



**EXECUTIVE COMMITTEE MEETING
April 14, 2021**

MINUTES

In attendance: Beth Engum, Nick Egger, Monica Heil, Russ Matthys, Jeannine Clancy, Chris Petree, Courtney Anderson-Ewald, Lydia Ener, Eric Fosmo, Dave Hutton, Zach Johnson, Alex Jordan, Chris LaBounty, Sarah Lloyd, Richard McCoy, Chris McKenzie, Justin Messner, Tim Plath, Mike Purdy, Matt Saam, Nina Stanley, Jesse Struve, and Deb Williams

Pat Schutrop, Chapter Assistant and Recorder

1. CALL TO ORDER

The meeting was held virtually via Zoom. President Engum called the meeting to order at 12:02 p.m.

2. PRESIDENT’S REPORT (Beth Engum)

A. 2021 PWX

The dates for the 2021 PWX are August 29-31 through September 1. APWA sent out emails surveying members if they will attend the PWX. A decision will be made later this month if there will be an in-person conference.

B. Chapter Membership

In spite of the COVID pandemic, the number of chapter members continues to be strong, and the chapter actually gain a member.

C. 2021 Spring Conference

President Engum encouraged people to sign up for the virtual conference. People can sign up for any of the service projects scheduled (metro and outstate areas) as well as the in-person networking social event.

3. SECRETARY/TREASURER’S REPORT (Monica Heil, Secretary/Treasurer)

A. Minutes of March 5, 2021 Officers Meeting

The minutes are provided to the Executive Committee for information purposes. No comments were received.

B. Minutes from March 10, 2021 Executive Committee Meeting

MOVED by Nick Egger and seconded by Monica Heil to approve the minutes of the March 10, 2021 Executive Committee meeting. Motion carried.

C. Financial Report

i. Financial Statements

For months ending March 31, 2021		
Opening Balance Equity (as of 7/1/2020)	\$277,380.80	
Merrill Lynch	\$136,943.67	
US Bank	\$79,922.43	
Total Current Assets	\$216,866.10	
Net Monthly Income	(\$10,514.70)	
	Deposits	Expenses
Deposit and Expense Report (April 2021)	\$8,186.68	\$15,400.10

Secretary/Treasurer Heil noted the chapter received the second rebate check for 2020 in the amount of \$5,686.66 and \$2,500 from the Kasma family for the named 2021 APWA-MN Dewey Kasma Scholarship. There are expenses for services provided for the Spring Conference and those should be offset by conference registrations.

MOVED by Russ Matthys and seconded by Nina Stanley to approve the financial statements for months ending March 31, 2021 and the April 2021 Deposit and Expense Report. Motion carried.

Heil reminded the Executive Committee that budget requests for the 2021-22 FY are due by Thursday, April 22.

4. VICE PRESIDENT'S REPORT (Nick Egger)

A. PWX 2021 Chapter Dinner (St. Louis, MO)

The Chapter Dinner is scheduled for Tuesday, August 31. Vice President Egger is recommending a rooftop facility called the 360 St. Louis. The menu would be a 10-item selection. This venue does not require a deposit; however, it does have a cancelation fee. Egger learned that if the dinner is canceled due to COVID, they would waive the penalty. He is waiting for the draft contract. Looking at \$50-\$60 per person.

Lydia Ener said she would like to apply for the YP PWX Stipend and asked if is available. Vice President Egger confirmed the PWX YP Stipend budgeted in 2020 will be carried over to 2021.

5. PAST PRESIDENT'S REPORT (Russ Matthys)

A. Past President's Report

- Asset Management Committee. Matthys will start soliciting members for the committee through advertising on the website and working with Volunteer Coordinator Eric Fosmo.

B. Government Affairs Committee (GAC) (Zach Johnson) Past President Matthys gave the update

- The committee is planning to hold a Legislative Summit during the 2021 Fall Conference. The goal is to invite legislators to attend and give them information regarding unfunded projects in each legislator's district.

6. COUNCIL OF CHAPTERS REPORT (Jeannine Clancy)

A. Delegate's Report

Delegate Clancy will be completing her term as Chapter Delegate on December 31, 2021 and Alternate Delegate Petree will move into the delegate position starting on January 1, 2022.

Delegate Clancy presented the Alternate Delegate selection criteria, recruitment process and timeline for approval by the Executive Committee. One of the primary criteria is that the candidate must have served as a chapter officer. The reason is experience in chapter activities, responsibilities and understanding the chapter's relationship with APWA is beneficial to the position. The position is a 3-year term with reappointment of another term approved by the Executive Committee. There is a potential for a substantial time commitment for an Alternate Delegate who has served two 3-year terms and then moves into the Delegate position. The goal is for the Alternate Delegate-elect to attend the Council of Chapters meeting at the 2021 PWX.

MOVED by Jeannine Clancy and seconded by Nina Stanley to approve the Alternative Delegate selection criteria and direct Delegate Clancy to work with the Chapter Assistant in soliciting the membership for the position. Motion carried.

B. Alternate Delegate's Report (Chris Petree)

Alternate Delegate Petree served on the national nominating committee to review applicants for the Region VI Director position. Current Region VI Director Joe Johnson was the only nomination and the committee agreed to support his reappointment to another term as the Region VI Director.

APWA President Mary Joyce Ivers, Chief Executive Officer Scott Grayson and Region VI Director Joe Johnson will be attending the virtual spring conference and give the APWA update.

- i. MN2050 Committee (Greg Stonehouse, Chair) **Alternate Delegate Petree shared the update**
 - Russ Matthys gave a brief summary of the meeting with MN ASCE regarding the joint fundraising effort to prepare for future needs (i.e., reaching out to elected officials, Science Museum projects, etc.). The next step is a follow up meeting to map out fundraising goals

between the two organizations. The Executive Committee affirms its support for the joint fundraising effort. President Engum encouraged any feedback from the Executive Committee regarding ideas for the fundraising to reach out to her or Matthys.

ii. **Raise Our Grade MN Subcommittee (Kristin Asher, Chair) Alternate Delegate Petree shared the update**

- An Infrastructure Talk at the Capitol is scheduled for Thursday, April 22, at 7:45 a.m. The topic will be pavement condition and techniques.
- Infrastructure Walks planning is underway. More information to come.
- MN Chamber of Commerce. Petree and Asher had the first meeting with the chamber's Executive Director to discuss how ROG and the chamber can work together on common goals. Another meeting is scheduled in the next few weeks.

C. History Committee (Dave Hutton and Justin Klabo, Co-chairs)

- The committee met last week to discuss ideas on how to celebrate the 75th anniversary at the Fall Conference.
- The committee generated the following ideas:
 - Presentation on the history of the chapter (about 20 minutes) shown sometime during the fall conference. This will be a PPT that can be converted into an e-book for chapter members.
 - 75th Anniversary cake (estimated cost \$300).
 - Adding the 75th anniversary logo to the Lands' End account (set up cost is about \$50). Encourage the Executive Committee and committee members to purchase some type of apparel to wear during 2021 PWX and the fall conference.
 - Conference decorations (such as banners, signs, table stands with logo predominantly displayed throughout the conference).
 - Purchase lapel pins with new logo (quote received was \$1.28/pin; \$1,286 for 1,000 pins). Don't have to order 1,000.
 - Champagne fountain.
 - Trinket or giveaway (tote bag, cup) ranging from \$1 to \$7/unit based on 500 attendees to receive as they enter the conference.
 - Entertainment (magician-\$4,000 plus \$500 if walking around the crowd during the reception; or Hypnotist-\$3,000 for 45-60 minutes). Both are looking for 50% down payment to reserve the date for them to perform.
- Another idea during the vendor reception, Hutton suggested asking them to partner with the chapter by highlighting the 75th anniversary in their giveaways, marketing materials or displays.
- The committee is looking for a budget amount based on 500 attendees so the planning can go forward. Chair Hutton estimates the first five ideas would amount to about \$1,500 to \$2,000. Heil added any approval would be preliminary until after the budget is completed. Although having the magician or hypnotist perform would be entertaining, the Executive Committee agreed it would be cost-prohibitive at this time.
- The Executive Committee would approve a budget of \$2,000 for the first five ideas. Any purchase of trinkets/giveaways may be decided by the Executive Committee at a later time. The giveaways do not have to be ordered before July 1.

7. DIRECTOR/COMMITTEE CHAIR REPORTS

A. Consultant Director: Nina Stanley

i. Diversity Committee (Courtney Anderson-Ewald, Chair)

- Bev Farraher will be the moderator for the Diversity & Inclusion Committee panel during the virtual spring conference. The topic will be "Retaining Employees by Building an Inclusive Work Environment." Speakers will be Sonja Simpson, iOnis Solutions; Patience Ferguson, Minneapolis HR Director; and Michael Birchard, Association VP of Equity and Inclusion for Dakota County Technical College and Inver Hills Community College.
- The committee is working on trading cards for members to utilize at community events and job fairs to promote jobs in public works. The cards have a photo of the employee with their first name and title, and on the reverse, it talks about what they do on a day-to-day basis in public works.

- Shibani Bisson is writing a Diversity & Inclusion article on diversity for possible publication in APWA's *Reporter*.
- The committee would like to have a Diversity & Inclusion topic presented at every conference and has started a roster of possible future Diversity & Inclusion speakers to post on the chapter website. Delegate Clancy added the MCES has budgeted \$1,500 for the chapter to use for conference speakers. One of Met Council's initiatives is to promote equity and inclusion in the region and there might be an opportunity for the committee to get financial assistance with obtaining a speaker.

B. Director of Public Works/City Engineer: Jesse Struve Vice President Egger gave the update

- i. Membership & Special Events Committee (Jason Sprague and Justin Messner, Co-chairs)
 - The primary focus of the committee has been planning the 2021 Spring Conference networking social event at French Park. Registration capacity is set at 200. It is possible that could be increased.
 - Food - a couple of food trucks available.
 - Games – yard games, etc. asking members to bring yard games.
 - Sponsorship exposure – signage highlighting the sponsors. Delegate Stanley offered SRF services to provide a poster board of the chapter sponsors.
 - Music.
 - Invite YPs and Student Chapter folks.
 - Summer Golf Classic. Scheduled for July 15 at Bunker Hills Golf Course. Details to come.
 - Planning the following technical tours
 - SWLRT Bridge construction
 - MSP Terminal 1 parking/access/hotel reconfiguration – potentially June 2021
 - Blaine Water Treatment Plant – September 2021
 - 35W/Lake Street upgrades – October/November 2021
 - Potential future tours:
 - Mall of America Transit Station
 - Outstate opportunities?
 - Others – contact the Membership Committee
 - Annual sponsorship campaign. No increases in sponsorship amounts this year. The sponsor benefits will be reviewed.

C. Manager/Engineer Director: Zach Johnson

- i. Education & Training Committee (E&T) (Tim Plath, Chair, and Chris McKenzie, Vice Chair)
 - The next committee meeting will be in June.

D. Outstate Director: Scott Jensen

- i. Outstate Committee (Chris Petree, Chair)
 - The committee met in mid-March. Focus was on:
 - What the committee can do to promote the virtual spring conference. The brochure was sent out to committee members to share with their greater MN contacts.
 - Future E&T programs and ensuring we continue to offer them virtually to capture attendance in greater MN as well as outside of Minnesota.
 - Committee member, Mindy Carlson, talked about successes LTAP has had with virtual courses offered over the last year.
 - The committee would like the E&T matrix updated so the committee can push it out to greater MN.
 - Talked about partnering opportunities with MN2050 and ROG.
- iii. Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)
 - The chapter received news that MN won six national awards. Notification of the project of the year awards has not been received yet.
 - The PACE award submittal is due June 1.
 - The committee will be organizing an award recognition function during the 2021 PWX.
 - Recommendation for future Exceptional Performance-Journalism (non-chapter) award submittal: Elk River video – From faucets to flushes and beyond – educating kids how water is treated for drinking water (https://www.youtube.com/watch?v=BrD_9YzNCIQ). Contact: Justin Femrite.

E. State/County/Regional Director: Dan Erickson

- i. Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)
- The committee met on April 9 and primarily focused the discussion on the budget and the Science Museum partnership.
 - Chair Schwartz and Matthys scheduled a meeting with the Science Museum at the end of May to discuss projects highlighting public works (inside, backyard and front yard).
 - The committee is requesting \$50,000 to \$100,000 to partner with the Science Museum and public works projects educating the public. The committee is cognizant of the fundraising discussions with ASCE and request the chapter be supportive of including this request in the joint fundraising effort with ASCE and the chapter.
 - The committee will submit its formal request to Secretary/Treasurer Heil for consideration in the 2021-22 FY budget.

F. Superintendent Director: Deb Williams – No report

- i. Environment & Sustainability (E&S) Committee (Matt Huggins, Chair, Tim Olson, Vice Chair)

G. Vendor/Contractor Director: Mike Purdy

- i. Communications Committee (Lydia Ener, Chair)
- MacQueen has a facility near the 2021 PWX and Mike Purdy offered the facility for chapter use if needed.

H. Young Professionals Director: Chris LaBounty **President Engum gave the update**

- i. Young Professionals Committee (Alex Jordan, Chair; Eric Seaburg, Vice Chair)
- The YPs started planning for in-person activities this spring.
 - Held another YP Zoom Trivia Night in March.
 - The *Reporter* will have an article highlighting the Minnesota YP Committee in the May edition.

I. Conference Planning (Matt Saam and Nick Egger, Co-chairs)

- 2021 Virtual Spring Conference
 - Online registration is open.
 - Mary Detloff, Crescendo Consulting Solutions, reached out to other organizations to cross-promote attendance at the conference.
 - President Engum encouraged members to forward the invitation to colleagues.

J. Volunteer Coordinator Report (Eric Fosmo)

- New members' meet and greet zoom meeting was held with about 10-12 attendees.
- Will assist Past President Matthys in promoting the Asset Management Committee.

8. OLD BUSINESS

No old business.

9. NEW BUSINESS

- Public Works Week. President Engum challenges members to promote awareness of public works during Public Works Week through posting short videos on social media channels to bring attention to public works.

10. ADJOURNMENT

President Engum adjourned the meeting at 1:27 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 9, 2021

Respectfully submitted,

Monica Heil
APWA-MN Chapter Secretary/Treasurer