

AGENDA

APWA-MN Education and Training Committee Meeting Wednesday, August 24, 2022 11:00 a.m. to 12:30 p.m.

Microsoft Teams Meeting

- 1) Welcome/Introductions
- 2) Approval of minutes of the June 1, 2022 E & T meeting (attached)
- 3) Updates (if applicable)
 - a) UUCIS (Tim)
 - o 2022-2023 Offering
 - b) Public Works Certificate Program (Tim, Dave)
 - o 2022-2023 Offering
 - c) HR Essentials for Public Works (Tim)
 - o 2022-2023 Offering
 - d) Executive Fellowship Program (Tim)
 - o 2022-2023 Offering
 - e) Fall Workshop (Joe)
 - f) Minnesota Fall Maintenance Expo (Mindy/Katherine)
 - o Registration Open and Program Attached
 - g) Roadway Maintenance and Demo Day (Mindy/Katherine)
 - h) LTAP Updates/Opportunities (Mindy/Katherine)
- 4) Old Business (if applicable)
- 5) New Business
- 6) Next Meeting February 2023. Location TBD.
- 7) Adjourn 12:30 p.m.

Future Events:

September 13-14, 2022 (APWA-MN Fall Workshop) November 17-18, 2022 (APWA-MN Fall Conference)



Education & Training Committee

Meeting Minutes June 1, 2022

1. Welcome

2. Committee Attendees: Tim Plath, Chris McKenzie, Andy Brotzler, Anna Breland, Dan Fick, Dave Hutton, Deb Williams, Jeanine Reardon, Joe Wiita, Katherine Stanley, Lauren Letsche, Mary Hurliman, Rena Weis, Eric Johnson, Sue Polka

3. Review/consider approval of February 2, 2022, Meeting Minutes

MOTION: Motion made by Sue Polka seconded by Andy Brotzler, approving the minutes of the March 2, 2022, Education & Training Committee meeting. Motion carried.

4. Sub-Committee Updates

- a) UUCIS (Anna, Chris)
 - Anna gave a few brief updates on the program. Received a lot of positive comments from the students and the virtual option worked well.
 - Chris gave a few brief updates. Working on finding a new facilitator. Next year's program will have in person and virtual options and will be hosted at the Plymouth Community Center. Registration for the next year's program will open in the next couple of weeks.
- b) Public Works Certificate (Chris)
 - The U of M will no longer be available to host. APWA-MN is working to have this certificate program offer and administrated in house. Since this is not an U of M accredited certificate APWA-MN can manage this program. The new location for the program will be at the Plymouth Community Center.
- c) Fall Workshop (Joe)
 - Committee decided on the Winter Maintenance Operator Certificate workshop -September 13-14 at the Plymouth Community Center. Same content both days so departments can send half-staff each day. Working on getting speakers. Fee will be \$125 per day per person.
- d) Human Resource Essentials for Public Work Professionals (Tim)
 - Tim gave a brief overview of the program. Historically this program was handled by Hamline University at the St. Louis Park campus. After this year's program, this will no longer be an option. Exploring the idea of bringing this program in house and moving the location to the Plymouth Community Center.
- e) Executive Fellowship/Leadership Academy (Tim)
 - Tim gave a brief overview of the program. Executive Fellowship to replace the Leadership Academy this year. Maximum of 12 student this year.

- f) Fall Expo (Katherine)
 - Vendor registration opens in July and participant registration will be released shortly after.
 Meeting has been scheduled to discuss the topics for the expo.
- g) Roadway Maintenance and Demo Day (Katherine)
 - Demo days was May 19 in Fergus Falls. There was a great turnout this year. Next year's location is set to be in Crow Wing County.
- h) LTAP Updates/Opportunities (Kathrine)
 - Currently planning fall/spring 2023 program. Registration opens this summer. More information on the website.

5. Old Business

- a) 2022 Scholarships (Dan)
 - Applicant spreadsheet was reviewed by the committee. All applicants met the requirements need to qualify for a scholarship.
 - **MOTION:** Motion made by Dan Fick to award scholarships to the 6 college applicants and the 2 technical applicants \$2,500 each, seconded by Sue Polka. Motion carried.
 - Information will be given to the executive committee for approval and for the committee to provide notification to the applicants.
- 6. Next Meeting August 24, 2022 Virtual
- **7. MOTIO**N: Motion made by Anna Breland, seconded by Chris McKenzie to adjourn meeting. Meeting adjourned at 12:24 p.m. Motion carried.

Dated: 06/01/2022 By: Tim Plath

Underground Utilities Construction Inspector School Plymouth, MN Location

The Underground Utilities Construction Inspector School has been developed by the Minnesota Chapter of the American Public Works Association to provide trained and knowledgeable construction inspectors for underground infrastructure construction to ensure the quality and longevity of newly constructed utilities. The content was developed by public works professionals with experience in underground utility construction and maintenance.

The school is designed to provide practical information to enable people with underground utility inspection responsibilities to expertly and confidently do their jobs. The instructors for each course topic will be experienced professionals in each area. Registration is limited to 25 to provide an excellent learning opportunity for all participants.

http://www.apwa-mn.org

School Sessions (7:30 a.m. - 12:00 noon) are scheduled for:

October 7, 2022 November 4, 2022 December 2, 2022 January 6, 2023 February 3, 2023 March 3, 2023 April 7, 2023 May 5, 2023

Eight monthly sessions October 2022- May 2023

7:30 a.m. - 12:00 noon

Location: City of Plymouth Community Center, 14800

34th Ave N, Plymouth, MN 55447

Registration fee: \$495

Topics covered in the school include:

General overview of an inspector's duties and responsibilities:

- Roles on site and chain of command
- Communication with the public, contractors, owners, and others
- Documentation diary, photos, reports
- Memo writing
- Conflict resolution/interpersonal skills
- Understanding contract documents
- Dealing with contractors

Pre-project/construction preparation

- Project administration and preparation
- Approaching a project
- What to look for
- Pre-project planning and utilities
- Contractor safety
- Shutting down work
- · Risk management and legal concerns

Project/construction safety

- Personal protection
- OSHA standards
- Traffic control
- Work zone safety and "competent person"
- Contractor responsibilities
- Communication requirements
- Excavation and confined space safety
- Need for locates
- Public safety
- Emergency situations

Underground pipeline construction inspection

- Three types of pipe: water, sanitary, sewer
- Install 101 separation and insulation
- Trenching, bedding, and backfill compaction
- Pressure test procedures
- Underground pipeline construction methods: water sewer, storm
- Testing requirements and specifications
- Emergency Repair Situations



Scope changes and new pipe installation methods

- Contractor expectations: what constitutes an "extra"
- Specifications
- Change orders
- Landscape and irrigation inspection
- Technical advancements in trenching and pipe installation

Contract administration

- Weekly construction progress meetings
- Working with the contractor: problem solving, negotiating, and finding solutions
- Acceptance of work and verbal authorizations
- Quantities and preparing payment vouchers
- Materials certification
- Interpreting testing results
- Project closeout

Right-of-way management, landscape inspection, and regulatory overview

- Street and surface improvements as they relate to ROW management
- Coordination of public and private utilities protection and appearance
- Construction limits and easements
- Gopher State One Call
- Rights and obligations for locates and relation of other's utilities
- Record drawings
- Pot holing/directional boring for other utilities when crossing when required
- Encroachment trees, driveways, landscape features, irrigation and erosion
- Dealing with adjacent landowners
- Landscape inspection
- Regulatory overview
- Erosion control and permits
- Hazardous materials

Registration information

Pat Schutrop APWA-MN Chapter Assistant Email: admin@apwa-mn.org

Web Site

Registration form and UUCIS brochure are online at http://www.apwa-mn.org

Designed For:

Municipal inspectors, consultant inspectors, graduate engineers, engineering technicians, and utility operators

CEUs

Participants who complete all sessions of this school will earn 3.2 CEUs.

The UUCIS also qualifies for 16 contact hours towards MDH License Renewal requirements.

The UUCIS also qualifies for 20 indirect contact hours with the Minnesota Pollution Control Agency.

Registration and Fee

Registration deadline is September 9, 2022. Class size is limited to 25 students.

The registration fee for this school is \$495 and includes instruction, materials and refreshments. Refunds, minus a \$30 cancellation fee, will be issued to participants who provide a written request by September 30, 2022. The APWA-MN Chapter reserves the right to cancel the school, if necessary, in which case a full refund would be made.

The fee may be made in two payments, one with the initial registration and one prior to the February 2023 session.

The number of registrations from any one organization may be limited to ensure a diverse class membership.

Sponsored By:

American Public Works Association - Minnesota Chapter

City Engineers Association of Minnesota

American Water Works Association – Minnesota Section

Suburban Utilities Superintendent Association

Local Technical Assistance Program – University of Minnesota

Minnesota Department of Transportation



UNDERGROUND UTILITIES CONSTRUCTION INSPECTOR SCHOOL OCTOBER, 2022 - MAY, 2023

Course Materials

Sponsored By:

American Public Works Association – Minnesota Chapter

Superintendent Association

City Engineers Association of Minnesota Local Technical Assistance Program -University of

Suburban Utilities

Minnesota

American Water Works Association – Minnesota Section

Minnesota Department of Transportation



THE PUBLIC WORKS CERTIFICATE PROGRAM

Course Information

Public Works Management and Communication

This course focuses on the management and communication expected of a public works professionals in a leadership position, as well as the skills needed to manage internal relationships within governmental agencies. Topics in the course include, public relations, including 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: Dave Hutton, Senior Project Manager, SEH, Inc.

Hutton has 40 years in the public works/engineering profession and has worked in both the public and private sector. He is a registered Professional Engineer in Minnesota, Wisconsin, and North Dakota. Former clients include the cities of Savage and Shakopee, MN, and West Bend, WI. Hutton is past president of APWA-MN (2010) and won the Hugo Erickson award in 2017, the highest award for service to the chapter.

Public Works Operations and Maintenance

This course focuses on the delivery of public works services within the community. Public Works operations are a critical provider of the public services that affect the health, safety, enjoyment, and prosperity of our residents. We generally do this by providing services relating to water/sewer, streets, parks/facilities, and the environment. The course identifies the equipment and personnel resources needed to carry out these functions in an effective and efficient way. Discussions will include factors that should be considered when making choices relating to: preventative vs. reconstruction of infrastructure, rent vs. purchasing of equipment, and contracting vs. inhouse use of personnel to provide services.



Instructor: Beverly A.B. Farraher, Public Works Operations Manager, City of Saint Paul

Farraher has been a Registered Professional Engineer for over 30 years, holds a Professional Traffic Operations Engineer certification, and is a commercial motor vehicle license holder. She has 33 years of experience delivering public works services within the Minnesota Department of Transportation and the City of Saint Paul, with over 19 years as a public works maintenance and operations manager. She holds a bachelor's degree in civil engineering and a master's degree in infrastructure systems engineering.

Office and Professional Skills for Public Works

This course will 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. Students taking this course are required to have a personal laptop computer and bring it to class each day.



Instructor: Chad Millner, Construction Inspector

Chad Millner is the Director of Engineering of Edina, MN. Millner joined the City of Edina June 2012. Prior he worked 11.5 years for a local civil engineering consulting firm in their municipal engineering group. Millner holds degrees in Civil Engineering from the University of Minnesota and a Master of Business Administration from St. Cloud State University and is a licensed professional engineer in the State of Minnesota. He is an active member in the Minnesota Chapter of the American Public Works Association and the City Engineers Association of Minnesota.



THE PUBLIC WORKS CERTIFICATE PROGRAM

Course Information (cont.)

Public Works Organization and Administration

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.

Instructor: Will Manchester, PE, Director of Public Works, City of Minnetonka

Manchester is a registered professional engineer with 20 years of experience in both public and private sectors. He currently oversees public works operations for the city of Minnetonka including streets, utilities, parks and trails, natural resources, buildings, fleet, and engineering. Prior to Minnetonka, he worked as a consultant engineer managing municipal and private development projects. Manchester is an active member of the City Engineers Association of Minnesota, including serving on the executive board from 2014–2015 and the annual conference planning committee. He is also an active member of the Minnesota Public Works Association.

Technical Aspects of Public Works

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.



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

Watson has over 35 years of experience in public works and has served as the public utilities superintendent for the city of Brooklyn Park for the past 20 years. He has a bachelor's degree in civil engineering from the University of Minnesota and holds state water and sewer licenses.











Human Resources Essentials for Public Works Professionals Certificate

Meet the challenges of managing personnel, employee contracts, and performance measurement with this in-depth certificate. Covering a range of topics recommended by the American Public Works Association, you'll gain the knowledge and tools necessary to address the complex human resources issues you encounter.

We'll help you develop a deeper understanding of the historical and legal foundations of public sector human resource management, from performance measurement to employee development. You'll discover effective discipline and contract management strategies at the municipal, county, and state levels; enhance and learn new communication skills to ensure clarity of both written and verbal exchanges; and build critical negotiation, mediation, and arbitration skills by examining real-life scenarios.





Overview

Location:

Hamline's West End location and online

Format:

September 2022-May 2023, meeting one Thursday per month, 1-7 p.m. and additional instruction online

Visit hamline.edu/pwcert for a full list of dates.

Tuition:

\$1,850 (meals included)

Lead instructor:

Wally Wysopal, city manager, city of Fridley

Center for Public Administration and Leadership

The Center for Public Administration and Leadership provides professional development and networking opportunities for public servants looking to make a difference in their workplaces and communities. To fulfill this mission, the center partners with professional associations and sector experts to design in-depth training based on the real needs of—and challenges facing-public sector leaders. As a result, participants in the center's broad array of programs-certificates, conferences, and seminars—develop skills and strategies to further their commitment and service to the common good through forward-thinking dialogue about current issues and trends in public service.

Credit options

Participants are eligible to earn graduate or continuing studies credit.

Graduate-level elective credits from all certificates may be earned and applied in the School of Business to the Master of Public Administration or doctoral program. Additionally, elective credits may be earned and applied to the Master of Business Administration or Master of Nonprofit Management.

Scholarships and discounts

Hamline School of Business partners with many cities, counties, state agencies, and professional organizations to offer scholarships for its graduate degree programs.

10% discounts on all certificates and events are also available.

Hamline School of Business Public **Administration Programs**

Hamline has been an innovator in public administration education for more than 30 years, with its master's and doctoral degrees and certificates. Programs take a theoryto-practice approach so that you can immediately apply what you learn. Working with instructors who have years of field experience and are passionate about teaching, you will build your expertise, improve your organization, and enrich your community. Hamline's public administration graduates comprise a network of more than 1,000 alumni.

Contact O Hamline School of Business 1536 Hewitt Avenue, Saint Paul, MN 55104

651-523-2284

🔁 hsb@hamline.edu

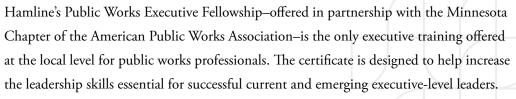
hamline.edu/cpal













You will assess your personal leadership inventory, develop a sustainable leadership plan, and develop strategies for navigating and successfully leading within politically-charged environments. Additionally, you'll learn effective methods for citizen engagement and grow to understand the use of visioning and strategic planning for your department and community.



Overview

Location:

Hamline's West End location and online

Format:

September 2022-May 2023, meeting meeting one Thursday per month, 1-7 p.m. and additional instruction online

Visit hamline.edu/CPAL for specific meeting dates.

Tuition:

\$3,200, payable in two installments

Lead Instructor:

Wally Wysopal, city manager, city of Fridley

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hamline.edu/cpal

One-Day Workshop: Earn the Winter Maintenance Operator Certificate

Join the APWA-MN chapter for the 2022 Fall Workshop and earn the Winter Maintenance Operator Certificate. The workshop will be



offered two consecutive days; choose one workshop day, Sept. 13 *OR* Sept. 14, or send half of your staff each day. Network with vendors at indoor and outdoor exhibits and other attendees during breaks.

This program is for those "behind the wheel" during winter maintenance events and will:

- Provide a basic understanding of winter operations
- Increase operator understanding of winter materials and how they work
- Provide an overview of winter equipment and its upkeep
- Encourage enhanced communication between fleet personnel and operators
- Discuss winter operations for operators

Details

Two Dates:	Choose either Tues. Sept. 13 or Wed. Sept. 14. This one-day workshop is offered on two consecutive days.
Location:	Plymouth, MN Community Center. Free parking.
Cost:	\$125/person. Includes materials, breakfast, lunch and breaks.
Deadline:	Register by Tuesday, Sept. 6.
Questions:	Email Mary Detloff, Crescendo Consulting Solutions: mary@crescendoconsultingsolutions.com

Register: https://bit.ly/3zOJ9Zn

PROGRAM

2022 MN Fall Expo Educational Sessions/Curriculum St. Cloud, Minnesota

Day 1, Wednesday, October 5, 2022

7:00a.m Registration/Check-in, Continental Breakfast, Exhibits

8:30a.m. - 9:15a.m. <u>Concurrent Sessions</u>

Truck Weight Education for Road Maintenance Officials

Front Tent Greg Hayes & Tom Nelson

An informational presentation designed to educate road maintenance officials regarding Minnesota's weight laws and how a truck is configured- with proper axle spacing and tire size-

can make a difference.

Local Road Research Board Listening Session

Mechanics Bay Mike Marti, LRRB

During this session, the Local Road Research Board will provide an overview of who they are and

seek feedback on what your agency needs most.

9:30a.m. – 10:40a.m. General Session

Applying the Science of Liquids to Advance the Practice

Mechanics Bay Dr. Scott Koefod, Cargill

Given the complexity of field conditions, some aspects of liquid performance may still seem to be a "black box," and at times it can be difficult to know how to best use them based upon field experience alone. This challenge is increased by the fact that we use liquids in a variety of ways, from anti-icing to pre-wetting to direct liquid application deicing, and liquids perform differently depending on the application. This presentation will show how we can apply the basic science of liquid deicers to complement our field-based knowledge to better select the right liquid and rate for different conditions and application types. Topics will include how liquids perform differently in anti-icing, pre-wetting, and DLA; the important liquid properties for these different types of application; how we can utilize freezing point curves as powerful tools to predict liquid performance; and how we can apply the basic science to guide the use and expectations of brine additives and blends."

10:50a.m.-12:00p.m. General Session

Let's Talk About the Weather

Mechanics Bay National Weather Service

12:00 p.m. Lunch & Expo Door Prize Drawings

PROGRAM

2022 MN Fall Expo Educational Sessions/Curriculum St. Cloud, Minnesota

Day 2, Thursday, October 6, 2022

7:00a.m Registration/Check-in, Continental Breakfast, Exhibits

8:30a.m. - 9:15a.m. <u>Concurrent Sessions</u>

Truck Controls

Front Tent Force America

Slurry Vs. Dry Rock Salt - MnDOT winter testing results. Can we still achieve regain

targets while reducing salt application rates by 30%?

Mechanics Bay Shannon Holland, MnDOT

This session will discuss testing that MnDOT did this past winter regarding the effectiveness of "slurry" compared to dry rock salt in relation to regain time. With a slurry we reduced the total amount of salt by 30% and still achieved regain faster than a traditional dry rock

salt application rate.

9:30a.m. - 11:00a.m. General Session

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11:15a.m.-12:00p.m. Concurrent Sessions

12:00 p.m.

Low Carbon Fuel Solutions

Front Tent Jon Scharingson, Renewable Energy Group

Presentation will focus on affordable low carbon fuel solutions that allow existing fleets using diesel fuel to significantly lower their carbon footprint with B20, B50 and B100

biodiesel blends.

PERA

Mechanics Bay Luis Argueta, PERA Outreach & Education Specialist

An overview of how PERA is funded; how retirement, disability and survivor benefits are calculated; how members apply for association benefits; and how our services are offered.

Lunch, Expo Door Prize Drawings, Roadeo and Skid Steer Results.

search

MINNESOTA LTAP







Home > Training & Education Calendar

Training & Education Calendar

Minnesota LTAP is currently planning a mix of in-person and virtual workshops and trainings. All inperson events hosted by Minnesota LTAP will adhere to the relevant venue, jurisdictional, or University of Minnesota COVID-19 guidelines. If any of these guidelines mandate facial coverings and/or vaccinations, that information will be provided to attendees prior to the affected event. If you prefer to wear a facial covering in situations where one is not required, we encourage you to do so.

Dates and delivery mechanisms for the Minnesota LTAP events listed below are subject to change if public health and safety conditions shift. Thank you for your continued patience and support.

August 2022

August 16

TRB Webinar: Temporary Pavement Markings and Removal in Work Zones

August 18

FHWA Innovation Exchange Webinar: Cold in Place Recycled Asphalt

September 2022

Other Virtual Event Resources

For information about more virtual events being offered around the country, check out these resources:

- National LTAP & TTAP Association events calendar
- PWX@Home from APWA

September 6

Minnesota Truck-Weight Education Training, Moorhead, MN

September 7

Minnesota Truck-Weight Education Training, St. Cloud, MN

September 8

Minnesota LTAP Workshop: Management Operations and Maintenance Fundamentals, Mankato, MN

September 13-27

NHI Virtual Course: Principles and Practices for Enhanced Maintenance Managemenent Systems

September 13

Minnesota Truck-Weight Education Training, Duluth, MN

September 19

Minnesota Truck-Weight Education Training, Owatonna, MN

September 20

Minnesota Truck-Weight Education Training, Shoreview, MN

September 21

TRB Webinar: Adaptive Flood Relief Techniques to Enhance Resiliency

September 26

Minnesota Truck-Weight Education Training, Montevideo, MN

October 2022

October 5-6

Fall Maintenance Expo, St. Cloud, MN

October 11

Gravel Road Maintenance and Design, Mankato, MN

October 12

Gravel Road Maintenance and Design, Willmar, MN

October 13

Gravel Road Maintenance and Design, Brainerd, MN

October 18-19

Minnesota Water Resources Conference, St. Paul, MN

October 31-November 3

NHI Virtual Course: Constructing and Inspecting Asphalt Paving Projects

November 2022

November 3

CTS Transportation Research Conference, Minneapolis, MN

December 2022

December 5

Writing that Works! Communication Skills for Construction, Minneapolis, MN

December 6

Virtual Workshop: Electrical and Other Main Hazards in Roadway Construction

December 7

Culvert Installation, Maintenance, and Inspection, St. Cloud, MN

December 13

Culvert Installation, Maintenance, and Inspection, Mankato, MN

December 14

Virtual Workshop: Culvert Installation, Maintenance, and Inspection

January 2023

January 12

Virtual Workshop: Minnesota's Best Practices for Traffic Sign Maintenance and Management

Minnesota LTAP Sponsors

- Center for Transportation Studies, University of Minnesota
- Minnesota Local Road Research Board
- Federal Highway Administration
- Minnesota Department of Transportation

Minnesota LTAP Partners

- National Association of County Engineers
- American Association of State Highway and Transportation Officials (AASHTO)
- American Public Works Association

Want More?

Subscribe to News and Events

Minnesota Local Technical Assistance Program (LTAP)

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Phone: 612-626-1077 E-mail: mnltap@umn.edu

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