



**EXECUTIVE COMMITTEE KANSAS CHAPTER
AMERICAN PUBLIC WORKS ASSOCIATION
MEETING MINUTES**

Date: September 10, 2015

Location: Opera House

135 W. 7th Street

Time: 10:30 a.m.

Junction City, KS 66441

Attendees: Chuck Bartlett, Shawn Mellies, Russ Tomevi, David Cronin, Kenzil Lynn, Ray Ibarra, Ron Seitz, Justin Erickson, Brett Letkowski, Karla Waters, Steve Lackey

Absent: Nathan Bergman, Brenda Hermann, Douglas Whitacre

I. Approval of Minutes

Motion for June Minutes Approval - Tomevi, Second – Lynn. Motion Carried

II. Agenda review / modification

Greg McCaffery's replacement on the Roads scholar/LTAP committee

III. Chapter Business

- a. National Congress in Phoenix (Bartlett) The name of National Congress was changed to Public Works Expo (PWX). The next expos will take place in Minneapolis, Orlando, and Kansas City. The chapter received a pin for the pace award plaque. The chapter was contacted by Chris Harrick from KDOT about the Kansas Chapter hosting the National Conference. The board had some significant concerns about the size of the chapter to plan and staff the event along with a venue large enough to host the event. The chapter will need to subsidize approximately \$825 for the chapter dinner.
- b. Snow Rodeo (Ibarra) The Snow Rodeo is scheduled to take place on September 16, 2015 at the Milford State Park. Foley Tractor will provide a grader for the event and staff from Manhattan, Junction City, and Lawrence will help setup. There are currently 36 participants signed up and trophies will be handed out for 1st-3rd place in each event. The planning for next year's event will start in January.
- c. Spring Meeting (Bartlett and Letkowski) Jeff Lackey has requested to step down as the committee chair. There have been two communities that have shown interest in hosting the event. The two communities that have shown interest are Dodge City and Newton. There is some history with towns in western Kansas having a hard time to drawing people without a strong personality/leadership from a local representative. The League of Counties hosted their event in Dodge City at same venue a couple of years ago and there were issues with the event that included the golf tournament, the number of lunch available, and not all of the hotel rooms were located at the venue. The last time the spring meeting was held in Dodge City was in the 1980's. Ray or Tanner would need to serve on the committee and ideally be in leadership role for Dodge City to host an event. Suzanne Loomis has volunteered to chair the committee for one year if Newton was selected. The current committee members are Ray Ibarra, Russ Tomevi, David Cronin, Jeff Hancock, Justin Erickson, John Rathbun, Steve Lackey, Brian Clennan and Jeff Lackey. **Motion to have the 2016 spring meeting in Newton and offer Dodge City the future joint meeting with the county (in 2 years) or the APWA meeting (in 4 years) if a local representative was willing to join the conference committee-Letkowski, Second-Lynn, Motion Carried**
- d. Fall Meeting (Cronin) The fall meeting is proposed to take place at the State Capitol Building in a committee room. There will be box lunch but food and drinks are not allowed in the committee room so looking at the Landon State Office Building across the street from the capitol. A backup idea is the Historical

Society. The Bartlett and West conference room is undergoing renovations and the zoo was not available. Will provide a map so identify free parking in the area. There are three solid commitments from speakers and the topics include the Polk Quincy Viaduct Study, Flint Hills Nature Trail, and public/private fiber strategies. A four speaker may be a psychology professor from the University of Kansas or a legislator. The speakers don't overlap with speakers from the League meeting. Look at cost to establish at cost for the meeting. The Website will be down for maintenance during the sign up period so notify the membership when the notice goes out. **Cronin will firm up the location and speakers by the end of the week and Waters will send out email blast to save the date.**

- e. Future Cities Sponsorship (Bartlett and Cronin) Discussed the competition, which will be located at the University of Kansas this coming year in January. The chapter has sponsored at a gold level in the past. The competition is great way for the chapter to meet one of the chapter goals of outreach and mentoring. **Motion for the chapter to sponsor at the same level (\$500) as in the past-Cronin, Second-Lynn, Motion carried.**

IV. Chapter Activities Reports

- a. President's Report (*Chuck Bartlett*) Greg McCaffery has taken a job in Nebraska and will no longer be on the Road Scholar Committee. Frank Abart, Public Works Director in Emporia has expressed some interest in getting involved with the chapter. Lisa Harris is currently talking to him about joining the Road Scholar Committee.
National sent a letter of recognition to the chapter for exceeding the average retention rate (87%). The chapter retention rate is currently 89%. Supplied the board with the Nation Chapter Leader calendar.
- b. Treasurer's Report (*Russ Tomevi*) Received the first quarter rebate back from national. The four scholarships offered by the chapter were sent out in August. Paid out \$935 of the \$1,000 offered to Greg McCaffery to travel to the National Expo. The chapter has still not received all of the funds from the conference in Manhattan due to issues with the credit card companies.
The chapter financials are as follows: \$156,341.12 is Merrill Lynch account for scholarships. \$13,699.52 in non-scholarship CD. \$35,812.90 in checking account.
- c. League / Legislative Affairs (Nathan Bergman was absent)
- d. Delegate's Report (*Kenzil Lynn*) Meet as the Council of Chapters at the National Expo. Also meet with the region representatives. The Nebraska Chapter has spent \$20,000 on grader simulator to try to get more involvement from that section of the Public Works sector. It is mobile so it can be move to different sites but the scheduling its use was not clear. Chuck Williams was reelected as Director of region 6.
The infrastructure finance committee is working a Wikipedia type database that will allow member to research infrastructure funding opportunities that utilized by other cities or states. The committee is currently seeking help from national to get the site started.
- e. Career Awareness (*Douglas Whitacre via Bartlett*) Plans to get with Kansas State University to schedule the presentation with the student chapter of ASCE in the near future.
- f. Membership / Diversity Liaison (*Justin Erickson*) There are currently 264 members, 4 vacancies (PXC Inc., Cutler, City of Beloit, and City of Topeka), 2 members are delinquent, and one membership is due in the next six months.
- g. Scholarship / LTAP (*Ron Seitz*) The scholarship checks are out and the W-9 forms required by National are back from the students. Started the advertisement for next year's scholarships that will close in May. Discussed the information that should be displayed on chapter's website about the scholarships. It was decided to include all of the current and past scholarship winners to website.
Lisa Harris is working on filling the vacancy on the Road Scholar Committee. Looking to add another member from the KC metro area to try and get more involvement from the area. The design of the baseball cap was presented to the board for participants that complete level 1 of the roads scholar program. Three participants from Lawrence were recognized in May and two from Ottawa in June. Three participants from El Dorado will be recognized on November 5 at 8:00am. Still working on setting up the meeting for one participant from Augusta.

L-Tap newsletter will be out in couple of weeks. The fall issue will focused on roadway safety, the winter issue will be about personal strategic highway safety plan. Peter Clark has joined the local roadway safety team.

- h. Newsletter (*Karla Waters*) The next newsletter will go out later in September. It will include the president's message, member spotlight (Frank Abart), a article about the revival of the snow roadeo, an update on the fall meeting, and a summary about the National Expo. All article should be sent to Waters by September 22.
- i. Awards (*Brett Letkowski*) The awards will come out from national on November 1.

V. Action Items

- Executive Board: Follow up with Carla Anderson about moving forward with student chapter subcommittee to help out and gage the viability.
- Executive Board: Review leadership manual
- Cronin: Firm up the location and speakers for the fall meeting
- Waters: Send out email blast to save the date for fall meeting

VII. Adjournment

Motion for adjournment – Cronin, Second –Ibarra. Motion carried.

**Next Meeting: October 13, (Fall Meeting) Topeka
November 5, 2015 Salina**