



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

**Date: November 12, 2015**

**Location: Gutierrez Mexican Restaurant**

**Time: 10:30 a.m.**

**640 Westport Blvd.  
Salina, KS 67401**

**Attendees:** Chuck Bartlett, Shawn Mellies, Russ Tomevi, Kenzil Lynn, Ray Ibarra, Ron Seitz, Nathan Bergman, Brenda Hermann, Karla Waters, Justin Erickson, John Braun, Suzanne Loomis

**Absent:** Brett Letkowski, David Cronin, Douglas Whitacre

**I. Approval of Minutes**

Motion for September and October Minutes approval with Tomevi's proposed changes – Lynn, Second – Tomevi. Motion Carried

**II. Agenda review / modifications**

None

**III. Chapter Business**

- a. Fall Meeting Debrief (Russ Tomevi / Chuck Bartlett) The fall conference made \$455. The location and parking for the meeting worked out well for the conference.
- b. Spring Conference Updated and Contracts (Suzanne Loomis / Justin Erickson) The spring conference will be located at Meridian Center in Newton. The general sessions will be located in the large room. There will be a light meal Wednesday night after golf/LTAP session and a cash bar for the social hour. A majority of the vendors will be located in the North Pointe Room as shown on Attachment 1. Attachment 1 was the recommended layout with vendor booths 24, 25, and the use of the South Pointe room to be used only if needed. The Meridian Center contract (assuming 75 guest) for the venue rental, food, drinks are as follows:

Wednesday, May 11, 2016

Room rental, pipe and drape (one-time charge), food and beverage-\$2,241.22  
Food for evening reception-\$605.58  
Total-\$2,846.80

Thursday, May 12, 2016

Room rental, food, and beverage-\$4,817.40  
Continental breakfast-\$768.18  
Chicken enchilada lunch-\$1,152.77  
Cookies for break-\$96.02  
Braised beef dinner-\$1,824.43  
Total-\$8,658.80

Friday, May 13, 2016

Room rental, food and beverage-\$1,448.48  
Rail hand breakfast buffet-\$960.23  
Total-\$2,408.71

Two kegs of beer-\$836.71

Total contract amount-\$14,751.02 (\$4,600 nonrefundable due with signed contract)

The conference registration will be done through the APWA website. The credit card machine will require a phone line for anybody paying for the registration at the conference. Ray Ibarra and Stan Breitenbach will be in charge of contacting vendors. They will need to work with the webmaster on the selection of the vendor booth locations so the vendors can select their preferred space. The cost for vendors will be \$500 and that includes the registration for one person for the conference. Outside vendor space for equipment will be allowed.

LTAP will hold a training session on Wednesday for people not participating in the golf tournament. Suzanne Loomis will work with LTAP on topics that are interesting to non-golfers and address current issues in the Public Works sector. The Holiday Inn will reserve a block of 36 rooms at rate of \$89/room for the conference. A hotel will allow a hospitality room if there is a sponsor. The cost for the conference will be \$150/person with an additional \$25 for people who register after May 2, 2016. There will be none refund for cancellations after May 2, 2016.

**Motion to approve the Meridian Center contract-Lynn, Second-Seitz, Motion-carried.**

The Golf tournament will be held on Wednesday at Sand Creek Station Golf Course. The registration fee is \$100/person. The golf course requires a \$300 deposit to reserve the course. **Motion to approve the golf course contract-Hermann, Second-Tomevi, Motion-carried.**

Karla Waters will send out a save the date for the conference as soon as possible. Suzanne Loomis and Justin Erickson will get Dodge City involved with the planning the conference.

- c. George Williams Memorial (Chuck Bartlett) Donation on behalf of the Kansas Chapter to be made to the Corpus Christi Catholic Church. **Motion made to donate \$100 on behalf of the Kansas Chapter-Hermann, Second-Bergman, Motion-carried.**
- d. Douglas Whitacre Resignation. (Chuck Bartlett) Douglas Whitacre took a job with the City of Shawnee so he will no longer be in the Kansas Chapter. Ray Ibarra, Dan Stack, and Brian Clennan will look for a replacement to serve as the Career Awareness Chair.
- e. Financial Reporting (Chuck Bartlett / Russ Tomevi / Kenzil Lynn) APWA National is looking to change to a fiscal year (July 1 to June 30) instead of the calendar year. This will shorten the reporting period but fewer reports will be required. APWA National has two different options (A & B) that the chapters can choose between. Option A works better for the Kansas Chapter but the chapter by-laws will need to be changed in the future to reflect this change. **Motion to adopt option A-Lynn, Second-Waters, Motion-carried.**

#### **IV. Chapter Activities Reports**

- a. President's Report (*Chuck Bartlett*) Nothing.
- b. Treasurer's Report (*Russ Tomevi*) Finally got the money from the spring conference from the credit card companies. The Snow Rodeo made \$726 this year. The chapter financials are as follows: \$157,855.17 in the Merrill Lynch account, \$13,710.03 in the non-scholarship CD, and \$34,221.18 in the checking account (includes \$2,264.08 in scholarship funds).
- c. League / Legislative Affairs (Nathan Bergman) Nothing.
- d. Delegate's Report (*Kenzil Lynn*) The winter meeting of delegates will be in February. (Brenda Hermann) Met with the mentoring subcommittee at the Public Works Expo in Phoenix. The mentoring subcommittee has been subdivided into three different areas: business registration, leader forum, and review/update best practices.

- e. Career Awareness (*Douglas Whitacre was absent*).
- f. Membership / Diversity Liaison (*Justin Erickson*) There are currently 264 members, 5 delinquent members, and 1 membership that is due in three months. There are 5 group vacancies.
- g. Scholarship / LTAP (*Ron Seitz*) December 3 is the annual scholarship banquet at KSU. Chuck Bartlett and Karla Water can attend to handout scholarship notice in Ron Seitz absence.
- h. Newsletter (*Karla Waters*) Next newsletter will be coming in December. The look of the newsletter may change slightly. Articles and pictures should be sent to Victoria Mechtly and cc Karla.
- i. Awards (*Brett Letkowski was absent*)

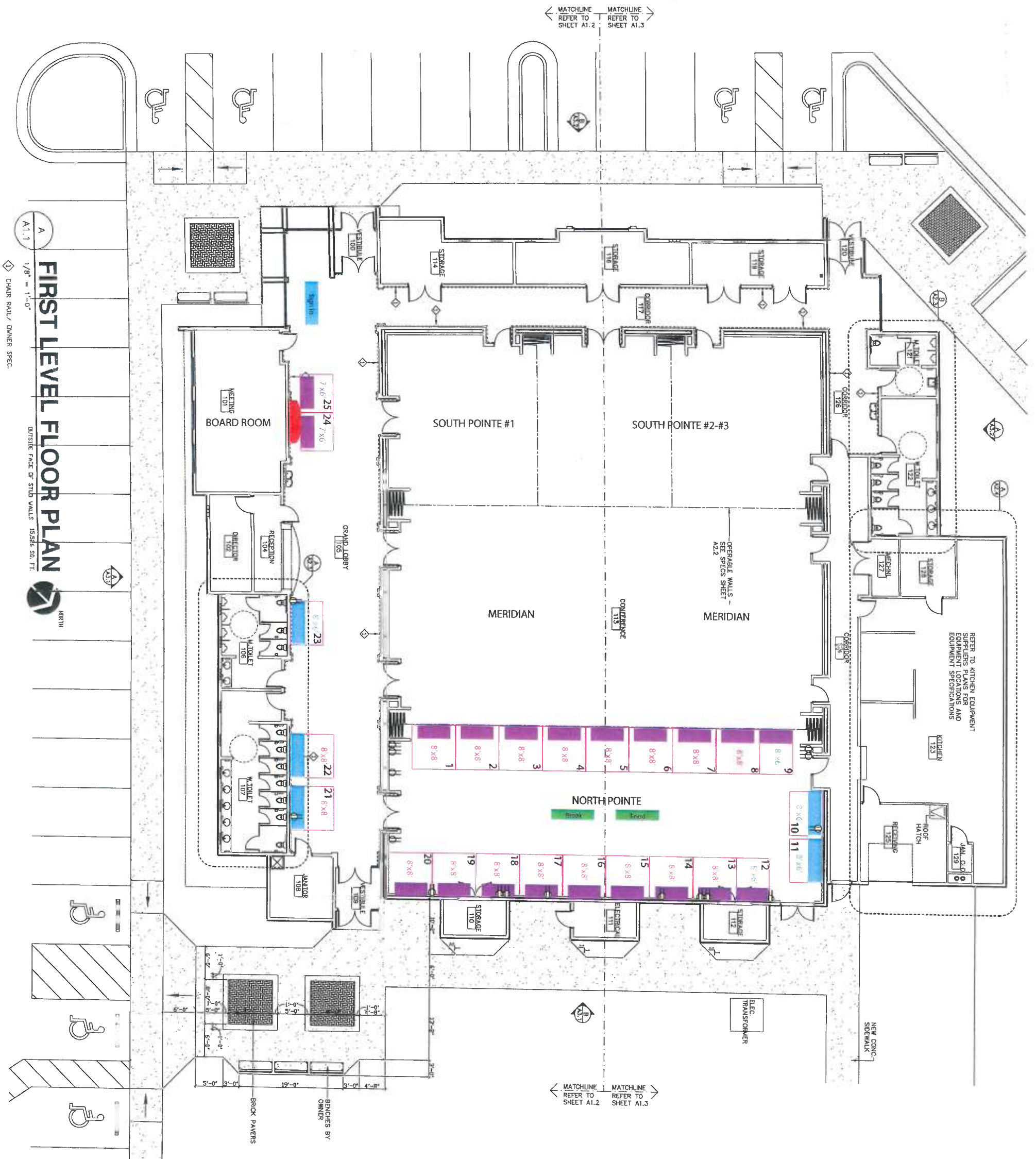
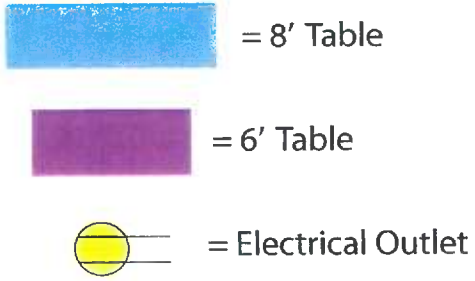
**V. Action Items**

- 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
- Bartlett: Sign venue and golf agreements after they have been approved by National
- Waters: Send out save the date notice for spring conference
- Loomis: Work with LTAP on Wednesday training session for spring conference

**VI. Adjournment**

Motion for Adjournment-Waters, Second-Lynn, Motion-carried.

**Next Meeting: December 17, 2015 Lawrence**



**FIRST LEVEL FLOOR PLAN**  
 1/8" = 1'-0"  
 CHAIR RAIL / OWNER SPEC.  
 OUTSIDE FACE OF STUD WALLS ISSUES SO. FT.  
 NORTH

**CONFERENCE CENTER**  
 Newton, Kansas

**Folger and Associates, Inc.**  
 architecture  
 234 S. Topeka Wichita, Kansas 316-269-2414

**A1.1**  
 10008  
 FIRST LEVEL FLOOR PLAN  
 5-16-10 90% REVIEW  
 6-23-10 CITY REVIEW  
 7-27-10 CONSTR. SET  
 11-15-10 CHANGE ORDER NO. 1 KITCHEN