



**EXECUTIVE COMMITTEE MEETING  
February 9, 2022**

**MINUTES**

**In attendance:** Nick Egger, Monica Heil, Jupe Hale, Beth Engum, Chris Petree, Amy Grothaus, Lydia Ener, Mark Hansen, Steve Iverson, Zach Johnson, Alex Jordan, Sarah Lloyd, Russ Matthys, Richard McCoy, Chris McKenzie, Cristina Mlejnek, Tim Plath, Jessa Trbojevich, Sarah Schweiger, and Deb Williams

Pat Schutrop, Chapter Assistant and Recorder

**1. CALL TO ORDER**

The meeting was held virtually via Zoom and in person. President Egger called the meeting to order at 12:11 p.m.

**2. PRESIDENT’S REPORT (Nick Egger)**

A. 2022 Spring Conference Contract

President Egger presented the 2022 Spring Conference contract with Grand View Lodge for approval. The contract has been approved by APWA.

**MOVED by Mark Hansen and seconded by Jupe Hale to approve the 2022 Spring Conference contract with Grand View Lodge. Motion carried.**

**3. SECRETARY/TREASURER’S REPORT (Jupe Hale, Secretary/Treasurer)**

A. Minutes of January 7, 2022 Officers Meeting

No comments were received on the minutes presented.

B. Minutes from January 12, 2022 Executive Committee Meeting

**MOVED by Chris Petree and seconded by Mark Hansen to approve the minutes of the January 12, 2022 Executive Committee meeting. Motion carried.**

C. Financial Report

i. Financial Statements

For months ending January 31, 2022		
<b>Opening Balance Equity (as of 7/1/2021)</b>	<b>\$235,322.27</b>	
Merrill Lynch		\$138,992.96
US Bank		\$127,051.72
<b>Total Current Assets</b>	<b>\$266,044.68</b>	
<b>Net Monthly Income</b>	<b>\$30,722.41</b>	
	<b>Deposits</b>	<b>Expenses</b>
Deposit and Expense Report (February 2022)	\$10,751.29	\$16,004.56
		\$88,991.93

An error was noted in the addition of the Expenses column where the \$68,487.37 was not included in the expense total. The total reported was \$16,004.56 and should be \$88,991.93.

**MOVED by Chris Petree and seconded by Mark Hansen to approve the financial statements for months ending January 31, 2022 and to approve the February 2022 Deposit and Expense Report with the correction noted in the expense column. Motion carried.**

Secretary/Treasurer Hale encouraged the Executive Committee to consider budget requests for preparation of the 2022-23 budget.

#### 4. VICE PRESIDENT'S REPORT (Monica Heil)

##### A. PWX 2022 Chapter Dinner (Charlotte, North Carolina)

The dinner will be Tuesday, August 30. Vice President Heil has found a restaurant called Haymaker which is within 7 minutes walking distance from the convention center. A deposit is requested; however, it is refundable within 2 weeks of the event. The cost will be \$60 per person and includes heavy appetizers and two drink tickets. The chapter is planning on 80 people and the attendees will have the upper and lower level of the restaurant. The Executive Committee agrees with the recommendation and directs Vice President Heil to make the deposit for the 2022 PWX Chapter Dinner.

#### 5. PAST PRESIDENT'S REPORT (Beth Engum)

##### A. Past Presidents Report

- FlannelJax's St. Paul. The Membership & Special Events Committee is planning an outing at FlannelJax's St. Paul on February 24. The quote is for 20 to 30 guest, 2 hours, no food. The committee is asking if the Executive Committee would be in favor of subsidizing the cost so that it can be reduced to \$10 to \$20 per person to encourage attendance. Attendees will accept APWA's waiver as well as FlannelJax's waiver that participants are required to accept.

Discussion followed. This request is unique to what the chapter has done in the past. If the chapter decides to subsidize this event, will other committees/members request the chapter subsidize events to make them happen. The Executive Committee does not favor subsidizing the FlannelJax's St. Paul event in order to avoid setting a precedence for other events without appropriate criteria to follow.

Currently, the only events subsidized by the chapter are the chapter dinner and the summer golf event. President Egger said it would be beneficial to draft criteria for the chapter to follow when other requests come up to subsidize events beyond what the chapter currently does.

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

- Met and went through its priorities. For a future discussion, Chair Johnson asked what will the follow-up steps be expected of committees throughout the year.
- Researching how to complete a Needs Assessment of infrastructure across the state to provide clear guidance for what the ask or need is from legislators in terms of policy, funding, etc. The question of accuracy is important, and the current sources are time-consuming, and accuracy is in question. The committee may request the help of the chapter's Administrative Assistant in this effort.
- The GAC, ROG and MN2050 had a meeting on January 24 and have a follow-up meeting on Thursday, February 10. One of the initiatives being discussed is to establish a statewide commission or see if there is an existing commission where the chapter can sit, as a way to promote and advocate infrastructure needs.
- Updating its legislative one-pager to coincide with the ASCE report card update release.
- 2022 MN Legislation Session (1/31/2022-5/17/2022).

#### 6. COUNCIL OF CHAPTERS REPORT (Chris Petree)

##### A. Delegate's Report

- Council of Chapters 2022 Winter Activity Report. The activity report is generated twice a year and submitted to APWA and the chapter's regional delegate.
- Chapter Discussion Items for Council of Chapters Meetings. The State of APWA scheduled for Friday, February 18, from 1 to 3:30 p.m. Delegate Petree is waiting to hear who is invited to attend the meeting outside of the delegate and alternate delegate. There is a list of discussion items for chapters to engage in.

##### B. Alternate Delegate's Report (Amy Grothaus) – Alternate Delegate Grothaus gave both reports

###### i. MN2050 Committee (Greg Stonehouse, Chair)

- Working through a joint meeting with ROG, GAC and MN2050 to discuss and refine focus.
- Plan to have a virtual MN2050 partners meeting to re-engage partners in March.
- Plan to have an in-person MN2050 partners meeting in mid- to late 2022.

- ii. Raise Our Grade MN Subcommittee (Kristin Asher, Chair)
  - Working on the Infrastructure Talks scheduled for 7:45 a.m. on Thursdays starting on February 10, 17, 24, and March 3. The information will be sent out via social media and general mass email to the membership.
  - Next meeting is March 1, 2022.

C. History Committee (Justin Klabo, Chair)

- The committee is working on its priorities list.
- Utilizing social media and the website to push out various historical items.

## 7. DIRECTOR/COMMITTEE CHAIR REPORTS

A. Consultant Director: Cristina Mlejnek

- i. Diversity & Inclusion Committee (Courtney Anderson-Ewald, Chair)
  - The committee received four applications for the Diversity & Inclusion Grant and after review of all letters, the committee recommends awarding the grant to the Bloomington Public Works in the amount of \$2,500.  
~~**MOVED by Beth Engum and seconded by Chris McKenzie to approve awarding the Diversity & Inclusion Grant in the amount of \$2,500 to the Bloomington Public Works Racial Equity Action Team (REAT) & Utilities Division. Motion carried.**~~  
**MOVED by Amy Grothaus and seconded by Jupe Hale to amend and approve awarding the Diversity & Inclusion Grant in the amount of \$2,500 to the Bloomington Public Works Racial Equity Action Team (REAT) & Utilities Division. Motion carried.**
  - Reviewed 2021 goals and established 2022 goals.

B. Director of Public Works/City Engineer: Mark Hansen

- i. Membership & Special Events Committee (Jason Sprague and Justin Messner, Co-chairs)
  - The committee meets monthly on the 2<sup>nd</sup> Friday, at the Downtowner in St. Paul.
  - The committee drafted the 2022 Sponsorship Campaign for the Executive Committee's feedback. Due to COVID and economic reasons, the fees have not been increased. The committee is now proposing the following annual increases: Platinum - \$1,500; Gold - \$975; and Silver - \$725 with increased benefits for each level.
    - Matthys noted the STEM events will not be happening this year, but will continue in 2023.
    - Most of the current sponsors do not take advantage of posting articles on the website.
    - Alternate Delegate Grothaus also noted the sponsorship campaign does not align with the chapter's budget cycle and consider adding that information in the letter sent out to potential sponsors.
    - The chapter increased its conference registration fees in 2021 (fall) and 2022 (spring).
    - The sponsorship funds are a sizeable contribution to the chapter's operating budget. Increasing the levels will allow the chapter to do some of its initiatives.
    - A definition of why the increases and the value it adds is a suggestion to add to the letter going to the sponsors.
    - A value in sponsoring the chapter is a booth is provided at the Fall Conference for Platinum and Gold levels.
    - Executive Committee consensus is to direct the Membership & Special Events to rework the amounts and benefits.
  - Upcoming events:
    - February 23 or 24 – Axe Throwing at FlannelJax's St. Paul
    - March 31 – Feed My Starving Children, Coon Rapids site. Reserved for 25 people.
    - June 9 – Possible Saints Game with Tailgating
    - August 11 – City of Fridley Public Works and Civic Campus Technical Tour

C. Manager/Engineer Director: Zach Johnson

- i. Education & Training Committee (E&T) (Tim Plath, Chair, and Chris McKenzie, Vice Chair)
  - The chapter will no longer be receiving the Kasma Family donation of \$2,500 for the Dewey Kasma APWA-MN scholarship. The budget allows for \$20,000 in scholarships to be given away in FY2022. The committee is recommending the funds to be awarded as follows: one (1) \$5,000 and three (3) \$2,500 scholarships to qualified college students; and three (3) \$2,500 scholarships to qualified technical school students.

**MOVED by Zach Johnson and seconded by Jupe Hale to approve the distribution of scholarship funds as recommended by the Education & Training Committee. Motion carried.**

- The committee will begin recruiting for the 2022-2023 Public Works Executive Fellowship program. The class size will be 12.
- The Education & Training opportunities and target audience matrix was updated with the help of LTAP. The one-pager includes general information and highlights benefits to chapter members. Two styles were presented for comments.
- The committee's 2022 priorities are: provide education programming and opportunities for APWA-MN members, promote related education programming from related neighboring agencies, and promote entry into Public Works through educational scholarships for careers in Public Works.

**D. Outstate Director: Steve Iverson**

- i. **Outstate Development Committee (Chris Petree, Chair) – No report**
- ii. **Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)**
  - The committee met on January 14, 2022 to discuss the national awards nominations. Submittals can be sent to the Chapter Assistant by February 23 for packaging and uploading to APWA's website by March 1.
  - The City of Edina submitted a nomination for the Excellence and Snow and Ice Award and was not selected.

**E. State/County/Regional Director: Jessa Trbojevich**

- i. **Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)**
  - The Success Beyond the Classroom (SBC) acknowledged receipt of the \$905 donation raised by the chapter during the 2021 Fall Conference.
  - The committee will be participating in the following events:
    - March 10 – SBC CreativeCon
    - Future Forward
    - March 13 – STEMLink (in planning stage)
    - Week of April 26 – 2022 Work Zone Safety Awareness Week
  - The MN Science Museum's Environmental Literacy Program Application TBD
  - Next meeting is February 11.
- ii. **Asset Management Committee (Russ Matthys, Chair)**
  - The committee drafted a vision and mission statement that it will be reviewing at its next meeting:
    - Vision: "Advancing quality of life for all Minnesotans through Asset Management."
    - Mission: "Support public works (and infrastructure) through Asset Management advocacy and education."
  - The committee's next meeting is April 5, 2022.

**F. Superintendent Director: Deb Williams**

- i. **Environment & Sustainability (E&S) Committee (Tim Olson, Chair)**
  - The committee met on January 20, 2022 and brainstormed priorities and goals for 2022.
  - The committee broaden its focus beyond water issues for 2022.
  - The list of opportunities and goals was condensed to three key topics that gather around communication and how best cities communicate to all levels of city staff, what are the lessons learned, how is this informing policy, is our approach in education effective, etc.
  - The committee will add the Environmental Stewardship Award nomination to its list of priorities.

**G. Vendor/Contractor Director: Mike Purdy**

- i. **Communications Committee (Lydia Ener, Chair)**
  - The draft Website Policy was included in the packet for the Executive Committee to review. The committee is requesting a longer discussion and approval at the March 9th Executive Committee meeting. The policy is basically stating the purpose of the website, the objective of the website and approval of articles on basis of the policy. The policy is all website content.

- 2022 chapter priorities were included in the packet.
- Upcoming articles requested are from the Asset Management and Audit committees.

#### H. Young Professions Director: Alex Jordan

- i. Young Professionals Committee (Sarah Schweiger, Chair; Cody Mathisen, Vice Chair)
  - The committee's kickoff meeting was in January and a number of new members were added to the committee.
  - A Virtual Trivia event was in January with 40 attendees.
  - Working on forming a mentorship program for first-time attendees of the 2022 Spring Conference and pairing them with someone who has attended the conference in the past.
  - Planning events for 2022,
  - Student Chapters are both getting started on what they want to do in 2022.
  - The U of M Student Chapter has a Lunch and Learn planned for February.
  - Director Jordan shared APWA's Young Professionals Committee has planned a virtual Young Professionals Summit for March 10, 10 a.m. – 3 p.m. The cost is \$25. The topics and keynote speakers are geared for YPs. Jordan added this event will be well worth the value for YPs to get involved in and learn more about APWA at the national level. The 2023 YP Summit will be held in-person.

#### I. Conference Planning (Matt Saam and Monica Heil, Co-chairs)

- The committee is working on speaker selection.
- The 2020 and 2021 Leadership Academy graduates will be invited to attend a recognition ceremony and lunch that follows. The committee discussed the option of the inviting the graduates to stay overnight and giving them the opportunity to learn more about the chapter. It would be about 20 graduates and Heil anticipates 12 will attend. The cost to the chapter would be for the food only and not the cost of the conference. The Executive Committee agrees it would be worth the investment to extend the invitation to them.
  - The Executive Committee supports inviting Instructor Wally Wysopal and the 2020 and 2021 Leadership Academy students to attend the recognition ceremony and stay overnight.
- The registration cost for the Spring Conference will be \$300 for members and \$350 for non-members.

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

### 8. **OLD BUSINESS**

No old business.

### 9. **NEW BUSINESS**

No new business.

### 10. **ADJOURNMENT**

**MOVED by Mark Hansen and seconded by Deb Williams to adjourn the Executive Committee meeting of February 9, 2022. Motion carried.**

President Egger adjourned the meeting at 1:53 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: March 9, 2022

Respectfully submitted,

Jupe Hale  
APWA-MN Chapter Secretary/Treasurer