



Executive Committee Meeting

April 13, 2022
Noon – 2:00 p.m.

Meeting Location:

Rosemount Community Center, 13885 South Robert Trail, Rosemount, MN 55068

Zoom Conference Information: <https://us02web.zoom.us/j/89243523695>

or

Via Phone #: 1 301 715 8592
Meeting ID: 892 4352 3695
Password: 789591

Agenda

1. CALL TO ORDER – **Nick Egger**
2. PRESIDENT'S REPORT – **Nick Egger**
3. SECRETARY/TREASURER'S REPORT – **Jupe Hale**
 - A. Minutes from March 4, 2022 Officers Meeting (**attached**)
 - B. Minutes from March 9, 2022 Executive Committee Meeting (**attached**)
Recommendation: motion required
 - C. Financial Report (**attached**)
 1. Chapter Financial Statement (March 2022) and Deposit and Expense Report (April 2022)
Recommendation: motion required
 - D. PayPal Fees
4. VICE PRESIDENT'S REPORT – **Monica Heil**
 - A. Emerging Leaders Academy Budget Amendment
 - B. Mystic Lake Event Center – Fall Conference (**attached**)
 - C. APWA's New Website Platform
 - D. 2022 Chapter Dinner Update (Charlotte, NC)
5. PAST PRESIDENT'S REPORT – **Beth Engum**
 - A. Past President's Report
 - B. Government Affairs Committee (GAC) (Zach Johnson, Chair)
6. COUNCIL OF CHAPTERS REPORT – **Chris Petree**
 - A. Delegate's Report
 - B. Alternate Delegate's Report – **Amy Grothaus**
 1. MN2050 (Greg Stonehouse and Michelle Stockness, Co-Chairs) (**attached**)
 2. Raise Our Grade MN (Kristin Asher, Chair)
 - C. History Committee (Justin Klabo, Chair)
 1. Committee Report

7. DIRECTOR/COMMITTEE CHAIR REPORTS
 - A. Consultant Director: Cristina Mlejnek
 1. Diversity & Inclusion Committee (Courtney Anderson-Ewald, Chair)
 - a) Committee Report (**attached**)
 - B. Director of Public Works/City Engineer Director: Mark Hansen
 1. Membership & Special Events Committee (Jason Sprague and Justin Messner, Co-chairs)
 - a) Committee Report (**attached**)
 - Proposed 2022 Sponsorship Rates and Benefits
 - C. Manager/Engineer Director: Zach Johnson
 1. Education & Training Committee (Tim Plath, Chair; Chris McKenzie, Vice Chair)
 - a) Committee Report (**attached**)
 - D. Outstate Director: Steve Iverson
 1. Outstate Development Committee (Chris Petree, Chair)
 - a) Committee Report (**attached**)
 2. Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)
 - a) Committee Report (**attached**)
 - E. State/Regional/County Director: Jessa Trboevich
 1. Public Awareness Committee (Chuck Schwartz, Chair; April Crockett, Vice Chair)
 - a) Committee Report (**attached**)
 2. Asset Management Committee (Russ Matthys)
 - a) Committee Report
 - F. Superintendent Director: Deb Williams
 1. Environment & Sustainability Committee (Tim Olson and Ben Scharenbroich, Co-chairs)
 - a) Committee Report (**attached**)
 - G. Vendor/Contractor Director: Mike Purdy
 1. Communications Committee (Lydia Ener, Chair)
 - a) Committee Report (**attached**)
 - Website Policy
 - H. Young Professionals Director: Alex Jordan
 1. Young Professionals Committee (Sarah Schweiger, Chair; Cody Mathisen, Vice Chair)
 - a) Committee Report (**attached**)
 - b) Student Chapter
 - I. Conference Planning Committee (Matt Saam and Monica Heil, Co-chairs)
 1. Committee Report
 - J. Volunteer Coordinator Report (Eric Fosmo)
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURNMENT



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

Attendees

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

The Officers' meeting convened at 8:33 a.m. via Zoom.

1. February 4, 2022 Officers Meeting Minutes (Egger)

The minutes were received with no comments.

2. Financial Report (Hale)

a. Financial Statements

Financial Report for February 28, 2022

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 & Expense Report (as of March 4, 2022)	\$0.00	\$13,748.10

Jupe gave a brief overview of the statements. The Merrill Lynch account showed a decrease. The checking account is down about \$11,000 reflecting no revenue received and expenses going out were for the Spring Conference and Administrative costs. Budget Analysis is the budget is at 67% to date; income is tracking ahead at 86%; and expenses are also tracking ahead but incoming revenue should balance it out.

b. Deposit and Expense Reports

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

3. 2022 Spring Conference Update (Heil)

The conference agenda is put together and a good program is planned. The chapter's previous point of contact is no longer working for Grand View and now learning its policies have changed regarding meals, registrations, etc. In the last two years that the chapter did not have its spring conference at Grand View, many of the cabins traditionally held by the chapter were then reserved by other individuals, and those individuals have first right of refusal before the chapter can reserve them. MacQueen was able to reserve the Loon Lodge.

All but one of the rooms in the lodge are reserved for the conference, cabins in the 300s and 200s are reserved for the chapter, and about 50 rooms in the new North Hotel are reserved for the conference. If a chapter member likes their room and plans to attend the 2023 Spring Conference, they should put their name down, so they have the first right of refusal in 2023.

Unfortunately, there will be another group of about 60 at Grand View at the same time and they have reserved the Grand Ball Room traditionally used by the chapter for its Thursday night dinner. The chapter will therefore have all of its activities in the Norway Center.

Grand View now charges separately for the food and snacks. In the past, the lodging included meals. Grand View said it is difficult to plan meals when some conference registrants' book for only one night vs. two nights. The option is have registrants book lodging for two nights and have all the meals covered that way. The committee did not like that option if a member wanted to stay one night and have to pay for two.

A solution is to include the food cost with the registration. The chapter would pay for the food and people can then book one or two nights to stay for the conference. The cost for food will be at least \$282/person. The committee discussed increasing registration fees which have not been increased since 2012 and taking into consideration that costs have gone up everywhere. The conference brochure will have a detailed explanation of the fees and lodging.

The conference registration fees would be:

- \$282/person (subject to change) for food/snacks
- \$300 conference registration for members (\$350 for non-members)
\$582 total registration fee
- Lodging is paid separately and will be less costly because food is no longer included.

Chris compared receipts at the last spring conference which were \$800 for lodging and conference registration and now it's about \$930.

The chapter typically invites people from APWA and has discussed coming two classes of Leadership Academy graduates to attend. Monica learned that the 2019-20 class graduates were not recognized so that would mean inviting three graduate classes to attend the conference. The 2019-20 class has not been invited yet. The food cost may have to be increased to \$300/person to cover the conference fees compensated for guests and graduates which could be about 16 people. After considering the conference costs, the assumed revenue is about \$2,000. With compensation to APWA folks and the graduates, costs are starting to add up and could be about \$600/person.

A decision is needed if the committee should invite the 2019-20 Leadership Academy graduates or stay the 2020-21 and current class. The cost would be about \$600/person. In the past, the number of Leadership Academy graduates attending is about or less than 50%. Crescendo has given the Leadership Academy a deadline to respond in order to finalize costs.

ACTION: The officers agree it is a good investment for the chapter to invite all three classes of Leadership Academy graduates.

4. MN2050/ROG/GAC Update (Grothaus)

Amy met with Greg Stonehouse and Michelle Stockness. Michelle is willing to take on the co-chair position with Greg.

Both feel strongly that it would be beneficial to pull together the MN2050/ROG/GAC into one committee. The committees have a lot of member overlap and similar missions. As MN2050 is getting ready to reinvigorate the partners, Greg and Michelle feel it is important to have the three groups organized as one so that the message presented as one voice to the partners. Beth agrees it would be beneficial to add some of the younger members to the group overall. Chris sees more synergy and alignment with the MN2050 and ROG, than with adding the GAC because of GAC's representation in reaching out to the legislature.

In addition, Greg and Michelle brought up the MN2050 website and working it into the ROG website to accommodate the public and the partners.

Chris recalled when the GAC was formed, there was a thought to combine it with the Public Awareness Committee. Chris is wondering if it is worth a broader look at the chapter's committee structure. Amy also questioned the role of the Asset Management Committee and if it would fit with the MN2050. Beth added Russ Matthys' approach with the Asset Management Committee is more operational and beneficial to the members who are struggling with asset management, and doesn't see the connection with MN2050. Beth would like to see the chairs of the three committees discuss and come to some consensus.

Monica agrees it would be good for them to share some of the responsibilities to advance the efforts and to be more efficient while still giving people an opportunity to lead. From a resource standpoint, and building redundancies within the groups, Monica favors the group chairs getting together and coming up with a proposal spelling out the structure and goals, and present the proposal to the officers for consideration prior to presenting to the Executive Committee.

ACTION: Amy will relay this discussion to Greg and Michelle and have them approach the topic with Kristin Asher and Zach Johnson.

5. 2022 Chapter Dinner Update (Heil)

The Haymaker is reserved.

ACTION: Monica and Pat will talk about the timeliness of getting out the invitation.

6. Review Task List (Egger)*

a. March

- 1) National award submittals – due March 1 (Pat/Awards Committee) COMPLETED
- 2) PO Box renewal due March 31 (\$324) (Pat)
- 3) Zoom annual subscription due March 27, 2022 (\$149.90 for 100 participants) (Pat)
NOTE: Nick suggested not adding the large meeting option to next year's infrastructure talks. The participant level was under the standard 100 level.
- 4) APWA National Chapter Committee Members and Committee Liaisons-confirm for 2022 (Chris/Pat)
APWA is accepting letters of interest to national committees. Deadline to self-nominate or nominate someone else is March 28.
- 5) Solicit committees for budget needs for upcoming budget cycle (Hale/Pat)
ACTION: Anticipate getting the request out in the next week or so.
- 6) Review bylaws for chapter compliance (Hale)
ACTION: There are some minor housekeeping changes, and the officers would like an amendment included in the 2022 election. Pat will forward the redlined version to Jupe.

b. April

- 1) 2022-2023 Budget Prep Meeting (Officer & Pat)
- 2) Emerging Leaders Academy solicitation (Nick & Pat)
NOTE: Program agreement and application form available April 2022.
- 3) New Members Meet and Greet – schedule with Volunteer Coordinator (Monica)
ACTION: Monica will reach out to Eric Fosmo

7. Next Executive Committee Meeting: March 9, 2022 (Egger)

- Bunker Hills Contract for 2022 Summer Golf Classic (Egger)
Nick is working with Bunker Hills to see if there are any remaining funds from past proceeds to carry over to cover this year's deposit. If not, the chapter will put down the \$1,000 to reserve the date and the down payment will be recovered through the revenue generated.
- Draft 2022 Sponsorship Campaign (Membership Committee)

8. Upcoming Website Articles*

a. March

- 1) Sponsor article (Mike Purdy)
- 2) Committee report: Education & Training and Diversity & Inclusion

b. April

- 1) Sponsor article
- 2) Member spotlight
- 3) Committee report: Government Affairs
- 4) Public Works article/photo

Social Media

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

9. Other

- Fencing Consortium. Mark Ray is looking for a commitment one way or the other regarding the chapter appointing someone to the board. Nick forwarded the Joint Powers Agreement to the officers to review. At the last officers meeting, the officers were leaning in a supportive position but needed to work out a process to solicit interest and narrow down the nominee. Monica noted Mark will be presenting the Fencing Consortium program on Friday morning of the Spring Conference and there could be an opportunity to talk about it then.

Nick asked Mark to provide some solicitation documentation from other organizations, so the process doesn't have to be recreated. Jupe asked if it is clear why the chapter needs to be on the board, do they need the chapter to be a member as an appointee, and why doesn't someone from the consortium appoint an at large member? Nick recalled that adding the chapter would bring a mindset or an interest to foster the first responder relationship with public works.

Jupe added the City of Maple Grove is part of the consortium talks and public works is already exposed due to the connection with the city. He again questions why someone from the consortium can't appoint someone to represent public works unless the consortium wants APWA involved in some way of support. Nick added possibly because APWA is broader than what the consortium is made up of so far. Chris would align with what Jupe is saying that within the member communities, the consortium can appoint a public works representative. Jupe added the group has grown and includes many of the chapter's member cities.

Amy asked if the chapter can be a sharer of the information to the chapter members. Jupe agrees that might be one way to go is to pass along the information to the chapter members letting them know they can volunteer to be a public works representative on the consortium.

Nick is hearing reservations on (1) taking on another task for the chapter, and (2) is it necessary if the group is large enough that someone within the group could be appointed as a public works representative. Jupe hesitates recommending appointing a chapter member to the board and having to make a decision of where the fencing goes and how it could reflect back on the chapter.

ACTION: Nick will communicate the chapter is not interested in creating a process to appoint a member to the consortium and will make the members aware that the consortium exists and encourage them to talk to Mark Ray if that is something of interest.

10. Adjourn

The meeting adjourned at 9:39 a.m.



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 Trboevich, 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 Trboevich

- 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

3C.



APWA-Minnesota Chapter

Balance Sheet

As of March 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
160 Merrill Lynch Investment	135,014.03
Checking	121,027.92
Total Bank Accounts	\$ 256,041.95
Other Current Assets	
Other Current Assets	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 256,041.95
TOTAL ASSETS	\$ 256,041.95
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Total Current Liabilities	\$ 0.00
Total Liabilities	\$ 0.00
Equity	
Opening Balance as of 7/1/2021	235,322.27
Net Monthly Income	20,719.68
Total Equity	\$ 256,041.95
TOTAL LIABILITIES AND EQUITY	\$ 256,041.95

Monday, Apr 04, 2022 12:54:04 PM GMT-7 - Accrual Basis

APWA-Minnesota Chapter

Budget vs. Actuals: FY 2021-22 Annual Budget - FY22 P&L

July 2021 - June 2022

			TOTAL	
		ACTUAL	BUDGET	OVER BUDGET
				% OF BUDGET
Income				
400 Unrealized Gain (Loss) from Investment Accounts		-17,400.51		-17,400.51
404 Registration Fees-Educational Event/Social Event (Non-Fundraising Events)				
404.2 Registration Fees-UUIS	23,490.00	16,000.00	7,490.00	146.81 %
404.4 Registration Fees-Summer Golf Event	26,396.11	16,700.00	9,696.11	158.06 %
Total 404 Registration Fees-Educational Event/Social Event (Non-Fundraising Events)	49,886.11	32,700.00	17,186.11	152.56 %
435 Membership Dues	34,129.83	46,000.00	-11,870.17	74.20 %
460 Interest Income	7,163.20		7,163.20	
462 Realized Gain (Loss) from Investment Accounts	1,995.85		1,995.85	
463 Rebates	11,704.51	11,500.00	204.51	101.78 %
465 Miscellaneous Income (Should not exceed \$2500)	905.00	750.00	155.00	120.67 %
465.1 Misc-Chapter Dinner Reimbursement	2,814.87	2,250.00	564.87	125.11 %
465.2 Misc-Delegate Stipend from National		500.00	-500.00	
465.3 Chapter Leader Stipend from National		500.00	-500.00	
Total 465 Miscellaneous Income (Should not exceed \$2500)	3,719.87	4,000.00	-280.13	93.00 %
480 Royalties				
480.1 Royalties-Spring Conference	12,260.00	44,400.00	-32,140.00	27.61 %
480.2 Royalties-Fall Conference	155,564.84	131,600.00	23,964.84	118.21 %
Total 480 Royalties	167,824.84	176,000.00	-8,175.16	95.36 %
490 Sponsorships-Educational Event/Social Event	15,653.52	30,000.00	-14,346.48	52.18 %
490.1 Scholarships-Educational (private sources)		2,500.00	-2,500.00	
490.2 Agency Sponsorships	2,000.00	1,500.00	500.00	133.33 %
Total 490 Sponsorships-Educational Event/Social Event	17,653.52	34,000.00	-16,346.48	51.92 %
Total Income	\$276,677.22	\$304,200.00	\$ -27,522.78	90.95 %
GROSS PROFIT	\$276,677.22	\$304,200.00	\$ -27,522.78	90.95 %
Expenses				
556 Business Travel				
556.4 Committee Chair/YP/HGE to PWX		3,250.00	-3,250.00	
Total 556 Business Travel		3,250.00	-3,250.00	
600 Facility Space/Venue Rental				
600.1 Facility Cost C/SC Fees Website Hosting Fee	3,334.47	565.00	2,769.47	590.17 %
600.2 Facility Costs-State Fair/STEM Day/Fall Maint Expo/Civil Engng Day	2,405.00	6,100.00	-3,695.00	39.43 %
600.3 Facility Costs-Summer Golf Event	19,597.27	16,700.00	2,897.27	117.35 %
600.4 Facility Costs-Spring Conference		500.00	-500.00	
600.5 Facility Costs-Fall Conference	68,915.59	46,000.00	22,915.59	149.82 %
Total 600 Facility Space/Venue Rental	94,252.33	69,865.00	24,387.33	134.91 %
615 Food & Beverage-Educational Event/Social Event	9.29	400.00	-390.71	2.32 %
615.01 F/B-Board Orientation/YE Reception		500.00	-500.00	
615.02 F/B-Membership Committee	1,734.96	500.00	1,234.96	346.99 %

APWA-Minnesota Chapter

Budget vs. Actuals: FY 2021-22 Annual Budget - FY22 P&L

July 2021 - June 2022

			TOTAL	
		ACTUAL	BUDGET	OVER BUDGET
				% OF BUDGET
615.03 F/B-Communications Committee		400.00	-400.00	
615.04 F/B-Audit Committee		100.00	-100.00	
615.05 F/B-Awards Committee		150.00	-150.00	
615.06 F/B-Education & Training Committee		750.00	-750.00	
615.07 F/B-Environment & Sustainability Committee		500.00	-500.00	
615.08 F/B-Executive Committee	800.86	1,000.00	-199.14	80.09 %
615.09 F/B-Planning Committee	607.57	1,250.00	-642.43	48.61 %
615.10 F/B-Student Chapters	782.45	2,000.00	-1,217.55	39.12 %
615.11 F/B-Young Professionals	433.39	1,000.00	-566.61	43.34 %
615.13 F/B-PWX Chapter Dinner & Awards Reception	7,786.67	4,900.00	2,886.67	158.91 %
615.14 F/B-Public Awareness	64.12	350.00	-285.88	18.32 %
615.15 F/B-Government Affairs Committee		250.00	-250.00	
615.16 F/B-History Committee		300.00	-300.00	
615.17 F/B-Asset Management Committee	44.41	200.00	-155.59	22.21 %
615.18 F/B-Diversity & Inclusion Committee		175.00	-175.00	
615.19 F/B-UUCIS Donuts & Year-end Pizza		700.00	-700.00	
615.20 F/B-Chapter 75th Anniversary	2,256.52	2,536.00	-279.48	88.98 %
Total 615 Food & Beverage-Educational Event/Social Event	14,520.24	17,961.00	-3,440.76	80.84 %
670 Consultants and Subcontractors				
670.1 C/SC Fees-Sponsor Signage		125.00	-125.00	
670.2 C/SC Fees-Raise Our Grade MN/website hosting fee	3,280.94	5,000.00	-1,719.06	65.62 %
670.3 C/SC Fees-Annual Online Elections	523.57	400.00	123.57	130.89 %
670.4 C/CS Fees-Chapter Services	73,806.39	89,400.00	-15,593.61	82.56 %
670.5 C/SC Fees-UUCIS	8,000.00	16,000.00	-8,000.00	50.00 %
670.7 C/SC fees/Spring Conference	5,189.54	15,000.00	-9,810.46	34.60 %
670.8 C/SC-Fall Conference	28,008.22	27,000.00	1,008.22	103.73 %
670.9 C/SC-Fall Workshop	8,607.91	7,000.00	1,607.91	122.97 %
Total 670 Consultants and Subcontractors	127,416.57	159,925.00	-32,508.43	79.67 %
675 Speakers & Trainers-Executive Committee				
675.1 Speakers & Trainers Fees-Spring Conference		12,000.00	-12,000.00	
675.2 Speakers & Trainers Fees-Fall Conference	8,267.14	15,500.00	-7,232.86	53.34 %
Total 675 Speakers & Trainers-Executive Committee	8,267.14	27,500.00	-19,232.86	30.06 %
700 Office Supplies-General & Administrative	198.57	1,200.00	-1,001.43	16.55 %
700.1 Office Supplies-UUCIS	707.51	750.00	-42.49	94.33 %
Total 700 Office Supplies-General & Administrative	906.08	1,950.00	-1,043.92	46.47 %
705 Dues & Subscriptions				
705.1 Student Membership-U of MN Student Chapter	52.00	200.00	-148.00	26.00 %
Total 705 Dues & Subscriptions	52.00	200.00	-148.00	26.00 %
837 Printing & Production-Summer Golf Event	370.67	325.00	45.67	114.05 %
838 Printing & Production-General Marketing & Membership	476.02	1,500.00	-1,023.98	31.73 %
861 Conference-Awards/Recognition Plaques	721.93	650.00	71.93	111.07 %

APWA-Minnesota Chapter

Budget vs. Actuals: FY 2021-22 Annual Budget - FY22 P&L

July 2021 - June 2022

			TOTAL	
		ACTUAL	BUDGET	OVER BUDGET % OF BUDGET
861.1 Awards & Door Prizes-Summer Golf Event		2,100.41	1,500.00	600.41 140.03 %
Total 861 Conference-Awards/Recognition Plaques		2,822.34	2,150.00	672.34 131.27 %
863 Cert. Pub. Fleet Prof. Scholarships (non-students)			1,500.00	-1,500.00
863.1 Stipends-2 UUCIS Scholarships (CPII exam) (non-student)			1,300.00	-1,300.00
863.3 NS Stipend-Emerging Leaders Academy		1,750.00	1,500.00	250.00 116.67 %
Total 863 Cert. Pub. Fleet Prof. Scholarships (non-students)		1,750.00	4,300.00	-2,550.00 40.70 %
864 Scholarships to Students-Educational Scholarships (Chapter funds)		3,750.00	20,000.00	-16,250.00 18.75 %
864.1 Scholarships to Students-Educational Scholarships (private sources)			2,500.00	-2,500.00
Total 864 Scholarships to Students-Educational Scholarships (Chapter funds)		3,750.00	22,500.00	-18,750.00 16.67 %
890 Bank Service Charges		197.88	150.00	47.88 131.92 %
898 Miscellaneous Expenses (Should not exceed \$2500)		1,176.27	1,250.00	-73.73 94.10 %
899 Sponsorship/Contributions-Educational Grants			2,500.00	-2,500.00
Total Expenses		\$255,957.54	\$315,326.00	\$ -59,368.46 81.17 %
NET OPERATING INCOME		\$20,719.68	\$ - 11,126.00	\$31,845.68 -186.23 %
NET INCOME		\$20,719.68	\$ - 11,126.00	\$31,845.68 -186.23 %



APWA-Minnesota Chapter

General Ledger

February - March, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
160 Merrill Lynch Investment							
Beginning Balance						138,992.96	
02/28/2022	Expense			462 Realized Gain (Loss) from Investment Accounts		-3,097.99	135,894.97
03/31/2022	Deposit			462 Realized Gain (Loss) from Investment Accounts		126.89	136,021.86
03/31/2022	Expense			400 Unrealized Gain (Loss) from Investment Accounts		-1,007.83	135,014.03
Total for 160 Merrill Lynch Investment						\$ - 3,978.93	
Checking							
Beginning Balance						127,051.72	
02/01/2022	Check	1315	fjorge	ROG monthly hosting fee-invoice #18158	670.2 Consultants and Subcontractors:C/SC Fees-Raise Our Grade MN/website hosting fee	-199.00	126,852.72
02/11/2022	Check	1318	Ms. Patricia L Schutrop 8054957	January 2022 Admin Expenses	670.4 Consultants and Subcontractors:C/CS Fees-Chapter Services	-53.42	126,799.30
02/11/2022	Check	1317	Ms. Patricia L Schutrop 8054957	February 2022 Admin Services	670.4 Consultants and Subcontractors:C/CS Fees-Chapter Services	-7,966.00	118,833.30
02/14/2022	Check	1316	Crescendo Consulting Solutions	2022 Spring Conference planning services	-Split-	-2,604.68	116,228.62
02/22/2022	Check	1320	Falcon Digital LLC	2022 Hosting Package-Chapter website-invoice #5493	600.1 Facility Space/Venue Rental:Facility Cost C/SC Fees Website Hosting Fee	-425.00	115,803.62
03/01/2022	Check	1321	fjorge	March 2022 ROG Hosting Fee-invoice #18358	670.2 Consultants and Subcontractors:C/SC Fees-Raise Our Grade MN/website hosting fee	-199.00	115,604.62
03/05/2022	Deposit		APWA	Jul-Dec 2021 Member Rebates	463 Rebates	5,960.00	121,564.62
03/08/2022	Check	1325	Ms. Patricia L Schutrop 8054957	March 2022 Admin Services	670.4 Consultants and Subcontractors:C/CS Fees-Chapter Services	-7,567.00	113,997.62
03/08/2022	Check	1322	Chloe Weber	Reimbursement-UST Student Chapter Event	615.10 Food & Beverage-Educational Event/Social Event:F/B-Student Chapters	-87.36	113,910.26
03/08/2022	Deposit		PayPal	FlannelJax's St. Paul Axe Throwing event revenue	615.02 Food & Beverage-Educational Event/Social Event:F/B-Membership Committee	520.00	114,430.26
03/08/2022	Check	1323	Crescendo Consulting Solutions	\$232.09 - Conference Planning Cmtes - 2/14 and 2/24/2022 lunch expenses	-Split-	-2,921.63	111,508.63
03/09/2022	Check	1324	US Bank		-Split-	-2,103.78	109,404.85
03/15/2022	Check	1326	Ms. Patricia L Schutrop 8054957	February 2022 Admin Expenses	670.4 Consultants and Subcontractors:C/CS Fees-Chapter Services	-67.93	109,336.92
03/25/2022	Check	1329	Britta Carlson	Reimbursement- 2/28/2022 UMN Pane Event-gift card	615.10 Food & Beverage-Educational Event/Social Event:F/B-Student Chapters	-10.00	109,326.92
03/29/2022	Check	1328	Chloe Weber	Reimbursement-March 2022 UST Student Chapter Meeting	615.10 Food & Beverage-Educational Event/Social Event:F/B-Student Chapters	-100.00	109,226.92
03/29/2022	Check	1327	fjorge	March 2022 ROG Hosting Fee-invoice #18557	670.2 Consultants and Subcontractors:C/SC Fees-Raise Our Grade MN/website hosting fee	-199.00	109,027.92
03/29/2022	Deposit		WePay	2022 Spring Conference Registration Fees	480.1 Royalties:Royalties-Spring Conference	12,000.00	121,027.92
Total for Checking						\$ - 6,023.80	
Beth Engum							
Beginning Balance						-254.01	
Total for Beth Engum							
Retained Earnings							
Beginning Balance						235,576.28	
Total for Retained Earnings							
400 Unrealized Gain (Loss) from Investment Accounts							
Beginning Balance						-16,392.68	
03/31/2022	Expense			160 Merrill Lynch Investment		-1,007.83	-17,400.51



APWA-Minnesota Chapter

General Ledger

February - March, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
				Total for 400 Unrealized Gain (Loss) from Investment Accounts		\$ -	
						1,007.83	
	404 Registration Fees-Educational Event/Social Event (Non-Fundraising Events)						
	404.2 Registration Fees-UUIS						
	Beginning						23,490.00
	Balance						
	Total for 404.2 Registration Fees-UUIS						
	404.4 Registration Fees-Summer Golf Event						
	Beginning						26,396.11
	Balance						
	Total for 404.4 Registration Fees-Summer Golf Event						
	Total for 404 Registration Fees-Educational Event/Social Event (Non-Fundraising Events)						
	435 Membership Dues						
	Beginning						34,129.83
	Balance						
	Total for 435 Membership Dues						
	460 Interest Income						
	Beginning						7,163.20
	Balance						
	Total for 460 Interest Income						
	462 Realized Gain (Loss) from Investment Accounts						
	Beginning						4,966.95
	Balance						
	02/28/2022 Expense			160 Merrill Lynch Investment		-3,097.99	1,868.96
	03/31/2022 Deposit			160 Merrill Lynch Investment		126.89	1,995.85
	Total for 462 Realized Gain (Loss) from Investment Accounts						
	\$ -						
	2,971.10						
	463 Rebates						
	Beginning						5,744.51
	Balance						
	03/05/2022 Deposit	APWA		Jul-Dec 2021 Member Rebates	Checking	5,960.00	11,704.51
	Total for 463 Rebates						
	\$5,960.00						
	465 Miscellaneous Income (Should not exceed \$2500)						
	Beginning						905.00
	Balance						
	Total for 465 Miscellaneous Income (Should not exceed \$2500)						
	465.1 Misc-Chapter Dinner Reimbursement						
	Beginning						2,814.87
	Balance						
	Total for 465.1 Misc-Chapter Dinner Reimbursement						
	Total for 465 Miscellaneous Income (Should not exceed \$2500) with subs						
	480 Royalties						
	480.1 Royalties-Spring Conference						
	Beginning						260.00
	Balance						
	03/29/2022 Deposit	WePay		2022 Spring Conference Registration Fees	Checking	12,000.00	12,260.00
	Total for 480.1 Royalties-Spring Conference						
	\$12,000.00						
	480.2 Royalties-Fall Conference						
	Beginning						155,564.84
	Balance						
	Total for 480.2 Royalties-Fall Conference						
	Total for 480 Royalties						
	\$12,000.00						
	490 Sponsorships-Educational Event/Social Event						
	Beginning						15,653.52
	Balance						
	Total for 490 Sponsorships-Educational Event/Social Event						
	490.2 Agency Sponsorships						
	Beginning						2,000.00

APWA-Minnesota Chapter

General Ledger

February - March, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
	Balance						
	Total for 490.2 Agency Sponsorships						
	Total for 490 Sponsorships-Educational Event/Social Event with subs						
	600 Facility Space/Venue Rental						
	600.1 Facility Cost C/SC Fees Website Hosting Fee						
	Beginning						2,909.47
	Balance						
02/22/2022	Check	1320	Falcon Digital LLC (Adapta)	2022 Hosting Package-Chapter website-invoice #5493	Checking	425.00	3,334.47
	Total for 600.1 Facility Cost C/SC Fees Website Hosting Fee						\$425.00
	600.2 Facility Costs-State Fair/STEM Day/Fall Maint Expo/Civil Engrg Day						
	Beginning						2,405.00
	Balance						
	Total for 600.2 Facility Costs-State Fair/STEM Day/Fall Maint Expo/Civil Engrg Day						
	600.3 Facility Costs-Summer Golf Event						
	Beginning						19,597.27
	Balance						
	Total for 600.3 Facility Costs-Summer Golf Event						
	600.5 Facility Costs-Fall Conference						
	Beginning						68,915.59
	Balance						
	Total for 600.5 Facility Costs-Fall Conference						
	Total for 600 Facility Space/Venue Rental						\$425.00
	615 Food & Beverage-Educational Event/Social Event						
	Beginning						9.29
	Balance						
	Total for 615 Food & Beverage-Educational Event/Social Event						
	615.02 F/B-Membership Committee						
	Beginning						1,310.96
	Balance						
03/08/2022	Deposit		PayPal	FlannelJax's St. Paul Axe Throwing event revenue	Checking	-520.00	790.96
03/09/2022	Check	1324	US Bank	FlannelJax's St. Paul Axe Throwing downpayment	Checking	708.00	1,498.96
03/09/2022	Check	1324	US Bank	FlannelJax's St. Paul Axe Throwing final payment	Checking	236.00	1,734.96
	Total for 615.02 F/B-Membership Committee						\$424.00
	615.08 F/B-Executive Committee						
	Beginning						608.50
	Balance						
03/09/2022	Check	1324	US Bank	2/9/2022 Executive Committee Lunch	Checking	192.36	800.86
	Total for 615.08 F/B-Executive Committee						\$192.36
	615.09 F/B-Planning Committee						
	Beginning						270.80
	Balance						
02/14/2022	Check	1316	Crescendo Consulting Solutions	Conference Planning Lunch expense	Checking	104.68	375.48
03/08/2022	Check	1323	Crescendo Consulting Solutions	Conference Planning Cmte Lunch	Checking	232.09	607.57
	Total for 615.09 F/B-Planning Committee						\$336.77
	615.10 F/B-Student Chapters						
	Beginning						585.09
	Balance						
03/08/2022	Check	1322	Chloe Weber	Reimbursement-UST Student Chapter Event	Checking	87.36	672.45
03/25/2022	Check	1329	Britta Carlson	Reimbursement- 2/28/2022 UMN Pane Event-gift card	Checking	10.00	682.45

APWA-Minnesota Chapter

General Ledger

February - March, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
03/29/2022	Check	1328	Chloe Weber	Reimbursement-March 2022 UST Student Chapter Meeting	Checking	100.00	782.45
Total for 615.10 F/B-Student Chapters							\$197.36
615.11 F/B-Young Professionals							433.39
Beginning							
Balance							
Total for 615.11 F/B-Young Professionals							
615.13 F/B-PWX Chapter Dinner & Awards Reception							6,186.67
Beginning							
Balance							
03/09/2022	Check	1324	US Bank	Haymaker-2022 PWX Chapter Dinner downpayment	Checking	1,600.00	7,786.67
Total for 615.13 F/B-PWX Chapter Dinner & Awards Reception							\$1,600.00
615.14 F/B-Public Awareness							64.12
Beginning							
Balance							
Total for 615.14 F/B-Public Awareness							
615.17 F/B-Asset Management Committee							44.41
Beginning							
Balance							
Total for 615.17 F/B-Asset Management Committee							
615.20 F/B-Chapter 75th Anniversary							2,256.52
Beginning							
Balance							
Total for 615.20 F/B-Chapter 75th Anniversary							
Total for 615 Food & Beverage-Educational Event/Social Event with subs							\$2,750.49
670 Consultants and Subcontractors							
670.2 C/SC Fees-Raise Our Grade MN/website hosting fee							
Beginning							2,630.50
Balance							
02/01/2022	Check	1315	fjorge	ROG monthly hosting fee-invoice #18158	Checking	199.00	2,829.50
03/01/2022	Check	1321	fjorge	March 2022 ROG Hosting Fee-invoice #18358	Checking	199.00	3,028.50
03/09/2022	Check	1324	US Bank	Feb 2022 Infrastructure Talks-Zoom large mtg	Checking	53.44	3,081.94
03/29/2022	Check	1327	fjorge	March 2022 ROG Hosting Fee-invoice #18557	Checking	199.00	3,280.94
Total for 670.2 C/SC Fees-Raise Our Grade MN/website hosting fee							\$650.44
670.3 C/SC Fees-Annual Online Elections							523.57
Beginning							
Balance							
Total for 670.3 C/SC Fees-Annual Online Elections							
670.4 C/CS Fees-Chapter Services							58,152.04
Beginning							
Balance							
02/11/2022	Check	1317	Ms. Patricia L Schutrop 8054957	February 2022 Admin Services	Checking	7,966.00	66,118.04
02/11/2022	Check	1318	Ms. Patricia L Schutrop 8054957	January 2022 Admin Expenses	Checking	53.42	66,171.46
03/08/2022	Check	1325	Ms. Patricia L Schutrop 8054957	March 2022 Admin Services	Checking	7,567.00	73,738.46
03/15/2022	Check	1326	Ms. Patricia L Schutrop 8054957	February 2022 Admin Expenses	Checking	67.93	73,806.39
Total for 670.4 C/CS Fees-Chapter Services							\$15,654.35
670.5 C/SC Fees-UUCIS							8,000.00
Beginning							
Balance							
Total for 670.5 C/SC Fees-UUCIS							
670.7 C/SC fees/Spring Conference							

APWA-Minnesota Chapter

General Ledger

February - March, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
02/14/2022	Check	1316	Crescendo Consulting Solutions	2022 Spring Conference Planning Services	Checking	2,500.00	2,500.00
03/08/2022	Check	1323	Crescendo Consulting Solutions	2022 Spring Conference Planning	Checking	2,689.54	5,189.54
Total for 670.7 C/SC fees/Spring Conference						\$5,189.54	
670.8 C/SC-Fall Conference							28,008.22
Beginning							
Balance							
Total for 670.8 C/SC-Fall Conference							
670.9 C/SC-Fall Workshop							8,607.91
Beginning							
Balance							
Total for 670.9 C/SC-Fall Workshop							
Total for 670 Consultants and Subcontractors						\$21,494.33	
675 Speakers & Trainers-Executive Committee							
675.2 Speakers & Trainers Fees-Fall Conference							
Beginning							8,955.15
Balance							
03/09/2022	Check	1324	US Bank	Return 2021 Fall Workshop Handbooks	Checking	-688.01	8,267.14
Total for 675.2 Speakers & Trainers Fees-Fall Conference						\$ -688.01	
Total for 675 Speakers & Trainers-Executive Committee						\$ -688.01	
700 Office Supplies-General & Administrative							
Beginning							196.58
Balance							
03/09/2022	Check	1324	US Bank	GooglePlay monthly storage	Checking	1.99	198.57
Total for 700 Office Supplies-General & Administrative						\$1.99	
700.1 Office Supplies-UUCIS							
Beginning							707.51
Balance							
Total for 700.1 Office Supplies-UUCIS							
Total for 700 Office Supplies-General & Administrative with subs						\$1.99	
705 Dues & Subscriptions							
705.1 Student Membership-U of MN Student Chapter							
Beginning							52.00
Balance							
Total for 705.1 Student Membership-U of MN Student Chapter							
Total for 705 Dues & Subscriptions							
837 Printing & Production-Summer Golf Event							
Beginning							370.67
Balance							
Total for 837 Printing & Production-Summer Golf Event							
838 Printing & Production-General Marketing & Membership							
Beginning							476.02
Balance							
Total for 838 Printing & Production-General Marketing & Membership							
861 Conference-Awards/Recognition Plaques							
Beginning							721.93
Balance							
Total for 861 Conference-Awards/Recognition Plaques							
861.1 Awards & Door Prizes-Summer Golf Event							
Beginning							2,100.41
Balance							
Total for 861.1 Awards & Door Prizes-Summer Golf Event							
Total for 861 Conference-Awards/Recognition Plaques with subs							
863 Cert. Pub. Fleet Prof. Scholarships (non-students)							

APWA-Minnesota Chapter

General Ledger

February - March, 2022

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
		863.3 NS Stipend-Emerging Leaders Academy				
		Beginning				1,750.00
		Balance				
		Total for 863.3 NS Stipend-Emerging Leaders Academy				
		Total for 863 Cert. Pub. Fleet Prof. Scholarships (non-students)				
		864 Scholarships to Students-Educational Scholarships (Chapter funds)				
		Beginning				3,750.00
		Balance				
		Total for 864 Scholarships to Students-Educational Scholarships (Chapter funds)				
		890 Bank Service Charges				
		Beginning				197.88
		Balance				
		Total for 890 Bank Service Charges				
		898 Miscellaneous Expenses (Should not exceed \$2500)				
		Beginning				1,176.27
		Balance				
		Total for 898 Miscellaneous Expenses (Should not exceed \$2500)				

APWA-MN CHAPTER DEPOSIT AND EXPENSE REPORT - APRIL 2022

Check No.	Transaction/Due Date	Vendor	Account Code	Deposit	Expense	Description
1322	2022-03-03	Chloe Weber	615.10		\$87.36	Reimbursement-UST Student Chapter Event
1323	2022-03-03	Crescendo Consulting Solutions			\$2,921.63	
		2022 Spring Conference	670.07			\$2,689.54 - Planning services & mileage
		Conference Planning Cmte	615.09			\$232.09 - Conference Planning Cmte lunch expense (2/14 and 2/24/2022)
	2022-03-04	Deposit	463	\$5,960.00		APWA-Jul-Dec 2021 rebate
1325	2022-03-04	Pat Schutrop	670.04		\$7,567.00	March 2022 Admin Services
	2022-03-07	Deposit-PayPal	615.02	\$520.00		Revenue from FlannexJax's St. Paul event
1326	2022-03-10	Pat Schutrop	670.04		\$67.93	February 2022 Admin Expenses
1327	2022-03-23	fjorge	670.02		\$199.00	March 2022 ROG hosting fee-invoice #18557
1328	2022-03-23	Chloe Weber	615.10		\$100.00	Reimbursement: March 2022 UST Student Chapter Meeting
1329	2022-03-23	Britta Carlson	615.10		\$10.00	Reimbursement: Feb.28, 2022 UMN Panel Event-gift card
	2022-03-29	Deposit-WePay	480.01	\$12,000.00		2022 Spring Conference Registration Fees
		TOTAL CHECKING ACCOUNT			\$10,952.92	
		MASTERCARD - Matthys				
		MASTERCARD - Engum				
		Jimmy John's	615.08		\$238.66	March 9, 2022 Executive Committee Meeting
		GooglePlay	700		\$1.99	Monthly storage
		Zoom	898		\$160.21	Annual subscription
		MASTERCARD - Egger				
		Bunker Hills Golf Course	600.3		\$1,000.00	Deposit-2022 Annual Summer Golf Classic
		MASTERCARD - Heil				
1330	2022-04-05	US BANK MASTERCARD TOTAL			\$1,400.86	March 2022 Mastercard Payment
DEPOSIT TOTAL				\$18,480.00		
APRIL 2022 TOTAL EXPENSES					\$12,353.78	



GUEST ROOM/FUNCTION SPACE AGREEMENT

DATE:	April 7, 2022
ACCOUNT:	American Public Works Association
OFFICIAL MEETING NAME:	American Public Works Association
GROUP NAME:	American Public Works Association – MN Chapter
CONTACT:	Mr. Nick Egger
ADDRESS:	P.O. Box 227965 Golden Valley, MN 55427
PHONE:	651-322-2015
EMAIL:	nick.egger@ci.rosemount.mn.us
PROGRAM DATES:	November 16, 2022 - November 18, 2022
BLOCK ID:	3342091

This Agreement is made and entered into as of April 7, 2022, by and between Shakopee Mdewakanton Sioux Community Gaming Enterprise, D.B.A. Mystic Lake Casino Hotel (referred to as the "Hotel") and American Public Works Association (referred to as the "Group").

HOTEL GUEST ROOM BLOCK

Subject to the terms of this Agreement, Hotel will hold the following block of rooms for Group's use.

DAY	***DATE	STANDARD ROOM		***TOTAL ROOMS
Wednesday	11-16-22	15	\$149.00	15
Thursday	11-17-22	15	\$149.00	15

Total Contracted Room Block as used in this Agreement means: 30 room nights.

All contracted room rates are strictly confidential. If Group requests additional rooms above the original block, Hotel will add to the block, based on availability. *Hotel does not guarantee that the rates will match the original room block rate.*

Unless specified in this Agreement, Hotel does not guarantee any particular room types, or smoking preference, nor does it guarantee that rooms will be in proximity to each other.

Except as provided under the terms of this Agreement, neither party may increase or reduce the Total Contracted Room Block without the prior written consent of the other party.

Reservations cancelled by Group's attendees prior to the Cut-Off Date (defined below) remain in Group's room block until the Cut-Off Date. Hotel will allow Group to substitute attendees at the negotiated room rate for rooms cancelled by attendees after the Cut-Off Date, at Group's option.

Group is responsible for obtaining any necessary consent from attendees permitting the exchange of information with Hotel regarding attendees and their bookings.

GUEST ROOM RATES

We extend the rate of **\$149.00** for your block of rooms, based on your program dates. The rates are based on single/double occupancy. There is a \$10 charge for each additional person. All rates are non-commissionable and subject to the applicable tax at the time of your program, currently 7.375% sales tax and 3% room tax. A maximum of 5 people per room is allowed.

METHOD OF RESERVATIONS

INDIVIDUALS RESERVE ROOMS

It is understood that each guest will be making his or her own reservations. They can do this by calling our Hotel at 952-445-9000 or toll free at 800-262-7799 and asking for Reservations or by making reservations through the online link provided for your Group. To ensure that your guests receive the negotiated Group rate, they will need to identify themselves as participating in the **American Public Works Association** program. In order to receive the Group rate, it is required that reservations be made no later than the specified Cut-Off Date listed in the following paragraph and subject to its conditions. Once the reservation is made, all changes, additions or cancellations should be directed to the reservations office. All reservations must have a credit card guarantee. All reservations cancelled after 4:00 PM Central Time 24-hours prior to the day of arrival, will incur the first night's hotel room rate charged to the credit card on file. In addition, at the time of check-in, all guests will be required to present a valid credit card to cover any incidental charges they may incur during the stay. Check in time is 4:00 PM Central Time and check out time is 11:00 AM Central Time. The minimum age to rent a room is 21 years of age and photo ID is required at check in.

RESERVATION CUT-OFF DATE

It is necessary to receive all reservation requests 30 days prior to the Group's arrival date in order to receive the Group rate. After 4:00PM Central Time on **10-12-2022**, the unused portion of the room block will be released. Any reservation requests received after this Cut-Off Date will be accepted on a space available basis, at the standard guestroom rates of Hotel then in effect. If sleeping rooms are reserved before the cutoff date, Hotel will add rooms, based on availability at the Group's request. *Hotel does not guarantee that the rates will match the original room block rate.*

ROOM BLOCK ATTRITION

~~Hotel is relying upon Group's contracted commitment to produce a minimum guest room revenue of \$1,470.00. Hotel will waive its right to seek damages for Group's failure to achieve the contracted revenue if Group achieves at least 0% of the contracted revenue.~~

~~Should Group fall below the contracted revenue, Group will pay as a reasonable estimate of the Hotel's losses an amount equal to the difference between 0% of the contracted revenue and the actual guest room revenue achieved by Group (the "Attrition Damages").~~

~~Except as otherwise provided, determination of room nights utilized by Group will include: (i) any rooms occupied by Group attendees who booked outside of the room block, provided the room rate paid for such rooms is equal to or higher than the Group rate; and (ii) any nights paid for by attendees subject to a no show or other cancellation charge. In no event, however, will room nights utilized by Group include rooms booked through online booking agents, rooms booked using specialty rate offers, rooms booked subject to commissionable rates, or rooms booked with gaming offers.~~

BILLING INSTRUCTIONS:

HOTEL GUESTROOM CHARGES

Individual guests will be responsible for their own hotel guestroom charges, taxes and incidental charges, unless otherwise authorized by Group in writing. A valid major credit card is required from each guest to guarantee reservations and to cover incidental charges. Reservations will not be accepted without a guarantee. All reservations cancelled after 4:00 PM Central Time 24-hours prior to the day of arrival, will incur the first night's hotel room rate charged to the credit card on file.

HOTEL CATERING CHARGES

All catering charges and incidental charges incurred as a result of your catered event will be charged to the master account.

BILLING INSTRUCTIONS:

If any area of the bill is in question, the Group shall advise the Hotel's Event Services or Accounting department of the specific items(s). The portion(s) of the bill, which are unclear or in question, will be "suspended" for thirty (30) days, during which time the Hotel shall fully research the charge(s) and provide documentation. All other undisputed charges will be paid. The final bill, excluding contested charges, shall be paid within thirty (30) days of receipt.

CREDIT CARD MASTER ACCOUNT:

Upon completion and acceptance of a credit card authorization form, which is due with the signed Agreement, a Master Account will be established for the Group. Three business days prior to arrival a charge will be placed on this credit card for estimated balance of 100% of all charges including, tax, service charge and estimated charges for any catering that is based on consumption. Any additional charges, including any room attrition charges, will then be charged to the credit card upon departure. If, at the conclusion of your event, the estimated charges are less than the amount that was charged, Hotel will issue a credit in the amount of the overcharge to the credit card.

ADVANCE DEPOSITS

A non-refundable advance deposit of 50% of the estimated amount of all charges is required to secure function space on a definite basis for all events. A second non-refundable deposit equivalent to 100% of the remaining anticipated charges including, tax, service charge and estimated charges for any catering that is based on consumption will be due 10 business days prior to Group's arrival. A credit card will be required and will be charged for any remaining balance, including any room attrition charges, at the conclusion of the Group's event. All deposits made in advance will be applied to Group's statement as a credit towards total payment.

DIRECT BILL MASTER ACCOUNT:

Group must complete a Direct Bill application and return it to Hotel no later than 30 days prior to arrival. The Hotel can only authorize Direct Billing after a credit check has been approved. If Group is approved for Direct Billing, all specified charges, including any room attrition charges, will be billed to the Master Account and will be direct billed to Group. The balance of your account is due and payable within 30 days after the date of the event. If credit is not approved, estimated payment of 100% will be required 10 business days in advance of Group's arrival by an approved alternate payment method.

CASH OR CHECK PAYMENT:

Should cash, personal or company check be used for payment, an advance deposit of 100% of the estimated charges will be due 10 business days before Group's arrival. Hotel will review the anticipated charges including, tax, service charge and estimated charges for any catering that is based on consumption three business days prior to arrival, and any additional amounts not covered by the deposit will be due at that time. A credit card will be required and will be charged for any remaining balance or additional charges that may occur, including any room attrition charges. All deposits made in advance will be applied to Group's statement as a credit towards total payment.

MEETING AND FUNCTION REQUIREMENTS

Hotel reserves and Group guarantees payment for the following meeting room space for the specified day/times.

MEETING AND FUNCTION REQUIREMENTS

Hotel reserves and Group guarantees payment for the following meeting room space for the specified day/times.

***DATE	TIME	EVENT	FUNCTION SPACE	SETUP STYLE	ATT.	RENTAL REV.
Thursday / 11-17-22	06:45 AM-07:30 AM	Set up	Minnetonka	Special	50	
	06:45 AM-08:00 AM	Set up	Waconia	Special	40	
	07:30 AM-08:30 AM	Breakfast	Minnetonka	Special	500	
	07:30 AM-08:00 AM	Registration	Minnetonka	Special	500	
	07:30 AM-08:30 AM	First-timers & Leadership Academy Alumni Breakfast	Owatonna	Special	30	
	08:00 AM-05:00 PM	Exhibit	Waconia	Special	500	
	08:00 AM-05:30 PM	Meeting	Minnetonka	Crescent Rounds	500	\$5,000.00
	08:00 AM-10:00 AM	Set up	Prefunction Full	Special	50	
	08:30 AM-05:30 PM	All Day Beverages & Snacks	Minnetonka	Special	500	
	10:00 AM-07:30 PM	Exhibit	Prefunction Full	Exhibit	500	
	12:00 PM-01:00 PM	Luncheon	Minnetonka	Special	500	
	01:00 PM-05:30 PM	Breakout #5	Isanti 3	Theatre	125	
	01:00 PM-05:30 PM	Breakout #4	Isanti 2	Theatre	125	
	01:00 PM-05:30 PM	Breakout #3	Isanti 1	Theatre	125	
	01:00 PM-05:30 PM	Breakout #2	Owatonna	Theatre	125	
	01:00 PM-05:30 PM	Breakout #1	Anoka	Theatre	125	
	04:00 PM-05:30 PM	Cash Bar	Prefunction Full	Special	250	
	04:00 PM-05:30 PM	Hors D'oeuvres Reception	Prefunction Full	Special	250	
Friday / 11-18-22	06:45 AM-06:00 PM	Meeting	Prefunction 1	Special	50	
	06:45 AM-07:30 AM	Set up	Minnetonka	Special	50	
	07:30 AM-08:30 AM	Breakfast	Minnetonka	Special	500	

	07:30 AM-08:00 AM	Registration	Minnetonka	Special	500	
	07:30 AM-08:30 AM	Past President's Breakfast	Waconia	Special	20	
	08:00 AM-03:30 PM	Exhibit	Waconia	Exhibit	500	
	08:00 AM-03:30 PM	Meeting	Minnetonka	Crescent Rounds	500	\$5,000.00
	08:30 AM-03:30 PM	All Day Beverages & Snacks	Minnetonka	Special	500	
	12:00 PM-01:00 PM	Luncheon	Minnetonka	Special	500	
	03:30 PM-06:00 PM	Tear Down	Waconia	Special	50	
	03:30 PM-06:00 PM	Tear Down	Minnetonka	Special	50	

Hotel reserves the right to assign and change specific meeting room space at its discretion. Group must obtain final written approval from Hotel before publishing meeting room names. As other groups may be using the same meeting room prior to or following your function, Hotel requires that Group adhere to the times listed. Should any revisions and/or changes be requested by Group, Hotel will use reasonable efforts to accommodate such requests, based on the availability of rooms at the time requested and other applicable considerations.

Group will only have the use of the facilities described in this Agreement, and only for the purpose identified in this Agreement. All sales, solicitations, and concessions are prohibited without the express written consent of the Hotel. All meeting space will be set up in the manner specified above unless otherwise agreed by the parties. Should Group request a major change in room set up (i.e., theatre style to classroom style) on the day of the program, the Hotel reserves the right to assess labor charges of \$25.00 per hour for the change, with a minimum charge of \$25.00

FOOD & BEVERAGE MINIMUM

A total food and beverage minimum of **\$40,000.00** will apply for the required space. All catered food and beverage (excluding tax, service charges, AV, electrical needs, or miscellaneous charges) purchased applies toward this minimum. If the minimum total is not reached through the cost of food and beverage, the difference between the food and beverage minimum stated above and Group's actual usage of food and beverage will be charged as a meeting room rental. For all functions where a bar is requested, a \$500.00 per bar minimum is required for a bar fee to be waived. If the \$500.00 per bar minimum is not met, the difference will be applied to your bill.

MEETING ROOM RENTAL

The meeting room rental charge for your program is **\$10,000.00**. Any change or addition to space or length of time booked may be subject to additional charges.

MENU SELECTIONS AND GUARANTEES

Menu and AV prices will be confirmed sixty (60) days prior to scheduled function with "market price" items being confirmed twenty-one (21) days prior to scheduled function. Menu selections are required a minimum of forty-five (45) days prior to the scheduled event.

Entrée selections on all full-service banquet menus are generally limited to one entrée choice. All split entrée selections will be priced at the higher priced entrée, or an addition of \$2.50, whichever is greater. All entrees will be served with the same starch and vegetable. Split entrees are not available for group sizes less than fifty (50) people.

The exact number of persons attending all food functions must be guaranteed prior to 11:00 AM Central Time, three business days prior to the date of your event. This number will be considered a "Guarantee" and not subject to reduction. The catering department will set up and prepare for three percent (3%) over the "Guarantee"; however, increases to your guest count received later than three (3) business days in advance will be subject to a fifty percent (50%) menu price increase based on availability of menu items.

The Hotel cannot be responsible for service of more than three percent over Guarantee. If a guarantee is not received three business days in advance, the "Tentative" estimated attendance number that was given when reserving the function space will be considered to be the "Guarantee," and Group will be charged accordingly. Group agrees to pay service charges and applicable taxes, as set forth below, based on the pre-tax total of each food and beverage function.

CONTRACTING LESS THAN 14 DAYS

The Hotel reserves the right to increase menu pricing by up to 15% to all short-term meeting and event requests. Availability of certain menu items are contingent on ability to source the product(s) on all short-term events. "Short term" is considered an event that is requested less than 14 days prior to the start date.

FOOD & BEVERAGE REGULATIONS

All food and beverage to be served on Hotel property must be supplied and prepared by Hotel. In addition, due to food safety concerns, no remaining food and beverage will be removed from the premises. At the conclusion of the function, all remaining food and beverage becomes the property of Hotel.

Outside alcoholic beverages are not permitted on Hotel property, including hotel rooms, meeting areas, and parking areas. Minnesota state law prohibits persons under the age of 21 from purchasing or consuming alcoholic beverages. Hotel reserves the right to verify the age of any individual at any time. Persons who appear intoxicated will not be permitted to purchase or consume alcoholic beverages at the discretion of Casino Hotel staff. Drinking games and or associated equipment are not permitted. Bar service will conclude 30 minutes prior to the agreed upon ending time for the applicable event.

BANQUET EVENT ORDER

Group will be required to sign all Banquet Event Orders ("BEO's") at least 21 days prior to Group's arrival. Group must identify an on-site representative who will be authorized to make additions or changes to an event held at Hotel. This representative will verify that all charges are correct and consistent with this Agreement and any changes requested by Group and will sign off on the catering guest check.

SERVICE CHARGE AND TAX

Food and non-alcoholic beverage prices are subject to a 22% service charge and applicable tax, currently 7.375%, which tax may change without notice. Cash bar pricing is inclusive of tax; however, host bar pricing does not include applicable alcohol tax, currently 9.875%, and service charge, currently 22%.

All event related charges, including but not limited to, meeting room rental and audio visual are subject to applicable taxes and service charges in effect during the time of the Group's program.

FUNCTION SPACE SETUP

Banquet and/or Meeting Facilities will be available no more than 30 minutes prior to the official beginning time stated on the BEO; in the event of any difference, the time stated in the BEO will supersede the time noted in the chart above. Event space set up changes that occur after the BEO is signed and take place less than 72 hours prior to the start of the event may be assessed a \$75.00 per hour change fee, with a minimum charge of \$75.00.

Banquet and/or Meeting Facilities are assigned by Mystic Lake Casino's Catering Department to accommodate the tentative attendance indicated at the time of confirmation. Hotel reserves the right to substitute alternate space

within the Hotel if it deems the substitution necessary. Band, disc jockeys, musicians and other entertainers must be completely set up at least 30 minutes prior to the arranged opening of the function room. All entertainers are to be completely self-equipped and self-set. The catering department does not supply equipment, with the exception of a stage and dance floor (based upon availability). When a band or DJ is contracted they must contact Mystic Lake Casino's Catering Department no less than five days in advance to arrange for entrance into our facility with their equipment. Failure to do so will result in no admittance to our facility. It is Group's responsibility to inform the entertainer of this policy.

THIRD PARTY LICENSES/PERMISSIONS

Group will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including without limitation, music, audio or video recordings, art, etc.) that Group may use or request to be used at the Hotel. To the extent that Group provides any such content to Hotel, including for distribution, Group hereby warrants that it has all rights, permissions, and licenses to provide such content to Hotel for its intended use and that any associated royalties or payments are the Group's sole responsibility. Hotel may require Group to provide proof of licensing.

THIRD PARTY VENDORS

In the event Group wishes to retain any third party (a "Third Party Vendor") to provide goods and services in connection with Group's use of the facilities (third party security services are expressly prohibited), Group will request the approval of Hotel at least 14 days in advance of the event, and, if the engagement of the Third Party Vendor(s) is approved by Hotel, Group will (and cause the Third Party Vendor(s) to) comply with all requirements of Hotel (including as set forth in the "Miscellaneous" section below). Group acknowledges and agrees that Group will be responsible for, and Hotel will have no liability for, any cost, damage or harm arising directly or indirectly from any action or inaction of any Third-Party Vendor. Group agrees to defend, indemnify, and hold harmless Hotel and its officers, directors, agents, employees and owners from and against any and all Claims (as defined below in the "Indemnification" section) arising from or relating to the presence, or any activities of, Third Party Vendors, any arrangements Group makes with any Third Party Vendor, or any products or services provided by a Third Party Vendor, including, without limitation, any personal or property damage or injury (including any death, illness or injury to any person) caused directly or indirectly by any Third Party Vendor. Group will also ensure that all Third-Party Vendors carry adequate insurance coverage and upon request of Hotel provide evidence of such coverage to Hotel in such form as is satisfactory to Hotel, prior to such Third Party Vendor being permitted onto Hotel property. In connection with Group's approval request, if required by Hotel, and as a condition to such approval, Hotel may require Group to obtain from a proposed Third Party Vendor an indemnification agreement in favor of Hotel in such form as provided by Hotel, and/or Hotel may require a proposed Third Party Vendor to meet certain insurance coverage requirements as specified by Hotel (including as to types and amounts of insurance).

TRADE SHOW AND VENDOR LOAD IN AND LOAD OUT INFORMATION

Any event that has an outside company or individual that needs to bring equipment or materials into our facility must make prior arrangements with the catering department. Group will need to provide a list of all companies and the names of representatives for those companies that will require the services of our Salle Port area. The representatives must be prepared to provide a picture ID and proof of their company name including a business card. Once the load in and load out times are established, they cannot be changed inside of 48 hours of the originally scheduled time. Failure to follow the vendor criteria or the load in load out schedule may result in no admittance into our facility.

VENDOR AND/OR EXHIBIT TABLES

Hotel will provide Group with up to five (5) complimentary vendor/exhibit tables, 6' X 30" or 8' X 30" tables, along with standard linen, two (2) chairs, and a wastebasket. Additional vendor/exhibit table requests will be charged the following: Table: \$20.00 each, Chairs: \$5.00 each, Linen: \$5.00 each, Wastebasket: \$2.00 each. All prices are subject to a service charge, currently 22% and applicable tax, currently 7.375%.

AUDIOVISUAL EQUIPMENT

Our internal audiovisual department handles all audiovisual equipment. Please coordinate with the Catering Department for arrangements, availability and confirmation of costs. A 24-hour advance notice of cancellation is required for all audiovisual equipment; otherwise, applicable fees will be charged to Group. Audiovisual equipment prices are subject to a service charge, currently 22% and applicable tax, currently 7.375%.

AUDIO-VISUAL SUPPLIERS

The Hotel has an on-site audiovisual department that is committed to provide exceptional service for your Group's event and will make every effort to meet Group's budgetary requirements. Hotel recognizes that Group may instead elect to use a third-party supplier of audiovisual services ("Third-Party Supplier"). Group agrees to inform Hotel of any decision to bring in a Third-Party Supplier a minimum of ninety (90) days prior to your event to ensure that such Third-Party Supplier has full copies of Hotel's Audio-Visual Service Standards, Hotel Regulations and Costs associated with both, prior to the planning process. Upon receipt of such notice, your assigned planner from the Hotel will provide Group with an addendum which addresses Third-Party Supplier compliance to the Audiovisual Service Standards and Hold Harmless Agreement and must be signed by either Group or its Third-Party Supplier a minimum of sixty (60) days prior to Group's event. Each standard is focused on customer service, protection of property and Hotel guest safety and security and must be followed by all Third-Party Suppliers providing services at the Hotel.

Rigging: If Group's event requires rigging equipment and related services, Group will be required to engage and hire the Hotel's exclusive rigging provider, for all rigging equipment and related rigging services within the premises. A daily or hourly labor fee will apply according to the pricing established in Hotel's Audio Visual pricing guidelines.

House Audio: To protect the quality and integrity of Hotel's in-house systems, outside audio visual production companies are not permitted to patch into the house sound system, without prior notification. Additional fees will be assessed for usage of these systems and Hotel will be required to assist Interfacing. A patch fee will be assessed for any house sound usage.

Liaison Fee: If Group elects to bring their own audio-visual production company or equipment a hotel audio visual employee will be required to assist during Group's set up period and presentation times. A daily or hourly labor fee will apply according to the pricing established in Hotel's Audio-Visual pricing guidelines.

Load-in/Load-out Fee: The use of loading docks must be coordinated and supervised through the Mystic Lake AV/Technical Services Team. Fee applies at the rate of 4-hour minimum at \$75.00 per hour.

NARCOTICS, FIREARM and OUTSIDE ALCOHOL POLICY

Mystic Lake Casino Hotel is a narcotics and firearm free facility. Narcotics and firearms are strictly prohibited at Mystic Lake Casino Hotel. No outside alcohol is permitted. Guest bags and coolers are subject to search upon entry to Hotel. There are no exceptions to this policy. It is Group's responsibility to communicate this policy to all attendees.

CONSTRUCTION AND REMODELING

Hotel will immediately notify Group of any major construction, maintenance or remodeling that may be starting, proceeding, or concluding during the Program Dates. If Hotel and Group mutually determine that any construction and/or maintenance will substantially interfere with the overall appearance and operation of the Program, Group may (i) terminate this Agreement, without liability, or (ii) receive compensation from Hotel in terms of reduced charges or increased amenities, or as otherwise agreed to by the parties. The ability of Group to terminate without liability pursuant to this paragraph is conditioned upon delivery of written notice to Hotel no later than five days after the parties agree construction and/or maintenance activities will substantially interfere with Group's program. Hotel will refund all deposits to Group within 30 days after receipt of notice of termination.

INDEMNIFICATION

Each party to this Agreement will indemnify, defend, and hold harmless the other party and its officers, directors, agents, employees, and owners from and against any and all demands, claims, damages to persons or property, losses, liabilities, costs and expenses, including reasonable attorneys' fees (collectively, "Claims"), arising out of or caused by the negligence or willful misconduct of the indemnifying party (including, as to Group, its attendees) in connection with the provision and use of Hotel as contemplated by this Agreement or the indemnifying party's failure to perform fully its obligations hereunder in a timely manner, except, in each case, to the extent and percentage caused by the indemnified party's negligence or willful misconduct. This paragraph will not waive any applicable limitations of liability available to either party, nor will it waive any defenses either party may have with respect to any Claim.

Group additionally acknowledges and agrees that an inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death, and visitors to the Hotel property voluntarily assume all risks related to exposure to COVID-19. Accordingly, in addition to the foregoing, Group will indemnify, defend, and hold harmless Hotel and its officers, directors, agents, employees, and owners from and against any and all Claims by Group, its attendees or Third Party Vendors arising from or related to COVID-19, or any related illnesses, injuries or death, with respect to any of their presence at the Hotel property, except to the extent directly caused by the gross negligence or willful misconduct of Hotel.

The terms of this Section will survive the termination or expiration of this Agreement.

INSURANCE

Group will maintain Commercial General Liability insurance coverage with a minimum combined single limit of \$1,000,000 providing coverage for any Claims (as defined above) arising from any activities conducted at Hotel pursuant to this Agreement, as well as worker's compensation insurance up to the State of Minnesota statutory limit, if applicable, and Commercial Auto Liability insurance up to a limit of \$1,000,000 each occurrence. Group will name Hotel as an additional insured on such liability policy(ies) and will provide a standard ACORD 25 Certificate of Liability Insurance, and a standard ACORD 23 Automobile Certificate of Insurance, or equivalent, and evidence of Worker's Compensation insurance confirming such coverage at least 30 days prior to the initial program date. Hotel will also have the right to request that updated certificate(s) of insurance be provided, and Group will provide such updated certificate(s) within five days of receiving Hotel's request. Hotel's acceptance of the insurance certificate(s) will not be considered a limitation of Group's liability under this Agreement, nor an agreement by Hotel to assume liability in excess of said amounts or for risks not insured against.

If Group does not carry insurance in the ordinary course of business, it may satisfy the Hotel's insurance requirements by obtaining event-specific insurance coverage in a minimum amount of \$1,000,000 (with a deductible approved by Hotel) from any reputable insurer authorized to insure in the Hotel's jurisdiction.

TERMINATION FOR FORCE MAJEURE

The performance of this Agreement is subject to termination without liability upon the occurrence of acts of God; war; threat of war; acts of terrorism (actual or threatened); epidemics; pandemics; quarantines; government laws, regulations, rules, orders or travel advisories, or other governmental action of any kind; disasters; strikes, lockouts or labor disputes (except those involving the employees or agents of the party seeking the protection of this clause); civil disorder; curtailment of transportation facilities preventing at least 30% of Group's attendees from attending the program (but only if occurring in combination with another force majeure event); or any other emergency or event beyond the parties' reasonably foreseeable control to the extent that such event makes it illegal, impossible, or commercially impracticable for a party to provide or use the Hotel facilities (each such event will be referred to as an "Occurrence"). The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical after the terminating party's learning of the Occurrence. For the avoidance of doubt, a management change at the Hotel, or any renovation or construction of Hotel areas will not rise to the level of an Occurrence or give rise to any termination right or breach under this Agreement.

COVID-19: Hotel and Group acknowledge that at the time of signing this Agreement, the outbreak of COVID-19 exists in various parts of the world, and that the parties are signing this Agreement in good faith based on the assumption that the COVID-19 pandemic will be resolved, and not prohibit the events and activities contemplated by this Agreement on the scheduled program dates in this Agreement.

CANCELLATION

Group and Hotel have entered into a binding contract. The Hotel is committed to providing the rooms and services specified in this Agreement, and the Hotel has offered special rates and other concessions based upon anticipated revenues for your event. The anticipated revenue includes the revenue from the total number of sleeping rooms Group has requested as well as the revenue received from the food and beverage services you may have requested and any ancillary revenue, such as restaurant charges, in-room movies, telephone tolls, room service and other charges. Hotel will also incur additional expenses in an attempt to replace lost revenue.

If Group cancels this Agreement, which may only be done by written notice to Hotel, Group agrees the Hotel will suffer damages, the exact amount of which damages will be difficult to determine. Therefore, Group agrees the following liquidated damages are not a penalty but are a reasonable effort by the parties to agree in advance on the amount of damages and will be due regardless of the Hotel's ultimate ability to re-sell some or all of the space or services. Group will pay the amount due within 30 days after notice of cancellation.

Group agrees that the minimum revenue that will be provided to Hotel for this event pursuant to this Contract is as follows:

SUMMARY OF REVENUE ANTICIPATED BY HOTEL FROM THIS AGREEMENT	
Total Anticipated Guestroom Revenue:	\$0
Total Anticipated Food and Beverage Revenue: <small>Total Anticipated Food and Beverage Revenue does not include, service charges, supplemental surcharges, applicable federal, state or local taxes or any other fees outside of food and beverage product sales.</small>	\$40,000.00
Total Anticipated Meeting Room Rental Fees:	\$10,000.00
Contracted Ancillary Revenue:	\$0
Total Contracted Revenue	\$50,000.00

Hotel and Group have determined the arrival date to be: 11/17/2022

Date of Notice to Terminate to Arrival Date	% of contracted guestroom revenue, meeting room rental, food and beverage minimum, ancillary revenue	Amount of Liquidated Damages
365 – 274 days	25%	\$12,500.00
273 – 182 days	50%	\$25,000.00
181 – 90 days	75%	\$37,500.00
89 – 31 days	85%	\$46,750.00
30 days or less	85% of Meeting Room Rental, 100% of F&B Revenue	\$48,500.00

MISCELLANEOUS

This Agreement may not be assigned or transferred by Group to another party without the written consent of the Hotel.

Unsold rooms may not be sold or transferred by Group to a third-party room reseller.

Group will conduct its program, events and activities at the Hotel property in an orderly manner, in full compliance with all applicable laws, rules, regulations and orders, and all Hotel rules, policies, protocols and directions, including, without limitation, health orders, and health and safety protocols. Group will secure all necessary licenses and permits for Group's program, events and activities. If requested by Hotel, but without eliminating or diminishing the foregoing obligations of Group, Group will provide Hotel with a compliance plan, and any licenses or permits, prior to the scheduled starting date of Group's program, events and activities.

Group agrees that, while on Hotel property, Group will be responsible for compliance by Group, its attendees, Third Party Vendors, and their respective personnel, with all applicable laws, rules, regulations and orders, and all hotel rules, policies and protocols and directives, and acknowledges and agrees that Hotel, at no cost, expense or liability to Hotel, may require any such individual to leave the Hotel property (and/or remove such individual) for failure to comply with any of the foregoing. Group will ensure that Group personnel and attendees do not engage in any disruptive behavior and do not solicit, or distribute literature to, any Hotel guest, customer, vendor, supplier or employee. In addition, Group will be responsible for any damage done to the physical premises of the Hotel, including its equipment, furniture, or other real or personal property, due to acts or omissions of Group, its attendees, Third Party Vendors, or any of their respective personnel. Without limiting the generality of the foregoing, the Hotel reserves the right to make and enforce any rules for the safe and efficient use of the facilities. This will include but not be limited to the right to remove from the facilities any unruly, disruptive, or otherwise objectionable person, without liability to the Hotel.

The waiver by either party of a breach of any provision(s) of this Agreement by the other party will not operate or be construed as a waiver of any subsequent breach by such breaching party.

This Agreement will be governed by the laws and regulations of the Shakopee Mdewakanton Sioux Community.

To the extent this Agreement contemplates (whether or not specified) that a party will perform an obligation after expiration or termination of this Agreement, that obligation and all provisions of this Agreement relating to the interpretation and enforcement of the obligation will survive the expiration or termination of this Agreement.

NOTICE

Any notice required or desired to be given under the terms of this Agreement will be in writing and addressed to:

If to the Hotel:

Angela Wrede
Mystic Lake Casino Hotel
2400 Mystic Lake Boulevard
Prior Lake, MN 55372
Angela.wrede@mysticlake.com

If to Group:

Mr. Nick Egger
American Public Works Association
P.O. Box 227965
Golden Valley, MN 55427
nick.egger@ci.rosemount.mn.us

Notices may be delivered personally, sent via overnight delivery service, sent via certified U.S. mail, or sent via facsimile transmission or email to the other party. Either party may change its address by giving notice to the other party in accordance with this section. The effective date of notice will be as follows: (i) notices delivered personally will be deemed effective as of the date received; (ii) notices sent via certified U.S. mail or private delivery service will be effective as of the date received, as evidenced by a tracking confirmation from the applicable service; and (iii) notices sent via facsimile or email will be effective as of the date and time on the facsimile confirmation sheet or email retained by the sender.

GROUP'S PROPERTY

Group agrees and acknowledges that Hotel will not be responsible for the safe-keeping of equipment, supplies, written material or other valuable items left in function rooms, guest rooms or anywhere on Hotel property. Group may not rely on any verbal or written assurances provided by Hotel staff, other than as provided in this Agreement.

SECURITY

Hotel may, in its sole discretion, require Group to take certain security measures in order to maintain security in light of the size or nature of the function. Security measures may include the requirement for Group to hire and pay for sufficient security personnel from the Hotel's security department.

SIGNS AND DISPLAYS / USE OF HOTEL NAME

Group will not display signs in Hotel nor use the name/logo of the Hotel in any promotional brochures or advertisements without prior written approval of Hotel. It is further agreed that no sign, banner or display will be affixed to any part of hotel without prior written approval by management. Any damages caused to the walls, fixtures or carpet will be billed to Group.

Group agrees that no advertisement or other public statement will assert or imply that the Hotel supports, approves, or endorses any product, service, interest, position or ideology of the Group, unless such advertisement or statement has been approved in writing by the Hotel in advance of publication.

SHIPPING AND PACKAGES

Group must coordinate receipt of any parcels shipped to Mystic Lake Casino Hotel with the Catering Department. The Hotel is not responsible for materials sent but not delivered to your function. C.O.D. shipments will not be accepted. All packages must be addressed to Mystic Lake Casino Hotel, Attention Convention Services and labeled with the Group's Name, Function Date, and with the On Site Representatives Name. Please direct deliveries to the Mystic Lake Casino Hotel Receiving Department NO MORE THAN THREE days prior the date of your program and during the Business Hours of 8:00 a.m. until 5:00 p.m. Central Time, Monday through Friday (excluding holidays). Any shipments arriving sooner will be returned to sender. Should extensive space for storage be required, Group will be charged a fee for the rental of meeting space for storage purposes. Any freight shipping charges incurred remain the sole responsibility of the Group. Hotel accepts no responsibility or liability for the delivery, security or condition of shipped items.

PARKING

At the time of contract signing, Hotel has ceased valet service due to established health and safety guidelines. Should Hotel offer this service during the contracted dates, valet service will be provided on a complimentary basis at Casino and/or Hotel entrance(s). Self-parking is complimentary and is available on our surface lots and parking structures adjacent to the casino/hotel complex. On-site parking is available for Group buses. Please contact the Group Sales Department for additional information.

DEFINITE CONFIRMATION

This Agreement constitutes the entire Agreement between the parties and supersedes any previous communications, representations or agreements, whether written or oral. Any changes to this Agreement must be made in writing and signed by authorized representative of each party. If these arrangements meet with your approval, please sign and return to my attention. Once received, if acceptable, we will return a counter-signed copy, which will serve as a definite confirmation of our Agreement. If the Hotel does not receive an executed copy of the Agreement by **April 30th, 2022**, we reserve the right to release the reservations and all reserved space.

The officer of Group executing this Agreement certifies that he/she has been duly authorized to enter into this Agreement on behalf of Group and that neither the execution and delivery of this Agreement nor the performance of its terms and conditions will result in a breach of any obligation to which Group is a party.

This Agreement may be executed in one or more counterparts, and by facsimile or electronic signature, each of which when fully executed, will be deemed to be an original, and all of which will be deemed to be the same agreement.

IN WITNESS WHEREOF, the parties do hereby execute this Agreement the day and date above written.

Shakopee Mdewakanton Sioux Community Gaming Enterprise, D.B.A. Mystic Lake Casino Hotel

By: _____
Angela Wrede, Catering Executive

Date: _____

Group: American Public Works Association

By: _____
Mr. Nick Egger

Date: _____



Mystic Lake Casino
Attn: Sales & Catering Department
2400 Mystic Lake Blvd.
Prior Lake, MN 55372
Phone: (952) 496-6528
Fax: (952) 496-6568

DIRECT BILL APPLICATION

The following application is subject to approval by Mystic Lake Casino and Hotel according to its credit policies and guidelines. Please complete and return this direct bill application making sure to complete ALL the information requested so that we may properly evaluate your request. Failure to provide complete and accurate information will result in your application being denied. Mystic Lake Casino and Hotel reserves the right to refuse acceptance of any application at its discretion.

COMPANY/BUSINESS INFORMATION: (Please Print Clearly)

Business Name

Business Address

Billing Address

City, State and Zip

City, State and Zip

Telephone

Fax

Telephone

Fax

Corporation

Partnership

Individual

Other

Explain: _____

Principal(s) Name(s)

Accounts Payable Contact/Manager

Telephone

BANK ACCOUNT INFORMATION: (Please Print Clearly)

Bank #1 - Name and Branch

Bank Account Number

Telephone

Address

City

State

Zip

HOTEL AND BUSINESS REFERENCES: (Please Print Clearly)

Business Name

Contact

Address

Telephone #

Fax #

Business Name

Contact

Address

Telephone #

Fax #

Business Name

Contact

Address

Telephone #

Fax #

LSI USE ONLY (Forward completed application to Check Services)

Event Date

Approximate Revenue \$

Sales Representative

Catering Representative

Date Direct Bill App Rcvd

D & B Run

References Reviewed

Approved Terms

A/R Code



Executive Committee Update
Greg Stonehouse and Michelle Stockness, Co-Chairs

MN2050 Committee

Date: April 13, 2022

Executive Committee Action Items

1. Discussion Items

- a. On March 30, we held a 30-minute virtual re-introduction meeting with the full MN2050 coalition (APWA committee and 17 partner organizations) to reintroduce the coalition and its goals. Many organization representatives were new to the group.
 - a. Meeting slides are attached, with a recording available to view here: <http://www.apwa-mn.org/news/Latest-News/view/592>
- b. On April 28, we plan to hold a hybrid meeting of the MN2050 coalition at the League of Minnesota Cities office, with the goal of putting together a work plan for 2022, identifying common goals, resources, and resource gaps.
 - a. We are asking partner organizations to come prepared to share: your organizational priorities, current initiatives around infrastructure public awareness and infrastructure policy.

2. Recommendations for Action/Vote

- a. None

Committee Discussion Items and Updates

- MN2050 roles vs. Raise our Grade and Government Affairs committees: we have had discussions between these three committees on what each of our roles are to try to avoid overlap.
- Identification of tools we already have established coalition, Raise our Grade website.
- Identification of gaps: established goals for 2022, website that partners can access for materials, regular communications with partners, funding streams from partner organizations.

Committee Membership

Co-Chairs:	Greg Stonehouse, Michelle Stockness
Members:	Tom Eggum, John Maczko, Jeannine Clancy, Kristin Asher, Brad Henry, Jeff Oliver, Chris LaBounty, Joel Schilling, Alex Jordan
EC Liaison:	Amy Grothaus

Mission

To raise awareness of the critical role infrastructure plays in the quality of life of Minnesotans and expose the lack of attention being given to reinvestment of our critical infrastructure; therefore, developing a shared commitment to improve our infrastructure.

MN2050 Reboot

Welcome!

Wednesday, March 30, 2022



Agenda

Objective: realign under MN2050

1. Re-introduce MN2050 vision and goals
2. Partner introductions
3. Start to imagine how we can work together this year
4. Set up for in-person meeting later in April



What is MN2050?

A coalition of professional organizations to advance sustainable infrastructure education and management to meet Minnesota's needs for the future.

MN2050's three main goals are to:

1. Increase **public awareness** about the value and importance of our state's critical infrastructure.
2. Establish a **platform to help professionals research and advance our infrastructure management message.**
3. Engage **policy makers** by educating, informing and influencing sound infrastructure investment via State and Local legislators.



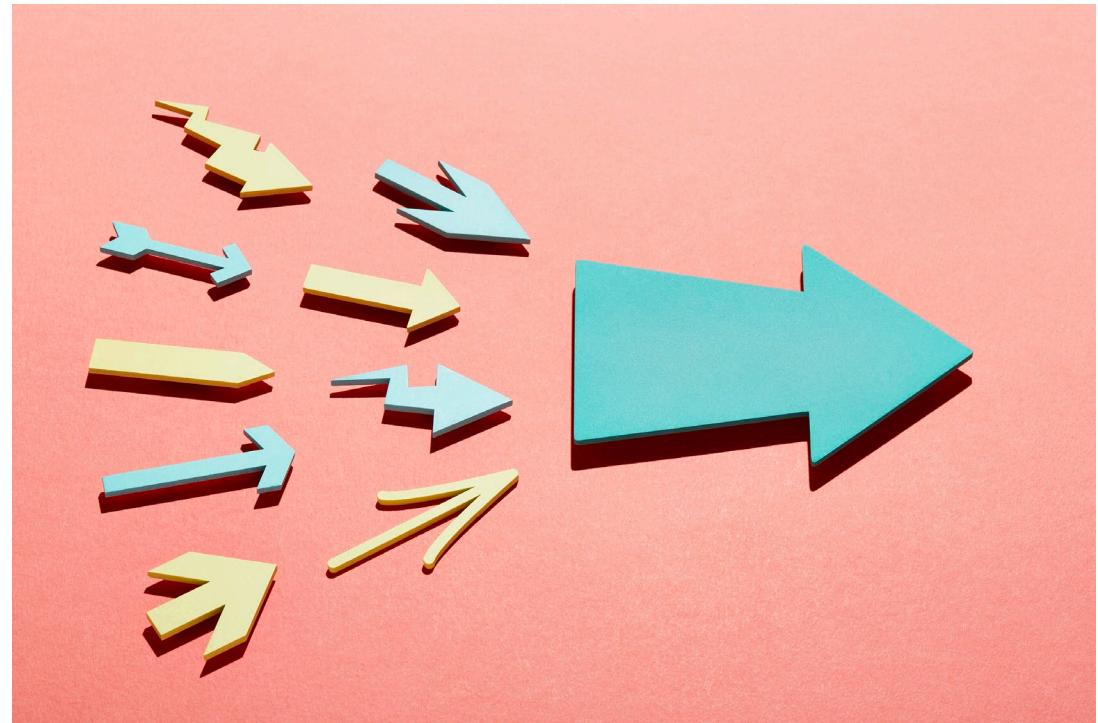
Who are our MN2050 partners?



NORTH CENTRAL SECTION
INSTITUTE OF TRANSPORTATION ENGINEERS

Why do we want to start up again?

- We see a need for more public education and communication on infrastructure in Minnesota
- The influx of federal funding is creating great opportunities. Let's encourage long term funding.
- We see a need for a consolidated infrastructure voice



How can MN 2050 help your organization?

- **Coordinate and collaborate** on public affairs and government affairs initiatives with MN2050 partners
- **Share limited resources** across teams, which may include:
 - Committee member time
 - Tools for public education and awareness (ex. Raise our Grade website)
 - Templates for infrastructure discussions and messaging
 - Policy and lobbying coordination
- **One-stop-shop for Minnesota infrastructure** for the public, professionals or legislators looking for more information.

Next Steps

Proposed In-person meeting April 28, 10:00am in St. Paul

- Set priorities and key messages for 2022
- Gain knowledge of existing efforts to align initiatives and drive collaboration
- Define a path forward and identify common partner needs



Thank you! See you in April

We will send out a meeting recording to attendees afterwards.





7A.

Executive Committee Update

Courtney Anderson-Ewald, Chair

Cristina Mlejnek, Executive Committee Liaison

Diversity & Inclusion Committee

Date: April 13, 2022

Executive Committee Action Items

1. **Discussion Items**
 - a. None
2. **Recommendations for Action/Vote**
 - a. None

Committee Discussion Items and Updates

- Diversity grant in the amount of \$2500 was awarded February 14 to Bloomington Public Works Racial Equity Team.
 - Their goals are to provide outreach internships and post-secondary scholarships to Jefferson and/or Kennedy students. Their student populations are 51% diverse.
 - Check has been mailed
 - They will report results and will be invited to fall conference to be “presented”
 - All thanks to Marcus for his continued leadership on this effort
 - All applicants were sent letters
- Contract approved for BrainSkills at work to provide a presentation at the spring conference
 - Thursday, May 12 for two 1.5 hour sessions (Part 1 and Part 2)
 - Session 1 8:05-9:35 am
 - Session 2 9:45-11:15 am
 - Program will consist of a two part DEI training for managers and leaders to increase their skills to:
 - Become better, more effective managers, supervisors, and leaders across differences;
 - Create a work environment where people do their best work and fosters high levels of psychological safety, engagement, and retention; and
 - Understand why and how to coach employees to have inclusive, respectful behaviors.

Committee Membership

Chair: Courtney Anderson-Ewald
Members: Marcus Thomas, Bev Farraher, Jen Desrude, Alyson Fauske, Ismael Martinez-Ortiz, Shibani Bisson
EC Liaison: Cristina Mlejnek

Mission

The Minnesota Chapter of the American Public Works Association (APWA-MN) Diversity Committee works to advance diversity and inclusiveness throughout the APWA-MN Chapter -- placing value on all individuals and their different perspectives, and promoting the process for all to be part of the chapter. Committee goals are to retain, recruit, and encourage diverse populations within the field of public works.



Executive Committee Update
Justin Messner and Jason Sprague, Co-Chairs

Membership and Special Events Committee

Date: April 13, 2022

Executive Committee Action Items

1. **Discussion Items**
 - a. Recommended Sponsorship Rates

2. **Recommendations for Action/Vote**
 - a. Recommended Sponsorship Rates

Committee Discussion Items and Updates

- Update on Spring Conference planning
 - Golf tournament Wednesday, May 11 with a 10:30 am shotgun start
- Discussion and Recommendation of 2022 Sponsorship Rates

Historical Sponsorship Rates

- 2012 - \$700 Platinum
- 2013 - \$750 Platinum
- 2014 - \$750 Platinum
- 2015/2016 – PWX (Special Categories)
- 2017 - \$975 Platinum
- 2018 - \$975 Platinum
- 2019 - \$975 Platinum
- 2020 - \$975 Platinum
- 2021 - \$975 Platinum

Recommended 2022 Sponsorship Rates

Platinum = \$1,250 (+\$275)

Gold = \$850 (+\$125)

Silver = \$600 (+\$125)

2021 Sponsorship Rates

Platinum = \$975

Gold = \$725

Silver = \$475

Previously Proposed 2022 Sponsorship Rates

Platinum = \$1,500

Gold = \$975

Silver = \$725

- Saints Game with Tailgating – Possibly June 8
- Technical Tour at City of Fridley Public Works and Civic Campus – August 11
 - Other possible Technical Tours – 35W/Lake Street Upgrades, MSP Terminal 1 Parking/Access/Hotel, Lake Elmo City Hall
- Meetings held once per month in St. Paul

- Continue working on increasing Chapter membership

Committee Membership

Chair: Justin Messner and Jason Sprague
Members: Jon Haukaas, Justin Messner, Jesse Struve, Beth Engum, Jason Sprague, Mark Hansen, Michael Turner, Charles Cadenhead, Nick Egger, Jacob Guzik, Mitchell Hoeft
EC Liaison: Mark Hansen

Mission

The Membership & Special Events Committee organizes and manages the spring and summer golf outings and organizes membership Technical Tours highlighting public works projects and activities.



American Public Works Association Minnesota Chapter

2022 EXECUTIVE COMMITTEE

NICK EGGER, President

City of Rosemount

(651) 322-2015

nick.egger@ci.rosemount.mn.us

MONICA HEIL, Vice President

WSB

(952) 737-4675

mheil@wsbeng.com

JUPE HALE, Secretary/Treasurer

City of Maple Grove

(763) 494-6353

jahale@maplegrovemn.gov

BETH ENGUM, Past President

Bolton & Menk, Inc.

(651) 341-0847

beth.engum@bolton-menk.com

CHRIS PETREE, Delegate

WSB

(507) 218-3749

cpetree@wsbeng.com

AMY GROTHAUS, Alternate Delegate

Braun Intertec

(651) 487-7014

agrothaus@braunintertec.com

CRISTINA MLEJNEK

Director – Consultant

Bolton & Menk, Inc.

cristina.mlejnek@bolton-menk.com

MARK HANSEN

Director – DPW/City Engineer

City of Coon Rapids

mhansen@coonorapidsmn.gov

ZACH JOHNSON

Director – Engineer/Manager

City of Lakeville

zjohnson@lakevillemn.gov

STEVE IVERSON

Director – Outstate

City of Moorhead

steve.iverson@ci.moorhead.mn.us

JESSA TRBOYEVICH

Director – State/County/Regional Agency

Hennepin County

jessa.trboyevich@hennepin.us

DEB WILLIAMS

Director - Superintendent

City of Bloomington

dwilliams@bloomingtonmn.gov

MIKE PURDY

Director – Vendor/Contractor

MacQueen Equipment, Inc.

mpurdy@macqueeneq.com

ALEX JORDAN

Director – Young Professional

City of Lakeville

ajordan@lakevillemn.gov

PAT SCHUTROP, Chapter Assistant

P.O. Box 46266

Eden Prairie, MN 55344-9712

1-888-407-2650 (toll free)

admin@apwa-mn.org

May 2022

Subject: 2022 Minnesota Chapter APWA Sponsorship Program

Thank you, from the Minnesota Chapter APWA, for your sponsorship in 2021. The Minnesota Chapter is excited to be back in 2022 offering numerous in person networking and social events! If you were not able to sponsor last year, here are a few reasons we hope you can participate in the 2022 effort.

Networking: Unsurpassed member attendance at Chapter conferences and events. More and more opportunities available every year.

Exposure: Your company logo is hyper-linked to your firm's website from the Chapter's website and will be seen by a broad range of public and private members.

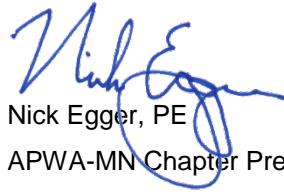
Great Value: Your organization gets recognition and exposure at every Chapter event as well as new Chapter initiatives (such as STEM events, Raise Our Grade, etc.) throughout the year.

Our member firms, vendors and individuals who contribute their time, talent, and financial support allow the Chapter to continue offering top notch educational events and information resources throughout the year to our over 1,000 members. Your generosity contributes directly to as much as \$15,000 in Chapter Scholarships planned for college and technical students entering the engineering and public works fields, and towards the Chapter's Diversity Grant program aimed at fostering a more diverse workforce within the field of public works.

The Minnesota Chapter offers three sponsorship levels: **Platinum**, **Gold** and **Silver**, each with corresponding benefits reflecting our Chapter's ongoing activities. Please refer to the enclosed **2022 Chapter Sponsorship Levels Summary**. Selecting a particular level allows each sponsor to choose the benefits that best fit your firm's needs and budget. **Please visit the Chapter's website at <http://www.apwa-mn.org/sponsors/Become-a-Sponsor> to renew or become a new sponsor for 2022!**

To continue building on Chapter successes with ongoing key efforts, the Chapter recently acted to approve changes to the sponsorship program level amounts and benefits that will be implemented beginning in 2022. We are confident you will find the new sponsorship rates and benefits will meet your expectation for the value received and will assist with the Chapter's ongoing mission and promotion of the public works industry for generations to come.

The Chapter greatly appreciates your consideration and support!



Nick Egger, PE

APWA-MN Chapter President

P.O. Box 46266
Eden Prairie, MN 55344-9712

Minnesota Chapter APWA 2022 Chapter Sponsorship Levels Summary



The Minnesota Chapter of APWA offers value driven benefits to sponsors that can be tailored to fit the needs and budget of any organization. All sponsors receive recognition and networking opportunities at many points within a broad organization composed of both public agencies and private firms. In addition, sponsors can become involved and receive recognition in the many exciting initiatives supported by the Chapter including STEM events, Science Museum events, Raise Our Grade, MN 2050, and more. The Chapter is dedicated to the education and promotion of the Public Works industry and all its affiliates. The value received by sponsoring the Minnesota Chapter APWA simply cannot be matched by any other organization.

Platinum Level - \$1,250

Fall Conference Exhibit Space

- Preference on booth location
- Includes two staff booth attendees (conference session registration not included nor required)
- Includes Thursday lunch for booth attendees (A \$50 Value!)

Sponsorship at Annual Summer Golf Classic

- Hospitality booth space at a tee box
- Post-golf dinner event admission for up to four staff (A \$100 Value!)

Three feature news articles on the website home page and newsletter

One Page Project Spotlight Article Based on Local Award Submittal on Chapter website

Recognition at PWX Chapter Dinner & Spring/Fall Conferences

Chapter website sponsor listing (logo & link)

Recognition as contributing affiliate at STEM events, Science Museum events, Raise Our Grade Initiative, MN 2050

Gold Level - \$850

Choice of Fall Conference exhibit space (includes two staff booth attendees; conference session registration and lunch not included nor required)

-or-

Summer Golf Outing sponsorship – Hospitality booth at a tee box

Two feature news articles on the website home page and newsletter

Recognition at PWX Chapter Dinner & Spring/Fall Conferences

Chapter website sponsor listing (logo & link)

Recognition as contributing affiliate at STEM events, Science Museum events, Raise Our Grade Initiative, MN 2050

Dinner admission at Summer Golf Outing for two sponsor staff/repos (A \$50 Value!)

Sponsor booth at event not necessary for this benefit.

Silver Level - \$600

One feature news article on the website home page

One Page Project Spotlight Article Based on Local Award Submittal on Chapter website

Recognition at PWX Chapter Dinner & Spring/Fall Conferences

Chapter website sponsor listing (logo & link)

Recognition as contributing affiliate at STEM events, Science Museum events, Raise Our Grade Initiative, MN 2050



Executive Committee Update
Tim Plath and Chris McKenzie, Co-Chairs

Education and Training Committee

Date: April 13, 2022

Executive Committee Action Items

1. **Discussion Items**
 - a. Facilitator services and meeting locations for future education and training programs (see below for background)
2. **Recommendations for Action/Vote**
 - a. None

Committee Discussion Items and Updates

Underground Utilities Construction Inspectors School (UUCIS)

SEH, the longtime facilitator of the UUCIS, has informed the Education and Training (E&T) Committee that they do not intend to renew their contract after the 2021-2022 program year. SEH has done a fantastic job facilitating the program. The E&T Committee will seek a new facilitator for the 2022-2023 program.

Hamline University Update

Hamline University facilitates the Executive Fellowship, Advanced Human Resources for Public Works, and Leadership Academy. All of these programs meet at Hamline's Minneapolis campus. The E&T Committee was recently notified that Hamline is discontinuing the Minneapolis campus effective the 2023-2024 academic year. Hamline has identified a potential location on the St. Paul campus where these programs could meet. The E&T Committee will evaluate Hamline's proposed location on the St. Paul campus for future programs.

Public Works Certificate Program

The U of M is revising their proposal to enter into a contract with APWA-MN to Facilitate the Public Works Certificate Program. Highlights include:

- 1 Year Contract (2022-2023 academic year)
- All classes will be in person
- With the loss of the existing teaching facilities, classroom facilities will be up to APWA-MN to provide, likely thru municipal training rooms
- The fee will be reduced to accommodate the reduced effort by the U of M.

The contract will be for the 2022/2023 academic year, and will need to be reviewed by APWA National, and signed by the APWA-MN President and Vice President.

This will setup the PWC program to align with revisiting the Leadership Academy, HR for Public Works, Fall Workshop, UUCIS, etc.

Committee Membership

Chair: Tim Plath and Chris McKenzie, Co-Chairs

Members: Anna Breland, Andy Brotzler, Mindy Carlson, Dan Fick, Mary Hurliman, Dave Hutton, Eric Johnson, Katherine Stanley, Lauren Letsche, Steve Love, Sue Polka, Jeffrey Radick, Jeanine Reardon, Dale Reed, Kevin Schlangen, Rick Shomion, Helen Weber, Rena Weis, Joe Wiita, Deb Williams

EC Liaison: Zach Johnson

YP Liaison: Lauren Letsche

Mission

The APWA-MN Chapter Education & Training Committee will identify, develop and support the implementation of quality and timely educational opportunities.



Executive Committee Update
Chris Petree, Chair

Outstate Development Committee

Date: 4/13/2022

Executive Committee Action Items

None

Committee Discussion Items and Updates

1. Last meeting was held day before this Executive Committee meeting, update will be provided verbally by Chair Chris Petree.
2. The Committee's 2022 meeting schedule is as follows:
 - ~~Meeting #1: Tuesday, February 15, 2022 from 12pm-1pm (Virtual)~~
 - ~~Meeting #2: Tuesday, April 12, 2022 from 12pm-1pm (Virtual)~~
 - Meeting #3: Tuesday, June 14, 2022 from 12pm-1pm (Virtual)
 - Meeting #4: Monday, August 8, 2022 from 1pm-2pm (Virtual)
 - Meeting #5: Thursday, November 17, 2022 from 12pm-1pm (In-Person, Fall Conference)

Committee Membership

Chair: Chris Petree

Members: Troy Nemmers, Brad DeWolf, John Rodeberg, Jeremy Mathiasen, John Olson, Jay Owens, Joe Jurewicz, Mindy Carlson, Kevin Kruger, Scott Jensen

EC Liaison: Steve Iverson

Purpose

The Outstate Development Committee creates educational opportunities and professional relationships for existing members and promotes membership benefits to prospective members in the non-metro (outstate) area of the state.



7D2.

Executive Committee Update

Sarah Lloyd, Chair
Richard McCoy, Vice Chair

Awards Committee

Date: April 13, 2022

Executive Committee Action Items

1. Discussion Items

- a. The Awards Committee is looking to expand the Local Awards for 2022. Next meeting, we will be presenting recommendations to expand to add Structures, Transportation, and Environmental.

2. Recommendations for Action/Vote

- a. None

Committee Discussion Items and Updates

National Award results are coming in, still waiting on Project of the Year results but we've had great success so far!

Award	Nominee	Agency/Owner	Winner
Exceptional Performance - Diversity (non-chapter)	METRO Blue Line Extension Light Rail Project	Metropolitan Council	YES
Exceptional Performance – Diversity (non-chapter)	Opportunity+	WSB	No
Exceptional Performance Sustainability	City of Fridley		YES
Exceptional Performance Award – Journalism (non-Chapter)	The Journey of Wastewater	City of Elk River *submitted by City	YES
Technical Innovation		MnDOT	
Top Ten PW Leaders	Bev Farraher	City of St. Paul	YES
POY Envir \$5-25M	Minnehaha Park Area Sewer Rehab	MCES	
POY Small Cities Enviro	St. Paul Water Treatment Plant	City of St. Paul (WSB)	
POY Small Cities/Rural Communities - Transportation	TH212/CSAH 44	City of Chaska/SRF	
POY Transp (\$5-\$25M)	Dale Street Bridge	Ramsey County	
Harry S. Swearingen - Corporate	Stantec	Stantec	YES
Prof Mgr – PW Engrg & Tech	Brian Simmons	Bolton & Menk	YES
Prof Mgr – Water Resources	Ed Matthiesen	Stantec	No

- PACE Award – due June 1

Committee Membership

Chair: Sarah Lloyd
Vice Chair: Richard McCoy
Members: Chad Millner, Brian Simmons, Eric Eckman, Jennifer Solseth, Jessa Trboyevich,
Mark Hansen, Eric Lembke, Tom Borowicz
EC Liaison: Steven Iverson

Mission

The Awards Committee solicits and administers the Chapter's annual awards program recognizing outstanding public works personnel and projects.



7E.

Executive Committee Update

Chuck Schwartz, Chair
April Crockett, Vice Chair

Public Awareness Committee

April 13, 2022

Executive Committee Action Items

1. **Discussion Items**
 - a. Work Zone Safety Awareness Week
2. **Recommendations for Action/Vote**
 - a. None

Committee Discussion Items and Updates

- Budget request
 - Increase F/B to \$800
 - Increase Sponsorship to \$3,000 for SMM and State Fair APWA trinkets
- 2022 Work Zone Safety Awareness Update
 - Letters to DPWs to send to local papers
 - Awareness week is April 11
- Potential STEM tie into Spring Conference Volunteer activity

Committee Membership

Chair: Chuck Schwartz
Members: Alan Offerman, Bob Moberg, Brian Schreurs, Cara Gheren, Christina Orlowsky, April Crockett, James Hauth, Jennifer Olejar, John Rodeberg, Kevin Kielb, Erin McPhee-Anderson, Mackenzie Grunig, Russ Matthys, Tyler Johnson, Tyler McLeete, and Wayne Houle.
EC Liaison: Jessa Trboevich

Mission

Mission Statement – Provide education to others so that they are equipped to advocate for public works at all ages and in all places (schools, policy makers, etc.). We accomplish this by leveraging existing resources (such as STEMLink, etc.) promoting the value of public works.



Executive Committee Update

Tim Olson, Chair
Ben Scharenbroich, Co-Chair

Environment & Sustainability Committee

Date: 04/13/2022

Executive Committee Action Items

1. **Discussion Items**
 - a. No new discussion items.
2. **Recommendations for Action/Vote**
 - a. No recommendations for action/vote.

Committee Discussion Items and Updates

- Committee Meeting 2 was held on 03/17/2022.
- Introduced Jeanine Clancy – APWA Water Resources Committee Member
 - Discussed opportunities for committee members to participate at the national level.
- Confirmed Highway Clean Up events for 5/5/2022 and 10/27/2022.
- Next meeting 5/19/2022

Committee Membership

Chair: Tim Olson
 Members: Tim Olson, Chair, Bolton & Menk, Inc.
 Adam Gadbois, WSB
 Ben Scharenbroich, City of Plymouth
 Brandon Movall WSB
 Dan Ruiz, City of Brooklyn Park
 Eric Nelson, Alliant Engineering, Inc. (liaison to Conf. Planning Committee) – *Update?*
 John Chlebeck, MCES
 Matt Huggins, Kimley-Horn
 Michael Ryan, HDR Engineering
 Michael Thompson, City of Plymouth
 Pete Willenbring, WSB
 Rod Rue, City of Eden Prairie
 Roger Clay, Consultant
 Ron Leaf, Kimley-Horn
 Sam Westlund, SRF
 Tyler McLeete, Stantec
 Jeannine Clancy, TKDA
 EC Liaison: Deb Williams

Mission

We have not discussed a new mission statement; I believe we will keep the current one for the time being.

(From APWA-MN website)

Committee Purpose: Keep the Executive Committee informed on research, projects, and regulatory issues, and advocates on current environmental resources issues and sustainability in public works. Reviews award submissions and reports on these submissions to the Awards Committee.



Executive Committee Update
Lydia Ener, Chair

Communications Committee

Date: 04-13-2022

Executive Committee Action Items

1. **Recommendations for Action/Vote**
 - a. Adoption of the Website Policy

2. **Requests from other Committees**
 - a. Asset Management Committee Report/Article
 - b. Audit Committee Report/Article
 - c. Education & Training Committee Article
 - d. Diversity & Inclusion Committee Article
 - e. Upcoming: Government Affairs, Mn2050, Raise Our Grade Committees

Committee Discussion Items and Updates

- The draft Web Policy was discussed with no significant changes, no changes have been received from Executive Committee members.

Committee Membership

Chair:	Lydia Ener (WSB)
Members:	Alex Miller (WSB), Charles Howley (Chanhassen), Connor Fortune (Alliant), Riley Dvorak (Forterra), Vincent Baker (Kimley-Horn)
EC Liaison:	Mike Purdy

Mission

The Communications Committee strives to maintain an effective chapter website, and to provide and distribute professional communications resources that support and promote the mission and goals of the APWA -MN Chapter to our members, committees, and interested parties.



Website Policy

Introduction

The **APWA-Minnesota Chapter** has created a **website** for the purpose of providing internet communication services for the chapter. The chapter's mission is to advance the theory and practice of the design, construction, maintenance, administration, and operation of public works facilities and services. The website is one of multiple means utilized to implement this mission.

The purpose of the website **policy** is to enable the **APWA-Minnesota Chapter** to provide appropriate, relevant communications through its website by achieving the following:

- Exchange information and experiences.
- Promote improved and sustainable best practices for our industry.
- Improve the overall professional and social involvement of our members.
- Network and share knowledge with public works professionals that encounter much of the same challenges.
- Earn PDHs as well as valuable knowledge during our spring and fall conferences.
- Support an active Student Chapter and Young Professionals group.
- Gain friendships that can last a lifetime!

Communications of the **APWA-Minnesota Chapter website** shall be prioritized as follows:

1. In interest of the APWA-Minnesota Chapter.
2. In interest of APWA.
3. In interest of APWA-Minnesota chapter members/representatives.

The management of the website is by member volunteers and the Chapter Assistant. The following policy guidelines provide guidance to the member volunteers and Chapter Assistant.

Objective

The **APWA-Minnesota Chapter website** should principally contribute to fulfilling the mission of the APWA-Minnesota Chapter, further enhancing it with appropriate, relevant communications and confirming the **website** as a resource for members. In doing so, the website should:

- Promote the mission of the organization.
- Celebrate the chapter and noteworthy events/accomplishments.
- Encourage innovation and excellence in public works.
- Draw the attention of members and be easy to use.
- Engender a unique identity.

Due to the membership's expectation for professional, ethical, and relevant representations by the chapter, it is necessary to ensure all submitted or requested **website material** is based on the subsequent criteria in accordance with the aforementioned prioritization. The following

criteria should be evaluated to ensure the suitability of material placement for the members of APWA-MN while bearing in mind proper fiscal responsibility. The guidelines should be used as general standards for all material to be placed on the **website**.

A. Comprehensive Standards

- a. Chapter's Mission: Advance public works facilities and services through
 - 1. Design
 - 2. Construction
 - 3. Maintenance
 - 4. Administration
 - 5. Operation
- b. Mission Support
 - 1. Exchange information and experiences.
 - 2. Promote improved and sustainable best practices for our industry.
 - 3. Improve the overall professional and social involvement of our members.
 - 4. Network and share knowledge with public works professionals that encounter much of the same challenges.
 - 5. Earn PDHs as well as valuable knowledge during our spring and fall conferences.
 - 6. Support an active Student Chapter and Young Professionals group.
 - 7. Gain friendships that can last a lifetime!
- c. Noteworthy Events/Accomplishments
 - 1. Determined by Chapter President.
 - 2. Schedule – Timely.
- d. Announcements/Notifications
 - 1. Coordinate with Executive Committee Member.
 - 2. Schedule – Timely.
- e. Prohibition
 - 1. NOT overtly religious in nature.
 - 2. NOT overtly political in nature.
 - 3. NOT overtly personal in nature.
 - 4. NOT overtly commercial in nature.
 - 5. Schedule – NOT in excess of one month.

B. Website Schedule

A 12-month **website** schedule shall be established annually. Dates with specified submittals shall have proposed articles and information from officers, directors, committee chairs, or sponsors. A policy appendix (Appendix 1) is attached as a component of this policy that details the 12-month article schedule for the **website**. Requests for special articles to be added to the website may be allowed after being reviewed by the Communications Committee Chair and/or Chapter Assistant. Article requests submitted by March 1 each year will be considered for the following 12-month schedule. Articles may also be submitted for any available website space throughout the year. Unique articles and information not included in the schedule are supported by the policy as website space and time for the member volunteers and the Chapter Assistant allows.

C. Guidelines for Considering Website Submittals and Requests

The following criteria shall be applied to all website submittals or requests from members and external parties. Only submittals and requests of a nature that are NOT overtly religious, political, personal or commercial shall be considered for acceptance.

- a. Submittal/Request
 - 1. Privilege, not entitlement.
 - 2. No guaranteed approval.
 - 3. No feedback obligation regarding status, merit or denial of article submitted.
 - 4. No articles or information for the benefit of overtly religious, political, personal or commercial entities.
- b. Article Information Needed
 - 1. Name of organization/committee, contact person, address, telephone number and email address.
 - 2. Article details.
 - 3. Date(s) of website placement.
- c. Article Approval - Notification by the Chapter Assistant within 14 days of submittal if the article has been approved or denied.

D. Conclusion

Website material shall be determined by the Chapter President, or said designee, utilizing this policy, concerns for public relations, and engineering judgement. This policy addresses the website of the **APWA-Minnesota Chapter**. The website is under the jurisdiction of the APWA and the APWA-Minnesota Chapter.



Website Content Champions

Categories and Content Reminders:

Presidents Message – Chapter President

Minimum two posts per year (June and December)

- Includes Past President's message in January (if not completed in December)
- Provide content to Chapter Admin for editing and posting

Sponsors – Assigned committee members (2 per year each)

One article per month

- Initial Sponsor contact – provide content guidelines
- Periodic Sponsor follow-up as needed
- Point person for receiving Sponsor articles

Events & Conferences – Committee Chair and Executive Committee Liaison

As needed, based on events

- Coordinate with the Conference Committee
- Summer Golf Outing (July)
- Spring and Fall Conferences (May, November)
- Local and National Events
- Infrastructure Talks

Technical Tours – Assigned committee member

As needed, based on Technical Tours

- Coordinate with the Membership Committee or attendee on:
 - Tour recap article information
 - Photos of event

Public Works Champion Articles – Assigned committee member

Three articles per year (February, May, and October)

- Look for emergency response or other Public Works stories where we can spotlight an individual or an organization going above and beyond the call
- Coordinate with Public Awareness Committee on any articles or press release

Elections – Announcement and Results – Chapter Admin and Committee Chair

Two posts per year

- Coordinate with Election Committee to post Election announcement and results

Community Outreach Events – Assigned committee member

Posting varies

- Look for opportunities to post and promote community outreach events
- Examples; PACE, Feed My Starving Children, Environmental, Future Cities
- Coordinate event article and photos

New Executive Committee Member – Chapter Admin

Solicit information on new board members for posting in January. Include photos for the website's Leadership page.

- Coordinate with all new Executive Committee Members in December for publication in January. Spotlight form available for article development.

Member Spotlight – Assigned committee member

Two posts per year (April and August)

- Coordinate with Membership Committee to develop spotlight member article
- Utilize award applications and past award winners for members spotlight articles

Awards – Chapter Admin and Committee Chair

To be coordinated with the Awards Committee

- January – Solicit Chapter Membership for National Awards
- April – Announce results delivered for National Awards
- June – Education Scholarship Applications due
- August – Solicit Chapter Award nominations
- November – Announce Chapter Award/Scholarship winners

Director Articles, Committee Reports, Student Chapter Articles – Chapter Admin and Committee Chair

Each month there should be a minimum of one Director's Article and Committee Report. They could be combined by committee and their EC liaison as one article. The Director's Article can be pretty much anything they want to write about (good idea, member spotlight, project, or simply a big picture of what their committee is up to and where they see themselves going).

The Committee Reports should be a report on the activities of the committee. Photos are optional, 500 words. See Internal Chapter Calendar for schedule.

- Coordinate with Committee Chairs to develop report
- Coordinate with Directors

National Public Works Week – Committee Chair and Chapter President

A minimum of one post per year.

- Coordinate with Public Awareness Committee to see if there are activities to report on
- Try for one article per day tweeted, and as a group on the website

Summary of Articles	
January	Student Chapter Article <i>Committee Report: Awards</i> <i>Committee Report: Asset Management</i>
February	Public Works Article/Photo <i>Committee Report: Audit</i>
March	<i>Committee Report: Education & Training</i> <i>Committee Report: Diversity & Inclusion</i>
April	Member Spotlight <i>Committee Report: Government Affairs</i>
May	Spring Conference Write-up National Public Works Week Public Works Article/Photo <i>Committee Report: Mn2050/Raise Our Grade</i>
June	President's Message <i>Committee Report: Young Professionals</i>
July	Summer Golf Outing Article <i>Committee Report: Environmental & Sustainability</i>
August	Member Spotlight <i>Committee Report: History</i>
September	Public Works Article/Photo <i>Committee Report: Membership & Special Events</i>
October	Student Chapter Article Public Works Article/Photo <i>Committee Report: Outstate & Development</i>
November	Fall Conference Write-up <i>Committee Report: Conference</i>
December	President's Message <i>Committee Report: Public Awareness</i>
Ongoing/As-needed	Monthly Sponsor Articles Event, Technical Tour and Community Outreach Articles, as scheduled Election Results



7H.

Executive Committee Update

Sarah Schweiger, Chair

Young Professional Committee

Date: April 13, 2022

Executive Committee Action Items

1. Discussion Items
 - a. N/A
2. Recommendations for Action/Vote
 - a. N/A

Committee Discussion Items and Updates

- Past Events:
 - April 12 – YP hosted Whirlyball event
- Upcoming Events:
 - April 28 – APWA-UMN Student Chapter networking event at Stub and Herbs 6:30 – 8:30 pm
 - May 5 – Saints game and networking – Joint event with ASCE YMG
 - June (TBD) – Lawn Bowling and student chapter graduation celebration
 - July (TBD) – Mini Golf
- Mentorship program for the Spring Conference with the Conference Planning Committee

Committee Membership

Chair: Sarah Schweiger
Members: Christina Orlowsky, Cody Mathisen, Ben Perky, Jacob Guzik, Lauren Letsche; Chloe Weber, Laura Wehr, Lauren Pierce, Charlie Fredricks, Sara Flagstad
EC Liaison: Alex Jordan

Mission

To engage young professionals within the Minnesota Public Works industry, expose them to the benefits of APWA-MN, and to provide them with an opportunity to become active in the chapter at both the Young Professional level as well as at the Chapter level.