



AGENDA

APWA-MN Education and Training Committee Meeting

Wednesday, June 2, 2021

11:00 a.m. to 12:30 p.m.

[Microsoft Teams Meeting](#)

- 1) Welcome/Introductions
- 2) Approval of minutes of the March 3, 2021 E & T meeting (*attached*)
- 3) Updates (if applicable)
 - a) UUCIS (Anna, Chris)
 - b) Public Works Certificate Program (Tim)
 - New flyer produced by University of Minnesota (*attached*)
 - Planning meeting for 2021-2022 year
 - Registration status (as of June 1, 2021)

Dates	Course	Enrollment
Sept. 7-Nov. 9, 2021	Public Works Management and Communication	14
Sept. 9-Nov. 11, 2021	Office and Professional Skills for Public Works	20
Sept. 8-Nov. 10, 2021	Public Works Operations and Maintenance	18
Feb. 15-Apr. 19, 2022	Public Works Organization and Administration	4
Feb. 17-Apr. 21, 2022	Technical Aspects of Public Works	8

- c) Leadership Academy (Tim)
 - Graduation on April 9, 2021
 - Offering again in 2021-2022 year
 - d) Roadway Maintenance and Demo Day (Mindy, Rick)
 - e) LTAP Updates/Opportunities (Mindy)
- 4) Old Business (if applicable)
 - a) Fall Conference Workshop (Kevin)
- 5) New Business
 - a) Form Sub-committee for 2022-2023 Executive Fellowship Program (Tim)
 - b) Scholarships (Dan)
 - One (1) \$2,500 Dewey Kasma Family APWA Minnesota Scholarship for a university student
 - Two (2) \$1,250 APWA Minnesota Scholarships for technical school students

(continued on next page)

- 6) Next Meeting – Thursday, September 16, 2021 (Remote and Eagan City Hall, 3830 Pilot Knob Rd, Eagan)
- 7) Adjourn 12:30 p.m.

Future Events:

August 29–September 1, 2021 (PWX 2021 St. Louis, MO)

November 17–November 19, 2021 (APWA-MN Fall Workshop and Conference)



Meeting Minutes

APWA-MN Education and Training Committee Meeting
Wednesday, March 3, 2021
11:00 a.m. to 12:30 p.m.
Microsoft Teams Meeting

- 1) Welcome/Introductions
- 2) Committee Attendees: Andy Brotzler, Anna Breland, Chris McKenzie, Dale Reed, Deb Williams, Helen Weber, Mary Hurliman, Jeff Radick, Zachery Johnson, Kevin Schlangen, Lauren Letsche, Mindy Carlson, Rena Weis, Richard Shomion, Steve Love, Steven Groen, Sue Polka, Tim Plath, Wally Wysopal, Katherine Stanley
- 3) Approval of the minutes for the February 3, 2021 Education & Training Committee meeting – MOTION: Motion made by Richard Shomion, seconded by Chris McKenzie, approving the minutes of February 3, 2021 Education & Training Committee meeting. Motion carried.
- 4) Updates (if applicable)
 - a) UUCIS (Anna, Steve, Chris)
 - Subcommittee meeting next week Tuesday March 9th. School session 6 is next Friday and the 7-8 sessions will be held in April & May.
 - Steven Groen will be stepping down from his position at the end of the school year. Thank you for your service.
 - b) Public Works Certificate Program (Tim, Chris)
 - Instructor Vacancies and Recommendations
 - Four letters of interest were received for the two instructor vacancies
 - Monica Heil, Chris McKenzie, Brian Bachmeier, Dave Hutton and Tim Plath interviewed all four candidates
 - Recommendations of the interview panel:
 1. Beverly Farragher, Public Works Operations Manager with the City of St. Paul, is recommended to be the next Public Works Operations and Maintenance course instructor.
 2. Chad Millner, Director of Engineering with the City of Edina, is recommended to be the next Office & Professional Skills course instructor.
 - MOTION: Motion made by Mindy Carlson, seconded by Steven Groen, approving the recommendation of the two new instructors as listed above. Motion carried.
 - c) Leadership Academy (Tim)
 - There were 13 students that signed up this year and will graduate in April. Tim will be attending the graduation in April.
 - d) Roadway Maintenance and Demo Day (Mindy, Rick)
 - Email announcement went out last week. It will be virtual this year. Topics that will be covered include excavating and trenching safety, chainsaw safety and

maintenance, the use of drones and cargo securement. The sign up for excavating and trench safety is limited so sign up early. They have already had to add a second session of the excavating and trenching safety course due to interest levels.

- e) LTAP Updates/Opportunities (Mindy & Rick)
 - o On March 17-18 ATSSA is offering a mini session: Intro and “how to conference” history, compliant sign supports, how to add work-zone TTC and safety standard violations and pavement markings. This is a free event and no registration is required. Links are available on the LTAP website.
- f) Fall Expo (Rick)
 - o October 6-7 in St. Cloud at the Public Works Facility. There will be 70 indoor vendors and numerous outdoor vendors. The Fall Expo will also be holding an outdoor plowing rodeo and excavation rodeo along with many educational sessions.

5) New Business

- a. Future Hamline University Offerings (Wally/Tim)
 - i. 2021-2022 Course(s) Offerings – Leadership Academy
 - ii. 2022-2023 Course(s) Offerings – Leadership Academy (tentative depending on interest) & Public Works Executive Fellowship (beginning September of 2022)
 - iii. MOTION: Motion made by Mary Hurliman, seconded by Dale Reed, approving the recommendation for course offerings for 2021-2022 and 2022-2023 as listed above. Motion carried.
- b. Subcommittee for the Public Works Executive Fellowship
 - i. There will be a subcommittee created to review the curriculum for the fellowship, interested committee members should reach out to Tim or Chris.

6) Old Business (if applicable)

- a) Scholarships (Dan)
 - o The announcement for the 2021 scholarship was posted. Applications due May 28 at 4:30pm. Dan will go over applicants at the June meeting.
- b) Fall Conference Workshop (Kevin)
 - o Still moving forward with the planning of the workshop. Nationals has a packet put together. They are offering as a virtual event with a limit of 200.

7) Next Meeting – June 2, 2021

- 8) Adjourn – MOTION: Motion made by Richard Shomion, seconded by Steven Groen, adjourning the March 3, 2021 APWA-MN Education and Training Committee Meeting at 11:50 a.m. Motion carried.

Future Events:

May 12-May 14, 2021 (APWA-MN Spring Conference-virtual)

August 29-September 1, 2021 (PWX 2021 St. Louis, MO)

November 17-November 19, 2021 (APWA-MN Fall Workshop and Conference)



The U of M Public Works Certificate is offered in collaboration with the Minnesota Chapter of APWA (APWA-MN). Those who finish all five courses will be awarded a certificate of completion from the APWA.

The APWA-MN currently includes over 1,000 public works professionals throughout the state of Minnesota. Members represent both the public and private industry and all work together to advance the public works profession. 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.



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Public Works CERTIFICATE

The Public Works Certificate program prepares frontline employees for leadership positions in the public works field. With a focus on the management of local organizations and operations, this program is ideal for new supervisors, managers, and public works employees preparing for advancement. Those who finish all five courses will be awarded a certificate of completion from the APWA Minnesota Chapter.

Required Courses:	Five
Credits:	15.0 CEUs Each course is 30 hours, meets 10 times, and provides 3.0 CEUs
Cost:	\$680 per course \$3,400 for all five courses

Public Works Courses

150 contact hours
30 hours = 3.0 CEUs

Required Courses (150 contact hours)

Public Works Management and Communication (30 hours) - \$680

September 7–November 9, 2021

Public Works Operations and Maintenance (30 hours) - \$680

September 8–November 10, 2021

Office and Professional Skills for Public Works (30 hours) - \$680

September 9–November 11, 2021

Public Works Organization and Administration (30 hours) - \$680

February 15–April 19, 2022

Technical Aspects of Public Works (30 hours) - \$680

February 17–April 21, 2022



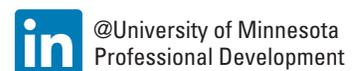
The Public Works Certificate program will deepen your knowledge of:

- the organization and functions of public works and roles within the field.
- the technical functions undertaken by public works professionals, with emphasis on roadway design, construction, and maintenance.
- advanced concepts in public works operations and maintenance.
- how to effectively create and deliver workplace and technical documents.

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Course Information



Instructor:

Dave Hutton

Senior Project Manager, SEH, Inc.

Public Works Management and Communication

30 hours (3.0 CEUs) - \$680

This course focuses on all aspects of management and communication expected of a public works leadership position, as well as the supervisor's role in managing internal relationships within government systems. Topics include public relations, such as how to conduct a public meeting to get citizen buy-in; handling complaints; written communication; interacting with media professionals; techniques for screening, interviewing, and hiring new employees; and leveraging social media.



Instructor:

Chad Millner

Construction Inspector

Office and Professional Skills for Public Works

30 hours (3.0 CEUs) - \$680

In this course we'll introduce the administrative skills frequently used by public works professionals, such as basic writing principles, planning, organizing, and preparing and delivering effective technical communication within and outside the organization. Specific examples of communication tools include field construction reports, interoffice memorandums, document summaries, and verbal presentations. We'll also introduce students to basic office applications that will be used in the preparation of documents used by public works professionals.



Instructor:

Beverly A.B. Farraher

Public Works Operations
Manager, City of Saint Paul

Public Works Operations and Maintenance

30 hours (3.0 CEUs) - \$680

Public works operations are a critical provider of services—such as water, sewer, and streets—that affect the health, safety, enjoyment, and prosperity of our residents. This course identifies the equipment and personnel needed to carry out these functions effectively and efficiently. Discussions will include considerations relating to rehabilitation versus reconstruction of infrastructure, renting versus purchasing of equipment, and contracting versus in-house use of personnel to provide services.



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Course Information



Instructor:
Will Machester, PE
Director of Engineering/City
Engineer, City of Minnetonka



Instructor:
Jon Watson
Public Utilities Superintendent,
City of Brooklyn Park

Public Works Organization and Administration 30 hours (3.0 CEUs) - \$680

This course will familiarize you with the administration and operation of a public works department. It provides insight into the organizational structure, planning, financing, purchasing, budgeting, and management of public works organizations, as well as individual job responsibilities and internal relationships within governmental systems.

Technical Aspects of Public Works 30 hours (3.0 CEUs) - \$680

In this course we'll review the basic principles of public works engineering functions and examine the materials and methods used in public works projects. Topics include soils, aggregates, bitumen, concrete, utilities, plan review, traffic counts, flexible pavement design, erosion control, surveying, public land survey, construction methods, basic project management, contracts, bidding, and records.



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