com naess005@umn.edu \$2,500</p>	<p>Adam Huesman 1340 9th Ave S, Apt 305 St Cloud, MN 56301 adam.huesman@gmail.com \$2,500</p>
<p>Gunnar Cowing 1527 Lee Avenue New Ulm, MN 56073 gunnar.cowing@gmail.com gunnar.cowing@ndsu.edu \$2,500</p>	<p>Matthew Goossen 605 11th Street South Benson, MN 56215 matthew.goossen@ndsu.edu \$2,500</p>
<p>Jared Carda 20633 Austin St. NE East Bethel, MN 55011 jared.carda05@gmail.com carda037@d.umn.edu \$2,500</p>	
<p>Cameron Dahlin 723 Kendall Avenue South Thief River Falls, MN 56701 cameron.a.dahlin@gmail.com cameron.dahlin@ndsu.edu \$2,500</p>	

Unsuccessful Applicants

College	Technical School
<p>Carl Lind 30434 144th St. NW Princeton, MN 55371 lindx230@umn.edu crind07@gmail.com</p>	<p>Isaiah Edmunds 1322 Benson Rd Montevideo, MN 56265 ite_1030@yahoo.com</p>
<p>Malachi Graupman 53962 188th Street Mankato, MN 56001 magraupman@yahoo.com malachi.graupman@ndsu.edu</p>	
<p>Dawson Thom 9595 131st Ave. SE Becker, MN 55308 dawson.t.thom@gmail.com dawson.thom@mnsu.edu</p>	

Bradley Partyka <i>11266 Hidden Oaks Court North</i> Champlin, MN 55316 bpartyka@iastate.edu	
Kassandra "Kassie" Durst <i>5135 Lehman Lane</i> Rochester, MN 55901 kwdurst@iastate.edu	
Angie Stier <i>418 N 3rd Street</i> Saint Peter, MN, 56082 Angie.Rhonnie@gmail.com	
John Shrestha <i>245 Briargate Road</i> Mankato, MN 56001 shrestha.john23.js@gmail.com john.shrestha@mnsu.edu	
Liam Mullen <i>5617 Sandpiper Ln</i> Madison, WI 53716 liammuln@gmail.com mulle576@umn.edu	
Christopher Clark <i>1412 3rd Street North</i> Cold Spring, MN 56320 Clarkyc22@gmail.com Clar2236@d.umn.edu	

APWA- Minnesota Chapter
 Budget: JULY 1, 2020 - JUNE 30, 2021 FINAL

Account	Revenue/Expense Account	Program Description	7/1/19-6/30/20 Actual	7/1/20-6/30/21 App Budget
REVENUES:				
400	Unrealized Gains (Losses)	Finance-Merrill Lynch Account	(\$2,820)	\$0
404.1	Registration Fees	Technical Tours	\$0	\$0
404.2	Registration Fees	Underground Utility Inspection School	\$21,885	\$18,000
404.3	Registration Fees	Education Events/ MISC.	\$3,860	\$0
404.4	Registration Fees	Summer Golf Event		\$18,100
435	Membership Dues	Chapter Services	\$33,406	\$42,000
460	Interest Income	Finance-Merrill Lynch Account	(\$21,821)	
462	Realized Gain (Loss) from Investment Accounts	Finance-Merrill Lynch Account	\$31,839	
463	Chapter Rebate Income	Membership Rebates from National	\$23,276	\$11,500
465	Miscellaneous	General & Administrative	\$130	\$750
465.1	Expense Reimbursement	Congress Chapter Dinner	\$2,900	\$0
465.2	Chapter Rebate Income	Delegate stipend from National	\$1,000	\$0
465.3	Chapter Rebate Income	Chapter Leader Stipend from National	\$0	\$0
480.1	Royalties	Spring conference	\$15,543	\$0
480.2	Royalties	Fall conference	\$27,544	\$23,600
490	Sponsorship Fees	Event Sponsorships	\$30,276	\$30,000
490.1	Scholarships-Educational	Scholarship Donations (private sources)		\$2,500
499	Contributions from Reserves	Finance		
	TOTAL REVENUE		\$167,017	\$146,450
EXPENSES:				
556.1	Board/Delegate Travel	Chapter Leadership Training	\$0	\$1,000
556.2	Board/Delegate Travel	COC: Delegate and Alternate Travel	\$617	\$0
556.3	Board Travel	Board/President to PWX	\$0	\$0
556.4	Board Travel	Committee Chair, YP, HGE to PWX	\$3,224	\$0
575	Insurance	General & Administrative	\$0	\$0
600.1	Facility Cost C/SC Fees Website	Annual hosting fees	\$424	\$500
600.2	Facility Costs	Efforts - Multiple events and venues	\$15,944	\$5,700
600.3	Facility Costs	Summer Golf Event		\$18,100
615	Food & Beverage	General & Administrative	\$252	\$400
615.01	Food & Beverage	Board Orientation/ YE Reception	\$1,177	\$500
615.02	Food & Beverage	Membership Committee	\$8,046	\$500
615.03	Food & Beverage	Communications Committee	\$154	\$400
615.04	Food & Beverage	Audit Committee	\$0	\$100
615.05	Food & Beverage	Awards Committee	\$0	\$150
615.06	Food & Beverage	Education & Training Committee	\$787	\$500
615.07	Food & Beverage	Environmental Committee	\$0	\$450
615.08	Food & Beverage	Executive Committee	\$3,032	\$1,000
615.09	Food & Beverage	Conference Planning Committee	\$0	\$0
615.10	Food & Beverage	Student Chapters	\$1,302	\$1,000
615.11	Food & Beverage	Young Professionals	\$1,048	\$1,000
615.12	Food & Beverage	Outstate Committee	\$0	\$0
615.13	Food & Beverage	Chapter Dinner at Congress	\$9,570	\$1,500
615.14	Food & Beverage	Public Awareness	\$998	\$250
615.15	Food & Beverage	Government Affairs	\$128	\$250
615.16	Food & Beverage	History Committee	\$0	\$250
615.17	Food & Beverage	Asset Management Committee	\$0	\$200
615.18	Food & Beverage	Diversity Committee	\$0	\$250
615.19	Food & Beverage	UUCIS donuts & year-end pizza	\$0	\$350
615.20	Food & Beverage	Chapter 75th anniversary	\$0	\$500
670.1	Consultants/Subcontractors Fees	Sponsor Signage	\$0	\$125
--	Consultants/Subcontractors Fees	Accountant - National	\$0	\$0
670.2	Consultants/Subcontractor Fees	Raise our Grade MN/website hosting fee	\$2,994	\$1,000
670.3	Consultants/Subcontractors Fees	Annual Elections through Website	\$483	\$500
--	Consultants/Subcontractors Fees	Education Events	\$0	\$0
670.4	Consultants/Subcontractors Fees	Chapter Services	\$96,767	\$76,600
670.5	Consultants/Subcontractors Fees	UUCIS	\$16,000	\$16,000
670.6	Consultants/Subcontractors Fees	Web editor	\$0	\$0
675	Speakers & Trainers Fees	Executive Committee	\$0	\$500
700	Office Supplies	General & Administrative	\$4,165	\$850

APWA- Minnesota Chapter

Budget: JULY 1, 2020 - JUNE 30, 2021 FINAL

<u>Account</u>	<u>Revenue/Expense Account</u>	<u>Program Description</u>	<u>7/1/19-6/30/20</u> <u>Actual</u>	<u>7/1/20-6/30/21</u> <u>App Budget</u>
700.1	Office Supplies	UUCIS	\$0	\$1,850
705.1	Student Memberships	U of MN Student Chapter	\$25	\$200
837	Printing & Production	Summer Golf Event	\$0	\$325
838	Printing & Production	General & Administrative	\$1,221	\$1,500
861	Award & Door Prizes	Chapter Awards/ Recognition plaques	\$476	\$1,800
861.1	Award & Door Prizes	Summer Golf Event Prizes	\$1,410	\$1,900
863	Scholarship to Non-Students	Cert. Pub. Fleet Prof. Scholarships	\$0	\$0
863.1	Scholarship to Non-Students	2 UUCIS Scholarships (CPII exam)	\$890	\$1,300
863.3	Scholarship to Non-Students	Emerging Leaders Academy	\$0	\$0
864	Scholarships to Students-Educational	Educational Scholarships (Chapter funds)	\$32,500	\$12,500
		Educational Scholarships (Private sources)		\$2,500
864.1	Scholarships to Students-Educational			
890	Bank Service Charges	Finance	\$196	\$150
898	Miscellaneous Expenses	General & Administrative	\$161	\$500
898.1	Misc Expense - Technical Tours	General & Administrative	\$0	\$0
899	Sponsorships/Contributions	Educational Grants	\$2,500	\$1,500
	ML Investment Transfers	Finance		
	Adjustment to balance with Ntl			
	TOTAL EXPENDITURES		\$206,490	\$156,450
			7/1/19-6/30/20	7/1/20-6/30/21
			Actual	Budget
	Net Surplus (Deficit)		(\$39,474)	(\$10,000)
		Net Assets, Beginning of Year	\$266,855	\$227,381
		Plus Net Surplus (Minus Net Deficits)	(\$39,474)	(\$10,000)
	For informational purposes only	Fund balance used to balance budget		\$10,000
		National adjustment - balance books		
		Net Assets, End of Year	\$227,381	\$217,381