



EXECUTIVE COMMITTEE MEETING June 9, 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. In-person Executive Committee Meetings

President Engum would like to get feedback regarding meeting in person for the Executive Committee meetings. No directives to the contrary have been received from APWA recently. She would like to meet in person starting with the August 11 meeting. If technology is available, a call-in option will also be offered. Delegate Clancy will confirm any liability issues with APWA concerning resuming in-person meetings. Chris Petree would be supportive of resuming meetings in person and asked, from a budgeting standpoint, if the intention is to do some type of hybrid model going forward. Engum confirmed she would like to have all future meetings in person with a call-in option offered, with lunch provided at the first meeting and ask people to bring their own lunch to future meetings.

B. Emerging Leaders Academy

The advertisement for the Emerging Leaders Academy has been posted with letters of interest are due June 18. Directors and committee chairs are encouraged to reach out to staff that would be good candidates for the program.

C. 2021 PWX

Planning is in motion for the chapter dinner and the chapter awards reception. PWX early bird signup deadline is July 1.

D. Chapter Financial Position

The chapter is seeing another year of having to tighten its belt. The primary revenue sources for the chapter are the conferences and both the in-person 2020 spring and fall conferences had to be canceled due to pandemic restrictions. The chapter did have some online learning sessions in the Fall of 2020 but that did not generate revenue. In Spring 2021, the chapter conducted some online learning sessions that did generate some revenue but not compared to in-person events. During the 2021-22 budget year, President Engum encouraged committees to brainstorm ways to generate revenue. It could be a short term need to help ramp up events (scholarships, the ROG initiative, STEM Day at the State Fair, partnering projects with the Science Museum).

E. August 11, 2021 Executive Committee Meeting

In order to meet the election schedule, the Nominating Committee will need to meet and present the slate of candidates for approval to the Executive Committee at the August meeting. Past President Matthys, Nominating Committee Chair, will be out of town the first two weeks of August and is proposing to move the Executive Committee meeting to August 18. After discussion, the August 11 Executive Committee meeting will remain on August 11. The Nominating Committee will meet in late July to allow enough time to confirm the potential candidates, and Matthys will assign a member from the Nominating Committee to present the slate of candidates on his behalf at the August 11 Executive Committee meeting.

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

A. Minutes of April 2 and May 21, 2021 Officers Meetings

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

B. Minutes from April 14, 2021 Executive Committee Meeting

MOVED by Chris LaBounty and seconded by Nina Stanley to approve the minutes of the April 14, 2021 Executive Committee meeting. Motion carried.

C. Financial Report

i. Financial Statements

For months ending May 31, 2021		
Opening Balance Equity (as of 7/1/2020)	\$277,380.80	
Merrill Lynch	\$143,232.28	
US Bank	\$81,464.09	
Total Current Assets	\$224,696.37	
Net Monthly Income	(\$2,684.43)	
	Deposits	Expenses
Deposit and Expense Report (May 2021)	\$16,319.75	\$16,442.52
Deposit and Expense Report (June 2021)	\$22,547.24	\$16,407.51

MOVED by Zach Johnson and seconded by Nina Stanley to approve the financial statements for months ending May 31, 2021 and May and June 2021 Deposit and Expense Reports. Motion carried.

ii. 2021-22 Budget

Coming out of COVID, the challenge in developing the 2021-22 budget was how to plan for revenue sources when our two main revenue generators were canceled. The officers discussed how to plan revenue sources when conference attendance might not be as high as in the past. Previously, the U of M facilitated the conferences and provided the net revenue to the chapter after the conference. After an RFP process for conference services, the U of M's proposal was significantly higher, and based on the scope of services, the chapter decided to contract with Crescendo for conferences in 2021. With the move to Crescendo, it has provided more transparency into what to expect for expenses and revenue which were helpful in the budget development.

Budget revisions:

- New Revenue line item was added for Sponsors (Agency sponsors).
- New Expense line items were added for Facility Costs for the fall and spring conferences.
- The officers discussed increasing the registration costs for spring and fall conferences based on an 80% estimate of attendance coming out of COVID. The fees have not been increased for quite some time and increases will contribute to the sustainability of chapter operations going forward. Information about the increases will be communicated prior to the Fall Conference. Heil noted potential increases are not related to contracting with Crescendo to facilitate the conferences.
 - Engum added that although Crescendo came in under the contract amount for the virtual spring conference, it is not known yet what the costs will be for an in-person conference. She also stated Crescendo is helping the chapter look into options for future fall conference locations.
- Scholarships and Diversity Grant. Both items are valued initiatives of the chapter and there has been discussion about how to continue to offer pre-COVID budget amounts. In 2021-22 FY, funds are proposed to be re-established for the Scholarship budget at \$20,000 (chapter funds), \$2,500 Dewey Kasma Family (non-chapter funds), and the Diversity Grant at \$2,500.
- Food & Beverage line items for committees continue to be at reduced levels than in pre-COVID years and ask committees to conduct online and in-person meetings. If committees decide to meet in person over the lunch hour, they are requested to ask committee members

to bring their own lunch. The chapter will continue to offer Zoom as an option for committees' use for online meetings.

- Conference Planning Chair Saam defended the notion to continue to provide lunches for the committee based on the amount of work the committee does in planning and bringing in the majority of the revenue for the chapter. Heil recognized the importance of people getting together in person and how that increases interest in the chapter. She is hoping these reductions are a short-term solution and not necessarily the rule moving forward.
- Matt Saam asked if a separate line item should be established for revenues related to the Fall Workshop. Heil agrees it makes sense to break it out in the future.
- The chapter will continue to budget for outreach and engagement such as the STEM Day at the State Fair, Science Museum, etc.
- To balance the proposed expenses and estimated revenue, the chapter estimates a \$9,600 transfer from chapter reserves but hopeful other options or committee ideas of generating revenue will occur to mitigate the transfer.
 - Engum had talked to other chapters about how funds are generated for their scholarship programs and Seattle has a traveling trophy that is given to the one who raises the most funds. As a result, this idea generated substantial amounts for their scholarship program.
 - An idea the chapter could do is have a picnic, provide food, have some type of outdoor tournament and charge members to attend.
 - Another idea is some type of committee competition.
 - UUCIS program is another area that may generate more revenue if it continues to be held at remote locations allowing an opportunity for other chapters and organizations to attend online.
 - Public Works Certificate Program. The chapter partners with the U of M to deliver the program, but the U of M takes on the risks associated with the registration and provides compensation for the instructors; therefore, no option for generating revenue.
 - In the past, it was discouraged to have an event sponsored by one of the sponsors; however, it might be time to relook at that as an option. Heil said there may be some other sponsor package ideas (such as vendor sponsors) to connect with groups interested in their products. See the E&T Committee discussion.

MOVED by Nina Stanley and seconded by Russ Matthys to approve the 2021-2022 FY budget as proposed. Motion carried.

4. VICE PRESIDENT'S REPORT (Nick Egger) – President Engum gave the update

A. PWX 2021 Chapter Dinner (St. Louis, MO) (<https://www.360-stl.com/>)

The Chapter Dinner is scheduled for Tuesday, August 31, from 6 to 8 p.m. at the Three Sixty St. Louis. Anticipating 45 people attending but more can be accommodated. Invitations will be sent out soon.

5. PAST PRESIDENT'S REPORT (Russ Matthys)

A. Past President's Report

- Financial request of \$100,000 for partnering projects with the Science Museum was made; however, the officers collectively decided not to include the request as part of the 2021-22 budget and suggested fundraising as a financial resource. The chapter is looking at a \$2.5 million public works exhibit in collaboration with other organizations. Future direction to the Public Awareness Committee will be requested by the Executive Committee on how to proceed with the fundraising effort.

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

- Continuing to plan the 1- to 2-hour Legislative Summit at the 2021 Fall Conference on Friday morning. It will be a combination of a presentation/panel with the focus on the environmental and utility side of infrastructure recognizing momentum with transportation. Will be reaching out to the MN2050 and the Environmental and Sustainability Committee to help with this initiative.
- The committee is distributing the chapter's Legislative one-pager.
- Chair Johnson attended the infrastructure tour of the Concord Street improvements coordinated by ROG Chair Kristin Asher and Senator Ann Johnson Stewart. Some elected officials and media coverage were in attendance. Senator Johnson Stewart did short videos during the tour. Similar efforts are planned for Duluth and other locations throughout the state.

- A special session will be held beginning on June 14 with the legislators having two weeks to approve the budget to avoid a government shutdown.

6. COUNCIL OF CHAPTERS REPORT (Jeannine Clancy)

A. Delegate's Report

- APWA's June 2021 Talking Points were recently emailed to the Executive Committee.
- The Council of Chapters will meet prior to the start of the 2021 PWX in St. Louis, MO. Delegate Clancy requested that at the August 11 Executive Committee meeting, the candidate recommended for the Alternate Delegate be approved to travel and attend that Council of Chapters meetings.

B. Alternate Delegate's Report (Chris Petree)

- Alternate Delegate Petree prefaced his report by stating he is unable to attend the first Council of Chapters meeting on Saturday but will arrive on Sunday and will attend the remaining meetings.
 - MN2050 Committee (Greg Stonehouse, Chair) – No report
 - Raise Our Grade MN Subcommittee (Kristin Asher, Chair) **Alternate Delegate Petree shared the update**
 - The first infrastructure walk was held on June 9 with a tour of the Concord Street Improvements.
 - Petree and Asher met with Vicki Stute from the Minnesota Chamber and discussed participating in its upcoming professional development conferences in the fall and bring awareness of the Raise Our Grade MN effort.

C. History Committee (Dave Hutton and Justin Klabo, Co-chairs) – No report

7. DIRECTOR/COMMITTEE CHAIR REPORTS

A. Consultant Director: Nina Stanley

- Diversity & Inclusion (D&I) Committee (Courtney Anderson-Ewald, Chair)
 - The D&I Committee provided a speaker from iONIS Solutions on building a diverse work environment during the virtual spring conference.
 - Working with the Communications Committee to post a library of D&I resources on the D&I Committee page on the new chapter website.
 - Started a database of D&I speakers with contact information.

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

- Membership & Special Events Committee (Jason Sprague and Justin Messner, Co-chairs)
 - July 15 – Summer Golf Classic at Bunker Hills Golf Course. The committee is thinking about ways to help raise more funds for chapter scholarships.
 - Working on tech tours organization.

C. Manager/Engineer Director: Zach Johnson

- Education & Training Committee (E&T) (Tim Plath, Chair, and Chris McKenzie, Vice Chair)
 - Fall Workshop. A facilitator addendum for the Fall Workshop to the Fall Conference agreement with Crescendo Consulting Solutions was presented for approval. The scope of work for the Fall Workshop was not part of Crescendo's agreement for the Fall Conference. The workshop topic will be APWA's Fleet Maintenance Certificate. Given this topic may open an opportunity for vendors/sponsors who are interested in fleet maintenance and management. Director LaBounty asked if the E&T will be notifying agencies to help out with vendor contacts. Plath agreed it will be some type of combination of communication and work with Crescendo to gain the sponsor interest. In discussions with Crescendo, Chair Plath and Vice Chair McKenzie requested providing an optional service of marketing and facilitating the addition of potential sponsors for the workshop.

The cost for Fall Workshop base services is \$5,500 and \$1,500 optional additional service for vendor coordination and marketing. The addendum is fluid at this point due to travel restrictions APWA currently has in place. APWA will be making a decision if those restrictions will be lifted in the next few days. At that time, the E&T

Committee will be able to communicate with APWA about the Fleet Maintenance Certificate program and then firm up the contract with Crescendo.

MOVED by Jeannine Clancy and seconded by Zach Johnson to approve the addendum to the 2021 Fall Conference agreement that includes the Fall Workshop (\$5,500) and solicitation of Workshop vendor sponsorship (\$1,500) with Crescendo Consulting Solutions for a total of \$7,000 covering the full scope as proposed in the addendum. Motion carried.

- 2020-21 Scholarships. The E&T Committee reviewed the 10 applications (9 college and one technical school) received and recommend awarding two college (\$2,500) and one technical school scholarships (\$1,250 each).
MOVED by Russ Matthys and seconded by Monica Heil to approve awarding the 2020-21 Scholarships to two college and one technical school recipients as recommended by the Education & Training Committee. Motion carried.
- Scholarship Eligibility Criteria. The committee discussed expanding the eligibility criteria. Suggested changes include:
 - Expanding eligibility for non-Minnesota residents attending a Minnesota school (current criteria states, *the student must be a Minnesota resident or an APWA-MN Chapter member, but not necessarily attending a Minnesota school.*), and/or
 - Provide eligibility for current employees of Minnesota municipal/county/state agencies regardless of Minnesota residency.

Discussion followed. Petree said the E&T explored the criteria some time ago and changed the criteria to the current requirements to expand a MN resident or APWA-MN member to attend schools outside of MN in the hope the student would return and start their career in public works in MN. To solve the situation with people working for a MN agency but living in another state, by having those employees become a MN chapter member. Petree favors the direction if the chapter is offering a scholarship, the applicant should be an APWA chapter member if not a resident. Past President Matthys agrees to keep the criteria as is and re-evaluate after the chapter's financial state is on the pre-COVID basis.

- Chair Plath expressed appreciation for Steve Groen Co-chair of the E&T UUCIS Subcommittee, who recently retired from Hennepin County and has taken a position as Highway Superintendent for Minnehaha County, SD in Sioux Falls.

D. Outstate Director: Scott Jensen

i. Outstate Committee (Chris Petree, Chair)

- Fall Conference Call for Presentations. The committee discussed the call and will encourage outstate and greater MN agencies, organizations and consultants to submit presentations of emerging issues facing outstate members.
- The committee uses the Membership Density Map. APWA no longer has the ability to provide the same type of density map other than a google map that is not accurate. Petree asked the Chapter Assistant to reach out to APWA again to see if they can provide a more accurate density map.
- The committee requested the E&T matrix be updated, especially with information of virtual offerings to share with the Outstate Committee so they can share the information with their contacts. This information could boost attendance from outstate members. Chair Plath said the E&T Committee plans to discuss the matrix at its August meeting and in an effort to make the matrix more current, the committee is considering adding information about how to become a member of APWA and includes links to offer an opportunity to recruit new chapter members.
- The committee discussed outstate ideas for the ROG Infrastructure Tours that Senator Ann Johnson Steward would like to visit.

- iii. Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)
 - The PACE award application led by committee member Tom Borowicz, was submitted by the June 1 deadline.
 - An additional national award was received for the City of Woodbury's Water Treatment Plant for Project of the Year – Emergency Construction, \$5-\$25 million category.
 - Vice Chair McCoy is coordinating the Awards Reception during the 2021 PWX. Currently, considering the Bridge Tap House and Wine Bar in St. Louis. More information to come.

E. State/County/Regional Director: Dan Erickson

- i. Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)
 - Chair Schwartz and Past President Matthys continue to meet with the Science Museum. They are discussing backyard improvements opportunities and the Science Museum is looking to partner with APWA and the City of St. Paul on some public works improvements.

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)
 - By the end of June, articles due are the mid-year President's Message, Public Works Week, and articles from the E&T and Diversity committees.

H. Young Professionals Director: Chris LaBounty

- i. Young Professionals Committee (Alex Jordan, Chair; Eric Seaburg, Vice Chair)
 - June 9 – Lawn Bowling at Brookview Community Center in Golden Valley. This is a graduation ceremony event for recent graduates and new YP members to the chapter.
 - July (date TBD) – Mini Golf at Centennial Lakes in Edina.
 - August (date TBD)– coordinating North Central Section of the Institute of Transportation Engineers (NCITE) Young Members Committee Joint Networking Event (Kickball).

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

- Will have first meeting to start planning for the in-person Fall Workshop and Conference on June 17.

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

8. OLD BUSINESS

No old business.

9. NEW BUSINESS

No new business.

10. ADJOURNMENT

President Engum adjourned the meeting at 1:52 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: August 11, 2021

Respectfully submitted,

Monica Heil
APWA-MN Chapter Secretary/Treasurer