



APWA-MN Executive Committee Officers Meeting Minutes Friday, February 4, 2022

Attendees

Nick Egger, President
Monica Heil, Vice President
Jupe Hale, Secretary/Treasurer
Chris Petree, Delegate
Amy Grothaus, Alternate Delegate
Pat Schutrop, Chapter Assistant

Absent: Beth Engum, Past President

Guest: Mark Ray, Director of Public Works, City of Crystal

The Officers' meeting convened at 8:31 a.m. via Zoom.

1. January 7, 2022 Officers Meeting Minutes (Egger)

The minutes were received with no comments.

2. Hennepin County Fence Working Group Email (Egger/Mark Ray)

A Fence Working Group is being formed consisting of police, fire, public works, and emergency management professionals primarily from Hennepin County to help communities deal with civil unrest, etc. and to protect public facilities. Although it started in Hennepin County, now it has grown metro wide. Mark Ray, City of Crystal, reached out to Nick to see if APWA-MN would be interested in becoming a member of the consortium.

The fence consortium will have seven board members appointed by their organizations (3 police, 1 fire, 1 emergency manager, 1 city manager, and 1 public works). The board will meet three times a year for a full day each. Mark is asking if APWA-MN would be willing to appoint a member to the board for a three-year term. Each consortium board member will need to have 1 to 3 staff available to be part of the Fence Deployment team.

The consortium's Joint Powers Agreement is being developed as well as procedures for how deployment of the fence would operate. Chris asked what the benefit would be for the chapter to have a member appointed to the consortium. Mark said this will open the door to better collaboration and networking with the other group members. Relationships developed would bring awareness of public works and recognition of public works professionals as first responders. In addition, it could lead to potential speakers for conferences, etc.

Considering risks involved, Chris asked what the risk or exposure to APWA would be if the group becomes politically charged when these sorts of unrests happen. Mark added APWA already bears the risk with the first responders' brand. Mark clarified that the consortium is only about setting up fence and when things get out of control, public works staff will be pulled from the site. Jupe added if three requests for fencing comes in from sitting organizations, the board will need to decide who gets the fencing first which presents another risk. If determining requests becomes sensitive, the police have three members, three votes, which could determine the order of where the fence will go. Currently, there is only enough fencing for one police department. One of the concepts is to purchase enough fence to cover all the needs and have the vendor store it.

A process for recruitment will need to be developed including the appointed member's agency support to cover the time involved on the consortium board. Nick asked if other associations have developed that process and willing to share with the chapter. Mark is not aware of any yet. The chapter would want to have existing procedures or models to follow in its decision making process and disclose as much about the role so that people know the commitment needed.

Conceptually, the chapter would own its selection and nothing else would be required of the chapter until the term ends and another selection is due. Chris added the chapter would want the individual to align with the chapter's values and goals and would want the person's motivation to be in alignment with our membership. Jupe agrees that person should be an APWA member because they will represent APWA and their votes on the board represent APWA. That person would also be required to report back to the chapter.

Chris agrees it aligns with APWA goals, and asks again if there is an adverse risk to the chapter with having a member sit on the board and as the board grows and becomes aware of APWA. He would be supportive of doing what Mark is asking with the exception the chapter appointee would need to be an active member, and that member would need to have approval from their agency.

Monica asked about solicitation of the other board members and the timeline. Mark said there is no consortium organized yet so it would be at least three to four months out before agencies will adopt the JPA to form the consortium and ready to appoint members to the board. Mark is looking to reach out to all the 7-county area. Forty agencies have provided maps of where fencing would be placed. The LMC is aware of the consortium and its purpose and Mark is talking with the League's insurance staff. The LMC's risk group has also been involved in reviewing the JPA as well.

Nick asked about the Metro Cities group. Chris said they office in the LMC building and are independently funded. Mark will talk to the LMC about the Metro Cities and see if they should be involved in promoting the consortium through its members.

ACTION: The officers' sentiment is to move forward and will get models of previous appointments, as well as ask Mark to continue to update the chapter on the progression and also the expectations of the chapter member on the board.

ACTION: Mark will forward the language for the JPA for the board members to Pat.

3. Financial Report (Hale)

a. Financial Statements

Financial Report for January 31, 2022

For months ending January 31, 2022		
Opening Balance Equity (as of 7/1/2021)	\$235,322.27	
Merrill Lynch	\$138,992.96	
US Bank	\$127,051.72	
Total Current Assets	\$266,044.68	
Net Monthly Income	\$30,722.41	
	Deposits	Expenses
Deposit & Expense Report (as of Feb. 4, 2022)	\$10,751.29	\$16,692.57

Pat noted the Zoom account was increased to 500 participants in the amount of \$50 to accommodate the Thursday morning online Infrastructure Talks in February to March 3rd.

b. Deposit and Expense Reports

The officers had no comments on the Deposit and Expense Report as of February 4, 2022.

4. Council of Chapters Meeting Update (Petree)

- The Council of Chapters in-person meeting was canceled. Chris is on the Public Works Awareness Task Force and there is a virtual Task Force meeting scheduled for Thursday, February 17. Amy will have an opportunity to engage on a Task Force once the Council of Chapters meet in person again in the future.
- A virtual State of APWA meeting is scheduled for Friday, February 18, from 1 to 3:30 p.m. None of the officers have received information. Chris sent an email to Jill Wilbeck to get more information about who can attend, etc. Amy mentioned the email included a punch list of

discussion points for chapters to react to and to let Chris or her know of any questions to bring up at the Council of Chapters meetings.

ACTION: Chris will forward the information to the officers.

- The Council of Chapters' 2022 Winter Activities report was prepared and sent to Region VI Director Joe Johnson for his information. The report will be shared with the Executive Committee at the next meeting.

5. 2022 Spring Conference (Heil/Egger)

Nick has been working with APWA in reviewing the contract with Grand View Lodge. APWA wanted some edits to the contract that Grand View was not willing to accept. APWA left the final decision up to the chapter. Nick has the final contract and will present it to the Executive Committee for approval at the February 9th meeting.

The Conference Planning Committee had its first meeting for the Spring Conference last week and are starting to look at speakers, presentation topics, and looking at service project ideas for Thursday afternoon. The committee meets again on Monday, February 7. Monica added Mary Detloff has been great to work with as she plans her first spring conference.

6. 2026 PWX (Engum)

Minnesota has submitted the application of interest to host the PWX in 2026. APWA is now working on scheduling the facility tours with all of the interested chapters.

7. Education & Training (E&T) Committee's Training One-Pager (Heil)

In the past, the E&T training matrix was included in the conference brochures as an advertisement of the chapter's E&T program. The E&T has now refreshed its four-page packet. Tim Plath, E&T Chair, would like to bring this to the Executive Committee February 9th meeting. Chris added this is something he shares with the Outstate Development Committee to share with their contacts. The officers were impressed with the packet and agreed with the E&T to start using it.

8. Building Jobs Coalition (Egger)

Tom Eggum passed this along to Nick to see if APWA was interested in becoming a partner of the Building Jobs Coalition. It does seem to fit the goal of extending partnerships and what the MN2050 and Raise Our Grade MN are pushing for. The officers had not heard of the organization before. Monica said the website lists its partners and policies. The coalition is managed under the AGC, or at least it is the coalition's main advocate.

Jupe asked about cost and time support as part of the consideration process. Monica suggested talking to them about how they would support APWA such as becoming a sponsor at the conferences if the chapter became one of its partners.

ACTION: Nick will reach out to some of the leadership group of the AGC to see what can be learned in order to move forward.

9. Review Task List (Egger)*

a. February

- 1) Public Works Week Proclamation: contact Governor's office to request (Nick/Pat)
Note: Chapter Assistant will forward form, proclamation, and letter to President to forward to Governor's administrative contact and copy April Crockett, MnDOT, on email.
ACTION: Pat will visit the governor's website to see if the proclamation form request is posted. The governor's staff will not review the request until within 20 business days of the event.
- 2) Review sponsor levels for 2022 sponsor campaign (Officers/Membership Committee)
Note: The Membership Committee is looking at modifying the 2022 sponsor campaign materials such as the benefits and cost. The committee will be presenting a draft for consideration by the Executive Committee at the February 9th meeting, with approval at the March 9 meeting.
- 3) Chapter Dinner location search (Monica)
Monica has settled on the restaurant called The Haymaker that can handle 80 people. It is within walking distance of the conference center. The chapter would have the entire restaurant including an upper level with a menu of heavy appetizers. A proposal was received. The restaurant offered two options to consider: (1) have a

full open bar, all drinks included, for an additional \$1,600; or (2) \$1,600 would include the heavy appetizers and two drink tickets. Gratuity and tax would be added onto the \$1,600. Based on 80 people at \$60 per person, the subsidy by the chapter would be about \$4,000 for fees associated with the chapter dinner. Monica will need to confirm the final number two weeks prior to the event. If less than 80 people are signed up, she understands the chapter would be responsible for paying for the number of attendees only.

Last year and considering it was more restrictive due to COVID, the operating budget were \$4,900 for the chapter dinner and the awards reception. The Haymaker requires a deposit of \$1,600 and is refundable if the chapter cancels a minimum of two weeks before the event.

Jupe is supportive of the \$4,000 subsidy and a new budget amount to be considered for the awards recognition.

ACTION: The officers agree with \$4,000 chapter subsidy and the two drink ticket option.

ACTION: Monica will discuss the final decision at the Executive Committee meeting on February 9th and then submit the deposit if no objections are received.

b. March

- 1) National award submittals – due March 1 (Pat/Awards Committee)
- 2) PO Box renewal due March 31 (\$324) (Pat)
- 3) Zoom annual subscription due March 27, 2022 (\$149.90) (Pat)
- 4) APWA National Chapter Committee Members and Committee Liaisons-confirm for 2022 (Chris/Pat)
- 5) Solicit committees for budget needs for upcoming budget cycle (Hale/Pat)
ACTION: Pat will send Jupe a list of the committee meetings received to date and the draft email requesting budget updates from the committees.
- 6) Review bylaws for chapter compliance (Hale)

10. Next Executive Committee Meeting: February 9, 2022 (Egger)

- 2022 Chapter Dinner (Monica)
- Draft 2022 Sponsorship Campaign (Membership Committee)

11. Upcoming Website Articles*

a. February

- 1) President's Message (Egger)
- 2) Committee/Director report – Communications (Lydia Ener/Mike Purdy)
- 3) Committee report – MN2050 (Greg Stonehouse)

b. March

- 1) Sponsor article (Mike Purdy)

Social Media

Send social media content to Lydia Ener at socialmedia@apwa-mn.org email.

12. Other

13. Adjourn

The meeting adjourned at 9:39 a.m.