EXECUTIVE COMMITTEE MEETING
October 7, 2015

MINUTES

In attendance: Bob Cockriel, Sue Mason, Chris Petree, John Rodeberg, Lee Gustafson, Angela Popenhagen, Beth Engum, Monica Heil, Kevin Kielb, Russ Matthys, Marcus Thomas, Michael Thompson, and Bert Tracy
Pat Schutrop, Chapter Assistant and Recorder

1. CALL TO ORDER
President Cockriel called the meeting to order at 11:57 p.m.

2. PRESIDENT’S REPORT (Bob Cockriel)
   A. 2015 Evote Process
      • Voting schedule is as follows:
        o October 5, 2015 – 1st email sent to members informing them of the voting process.
        o October 12, 2015 – 2nd email sent to members notifying them of the email they will receive from ElectionsOnline and will include links to the candidates’ bios and proposed bylaw changes.
        o October 13, 2015 – members will receive an email from ElectionsOnline announcing the voting process is ready to commence and will include login information.
        o Voting will close at 11:59 pm on Tuesday, November 3.
        o At the close of voting, the Tellers Committee (John Rodeberg, Bob Cockriel and Angela Popenhagen) will review the results and announce the outcome at the Fall Conference business meeting.
      • Summary of Proposed Bylaw Changes
        o Article VI, Sections 6 & 7: the Delegate selection process was added and director titles for Public Works Director/City Engineer and Regional/County/State Agency were clarified.
        o Article IX, Section 1: language for the Nominating Committee was clarified.
        o Article XI, Section 1: language for the number of Executive Committee members makes a quorum was clarified.
        o Article XIV, Section 2: the language concerning the Tellers Committee was clarified.

      MOVED by Angela Popenhagen and seconded by Bert Tracy to accept the proposed bylaw changes as presented, subject to APWA approval, and present to the membership for adoption at the General Business meeting at the Fall Conference on Friday, November 20, 2015.

3. SECRETARY/TREASURER’S REPORT (Chris Petree/Lee Gustafson, Deputy Treasurer)
   A. Minutes of September 4, 2015 Officers Conference Call
      The minutes for the September 4, 2015 conference call were received and filed.

   B. Minutes of September 9, 2015 Executive Committee Meeting
      The minutes for September 9, 2015 Executive Committee meeting were presented for approval.

      MOVED by John Rodeberg and seconded by Beth Engum to approve the minutes of the September 9, 2015 Executive Committee meeting as presented. Motion carried.
C. Financial Report (Lee Gustafson)
   i. Merrill Lynch fund balance:
      • For months ending September 30, 2015: $126,443.61
   ii. The MN Chapter Statement of Financial Position:
      • For months ending September 30, 2015: $36,067

   MOVED by Russ Matthys and seconded by Angela Popenhagen to approve the MN Chapter financial report for months ending September 30, 2015. Motion carried.

D. 2016 Budget (Lee Gustafson)
   • Two budget documents were discussed; one with comments (10/6/2015 version) and one without comments (10/7/2015 version). The document without comments will be presented to the members at the Fall Conference General Business meeting for approval. Gustafson encouraged Executive Committee members to keep the budget document with comments for future reference and background when reviewing in 2016.
   • The 2016 PWX has a separate budget and the Chapter’s 2016 budget no longer shows expenses or revenue associated with the 2016 PWX.
   • After discussion, the proposed changes to the October 7, 2015 version were made:
      o Gustafson proposed moving $6,019 from the Plus Net Surplus (minus Net Deficits) line item to General Administration (item 898-200-100-MNO, Program 100) which is currently $4,000; increasing that amount to $10,019.
      o Correct the years at the end of the table.

   MOVED by Michael Thompson and seconded by Angela Popenhagen approving the October 7, 2015 budget version with changes proposed. Motion carried.

   • The Executive Committee agreed to allow necessary updates to be made to the comments section for better clarification without bringing the document back for approval by the Executive Committee.

4. VICE PRESIDENT’S REPORT (Sue Mason)
   A. PWX Lapel Pins (Angela Popenhagen)
      The Executive Committee previously discussed purchasing the original congress lapel pins to hand out at the upcoming PWX and other Chapter activities. The Congress Planning Committee has approved an alternative design pin for the PWX. A quote was received from the vendor for the original lapel pin at $1,460 for 1,000 pins. The committee discussed the design and its representation of the chapter, locally and outstate. After discussion, the Executive Committee agreed to use the Congress Planning Committee’s design, with 2016 removed and the darker orange version. The vendor quoted delivery to be 4 to 6 weeks.

      MOVED by Chris Petree and seconded by Bert Tracy to order 2,000 of the 2016 PWX Planning Committee’s oval design of the lapel pin with the year removed and the deeper orange color. Motion carried.

5. PAST PRESIDENT’S REPORT (John Rodeberg)
   No report.

6. COUNCIL OF CHAPTERS (Angela Popenhagen)
   A. Delegate’s Report
      • APWA distributed resources for chapters to use (such as membership, bylaws, financials, DSC, forms, etc.) on USB flash drives. The drives will be filed with the Chapter Assistant.
      • APWA staff attending Fall Conference: Regional Director Chuck Williams has confirmed and Popenhagen is waiting to hear back from Past-President Larry Stevens. Popenhagen sent an invitation to President Brian Usher to attend the Spring Conference. A formal invitation to the Spring Conference will also be sent to Mr. Usher in early 2016.

   B. 2016 PWX Update
      • The kickoff meeting with APWA PWX planning staff took place on September 23, 2015. The meeting was productive and the Minnesota Planning Committee co-chairs can now push ahead with the 2016 PWX planning efforts.
A meeting is scheduled on October 16, 2015 to discuss PWX promotion and volunteer information on the Chapter’s website.

The Chapter is required to submit monthly articles (beginning this month through August 2016) for the APWA Reporter in preparation for the 2016 PWX in Minnesota. Any members with article ideas can forward them to Popenhagen.

Mike Eastling is on the APWA Selection Committee for presentations to the PWX. Local speakers have been approached to submit presentations. Presentations are due October 10, 2015.

Beth Engum will ask the Planning Committee co-chairs if they still have a need for volunteers to join committees.

While at the Arizona Congress, the Chapter received non-member volunteer solicitations from people around the region. Minnesota will fill the volunteers needed with Chapter members only.

North Dakota and South Dakota chapters offered to volunteer and the Chapter will reach out to them if needed.

MnDOT has committed to providing volunteers. Bev Farraher is the MnDOT contact. She said there are three major conferences competing for MnDOT staff to volunteer. Bev has received permission from MnDOT leaders to commit staff to the APWA PWX.

The Chapter will allow non-members to volunteer at the PWX. The goal is to reach all levels of organizations enabling staff to attend the PWX where that opportunity might not be available otherwise. APWA will offer a work one-half day, get one-half day PWX attendance. In 2005, a reduced membership rate was offered to entice volunteerism. The Planning Committee will consider that again in 2016 if needed. However, that will need to be promoted through APWA National or the Chapter subsidizes.

C. History Committee: Dave Hutton, Chair – No report.

7. DIRECTOR/COMMITTEE CHAIR REPORTS

B. State/County Director: Beth Engum
   i. Membership & Special Events Committee - Jason Sprague/Mark Kasma, Co-Chairs
      a. Committee Report
         • The committee brainstormed about technical tours and did not come up with one to do by the end of the year. Looking at offering something in early 2016.
         • A fall mixer for students and Young Professionals at Sally’s. Date to be determined.

      b. New Members Breakfast (Fall Conference)
         • Looking to do the new member breakfast at the Fall Conference again this year in conjunction with the Leadership Academy Alumni Breakfast on Thursday, November 19.
         • Chris Petree and Engum will talk to Past Presidents about calling the new members inviting them to the breakfast. Petree will also write language for a mass email for the Chapter Assistant to send out. The email will be sent out by November 1 and will include a link to the conference registration. The email will go to new members joining the Chapter from March-October 2015.

C. Outstate Director: Troy Nemmers
   i. Outstate Committee - Troy Nemmers, Chair

   ii. Awards Committee – Sarah Rippke, Chair
       b. Committee Report
          • Awards nominations are due by October 9, 2015, for Environmental Stewardship Award, Personnel Award, and Project of the Year Award.
          • Awards Committee will meet on October 29, 2015.

D. Vendor/Contractor Director: Mitchell Hoeft
   i. Communications Committee – Kristin Asher, Chair
      a. Committee Report
         • Upcoming articles due from Bob Cockriel, Mark Kasma, Angela Popenhagen and Beth Engum. John Rodeberg and Chris Petree have articles due to submit in October.
E. Manager/Engineer Director: Michael Thompson
   i. Environment and Sustainability (E&S) Committee – Michael Thompson, Chair
      a. Committee Report
         • Upcoming meeting scheduled for October 22, 2015.
         • President Cockriel asked if the E&S had heard of the Metro Region Sustainability Partnership. Cockriel was contacted by the Environmental Initiatives, an organization contracted by the Metropolitan Council Environmental Services, to form a core group of experts to create a survey about opportunities for regional or subregional partnerships and to help answer the question of sustainability going forward. Steve Albrecht, City of Burnsville, is on the core group. Cockriel agreed to go through the survey process with the understanding that he would be copied on Environmental Initiatives’ findings and recommendations. Environmental Initiatives will compile the responses and look for trends. Cockriel will forward the names of those on the core group to Thompson to share with the E&S.
         • E&S welcomes two new members: Eric Nelson, Three Rivers Park District, and Dan Ruiz, City of Brooklyn Park.

F. Superintendent Director: Bert Tracy
   i. Education & Training (E&T) Committee – Andy Brotzler, Chair; Monica Heil, Vice Chair
      a. Committee Report
         • Bruce Loney announcement his retirement from the committee in anticipation of his retirement from the City of Shakopee in May or June 2016. The E&T is thinking about a way to recognize Bruce for all of his hard work and dedication to the development of the UUCIS program for the Chapter members.
         • New member, Jeff Adolphson, Wadena County, is a good addition to the committee and E&T is looking forward to his input in helping to develop opportunities to offer to outstate and county members.
         • The 2nd annual Hamline Leadership Academy Alumni breakfast will take place during the Fall Conference.
      b. Education Leadership Summit (Chris Petree)
         • The first Education Leadership Summit was held on September 23, 2015, organized by LTAP. A wide range of organizations were represented including CEAM, County Engineers Association, AWWA, Suburban Utilities Superintendents Assn, Minnesota Streets Superintendents, U of M, MnDOT, CTS, and APWA-MN Chapter.
         • Due to a prescheduled conflict with its annual expo, MN Rural Water was unable to attend, but is interested in participating at future meetings.
         • The meeting was facilitated by Bonnie Morey, SEH, who helped generate ideas.
         • Mindy Carlson and Jim Grothaus will work together to formulate the next steps going forward. The big push was to identify what these organizations have that can be pushed out to reach greater outstate Minnesota.
         • The group discussed offering a one-stop shop of training opportunities made available to the public works profession. Mindy Carlson was going to draft something for the group to look at.
         • Promotion of the public works and engineering professions. Monica Heil and Andy Brotzler volunteered to explore ideas for the group and are already working with other groups on the topic.

G. Consultant Director: Marcus Thomas
   i. Diversity Committee – Alyson Fauske, Chair
      a. Committee Report
         • Update correction: The last Diversity Committee meeting was held on September 24, 2015 and not July 30, 2015 as stated in the update.
         • Marcus Thomas attended the Diversity Breakfast at the Arizona Congress. The committee discussed engaging with the National Diversity Committee in preparation for the 2016 PWX. Thomas plans to reach out to the PWX national planning committee to talk about the 2016 PWX and coordinating the diversity efforts for that conference.
Committee members have contacted some Chapter member groups that have open memberships encouraging them to fully utilize their membership by filling out their groups.

Committee members will continue to attend PAC meetings to coordinate diversity efforts.

In the future, the committee will continue to look at ways to work with the Membership Committee.

H. City Engineer/DPW Director: Russ Matthys
   i. Public Awareness Committee (PAC) - Kevin Kielb, Chair
      a. Committee Report
         • Continuing to coordinate efforts between Chapter committees. The E&T will participate with the PAC at a School District 196 STEM career fair in February 2016. The PAC will use the Chapter’s booth at the fair.
         • The Diversity Committee would support promoting the public works profession at the fairs.
         • The Executive Committee talked about getting the Student Chapter involved in these opportunities and Mitch Hoeft agreed to bring the topic to the Student Chapter for discussion.
         • The PAC is looking for some type of giveaway to hand out at the career fairs. One suggestion was to develop some type of brochure describing public works.
         • The PAC meets on October 23, 2015, and they will discuss giveaways.
         • Matthys also mentioned that communities are always looking for mentors.
         • A booth for the Toys for Tots will be set up at the Fall Conference.
         • The PAC is coordinating the toys drop off with the KARE 11 station.
         • “Who is your mentor” was used in 2015 to generate donations. The PAC will be looking at promotional ideas to generate donations for this year’s Toys for Tots program.

I. Conference Planning: Jupe Hale/Sue Mason, Co-Chairs
   i. Committee Report
      • Carnival and Vendor Reception. The vendor packets included a write-up about the win-it-by-minute games. The proceeds will be donated to the Toys for Tots program. The Chapter will purchase the prizes.
      • The U of M has started sending out the list of registrants.

J. Volunteer Coordinator Report: Beth Engum – No report

8. OLD BUSINESS
   • A thank you note was received for the $250 donation made by the Chapter for the Success Beyond the Classroom’s Moonlight Golf event.
   • President Cockriel has a conflict with the next officers conference call is scheduled for November 13. He will work with the Chapter Assistant to reschedule so it takes place prior to the Fall Conference.

9. NEW BUSINESS
   None.

10. ADJOURNMENT
    President Cockriel adjourned the meeting at 1:26 p.m.

APWA-MN Chapter’s Mission: To advance the theory and practice of the design, construction, maintenance, administration, and operation of public works facilities and services.

Dated: December 3, 2015

Respectfully submitted,

Chris Petree
APWA-MN Chapter Secretary/Treasurer