



**EXECUTIVE COMMITTEE MEETING
March 9, 2022**

MINUTES

In attendance: Nick Egger, Monica Heil, Jupe Hale, Beth Engum, Amy Grothaus, Lydia Ener, Eric Fosmo, Mark Hansen, Steve Iverson, Zach Johnson, Alex Jordan, Justin Klabo, Russ Matthys, Richard McCoy, Cristina Mlejnek, Tim Olson, Tim Plath, Mike Purdy, Jessa Trbojevich, Matt Saam, 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 12:09 p.m.

2. PRESIDENT’S REPORT (Nick Egger)

A. 2022 Summer Golf Classic Contract

President Egger presented the contract with Bunker Hills Golf Course for the 2022 Summer Golf Classic for approval. The contract has been reviewed by APWA.

MOVED by Mark Hansen and seconded by Amy Grothaus to approve the contract with Bunker Hills Golf Course for the 2022 Summer Golf Classic. Motion carried.

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

A. Minutes of February 4, 2022 Officers Meeting

No comments were received on the minutes presented.

B. Minutes of February 9, 2022 Executive Committee Meeting

The following corrections are noted:

Page 1, item 1: “The meeting was held virtually via Zoom and in person.”

Page 3, Item 7Ai. The motion was not seconded by an officer or director. President Egger requested the motion be amended to state the motion is made and seconded by an officer or director:

MOVED by Amy Grothaus and seconded by Jupe Hale to amend the original motion to include a second by an officer or director, and to approve the Diversity & Inclusion Grant to be awarded to the Bloomington Public Works Racial Equity Action Team (REAT) & Utilities Division in the amount of \$2,500. Motion carried.

MOVED by Beth Engum and seconded by Mark Hansen to approve the minutes of the February 9, 2022 Executive Committee meeting with the corrections noted. Motion carried.

C. Financial Report

i. Financial Statements

For months ending February 28, 2022		
Opening Balance Equity (as of 7/1/2021)		\$235,322.27
Merrill Lynch		\$135,894.97
US Bank		\$115,803.62
Total Current Assets		\$251,698.59
Net Monthly Income		\$16,376.32
	Deposits	Expenses
Deposit and Expense Report (March 2022)	\$0.00	\$15,851.88

MOVED by Deb Williams and seconded by Amy Grothaus to approve the financial statements for months ending February 28, 2022 and to approve the March 2022 Deposit and Expense Report. Motion carried.

D. Budget Requests

Secretary/Treasurer Hale will be sending out budget requests to the committee chairs in preparation for the 2022-23 budget. The email will contain a spreadsheet for committees to document their requests and the current FY2022 budget vs. actuals will be included for reference. Requests will be due April 22.

4. VICE PRESIDENT'S REPORT (Monica Heil)

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

The space has been reserved with the Haymaker. The entire restaurant will be reserved for the chapter. Registration will go out after APWA sends out its information concerning the PWX.

5. PAST PRESIDENT'S REPORT (Beth Engum)

A. Past Presidents Report

- FlannelJax's St. Paul. The Membership & Special Events Committee organized an event where a group of 13 brave people met at FlannelJax's St. Paul for axe throwing and chapter comradery. The commitment was for 20 slots. Unfortunately, the chapter was responsible to pay for the seven vacant slots at a cost of about \$300. Lesson learned is to look for event venues that do not charge a minimum to participate.

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

- Working with MN2050 and Raise Our Grade MN (ROG) to work together on similar initiatives.
- Working to build momentum and focusing on innovating the committee within the legislature through establishing a commission where the chapter or public works professionals would have a stationary seat. Senator Ann Johnson Stewart and others are helping with this effort.

6. COUNCIL OF CHAPTERS REPORT (Chris Petree) – Alternate Delegate Grothaus gave the update.

A. Delegate's Report

- Both Delegate Petree and Alternate Delegate Grothaus attended the State of APWA virtual meeting on February 18. APWA provided general information and what APWA has been working on. The strategic plan was revisited with the focus on value, voice, and membership and credentialing. The Public Works Week posters are ready to order. APWA briefly talked about when the awards are due, the Snow Conference, and the PWX. The item discussed that will affect the chapter website transition is the new AMS platform that will be up and running by January 2023. Executive Director Scott Grayson recommended the chapter halt its website transition until after the new platform is installed. Chapter templates will most likely look different after the new platform is up and running.

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

i. MN2050 Committee (Greg Stonehouse and Michelle Stockness, Co-chairs)

- Michelle Stockness, Barr Engineering Co., has agreed to co-chair the MN2050 Committee.
- MN2050 met on March 4 to organize two meetings with its partners. The first meeting will be a virtual meeting scheduled for March 30 at 9 a.m. Contact information will be collected from each partner representative at that meeting. The second meeting proposed is an in-person meeting scheduled for April 14 at 10 a.m. at the Minnesota League of Cities.
- For consideration, the MN2050 is proposing to consolidate MN2050/ROG/GAC committees. Chair Johnson, Government Affairs Committee, said the idea of consolidating the committees has been brought up and he offered the following feedback.
 - Each committee's primary tasks and responsibilities are extensive in nature such as engaging the partners (MN2050), outreach in getting the message out to the public (ROG), and meeting and developing relationships with legislators (GAC).
 - The joint meetings have been beneficial; however, because each committee's initiative is time-consuming, it is difficult to keep the focus of the meetings.
 - Senses more cohesiveness as the joint meetings continue and they find the right organizations to assist.

ii. Raise Our Grade MN Subcommittee (Kristin Asher, Chair)

- March 1 meeting was rescheduled.

C. History Committee (Justin Klabo, Chair)

- The committee is brainstorming ideas of “Where are they now?” videos or writeups. Ideas can be sent to Chair Klabo.
- Also working on articles to publish.
- 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 2022 meeting schedule has been set and the next one coming up is on April 5.
 - Working with the Conference Planning Committee to have a session with Brain Skills @ Work at the 2022 Spring Conference. It will be two training sessions to equip leaders with takeaways they can apply in their workplace.

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

- i. Membership & Special Events Committee (Jason Sprague and Justin Messner, Co-chairs)
- At the February 9, 2022 Executive Committee meeting, the sponsorship rates were discussed, and the Membership & Special Events Committee was directed to rework the rates and benefits.
 - For evaluation purposes, historical sponsorship rates were presented.
 - The rates have not increased in several years. The committee came to the consensus to split the difference from those proposed on February 9, 2022 to the following recommended 2022 rates:
 - Platinum - \$1,250
 - Gold - \$850
 - Silver - \$600
 - The committee discussed adding more background in the letter related to the cost increases which are to help advance the goals of the chapter, and to emphasize the associated benefits. The group also discussed delaying adding information about big asks related to the PWX, Science Museum, etc. for a couple of years
 - President Egger asked if the chapter should try or add something different to get feedback from the sponsors on the benefits? Mark Hansen said the chapter receives about 10 to 12 Project of the Years submittals and suggested creating a one-pager for the organization/consultant to use to promote the project. They then get credit for a great project and an opportunity to be recognized for their hard work.
 - Beth Engum added operating costs are going up and suggested adding some disclaimer of what the benefits are going to be, and for what the increases are going to be used.
 - Hale said sponsorships are about 10% of the chapter's operating budget.
 - It would be difficult to communicate the breakdown of all the costs because some of the funds are intangible.
 - Grothaus added an outcome of the discussion with the MN2050 Committee and reaching out to the partners is possibly hiring a lobbyist and that would be a big ask.

MOVED by Amy Grothaus and seconded by Jupe Hale to approve the 2022 Sponsorship increases as proposed.

Discussion followed. Alex Jordan proposed the following amendment to the motion: To include a stipulation in the letter to clearly identify what are the tangible items, goals/initiatives, what the dollars are targeted toward, and if there are areas in the budget where the chapter is short and need to use the dollars. The letter would be brought back to the Executive Committee for discussion and approval.

Jordan further explained if there are areas in the budget that the chapter needs to cover, that information would be helpful for sponsors in making a decision. Identify the need for increasing the sponsorship rates and recommend brainstorming how those funds should be used. Raising scholarship funds has been a discussion point in the past. Engum added another decision for the chapter is what to do about the MN2050 and ROG websites and can they be combined to reduce the ROG monthly hosting fee of \$199. In addition, content for both websites need to be updated. Johnson said it would be helpful to him if he knew from what source the revenue was allocated.

Hale said in principle it sounds good, but a map would need to be created for all the incomes. He added that today's discussion is heading to an increased cost discussion versus value received. He questioned the reality or value of assigning a direct connection between all income and expense items, suggesting which incomes paid for which expenses.

Another budget consideration is if the committees come back with a number of asks, the chapter will need to decide what to do with those and if it wants to fund them.

Klabo asked if it would be helpful to poll the sponsors for their feedback on some of the chapter goals and ask where they would like to see the chapter put its dollars.

Hansen added the idea is to get the sponsorship materials out and commitments returned prior to the start of the new budget and have the sponsorship program align with the fiscal year.

Engum suggested keeping it simple and polling the 2021 sponsors for feedback on the value received compared to cost, how value can be increased, what initiatives within the chapter mission to focus on the coming years, and any specific activities they would like to see the chapter initiate.

MOVED by Amy Grothaus and seconded by Deb Williams to accept the friendly amendment to the main motion by stipulating the addition of the following to the 2022 sponsorship letter: identify initiatives and revenue sources in the budget, solicit feedback from sponsorships about what the chapter proposes to use the fees for and what the chapter might be missing, describe the benefits and added benefits, and encourage the sponsors to take advantage of the benefits. Motion carried.

After additional discussion, the committee agreed before adopting the raising of the sponsorship fees to gather more information.

MOVED by Nick Egger and seconded by Amy Grothaus to table the decision to increase the 2022 sponsorship rates until the Executive Committee meeting on April 13, so that more information can be gathered to help better address the issues. Motion carried.

- Upcoming events:
 - May 11 - Prior to the 2022 Spring Conference, there will be a golf tournament with a 10:30 a.m. shotgun start.
 - 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 committee is preparing the following offerings for the 2022-23 academic school year.
 - Public Works Executive Fellowship Program with registration to open in May.
 - The Leadership Academy will *not* be offered but the Advanced Human Resources for Public Works course will be offered in its place. The Advanced Human Resources name will be changed to identify with the intent of the course. They are looking for stories from those who have completed the course to share their experience as a result of the class.
 - Public Works Certificate Program. The current contract with the University of Minnesota for the Public Works Certificate Program expires at the end of the current semester. The course is now held in the U of M Continuing Education Conference Center and that will no longer be available. In discussions with the U of M, they recommended offering the course virtually; however, the committee was not in full agreement with the suggestion. The in-person space offered by the U of M was not ideal. Therefore, the committee is looking for off-campus locations to host the program. The subcommittee is collecting

information from the instructors to help decide between hybrid, in-person only, or virtual setting.

- The final edits to the E&T one-pager are complete and the flyer is ready for distribution. Contact the Chapter Assistant or Chair Plath for an electronic copy.
- A couple of retirements to note: Rick Shomion will retire from MnDOT in May, and Kathy Stanley, CTAP, will be retiring in April/May. A replacement for Rick will be added to the committee.

D. Outstate Director: Steve Iverson

- i. Outstate Development Committee (Chris Petree, Chair)
 - The E&T Committee requested an Outstate Development Committee member to join the E&T Committee to help promote programs in outstate regions.
 - Will use the E&T one-pager in marketing educational offerings to outstate areas.
 - 2022 and beyond priorities include:
 - Updating the membership density map.
 - Focusing on E&T educational opportunities and consider offering virtual or hybrid options of existing programs and explore offering APWA Lunch & Learn sessions.
 - Increase awareness of APWA to outstate areas.
- ii. Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)
 - The chapter received and submitted 12 entries for the APWA national awards.
 - A subcommittee will put the PACE award submittal together by the due date of June 1.

E. State/County/Regional Director: Jessa Trboyevich

- i. Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)
 - The committee met on February 11.
 - CreativeCon is scheduled for tomorrow, March 10, with two committee members (Russ Matthys and Alan Offerman) attending.
 - Putting materials together for the 2022 Work Zone Safety Awareness Week scheduled for April 26.
 - 2022 Priorities:
 - Public Works exhibit at the Science Museum
 - STEM/student outreach
 - Advocate for public safety
- 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.”
 - Have an educational outreach to meet members where they are at in their asset management processes.
 - The committee’s next meeting is April 5, 2022.

F. Superintendent Director: Deb Williams

- i. Environment & Sustainability (E&S) Committee (Tim Olson and Ben Scharenbroich, Co-chairs)
 - Ben Scharenbroich will co-chair the committee with Tim.
 - The first meetings will be an opportunity for the E&S to regroup and think about new priorities.
 - The committee will solidify the Adopt-a-Highway cleanup event dates.

G. Vendor/Contractor Director: Mike Purdy

- i. Communications Committee (Lydia Ener, Chair)
 - 2022 priorities:
 - Ongoing commitment to website and newsletter content.
 - Video interviews – goal is to do six per year. Pairing with the History Committee to produce the “Where are they now” videos.
 - Assist other committees in outreach initiatives, handout materials, and website postings.

- Looking for committee reports from Asset Management, Diversity & Inclusion, and E&T committees.

H. Young Professions Director: Alex Jordan

- i. Young Professionals Committee (Sarah Schweiger, Chair; Cody Mathisen, Vice Chair)
 - The committee is planning its events for the year.
 - YPs will be hosting a Whirlyball event, scheduled for some time in April. Director Hansen asked if the Membership & Special Events Committee could join the YPs in hosting the event. Director Jordan said the court is already reserved for this event but a joint venture in the future can be discussed.
 - Joint event with the ASCE Younger Members Group to attend a Saints game in May.
 - Working on its mentorship program to be implemented at the Spring Conference.
 - Student Chapters are beginning to engage.

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

- All Spring Conference meetings are completed.
- The draft conference agenda and program are included in the packet.
- Chris Petree will be coordinating the service project.
- Changes to this year's Spring Conference:
 - Payment will no longer include both lodging and meals.
 - Payment will be for lodging only.
 - Meals for the conference will be included in the registration fees.
 - Traditionally, the Thursday night Social and Dinner were in the Gull Lake Center, but all events will now be in the Norway Center.
 - Cabins available may be different than in the past. Since the chapter has not been there for the last couple of years, the right of refusal may go to other guests who have been there during those two years.
 - Grand View has built more cabins so more are available including the new North Hotel.
- Fall Conference. Making headway in alternative Fall Conference locations. The Earle Brown Center or Mystic Lake Center are being considered. The committee toured Mystic Lake Center and liked the facility. Now looking at costs. Dates are held at both locations.

J. Volunteer Coordinator Report (Eric Fosmo)

- No emails from committees or members looking to get involved were received this month.
- Planning to set up a New Member Meet and Greet within the next month.

8. **OLD BUSINESS**

No old business.

9. **NEW BUSINESS**

No new business.

10. **ADJOURNMENT**

MOVED by Mark Hansen and seconded by Amy Grothaus to adjourn the Executive Committee meeting of March 9, 2022. Motion carried.

President Egger adjourned the meeting at 1:48 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: April 13, 2022

Respectfully submitted,

Jupe Hale
APWA-MN Chapter Secretary/Treasurer