



EXECUTIVE COMMITTEE MEETING Oct. 16, 2019

MINUTES

In attendance: Amy Grothaus, Russ Matthys, Beth Engum, Jeannine Clancy, Lee Gustafson, Nick Egger, Lydia Ener, Jupe Hale, Dave Hutton, Chris LaBounty, Emily Lueth, Richard McCoy, John Olson, Chris Petree, Tim Plath, Mark Rehder and Chris Sagsveen

Pat Schutrop, Chapter Assistant and Recorder

1. **CALL TO ORDER**

President Grothaus called the meeting to order at 12:18 p.m.

2. **PRESIDENT'S REPORT (Amy Grothaus)**

A. Alternate Delegate Position

Two letters of interest were received for the Alternate Delegate position: Chris Petree, City of Rochester; and April Crockett, MnDOT. The officers discussed the letters and the scoring outcome and recommend Chris Petree for the position of Chapter Alternate Delegate to serve the first term of 2 years coinciding with the Chapter Delegate.

MOVED by Jeannine Clancy and seconded by Beth Engum to appoint Chris Petree to the Alternate Delegate position for the period of two years. Motion carried.

B. Fall Conference General Business Meeting Agenda

The Fall Conference General Business Meeting will be on Thursday, Nov. 21, from 11:30 a.m. to Noon. The agenda is similar to past agendas. For the highlighted committee, Grothaus will reach out to Zach Johnson to see if the Government Affairs Committee has something to present to the general membership. If not, she will be reaching out to another committee. At the beginning of the conference, Grothaus, Matthys and Asher will present updates on the Strategic Plan, Raise Our Grade MN and the Science Museum exhibit.

C. Emerging Leaders Academy

President Grothaus contacted Chris Martinson, ELA selection candidate, and confirmed he does have financial support from his employer, City of St. Paul, to attend the ELA.

D. Fall Expo

On Thursday, October 3, Grothaus and Asher staffed the booth at the Expo. Outstate Director, John Olson, staffed the booth on Wednesday, October 2. A number of exhibitors asked questions about the chapter and how to become a member or sponsor, events, etc. As a follow-up, Grothaus recommended the chapter create a factsheet with this type of information to hand out at events. Grothaus will reach out to Volunteer Coordinator Eric Fosmo and get him involved in coordinating volunteer events and related information to hand out at events.

The chapter helps support the Expo roдео winners to the North American Snow Conference; however, the chapter does not financially support a roдео winner to compete in the PWX roдео. Chris Petree will follow up with the organization to see how the winners are connected to the snow conference and what the process is and report back to the Executive Committee if supporting a winner to the PWX roдео is something the chapter wants to pursue.

3. SECRETARY/TREASURER’S REPORT (Beth Engum, Secretary/Treasurer; and Lee Gustafson, Deputy Treasurer)

A. Minutes from Sept. 13, 2019 Officers Conference Call

Provided for information purposes. Dave Hutton confirmed Bryce Thompson was able to enroll in his class which will enable him to complete the course work and receive the Public Works Certificate. No other comments were received.

B. Minutes from Sept. 18, 2019 Executive Committee Meeting

The following change to the minutes was received after the agenda packet was sent to the Executive Committee: Item 2A., last sentence: “President Grothaus will follow up with Chris to ensure he has the City of St. Paul’s financial support to attend ELA.”

MOVED by Russ Matthys and seconded by Nick Egger to approve the minutes of the Sept 18, 2019 Executive Committee with the noted correction. Motion carried.

C. Financial Report (Engum)

i. Chapter Financial Statements and Deposit and Expense Report

Lee Gustafson and the Chapter Assistant had a conference call with APWA accounting staff to discuss the Balance Sheet report. The Balance Sheet is a snapshot of the financial status of the chapter. After talking through the items on the report, APWA was able to set it up so that it is transparent and understandable when it is presented to the chapter members. Gustafson added the chapter will trend negatively in the Net Monthly Income for a while due to the timing of when sponsorship payments and fall and spring conference royalties are received.

PayPal Account. Procedurally, at the end of every month, funds from the PayPal account will be transferred to the US Bank account leaving the PayPal account with a zero balance. Because the account will have a zero balance, it will not be necessary to show the account on the Balance Sheet.

For months ending Sept. 30, 2019		
Opening Balance Equity (as of 7/1/2019)	\$266,855.00	
US Bank	\$88,802.69	
Merrill Lynch	\$157,621.77	
Total Current Assets	\$246,424.46	
Net Income	(\$20,430.54)	
	Deposits	Expenses
October 2019 Deposit & Expense Report	\$9,920.00	\$20,425.86

MOVED by Chris Sagsveen and seconded by Jeannine Clancy to approve the financial statements for months ending Sept. 30, 2019 and the October 2019 Deposit and Expense Report. Motion carried.

4. VICE PRESIDENT’S REPORT (Russ Matthys)

A. Science Museum Exhibit

A second meeting was held with the Science Museum staff. Matthys passed around some photos he took of wall photos in the museum, such as the large mural in the men’s bathroom, that address public works functions. Clancy indicated she believed a MCES employee (now retired) created the large mural and staff has been asked to update it.

Matthys told the Science Museum staff the chapter is interested in the permanent public works exhibit and, in the near term, would like to do something in the outside garden area that will be reconstructed. The museum is in an eco-friendly district and would like whatever is constructed in the outdoor area (about 1.5 acres) to fit the community. They are also interested in chapter members to be a part of the design, provide services, do construction activities, etc.

The museum is in the process of developing a capital campaign to include some improvements in the museum. They will draw up plans for the short- and long-term with cost estimates. In the next year or two, they are also interested in expanding the Civil Engineering Day to Civil Engineering Week. The 2020 date for the Civil Engineering Day is March 28.

Matthys started a list of other professional organizations in the state that could be potential partners in the project and will reach out to MN2050 for support.

Museum staff may not have the project information and cost estimates ready to share at the Fall Conference. The PAC is meeting in early December and the museum staff said they could have the information ready to share by then. Matthys did not have a clear sense of the cost for the outdoor space and said it would depend on what the project entailed. Adding a rain garden feature could potentially cost around \$20,000.

5. PAST PRESIDENT'S REPORT (Kristin Asher) – in Asher's absence, President Grothaus gave the update

A. 2019 Election Update

The election opened on October 8 and closes on October 30. The slate of candidates was approved at the Aug. 21, 2019 Executive Committee meeting. Since that meeting, a change occurred on the ballot for the Director-State/County/Regional position. One of the candidates, Steve Groen, has dropped out. Dave Hutton reached out to Rick Shomion who was the next person on the list for this position. Rick has accepted the nomination and was added to the ballot. The officers discussed the change during its October 4 conference call and request the Executive Committee ratify their decision to replace Steve Groen with Rick Shomion on the ballot.

Discussion followed. In the event a similar situation should occur in the future and to avoid having to ratify a decision made by the officers, the following language will be included in the Executive Committee's motion when the slate of candidates are approved: *Approve the slate of candidates as presented and if a candidate from the slate drops out of the election, the officers are authorized to appoint a replacement candidate without ratification by the Executive Committee.*

MOVED by Jeannine Clancy and seconded by Emily Lueth to ratify the officers' decision to replace Steve Groen with Rick Shomion for the Director-State/County/Regional position on the 2019 election. Motion carried.

B. Government Affairs Committee (GAC) (Zach Johnson) - in Johnson and Asher's absence, President Grothaus gave the update

- The committee is preparing for the upcoming legislative session.

6. COUNCIL OF CHAPTERS REPORT (Jeannine Clancy)

A. Delegate's Report

- APWA is seeking a volunteer to join the Engineers Joint Contract Document Committee. The APWA member needs to be a public sector employee, will be appointed by the President Elect, and may serve up to three 1-year terms. This group develops the standard contract documents that are published and sold by several organizations, including APWA. Clancy will forward the email request to the Executive Committee.

B. History Committee (Dave Hutton, Chair)

- The Sacramento Chapter is interested in starting a history committee and contacted Hutton for input. Sacramento created a book for their 50th anniversary put together by its past presidents. They sent a copy to Hutton. It took about 9 months to create, a professional publisher was used to produce the book and the cost was about \$75 for each book. Hutton would like to look into something similar for the chapter's 75th anniversary in 2021.
- Jeff Pearson and Andrew Scipioni joined the committee.
- The committee is looking for tasks to do beyond writing articles for the website.

7. DIRECTOR/COMMITTEE CHAIR REPORTS

a. Director of Public Works/City Engineer Director: Nick Egger

- i. Membership & Special Events Committee (Jason Sprague and Nick Egger, Co-chairs)
 - Focusing on the Fall Conference Thursday evening Topgolf event.
 - Boyd Paulu has served on the committee for over 20 years and will be leaving the committee.

- March 26, 2020 – Feed My Starving Children is scheduled at the Coon Rapids location. The committee will rotate between the Coon Rapids (north metro) and Eagan locations (south metro).
 - No tech tours are scheduled but the committee is considering a number of potential tours.
- b. Outstate Director: John Olson
- i. Outstate Committee (Chris Petree, Chair)
 - The group has a face-to-face meeting scheduled for November 21 during the Fall Conference.
 - ii. Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)
 - The committee met on October 11 to review the award submittals. The following were received:
 - Seven Project of the Year nominations
 - Two Environmental Stewardship nominations
 - One Personnel nomination
 - Receiving only one Personnel nomination, the committee is looking for direction from the Executive Committee to discuss options such as should the committee self-nominate for the different Personnel categories or leave the process as is. The committee is also seeing a downward trend in the Project of the Year nominations. Clancy said it is a trend that National is also experiencing with personnel award submittals.
 - Some of the reasons for the decline may be recognizing the timing involved with the end of summer, PWX National awards, etc. Consider doing a joint process in soliciting for national and local awards.
 - Suggestions to help boost nominations in the future:
 - Advertise earlier in the year and more frequently – quarterly reminders.
 - Extend the deadline and receive nominations throughout the year.
 - Send email to targeted groups (such as City Managers and Mayors for Public Works Directors nominations, etc.).
 - Promote through word of mouth.
 - Encourage folks in outstate areas to submit nominations.
- c. Vendor/Contractor Director: Mark Rehder
- i. Communications Committee (Lydia Ener, Chair)
 - The committee is waiting for articles on the Fall Expo (Grothaus) and Adopt-a-Highway recap (Michael Ryan).
- d. Manager/Engineer Director: Jupe Hale
- i. Education & Training (E&T) Committee (Monica Heil, Chair; Tim Plath, Vice Chair)
 - 2019-20 UUCIS registrations are the highest in history.
 - Looking for outstate partners for 2020-21 school year.
 - Scholarship recognition and Public Works Certificate recipients will be recognized at the Fall Conference.
- e. Superintendent Director: Joe Wiita – No report
- i. Environment & Sustainability (E&S) Committee (Michael Thompson, Chair; Matt Huggins, Vice Chair)
- f. Consultant Director: Monica Heil- in Thomas and Heil's absence, President Grothaus gave the update
- i. Diversity Committee (Marcus Thomas, Chair)
 - 2019 Diversity Grant recipient, ISD191, will be recognized at the Fall Conference.
 - Advertisement for future Diversity Grants will be in the fall to better coincide with the school year.
 - The committee plans to participate in the 2020 MPS STEM Expo on Feb. 5, 2020 and will be looking for volunteers.
- g. State/County/Regional Director: Chris Sagsveen
- i. Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)
 - Alan Offerman replaced Lee Mann on the committee.
 - The PAC will make it a priority to get volunteers to staff the chapter booth. The committee may also provide some training opportunities (such as safety training, soft skills training, etc.) at future Fall Maintenance Expos. The Fall Expo has a separate education and training subcommittee and has provided some similar training. Rick Shomion and Mindy Carlson would be connections to talk to about providing presenters/training ideas for the expo.

- Polo shirt update. Plan to have them ordered by the end of the year.
- Purchasing and adding to the toolkits for STEM events and will be ordering two Enviroscape Toolkits. One of the kits will be a sanitary sewer/wastewater kit.

h. Young Professions Director: Emily Lueth

i. Young Professionals Committee (Chris LaBounty and Alex Jordan, Co-chairs)

- The committee has a meeting on Wednesday, Oct. 23, 2019.
- YPs will conduct the ambassador program again for the Fall Conference.
- Planning one more networking event before the end of the year.

ii. Student Chapter – No report

- Social networking event on Oct. 24, 2019, from 6 to 8 p.m. at Stub and Herbs at the U of M.

i. Conference Planning (Matt Saam and Russ Matthys, Co-chairs)

- The Success Beyond the Classroom (SBC) will be the supported non-profit organization during the conference.
- Pursuing a silent auction and offer gift baskets for people to bid on and the funds raised will go toward SBC. The baskets will potentially be set up along the wall in the large group session room. The auction will be conducted only on Thursday with the bid opening around 4:30 p.m. and the winners will need to take the baskets with them after the Thursday session.
- Fall Conference registration to-date is at 164 compared to 114 in 2018.
- The chapter survey on the conferences and the annual summer golf outing will be going out this week in the October *Latest News*. A reminder email will follow later in the month.
- Matt Huggins has joined the committee replacing Adam Kramer who has decided to go off the committee.

j. MN2050 (Greg Stonehouse, Chair; Alex Jordan, Vice Chair) – in Stonehouse’s absence, President Grothaus gave the update

i. Raise our Grade, MN –

- Asher submitted the following update to President Grothaus
 1. The subcommittee meeting on Monday, October 21.
 2. Media Day push is moved from today to next week.

k. Volunteer Coordinator Report (Eric Fosmo) – In Fosmo’s absence, Secretary/Treasurer Engum gave the update

- Looking at October 29 or 30 or November 5 or 6 for the new members meet and greet.

8. OLD BUSINESS

No old business.

9. NEW BUSINESS

No new business

10. ADJOURNMENT

President Grothaus adjourned the meeting at 1:46 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: Dec. 5, 2019

Respectfully submitted,

Beth Engum
APWA-MN Chapter Secretary/Treasurer