

Wisconsin Chapter  
American Public Works Association  
210 Martin Luther King Jr. Blvd  
City-County Building, Room 115  
Madison WI, 53703



---

**President : Ryan Amtmann; President-Elect : Jim Hessling; Vice-President: Scott Solverson; Secretary: Eric Dundee; Treasurer: Scott Brandmeier; Director: Mary Dziejiontkoski and Robert Givens; Past President: Carl Weber; Council of Chapters Delegates: Mike Dailey and Paul Woodard**

## **WISCONSIN CHAPTER APWA EXECUTIVE COMMITTEE MEETING AGENDA**

Meeting Date: Friday, December 9, 2016

Meeting Time : 10:00am

Meeting Location: Teleconference

Teleconference Information: <https://global.gotomeeting.com/join/110019813>

Call In: +1 (669) 224-3412

Access Code: 110-019-813

1. Call to Order /Introductions
2. Presidents Report (Amtmann)
3. Approval of Minutes: November 2, 2016 (attached)
4. Treasurer's Report (Brandmeier)
  - i. Current Account Balances (through 11/30/2016)

i. Associated Checking	\$ 78,063
ii. Associated Money Market	\$ 35,570
iii. North Shore Bank (Scholarship fund)	\$146,613
  - ii. Total Investments \$260,247
  - iii. Revenue YTD \$ 95,994
  - iv. Expenses YTD \$ 85,193
5. Approval of Treasurer's Report

---

**President : Ryan Amtmann; President-Elect : Jim Hessling; Vice-President: Scott Solverson; Secretary: Eric Dundee; Treasurer: Scott Brandmeier; Director: Mary Dziejontkoski and Robert Givens; Past President: Carl Weber; Council of Chapters Delegates: Mike Dailey and Paul Woodard**

6. Old Business
  - i. Finalize 2016 spring conference accounting – reference item
  - ii. Finalize 2016 Fall Conference - Janesville
  - iii. APWA Chapter Handbook Update
  - iv. Treasurer forms
  
7. New Business
  - i. Newsletter Contract Renewal (Cavanaugh Interactive)
  - ii. 2017 spring conference update
    - i. Vendor show – Allow vendor to provide alcohol on exhibit floor
    - ii. catering contract
    - iii. spouse tour
    - iv. TIME training
  - iii. 2017 Meeting Schedule
  - iv. 2017 Committee Chairs
  - v. 2017 Chapter sponsorship program
  - vi. Rodeo Trailer Donation
  
8. Upcoming Event Dates
  - i. Spring Conference, May 10-12, 2017- Madison
  - ii. Fall Conference, November 1-3, 2017 - Wausau
  - iii. Spring Conference, 2018 – Green Bay
  - iv. Fall Conference, 2018 – Door County (tentative)
  - v. Spring Conference, 2019 – Oshkosh (tentative)
  
9. Future Agenda Items
  
10. Future meeting dates
  - i. Friday, January 13, 2017 8:30am EC meeting/10:00am Committee Chair meeting – NO Teleconference. McFarland, WI
  
11. Future newsletter deadlines- **December** for January newsletter  
Newsletters are published quarterly: January, April, July and October.
  
12. Adjourn

---

**President : Ryan Amtmann; President-Elect : Jim Hessling; Vice-President: Scott Solverson; Secretary: Eric Dundee; Treasurer: Scott Brandmeier; Director: Mary Dziewiontkoski and Robert Givens; Past President: Carl Weber; Council of Chapters Delegates: Mike Dailey and Paul Woodard**

**WISCONSIN CHAPTER APWA  
EXECUTIVE COMMITTEE & TECHNICAL COMMITTEE CHAIR MEETING  
MINUTES**

Meeting Date: Wednesday, November 2, 2016

Meeting Time : 4:00pm

Meeting Location: Janesville Conference Center: **Wisconsin Room**  
3100 Wellington Place  
Janesville, WI 53546

Teleconference Information: <https://global.gotomeeting.com/join/470115789>

Call In: +1 (571) 317-3122

Access Code: 470-115-789

1. Call to Order /Introductions – **3:59pm**

**Attendees: Amtmann, Hessling, Solverson, Dundee, Brandmeier, Dziewiontkoski, Givens, Weber, Dailey, Woodard, Usher(National Past-President), Bednarski, Jensen, Wachtendonk, Dunlop, Gehin, Frisbee, Mantes, Burgan, Mazanec, Lang, Powell**

2. Presidents Report (Amtmann)

3. Approval of Minutes: October 14, 2016 (attached) – **motion to approve by Woodard, 2<sup>nd</sup> Hessling, motion passed**

4. Treasurer's Report (Brandmeier)

i. Current Account Balances (through 10/31/2016)

i. Associated Checking	\$ 74,827
ii. Associated Money Market	\$ 35,566
iii. North Shore Bank (Scholarship fund)	\$146,605
ii. Total Investments	\$256,997
iii. Revenue YTD	\$ 157,600
iv. Expenses YTD	\$ 155,100

5. Approval of Treasurer's Report – **motion to approve by Dailey, 2<sup>nd</sup> Solverson, motion passed**

---

**President : Ryan Amtmann; President-Elect : Jim Hessling; Vice-President: Scott Solverson; Secretary: Eric Dundee; Treasurer: Scott Brandmeier; Director: Mary Dziejwiontkoski and Robert Givens; Past President: Carl Weber; Council of Chapters Delegates: Mike Dailey and Paul Woodard**

## 6. Committee Reports

### i. Technical Committees

- i. Emergency Management (Dan Jensen) - attached
- ii. Engineering & Technology (Jim Mantes) - attached
- iii. Facilities & Grounds (Leeann Butschlick)
- iv. Fleet Services (Nathan Wachtendonk) – attached, **also looking for possible new location for Rodeo event.**
- v. Leadership & Management (Cathy Austin) - attached
- vi. Solid Waste Management (Rick Eilertson)
- vii. Transportation (John Burgan) – nothing to report
- viii. Utilities and Right of Way (Dave Simpson)
- ix. Water Resources (Bill Frisbee) – attached, **future conference topic of “Testing the Waters” for Rock River.**

### ii. Standing Committees

- i. Awards (Sean Gehin) – **working on 2017 awards list**
- ii. Conference Program (Jim Hessling)
- iii. Diversity (Bill Dunlop) - attached
- iv. Education & Scholarship (Holly Powell) - attached
- v. Historical & Archives (Jim Hessling)
- vi. Council of Chapters (Mike Dailey)
- vii. Membership Services (Tyler Smith) – attached
- viii. Newsletter (Carl Weber)
- ix. Past Presidents (Dale Hexom) – Aug. report attached
- x. Public Relations (Matt Bednarski) – **looking to expand Chapter’s social media presence. Has continuing conversations with Laura Bynam, APWA national. National is looking to start a national committee.**
- xi. Website Administration /Communications (Jeff Mazanec)
- xii. Vendor Committee (Andrew Lang) - attached
- xiii. Young Professional Chapter Liaison

---

**President : Ryan Amtmann; President-Elect : Jim Hessling; Vice-President: Scott Solverson; Secretary: Eric Dundee; Treasurer: Scott Brandmeier; Director: Mary Dziewiontkoski and Robert Givens; Past President: Carl Weber; Council of Chapters Delegates: Mike Dailey and Paul Woodard**

7. Old Business

- i. 2016 Fall Conference – Janesville – **Woodard gave information on event**
- ii. Finalize Snowplow Rodeo/Equipment Show/Winter Maintenance accounting – **reference from Fleet & Scholarship committee reports**
- iii. Finalize 2016 spring conference accounting
- iv. APWA Chapter Handbook Update – **handbook to be reviewed and revised by early 2017**
- v. Treasurer forms

8. New Business

- i. Chapter participation in the upcoming Future Cities Competition - \$250 – **motion to approve \$250 contribution by Solverson, 2<sup>nd</sup> Dailey, motion passed.**

9. Upcoming Event Dates

- i. Fall Conference - November 2-4, 2016 – Janesville
- ii. Spring Conference, May 10-12, 2017- Madison
- iii. Fall Conference, 2017 - Wausau
- iv. Spring Conference, 2018 – Green Bay

**-Bob Givens reported that he has contact with 2 locations in Door County and Oshkosh for future conferences. Woodard also reported discussions are still continuing for a conference in the River Falls area.**

10. Future Agenda Items

-Newsletter contract renewal

11. Future meeting dates

- i. Wednesday, November 2 Janesville-Fall Conf (EC and Committee chairs)
- ii. Friday, December 9 Teleconference (EC only)

12. Future newsletter deadlines- **December** for January newsletter

Newsletters are published quarterly: January, April, July and October.

13. Adjourn – **5:13pm**

## 2017 YEAR TO DATE BUDGET REPORT

Wisconsin Chapter - APWA - Period thru 11/30/16

Category Description	2017 Budget	2017 YTD	Balance	% YTD	2016 YTD
<b>INCOME</b>					
405 Registration Fees	\$ 100,000	\$ 79,378	\$ 20,622	79%	
406 Food & Beverage			\$ -		
410 Exhibit Space Sales	\$ 17,500	\$ 1,985	\$ 15,515	11%	
435 Membership Dues	\$ 10,000	\$ 4,823	\$ 5,178	48%	
460 Interest Income	\$ 100	\$ 65	\$ 35	65%	
465 Misc. Income (from Scholarship fund)	\$ 6,000		\$ 6,000	0%	
480 Expense Reimbursement	\$ 1,500	\$ 1,245	\$ 255	83%	
490 Sponsorship	\$ 16,000	\$ 852	\$ 15,148	5%	
491 Rebates	\$ 6,000	\$ 7,292	\$ (1,292)	122%	
495 Contributions	\$ 500	\$ 355	\$ 145	71%	
<b>TOTAL INCOME</b>	<b>\$ 157,600</b>	<b>\$ 95,994</b>	<b>\$ 61,606</b>	<b>61%</b>	<b>\$ -</b>

<b>EXPENSES</b>					
552 Board Travel	\$ 2,000	\$ 984	\$ 1,016	49%	
555 Other Travel	\$ 6,000	\$ 2,983	\$ 3,017	50%	
575 Insurance	\$ 1,000		\$ 1,000	0%	
600 Facility Costs	\$ 25,000	\$ 14,034	\$ 10,966	56%	
605 Audio Visual Equip Rental	\$ 5,000	\$ 1,460	\$ 3,540	29%	
615 Food and Beverage	\$ 60,000	\$ 30,874	\$ 29,126	51%	
620 Transportation	\$ -	\$ 1,725	\$ (1,725)	#DIV/0!	
675 Speakers and Trainers	\$ 3,000	\$ 350	\$ 2,650	12%	
680 Entertainment	\$ 4,000	\$ 530	\$ 3,470	13%	
700 Office Supplies	\$ 500	\$ 63	\$ 437	13%	
725 Telephones	\$ 500		\$ 500	0%	
730 Postage	\$ 2,000	\$ 1,093	\$ 907	55%	
735 Flowers, Gifts, Bequests	\$ 4,000		\$ 4,000	0%	
831 Books & Publications	\$ 1,500	\$ 1,368	\$ 132	91%	
838 Printing & Production	\$ 19,000	\$ 18,592	\$ 408	98%	
861 Awards, Fellowships, Door Prizes	\$ 6,000	\$ 4,917	\$ 1,083	82%	
863 Scholarships to Non Students	\$ 5,500	\$ 375	\$ 5,125	7%	
864 Scholarships to Students	\$ 6,000	\$ 5,120	\$ 880	85%	
890 Bank Service Charges	\$ 100		\$ 100	0%	
898 Miscellaneous	\$ 4,000	\$ 725	\$ 3,275	18%	
<b>TOTAL EXPENSES</b>	<b>\$ 155,100</b>	<b>\$ 85,193</b>	<b>\$ 69,907</b>	<b>55%</b>	<b>\$ -</b>
<b>Income less Expenses</b>		<b>\$ 10,802</b>			<b>\$ -</b>

Account	Balances - As of 11/30/16			11/30/15
Chapter Checking (Associated)	\$ 78,063	Associated Bank	0.00%	\$ 57,671
Chapter Money Market (Associated)	\$ 35,570	Associated Bank	0.15%	\$ 35,517
Scholarship Fund (North Shore Bank)	\$ 146,613	North Shore Bank		\$ 141,859
<b>OVERALL TOTAL</b>	<b>\$ 260,247</b>			<b>\$ 235,047</b>

# YTD Revenue and Expense FY 2017

7/1/2016 through 11/30/2016

12/7/2016

Page 1

Date	Num	Description	Memo	Cat...	Tag	Amount
<b>INCOME</b>						<b>95,929.16</b>
<b>405 Registration Fees</b>						<b>79,377.97</b>
7/1/2016	DE...	Deposit	Registration	405 ...Golf Outing		330.00
7/7/2016	DEP	Deposit	Registration	405 ...Golf Outing		1,678.89
7/7/2016	DEP	Deposit	Winter maintenance	405 ...Winter Mainte...		300.00
7/13/2016	DEP	Deposit		405 ...Golf Outing		2,250.00
7/14/2016	DE...	Deposit	Registration	405 ...Golf Outing		525.00
7/28/2016	DEP	Deposit		405 ...Snow Plow R...		15.00
8/8/2016	DE...	Deposit	Golf, Chapter Dinner	405 ...		5,796.29
8/9/2016	DEP	Deposit	Registration	405 ...Snow Plow R...		2,910.00
8/16/2016	DEP	Deposit	Registration	405 ...Golf Outing		180.00
8/19/2016	DEP	Deposit	Roadeo	405 ...Snow Plow R...		4,195.00
9/1/2016	DEP	Deposit	Winter maintenance ce...	405 ...Winter Mainte...		60.00
9/6/2016	DEP	Deposit	Roadeo, Golf, Chapter ...	405 ...Various		3,570.96
9/8/2016	DEP	Deposit	Registration Fees	405 ...Snow Plow R...		4,185.00
9/12/2016	DEP	Deposit	Registration fees	405 ...Snow Plow R...		60.00
9/12/2016	DEP	Deposit	Registration fees	405 ...Snow Plow R...		240.00
9/13/2016	DEP	Deposit	Registration fees	405 ...Snow Plow R...		200.00
9/21/2016	DEP	Deposit	Registration fees	405 ...Snow Plow R...		120.00
9/30/2016	DE...	Deposit	PWX and Roadeo	405 ...PWX-National...		4,901.27
10/4/2016	DEP	Deposit	Fall conference registr...	405 ...Fall Conference		3,680.00
10/21/2016	DE...	Deposit	registration fees	405 ...Fall Conference		6,765.00
10/25/2016	DEP	Deposit	Registration fees	405 ...Fall Conference		540.00
10/28/2016	DEP	Deposit	registration fees	405 ...Fall Conference		2,020.00
10/31/2016	DE...	Deposit	registration fees	405 ...Fall Conference		24,758.54
11/2/2016	DEP	Deposit	Registration fees	405 ...Fall Conference		825.00
11/7/2016	DEP	Deposit	Registration (no slip pr...	405 ...Fall Conference		1,025.00
11/16/2016	DEP	Deposit	Registration	405 ...Snow Plow R...		60.00
11/30/2016	DE...	Deposit	Registration fees	405 ...Fall Conference		8,187.02
<b>410 Exhibit Space Sales</b>						<b>1,985.05</b>
7/1/2016	DE...	Deposit	Sponsors	410 ...Golf Outing		1,550.00
11/30/2016	DE...	Deposit	Exhibit space	410 ...Fall Conference		435.05
<b>435 Membership Dues</b>						<b>4,822.50</b>
8/8/2016	DE...	Deposit	Dues	435 ...Membership ...		2,460.00
10/31/2016	DE...	Deposit	dues from APWA	435 ...Membership ...		2,362.50
<b>480 Expense Reimbursement</b>						<b>1,244.92</b>
9/30/2016	DE...	Deposit	Reimbursement	480 ...Council of Ch...		744.92

# YTD Revenue and Expense FY 2017

7/1/2016 through 11/30/2016

12/7/2016

Page 2

Date	Num	Description	Memo	Cat...	Tag	Amount
10/31/2016	DE...	Deposit	reimbursement	480	...Council of Ch...	500.00
<b>490 Sponsorship</b>						<b>852.00</b>
7/14/2016	DE...	Deposit	Sponsorship	490	...Sponsor	100.00
8/9/2016	DEP	Deposit	Sponsorship	490	...Sponsorship	452.00
10/21/2016	DE...	Deposit	sponsorship	490	...Fall Conference	300.00
<b>491 Rebates</b>						<b>7,291.72</b>
10/31/2016	DE...	Deposit	1st, 2nd, 3rd and 4th qt...	491	...Rebates	7,291.72
<b>495 Contributions</b>						<b>355.00</b>
7/14/2016	DE...	Deposit	Donation	495	...Donation	225.00
11/30/2016	DE...	Deposit	Scholarship contribution	495	...Fall Conference	130.00
<b>EXPENSES</b>						<b>-85,192.64</b>
<b>552 Board Travel</b>						<b>-500.00</b>
9/29/2016	1516	City Of Janesville	Paul Woodard	552	...Delagates Me...	-500.00
<b>552 Delegate Travel</b>						<b>-484.31</b>
9/3/2016	1514	Mike Dailey	Council of Chapters	552	...Delagates Me...	-484.31
<b>555 Other Travel</b>						<b>-2,983.09</b>
9/29/2016	1521	Ruekert-Mielke	ELA	555	...PWX-National...	-1,483.63
9/29/2016	1522	City Of Green Bay	ELA	555	...PWX-National...	-1,499.46
<b>600 Facility Costs</b>						<b>-14,034.44</b>
7/25/2016	DE...	Green Bay Packers	Roadeo space	600	...Snow Plow R...	-1,062.50
7/31/2016	1502	Old Hickory Golf Club	2016 Summer outing	600	...Golf Outing	-3,057.22
9/7/2016	DE...	Tundra Lodge	Roadeo and Winter M...	600	...Snow Plow R...	-2,555.80
10/27/2016	DE...	Green Bay Packers	Roadeo space	600	...Snow Plow R...	-1,102.50
10/31/2016	153...	City Of Green Bay	Tents, etc.	600	...Snow Plow R...	-881.42
11/4/2016	153...	The Venue		600	...Fall Conference	-375.00
11/29/2016	154...	Holiday Inn Express	Facility costs	600	...Fall Conference	-3,000.00
11/29/2016	1542	City Grill	Fall 2017 deposit	600	...Fall Conference	-2,000.00
<b>605 Audio Visual Equip Rental</b>						<b>-1,460.00</b>
11/29/2016	154...	Holiday Inn Express	A/V	605	...Fall Conference	-1,460.00
<b>615 Food and Beverage</b>						<b>-30,873.75</b>
7/7/2016	149...	City Of Stevens Point		615	...Spring Confer...	-17.86
7/7/2016	1496	Bunky's Cafe	Deposit	615	...Spring Confer...	-500.00
8/30/2016	DE...	Hell's Kitchen	Chapter Dinner	615	...Chapter Dinn...	-3,482.54
9/29/2016	1518	Uncle Mikes Bake Sho...	Donuts	615	...Snow Plow R...	-168.00
9/29/2016	1519	Chris Pirlot	Coffee	615	...Snow Plow R...	-305.82
9/29/2016	1520	Stadium View	Food and Beverage	615	...Snow Plow R...	-4,770.25
10/6/2016	DE...	Cheesecake Factory	Treasurer meeting with...	615	...Misc	-61.00
10/13/2016	DE...	Quaker Steak & Lube	October EC Meeting	615	...E.C. Meeting	-144.00



## YTD Revenue and Expense FY 2017

7/1/2016 through 11/30/2016

12/7/2016

Page 3

Date	Num	Description	Memo	Cat...	Tag	Amount
10/31/2016	153...	City Of Green Bay	Candy	615 ...	Snow Plow R...	-26.43
11/2/2016	1533	Italian House	Get acquainted	615 ...	Fall Conference	-2,541.50
11/4/2016	153...	The Venue		615 ...	Fall Conference	-750.35
11/4/2016	153...	Maurie Rott	Spouse meals	615 ...	Fall Conference	-58.49
11/29/2016	154...	Holiday Inn Express	Food/Beverage	615 ...	Fall Conference	-18,047.51
<b>620 Transportation</b>						<b>-1,725.00</b>
7/31/2016	1500	Lamers Bus Lines	Transportation	620 ...	Spring Confer...	-500.00
9/29/2016	1524	Van Galder Bus Line	Transportation	620 ...	Fall Conference	-200.00
11/1/2016	DE...	Van Galder Bus Line	Transportation	620 ...	Fall Conference	-1,025.00
<b>675 Speakers and Trainers</b>						<b>-350.00</b>
10/31/2016	1532	Al Guyant	Ethics speaker	675 ...	Fall Conference	-350.00
<b>680 Entertainment</b>						<b>-530.00</b>
7/31/2016	1499	Glen Gerard Magic Pro...	Entertainment	680 ...	Fall Conference	-250.00
11/3/2016	1534	Glen Gerard Magic Pro...	Entertainment	680 ...	Fall Conference	-250.00
11/4/2016	153...	Maurie Rott	Spouse activity	680 ...	Fall Conference	-30.00
<b>700 Office Supplies</b>						<b>-62.70</b>
9/29/2016	151...	City Of Green Bay	Supplies	700 ...	Snow Plow R...	-62.70
<b>730 Postage</b>						<b>-1,092.93</b>
7/7/2016	1492	City Of Stevens Point	Postage	730 ...	Spring Confer...	-94.00
7/7/2016	149...	Nancy Cavanaugh	Postage	730 ...	July Newsletter	-551.37
9/3/2016	DE...	USPS	Postage	730 ...	Postage Stam...	-18.80
9/29/2016	1526	Nancy Cavanaugh	Postage	730 ...	Oct Newsletter	-374.01
10/31/2016	1529	Jeff Tews	postage	730 ...	Postage Stam...	-54.75
<b>831 Books &amp; Publications</b>						<b>-1,367.82</b>
7/7/2016	1493	American Managemen...	Door prizes	831 ...	Spring Confer...	-114.22
8/18/2016	DE...	APWA	Books	831 ...	Winter Mainte...	-744.80
8/31/2016	DE...	APWA	Books	831 ...	Winter Mainte...	-508.80
<b>838 Printing &amp; Production</b>						<b>-18,591.90</b>
7/7/2016	149...	Nancy Cavanaugh	Newsletter	838 ...	July Newsletter	-5,031.00
7/18/2016	DE...	Signs By Tommorrow	Signs for holes	838 ...	Golf Outing	-66.00
7/21/2016	DE...	Signs By Tommorrow	Signs for holes	838 ...	Golf Outing	-33.00
7/31/2016	1498	Green Bay Packers	Hats	838 ...	Snow Plow R...	-4,896.00
7/31/2016	1501	DigiCopy	Evaluation forms	838 ...	Spring Confer...	-598.00
9/29/2016	151...	City Of Green Bay	Printing	838 ...	Snow Plow R...	-1,223.03
9/29/2016	1517	Olive Promotions	Shirts	838 ...	Snow Plow R...	-1,437.91
9/29/2016	1527	Action Graphics	Printing - postcards	838 ...	Fall Conference	-602.51
10/10/2016	1528	Nancy Cavanaugh	Newsletter	838 ...	Oct Newsletter	-4,548.00
11/4/2016	153...	Maurie Rott	Misc. printing	838 ...	Fall Conference	-23.20

# YTD Revenue and Expense FY 2017

7/1/2016 through 11/30/2016

12/7/2016

Page 4

Date	Num	Description	Memo	Cat...	Tag	Amount
11/4/2016	1538	Action Graphics	Printing - postcards	838	...Fall Conference	-133.25
<b>861 Awards, Fellowships, Door Prizes</b>						<b>-4,916.70</b>
7/7/2016	149...	City Of Stevens Point	Door prizes	861	...Spring Confer...	-2,164.01
7/7/2016	1495	Five Star Club Rentals	Door Prizes	861	...Golf Outing	-647.00
7/31/2016	1497	Complete Office Of Wi...	Awards	861	...Award Plaques	-55.50
9/29/2016	151...	City Of Green Bay	Door prizes	861	...Snow Plow R...	-250.00
9/29/2016	1525	Quality Awards	Awards	861	...Snow Plow R...	-535.00
10/26/2016	DE...	APWA	pin	861	...Past Presiden...	-11.87
10/31/2016	153...	City Of Green Bay	Door prize	861	...Snow Plow R...	-50.00
11/4/2016	153...	Maurie Rott	Door prizes	861	...Fall Conference	-959.24
11/29/2016	1539	Dave Botts	Door prizes	861	...Fall Conference	-244.08
<b>863 Scholarships To Non Students</b>						<b>-375.00</b>
7/7/2016	1491	City Of Green Bay	Tuition	863	...Tuition Reimb...	-375.00
<b>864 Scholarships To Students</b>						<b>-5,120.00</b>
9/29/2016	1523	APWA	Student Membership A...	864	...Scholarship	-120.00
11/29/2016	1543	Joshua Marineau	2016 scholarship	864	...Scholarship	-1,000.00
11/29/2016	1544	Kyle Williams	2016 Scholarship	864	...Scholarship	-1,000.00
11/29/2016	1545	Amber Wycklendt	2016 Scholarship	864	...Scholarship	-1,000.00
11/29/2016	1546	Jacob Scholbe	2016 Scholarship	864	...Scholarship	-1,000.00
11/29/2016	1547	Travis Sigg	2016 Scholarship	864	...Scholarship	-1,000.00
<b>898 Miscellaneous</b>						<b>-725.00</b>
9/3/2016	1503	Gallagher Asphalt	Spring Conference ove...	898	...Refund - Over...	-50.00
9/3/2016	1504	Barrientos Design & C...	Spring conference ove...	898	...Refund - Over...	-50.00
9/3/2016	1505	GRAEF	Overpayment	898	...Refund - Over...	-60.00
9/3/2016	1506	Village Of Cottage Grove	JJ Larson overpayment	898	...Refund - Over...	-55.00
9/3/2016	1507	Ron Romeis	Reimbursement for sp...	898	...Refund - Rei...	-60.00
9/3/2016	1508	LaCrosse County High...	TIME training reimburs...	898	...Refund - Rei...	-25.00
9/3/2016	1509	LaCrosse City Treasurer	TIME training reimburs...	898	...Refund - Rei...	-25.00
9/3/2016	1510	City Of Brookfield	TIME training reimburs...	898	...Refund - Rei...	-25.00
9/3/2016	1511	City Of Stevens Point	TIME training reimburs...	898	...Refund - Rei...	-25.00
9/3/2016	1512	Sean Von Bergen	TIME training reimburs...	898	...Refund - Rei...	-25.00
9/3/2016	1513	Town Of Greenville	TIME training reimburs...	898	...Refund - Rei...	-25.00
10/31/2016	1531	APWA	CEU	898	...CEU Applicati...	-50.00
11/29/2016	1541	STEM Forward	Contribution to STEM	898	...Sponsorship	-250.00
<b>OVERALL TOTAL</b>						<b>10,736.52</b>

## TOTALS

### TOTAL HEAD COUNTS

Total Head Counts:		Totals	Total Exhibitor Attendees:		Totals
Attending Exhibitors	94		Ribeye Dinners	53	
Attending Members	173		Salmon Dinners	16	
Golf Outing Attendees	79		Wednesday Reception	68	
Brewery Tour Attendees	19		Thursday (BF & Lunch)	83	
<b>TIME Training Attendees</b>	<b>0</b>		Friday (BF & Lunch)	61	
<b>Total Meals Counts:</b>			<b>Total Member Attendees:</b>		
Ribeye	150		Ribeye Dinners	97	
Salmon	50		Salmon Dinners	34	
Get Acquainted Party	196		Wednesday Reception	128	
Thursday Breakfast	234		Thursday (BF, Lunch & Sessions)	151	
Thursday Lunch	234		Friday (BF, Lunch & Sessions)	128	
Friday Breakfast and Lunch	189				

**\*Please add an extra 30 people to the bf and lunches Thurs. & Fri. for speakers.**

Paid Exhibitor Attendees:		Totals
Paid by Checks		\$ 19,315.00
Paid by Credit Cards		\$ 5,260.00
Total amount overpaid		<u>\$ 355.00</u>
<b>Total:</b>		<b>\$ 24,220.00</b>

Paid Member Attendees:		Totals
Paid by Checks		\$ 10,705.00
Paid by Credit Cards		\$ 24,815.00
Total amount overpaid		<u>\$ 125.00</u>
<b>Total:</b>		<b>\$ 35,395.00</b>

Paid Golf Outing:		Totals
Paid by Checks		\$ 3,610.00
Paid by Credit Cards		\$ 3,515.00
Paid by Cash		<u>\$ 285.00</u>
<b>Total:</b>		<b>\$ 7,410.00</b>

**\*\*CANCELLED\*\***

Paid TIME Training:		Totals
Paid by Checks		\$ 25.00
Paid by Credit Cards		<u>\$ 150.00</u>
<b>Total amount to return:</b>		<b>\$ 175.00</b>

### TOTAL AMOUNTS PAID

TOTAL DEPOSITS TO BANK:		
Dep. #	Date	Amount
1	03/24/16	\$ 11,795.00
2	04/01/16	\$ 1,340.00
3	04/08/16	\$ 3,400.00
4	04/15/16	\$ 7,140.00
5	04/22/16	\$ 4,110.00
6	04/29/16	\$ 3,415.00
7	05/09/16	\$ 1,940.00
8	05/20/16	\$ 625.00
9	06/01/16	<u>\$ 175.00</u>
		<b>\$ 33,940.00</b>

<b>Total checks &amp; cash:</b>	<b>\$ 33,940.00</b>
<b>Total Online Payments:</b>	<b>\$ 33,740.00</b>
<b>Total Reimbursements:</b>	<u><b>\$ 655.00</b></u>
	<b>\$ 67,025.00</b>

**TOTAL INCOME: \$ 67,025.00**

**TOTAL EXPENSES: \$ 57,964.63**

**TOTAL PROFIT: \$ 9,060.37**



October 27, 2016

For:  
Carl Weber  
APWA Wisconsin Past President  
bwcw29@charter.net

## ESTIMATE

Following are tasks for the development of the APWA Newsletter for 2017. Publication specs are 8 1/2 x 11", 16 pages per issue (4-11x17" signatures); 18-24 graphics per issue. We have also included the printer's estimate for a 20-page issue with the same specs, as well as added the latest cost for bulk-rate postage.

### Design/Layout Services\*

16-page issue (@\$80./page)	\$1,280/issue
Scans (as needed) @\$15./each (no charge for touchups)	
Editorial/layout changes (as needed) @\$65./hr.	

\*This task includes services provided for APWA since April 1987.

### Editorial, Print and Mail Coordination

This task adds editorial, print and mail coordination to the services listed under Task #1. Editorial services include interviewing, research and writing selected articles, four emailings to contributors listing article submission deadlines, followup proofreading/cleanup of incoming articles. Print and mail coordination involves working with the printer and mail house to assure all deadlines are met. **Note:** Also includes e-mailing a pdf file containing a full-color version of each issue to Webmaster.

Cost for editorial, print & mail coordination	\$1,650/issue
---	---------------

### Printing Estimate

2-color cover/back cover, 1 color inside pages.	
– 16-page issue, quantity <b>850</b> (@~\$1.74/copy) <b>OR</b>	\$1,477/issue
– 20-page issue, quantity <b>850</b> (@~\$2.15/copy)	\$1,830/issue

### Mailing Estimate (Action Graphics)

Ink jet newsletter, sort for postal discount and deliver to downtown Milwaukee post office; APWA mailing lists to be supplied via email as spreadsheets	\$220 /issue
---	--------------

Postage (non-profit, no barcode, basic flat under 3.3 oz.)	\$386.75/issue**
--	------------------

\*\*Note: Postage is based on this year's rate of approx. \$.455 cents per piece bulk rate.

Terms: Net 10 days

We look forward to continuing our 30-year relationship with you.

Signatures of Acceptance:

---

Nancy Cavanaugh, Sr. Designer/Editor

---

Wisconsin Chapter APWA Representative



MONONA  
CATERING

October 31, 2016

Eric Dundee  
American Public Works Association - Wisconsin Chapter  
City of Madison Engineering Division  
Madison, WI 53703

Dear Eric:

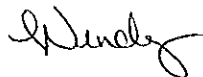
We would like to take a moment to thank you for choosing Monona Terrace and Monona Catering and let you know we look forward to the opportunity of serving you during your upcoming event on **May 10, 2017-May 12, 2017** at Monona Terrace Community and Convention Center. Monona Catering, a state-of-the-art, full-service catering company, is eager to fulfill your needs.

Enclosed is your catering contract. Please initial each page after reviewing it, sign the last page, and return the contract to me by November 21, 2016.

As your event date approaches, a Monona Catering Sales Manager will begin to work closely with you to assure the successful planning of your food and beverage needs. Once you have completed detailing your food and beverage needs with your Monona Catering Sales Manager, you will be given a Catering Detail and Estimate and asked to carefully read it over, indicate any needed changes and return a signed copy to our office.

Again, thank you for selecting Monona Terrace and Monona Catering! If you have any questions or concerns do not hesitate to contact us at (608) 261-4040.

Sincerely,



Wendy Brown-Haddock, CPCE  
Director of Sales and Catering

Enclosures

WBH/j

**2017 MONONA CATERING FOOD SERVICE POLICY AGREEMENT  
For Monona Terrace Community and Convention Center**

<b>Event Name:</b> 2017 APWA Wisconsin Chapter Spring Conference	<b>Event #39437</b>
<b>Event Date:</b> May 10, 2017 - May 12, 2017	

The following general information outlines stipulations pertaining to the provision of food and beverage service in Monona Terrace Community and Convention Center.

**GUARANTEES**

We require a preliminary attendance figure after menu selections have been made. However, we must have signed Catering Function Sheets two weeks prior and a firm guarantee of the number of meals to be served no less than 72 hours prior to each function (excluding holidays and weekends). Otherwise, your group will be billed for the preliminary number of meals, or the actual number of meals served, whichever is greater.

Example of Final Guarantee Due Date:

<u>Day of Event</u>	<u>Day that Guarantee is due by 12 Noon (excluding holidays and weekends)</u>
Monday	Preceding Wednesday
Tuesday	Preceding Thursday
Wednesday	Preceding Friday
Thursday	Preceding Monday
Fri., Sat., Sun.	Preceding Tuesday

It is our policy to prepare the lesser of either 5% or 50 more meals than the final guarantee number requires. Since these are "extra meals," we reserve the right to choose to make vegetarian or comparable substitutions in this overage. Your group will not be charged for these meals unless they are served to your guests.

Special dietary requests may be pre-ordered. Special dietary requests which are not pre-ordered will be charged in addition to the final guarantee.

Work orders, personnel schedules, and food orders cannot be made until a signed Food Service Policy Agreement, signed Catering Function Sheets and the required deposits have been received.

**DEPOSITS AND PAYMENTS**

A deposit of 50% of the estimated charges is due 14 days prior to the function date. Social events, political functions, and exhibitor services require payment in full for the estimated charges 14 days prior to the function.

Make all payments payable to MONONA TERRACE COMMUNITY AND CONVENTION CENTER. Final billing for all services will be processed through Monona Terrace Community and Convention Center.

Lessee is responsible for payment of food and beverage charges in the event of nonpayment by Lessee's event sponsors or invitees.

**SERVICE CHARGES AND TAXES**

A service charge of 20% is added to all food and beverage charges. This service charge is also subject to sales tax. Service charges are applied toward gratuity payments, which are not the property of any one employee, and are disbursed by Monona Catering in accordance with our Employee Agreement.

Any of the following circumstances will result in additional charges:

A program scheduled during the meal function that exceeds 90 minutes and necessitates the retention of employees for the completion of clearing soiled dishes, etc.

A schedule that requires a room to be set in fewer than two hours.

A schedule that requires a room set to be completed more than two hours prior to start of function.

Damage or loss of equipment attributable to a member or attendee of the event.

Other special needs or changes not previously agreed upon and shown on the Catering Function Sheets.

**CANCELLATIONS**

initials: \_\_\_\_\_

**Within 10 days prior to event:** Cancellation Fee is 50% of the estimated food and beverage total.  
**After 12 Noon on the Guarantee Due Date:** Cancellation Fee is 75% of the estimated food and beverage total.  
**Within 24 hours prior to event:** Cancellation Fee is 100% of the estimated food and beverage total.  
**Custom/Special Orders (already ordered):** Cancellation Fee is 100% of the quoted price.

**FOOD RESTRICTIONS**

With the exception of wedding cakes produced in a Wisconsin-licensed professional kitchen, all food and beverages served or consumed on the premises must be purchased, prepared, and served by Monona Catering (see Wedding Cake Policy).

No leftover food or beverages may be taken from the premises. At the conclusion of the function, such food and beverages become the property of Monona Catering and are donated to local shelters if deemed acceptable by Health Department Codes.

**DISCLAIMER**

Published menu prices cannot be guaranteed until six months prior to your event; therefore, menu prices are subject to change without notice up to six months prior to your event. Cash menu prices are subject to change without notice.

Within six months of event, and prior to final menu selections and Lessee signing the Catering Function Sheets, published menu prices affected by higher than normal wholesale pricing are subject to change WITH notice. Within six months of event, prices are guaranteed once Lessee has approved and signed the Catering Function Sheets.

Monona Catering cannot be held responsible for any food- or beverage-related injuries or illnesses resulting from food or beverages not prepared by Monona Catering.

Monona Catering cannot be held responsible for any damage or loss of any merchandise or personal belongings placed or left in the food service area.

**Force Majeure:** Monona Catering shall not be liable for non-performance of this contract when such non-performance is attributable to labor disputes; accidents; government (Federal, State, or Municipal) regulations of or restrictions upon travel or transportation; non-availability of food, beverage or supplies; riots; national emergencies; acts of God; and other causes—whether enumerated herein or not— which are beyond the reasonable control of Monona Catering, thus preventing or interfering with the catering company's performance. In such event Monona Catering shall not be liable to the customer for any damages, whether actual or consequential, which may result from such non-performance. Monona Catering shall use reasonable diligence to correct the cause of the delay, and if the condition that caused the delay is corrected, Monona Catering shall notify the Lessee immediately and shall resume operations under the agreement.

If any provision of this agreement or the policies, rules, and regulations which have been incorporated into this agreement by reference shall be declared invalid or unenforceable, the remainder of the provisions shall continue in full force and effect to the fullest extent permitted by law.

**MULTI-ENTRÉE TICKETING**

\$1.00 per guest Multi-Entrée Fee applies, unless otherwise indicated. Fee is subject to service charge and sales tax.  
*Fee does not apply to single entrée with children's meal and vegetarian/special dietary option.*

Under 20 Guests  
 20 – 50 Guests  
 50+ Guests

One Entrée Only\*  
 Maximum 2 Entrées\* - *Minimum of 10 per entrée*  
 Maximum 3 Entrées\* - *Minimum of 10 per entrée*

\*Plus special dietary requests.

**Meal Identification:** Color-coded meal tickets are available from Monona Catering. Any group not using Monona Catering meal tickets must have their selected method of meal ID pre-approved.

Red – Beef                      Yellow – Chicken                      Blue – Seafood                      Green – Vegetarian/Special

Monona Catering will attempt to collect any meal tickets issued by the Lessee as the meals are served; however, Lessee will be billed for the number of meals actually served or the final guarantee, whichever is greater, regardless of the number of tickets collected.

Initials: \_\_\_\_\_

## BUFFET SERVICE

Cold Buffet – 25 Person Minimum

Hot Buffet – 50 Person Minimum

Monona Catering recommends a minimum of one two-sided buffet per 150 guests; however, each event is unique, and details should be discussed with your Catering Sales Manager to determine the appropriate setup for your function. Please allow adequate space in your floor plan. Groups that fall below the required minimum will be subject to additional charges.

## TABLE SETTINGS

Table sets beyond the standard 5% overage (50 maximum) are subject to a \$3.00 per place setting fee, plus service charge and sales tax (excluding food and beverage). Any preset food and beverage overage will be subject to additional charges determined on a menu-by-menu basis.

## WATER SERVICE

**Meals:** Sit-down or buffet meal service includes appropriate water service as part of meal.

**Meetings:** Speaker's water and water stations will be provided for your meeting at no charge.

**Executive Service** (glassware at each setting) or **Conference Style Service** (glassware in center of each table): is available at \$1.50, plus service charge and tax, per setting per meeting day. Fee will be waived with a minimum \$40 food and beverage purchase per guest per meeting day (excluding service charge and tax). Purchases for activities beyond the meeting day are not included in this minimum. These styles of service must be ordered for the room set number and not the food guarantee number.

One room refresh per day is included with your water service, normally done during a meal period. Multiple refreshing of meeting rooms will be subject to additional labor charges.

**Non-Meal, Non-Meeting Function:** Disposable glassware will be made available by the water fountains on each level of Monona Terrace at no charge. Should individual water stations be required inside or adjacent to Lessee's contracted space that is not conducting a meeting or meal, a delivery fee of \$25 per station per trip may apply.

## BAR SERVICE

A bartender charge of \$35 per bartender per hour waived with \$195 sales, excluding service charge and sales tax, per bartender per hour (three-hour minimum).

Monona Catering recommends a minimum of one bartender per 100 guests; however, each event is unique and function details should be discussed with your Catering Sales Manager to determine the appropriate staffing. Monona Catering will make every reasonable effort to accommodate special staffing requests; however, we reserve the right to limit staffing depending on availability. Please allow adequate space in your floor plan.

**Bar Movement:** There is no additional charge for one bar movement during your event. If more than one bar movement is required, a \$50.00 (plus tax) per bar movement fee will apply.

Events with less than a \$10 catered food purchase per guest (excluding service charge and tax) and longer than two hours in duration may be subject to the Monona Terrace Alcohol Party Policy.

Monona Catering reserves the right to refuse service of alcoholic beverages to anyone under the age of 21 years old.

## SPECIAL STAFFING

All labor charges are subject to sales tax.

**Butler Staff or Wait Staff Attendants** (beyond normal staffing levels): \$28 per hour per staff with a three-hour minimum unless otherwise indicated. Monona Catering recommends a minimum of one butler staff per 200 passable portions. Appropriate staffing level will be determined on a case-by-case basis.

**Setup & Teardown:** Setup and teardown of client décor (table favors, programs, vases, etc.) by Monona Catering staff will be subject to a \$28 per hour per staff charge (two-hour minimum). Appropriate staffing level will be determined on a case-by-case basis by Monona Catering and may require more than one staff member. Lessee must provide appropriate packing materials for removal of décor items.

Initials: \_\_\_\_\_



**Chef Attendants:** \$35 per hour per chef with a three-hour minimum. Monona Catering recommends a minimum of one chef attendant per 150 guests, depending on the number of items to be carved. Appropriate staffing level will be determined on a case-by-case basis.

**Note:** Should special staffing requirements exhaust the Monona Catering employee roster, we reserve the right to use subcontracted staff. If subcontracted staff is required, any "minimum number of hours" due the subcontracted agency in excess of Monona Catering's existing policy will be charged to the client.

### WEDDINGS

Any tiered wedding cake from a source other than Monona Catering must be produced in a Wisconsin-licensed professional kitchen and will be subject to the Wedding Cake Policy.

In addition to food and beverage purchases, a Basic Wedding Package that covers setup and service requirements applies, unless otherwise indicated.

### IN-HOUSE DÉCOR

The following items are available for rental from Monona Catering and are subject to applicable sales tax:

Votive Candles	\$ .95 each
Table Stands	\$ .50 each - <i>no fee applies for use during meal functions</i>
Special Linen	Available on request

Subcontracted services, when arranged by Monona Catering, are subject to an additional handling fee based on the subcontracted invoice value, i.e. ice carvings, floral, linens.

### ICE CARVINGS

**Handling Fee:** \$100 plus tax per standard sculpture (includes receipt, placement and teardown). Delivery should be scheduled the day of your function. Delivery prior to the day of your function will be subject to a \$25 per carving per day cold storage fee plus tax. Carvings should be delivered with the appropriate drip trays.

Appropriate care will be used when handling your ice carving; however, due to their delicate nature Monona Catering cannot be held responsible for damage during shipping, placement, or display.

### PRODUCT SAMPLING

Exhibitors may distribute free samples only of a food or non-alcoholic beverage that is made or sold in the ordinary course of business of the exhibitor. These samples must not exceed two ounces of food or three ounces of non-alcoholic beverage.

A request to distribute free samples must be submitted to Monona Catering in writing a minimum of 14 days prior to the opening of the event, along with precise product descriptions and a signed Hold Harmless Agreement, indemnifying both the City of Madison and Monona Catering from any claims for injury or illness that may arise from said activity. Please contact Monona Catering directly to acquire the Hold Harmless Agreement.

Exhibitors must also supply proper liability insurance.

### CONCESSIONS (Cash Food Outlets)

Monona Catering may provide concession service at no cost for events with verifiable attendance of at least 500 people per day. The opening and closing of any and all cash food outlets are at the discretion of Monona Catering. Group's cash outlet history at Monona Terrace will be considered in the decision. Should Lessee request cash food outlet to remain open beyond Monona Catering's recommended closing time, there will be a \$70 per hour fee. This fee will be waived with a minimum of \$300 sales per hour. For events under 500 people the fee of \$35 per hour per staff (two staff and three-hour minimum) will be waived with \$200 per staff per hour sales.

### MISCELLANEOUS

All personal belongings must be removed from the food service area at the end of your event. Monona Catering cannot be held responsible for damage or loss resulting from non-removal of personal belongings from the food service area.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

# Wisconsin Department of Transportation's Traffic Incident Management Enhancement (TIME) Program Training



The Wisconsin Department of Transportation's TIME Program in conjunction with **Agency Name** will present a 4-hour responder training session on WisDOT's Emergency Traffic Control and Scene Management Guidelines.



**Date:** XXX

**Time:** XXX

**Location** XXX

**To register, please contact:** XXX

WisDOT's Emergency Traffic Control and Scene Management Guidelines were established to provide incident responders within the state of Wisconsin a uniform approach to emergency traffic control and scene management. Having a uniform approach will help provide the safest possible work environment for all incident responders, minimize the risk for secondary crashes and aid in clearing an incident in a quick and effective manner. Class topics include:

- National Incident Management System (NIMS) and Incident Command System (ICS)
- Responder safety fundamentals
- Scene size-up and communications
- Traffic incident management area establishment
- Scene breakdown and demobilization
- Traveler information
- Hazardous materials response
- Helicopter emergency medical services landing zones
- Crash investigation/reconstruction
- Clearance/removal operations
- Emergency alternate routes
- Post incident debriefings

***This training is recommended for ALL incident responders, including law enforcement, fire, EMS, highway department, department of public works, medical examiners / coroners and towing and recovery personnel. There is no cost for this training. Attendees will be provided with the Guidelines document, a field operations guide and other materials. Upon completion of the course, attendees will be provided with a certificate of completion.***



## Dundee, Eric

---

**From:** Snyder, Thomas  
**Sent:** Monday, November 28, 2016 9:48 AM  
**To:** Dundee, Eric; Covert, Linda; Burrus, Tracy  
**Subject:** RE: DOT TIM Training

We do have space on that date and would be willing to provide the room. The space currently available is in Auditorium B, which can easily accommodate 50.

Please feel free to work out the logistics with Sgt. Linda Covert. Thanks.

TS

---

**From:** Dundee, Eric  
**Sent:** Wednesday, November 23, 2016 7:51 AM  
**To:** Covert, Linda; Snyder, Thomas; Burrus, Tracy  
**Subject:** DOT TIM Training

Captain Snyder, Sgt. Covert, and Division Chief Burrus,

City Engineering will be hosting a public works conference next May at the Monona Terrace. As part of the conference, we are looking to offer Traffic Incident Management (TIM) training for City agencies and some of the conference attendees. Would Police and Fire be interested in sending some staff to the training? The DOT has said each class should not have more than 50 attendees so we have approximately 30 spots available for City staff(reserving 20 for out of town conference attendees).

Details of the proposed training(see attached flyer from DOT):

Date: Wednesday, May 10, 2017

Time: 11:30am-3:30pm

Location: TBD – Would the PD training facility be open to hosting the training?

Cost: \$0 as long as we can find a location at no cost. Monona Terrace will charge approximately \$200 for a room so I would prefer not to go that route.

Please let me know if you would like to meet and discuss this opportunity further.

Thank you.

**Eric Dundee, P.E.**  
*Principal Engineer*  
*City of Madison - Engineering Division*  
*210 Martin Luther King Jr. Blvd Rm 115*  
*Madison, WI 53703*  
*Phone: 608-266-4913*

**APWA**  
**Wisconsin Chapter** (11/23/16 jrh)

**2017 Meeting Calendar**

January 13, 2017 .....EC & Committee Chairs.....8:30 a.m.....McFarland  
February 10, 2017.....Executive Committee .....10:00 a.m.....Oshkosh  
March 10, 2017 .....EC & Committee Chairs.....10:00 a.m.....Conference call  
April 7, 2017 .....Executive Committee.....10:00 a.m.....Madison  
May 10, 2017 .....EC & Committee Chairs.....4:00 p.m.....Madison - Spring Conf.  
June 9, 2017 .....Executive Committee.....10:00 a.m.....Conference call  
July 20, 2017.....EC & Committee Chars.....7:30 a.m.....Hartford - Golf Outing  
August 11, 2017 .....Executive Committee .....10:00 a.m.....Conference call  
September, 2017.....EC & Committee Chairs .....10:00 a.m.....Green Bay  
October 13, 2017..... Executive Committee .....10:00 a.m.....Wausau  
November 1, 2017..... EC & Committee Chairs .....4:00 p.m.....Wausau - Fall Conf.  
December 8, 2017..... Executive Committee .....10:00 a.m.....Conference Call

**Special Dates**

February 16-17, 2017            Leader Training .....Kansas City, MO  
April 23-26, 2017            North American Snow Conf. ....Des Moines, IA  
May 10-12, 2017            Spring Conf. ....Madison, WI  
May 21-27, 2017            National Public Works Week  
July, 20, 2017            Golf Outing .....Hartford, WI  
August 27-30, 2017            PWX .....Orlando, FL  
August 29, 2017            Chapter Dinner @ PWX .....Orlando, FL  
September 2017            Snow Plow Rodeo .....Green Bay, WI  
November 1-3, 2017            Fall Conference .....Wausau, WI

**Notes:**

All chapter meetings except for the January meeting and the summer golf outing will have conference call capabilities.

All meetings start at 10:00 a.m. unless otherwise noted.



Wisconsin Chapter  
American Public Works Association  
Jim Hessling, Chapter President  
Jim.hessling@mcfarland.wi.us

---

## 2017 Wisconsin APWA Chapter Sponsorship Program

The current **Wisconsin APWA Chapter's Sponsorship Program** was initiated in 2002 and is a key funding source for the chapter. Thanks to all of our sponsors, the Wisconsin Chapter will continue its excellent series of educational and network opportunities in 2017, and will continue to grant educational scholarships for eligible college students.

The generosity of the firms and individuals who contribute their time, talent and financial support make it possible for the Wisconsin Chapter to offer many educational opportunities and information resources throughout the year, including:

- ✓ Excellent Spring and Fall **Public Works Conferences** in various locations around Wisconsin, featuring technical sessions, exhibits and opportunities for networking with key public works professionals from throughout Wisconsin  
*May 10 - May 12, 2017 Madison*  
*November 1-3, 2017 Wausau*
- ✓ Annual **Summer Event** featuring a golf outing in near Hartford *July 20, 2017* at Washington County Golf Course
- ✓ The annual **Snowplow Rodeo**, featuring dozens of operations teams from around Wisconsin and equipment displays at Lambeau Field in Green Bay in *September 2017*
- ✓ **Special educational symposiums** and training events (Periodically)
- ✓ An active **educational scholarship program**, providing strong support for public works professionals pursuing training through the Public Works Supervisory Academy or Public Works Management Institute (Continuously)
- ✓ **Special meetings** and events hosted by our technical committees (Periodically)
- ✓ Informative **newsletters**, featuring information on the Chapter and its members, and updates on current events in public works (Quarterly)
- ✓ An online **web site**, <http://Wisconsin.APWA.net> that provides information on upcoming Chapter events and activities as well as chapter committee activity.

We need your time and talent to continue improving and expanding these events and resources through your participation in our conferences and events, your contributions to our newsletter, and your participation in the excellent online forums available at <http://APWA.net>. Sharing the collective experience of our diversified membership is a significant value of participating in all our events.

In addition, the Chapter offers this program for those member firms or individuals that are interested in financial sponsorship. Two main categories of sponsorship are offered: Annual Chapter Sponsorship to support all of the Chapter's on-going activities and Conference Sponsorship to support the spring or fall conferences, summer outing, or Snowplow Rodeo, and ala carte sponsorship of events. All are outlined below.

## Wisconsin APWA Chapter Sponsorship Summary

<i>Item or Activity</i>	<i>Cost</i>	<i>Acknowledgement or Recognition</i>
<b>Annual Chapter Sponsor</b>	\$900/year	All the benefits of conference sponsorship, plus acknowledgement in an annual membership mailing, web site exposure for the entire year and use of the web site employment section for position postings.
<b>Conference Sponsor</b> (Spring Conference, Fall Conference)	\$400/event	Poster display at the conference as an event sponsor; conference program, website acknowledgement for up to two months after the conference.
<b>Roadeo Sponsor</b>	\$300	Poster display at the conference as an event sponsor; conference program, website acknowledgement for up to two months after the conference.
<b>Summer Outing Sponsor</b> (Event sponsorship and/or hole sponsorship)	\$200/event  and/or  \$100/hole	Event sponsor: Recognition at the event (sponsor boards, cart flyer) along with recognition on the event webpage. Summer event sponsor also includes one hole sponsorship. Hole sponsor: Recognition at the event (sponsor boards, cart flyer, hole sign) along with recognition on the event webpage. 2 hole sponsorships maximum per entity.
<b>Chapter Dinner at APWA Congress</b>	Specific to event	Recognition at Chapter Dinner event.

*Although this program is designed in accordance with current IRS regulations for charitable contributions, sponsors are advised to confirm the taxable status of their contribution. The Chapter will not recognize contributions in the newsletter and does not offer newsletter advertising.*

In addition to these sponsorship opportunities, the Chapter sells **exhibit space** at the spring conference separately. The 2016 Spring Conference in Madison, Wisconsin will feature indoor exhibit space with priority booth locations and vendor showcase opportunities to chapter and event sponsors.

## Wisconsin APWA Chapter Scholarship Sponsorship

The Wisconsin Chapter APWA also provides an opportunity for organizations to sponsor scholarships for students pursuing degrees in public work fields. The gifts are tax deductible and will be recognized as part of our scholarship program. Organizations may fund a scholarship for a year or endow a scholarship. This would provide an opportunity for recognition of your firm's commitment to the profession. Either annual or endowed scholarship gifts can be designated to recognize an individual in your organization as a reward for service or contribution.

A gift of **\$1,000** will sponsor a scholarship for one year. A gift of **\$50,000** will be added to the Scholarship Fund Principal to endow a scholarship in perpetuity. A sponsored scholarship will be recognized at the Fall Conference, on the Scholarship Certificate, in the Chapter Newsletter when scholarship awards are announced, and by letter when the gift is received. If a scholarship recognizes an individual within your organization, that name would be included in the recognition. For more information on Wisconsin APWA Chapter Scholarship Fund Sponsorship contact Holly Powell ([holly.powell@fitchburgwi.gov](mailto:holly.powell@fitchburgwi.gov)).

To participate in the Wisconsin Chapter APWA sponsorship or Scholarship program, submit the accompanying form with payment to the Wisconsin APWA Chapter Treasurer, mailing address and contact information on the form. For questions and more information about the Sponsorship program feel free to contact myself, Jim Hessling, 2017 chapter president at [Jim.hessling@mcfarland.wi.us](mailto:Jim.hessling@mcfarland.wi.us) or 608-838-7287.

The Wisconsin Chapter APWA Executive Committee greatly appreciates your support and looks forward to your participation in all of our 2017 activities.



---

## APWA - Wisconsin Chapter Sponsorship Program 2017 Enrollment Form

### Sponsor Information

Name of Organization \_\_\_\_\_

Street Address or PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Tel No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

### Type of Sponsorship

#### Annual Chapter Sponsor

\_\_\_\_\_ (\$900) (Sponsorship of all 2017 chapter events including spring and fall conferences, Roadeo, summer outing (includes one hole sponsorship) and any other additional chapter sponsored event)

#### Ala Carte Sponsorship Options

\_\_\_\_\_ (\$400) Spring Conference, May 10- May 12 (Madison)

\_\_\_\_\_ (\$200) Summer Outing Event Sponsorship (includes 1 hole sponsorship), July 20 (Hartford)

\_\_\_\_\_ (\$100) Summer Outing Hole Sponsorship, July 20 (Hartford) – 2 max.

\_\_\_\_\_ (\$300) Snowplow Roadeo, Sept. (Green Bay)

\_\_\_\_\_ (\$400) Fall Conference, November 1-3 (Wausau)

#### Snowplow Roadeo –Other Sponsorships

\_\_\_\_\_ Hats (\$1300) \_\_\_\_\_ Shirts (\$1000)

\_\_\_\_\_ Donuts (\$100) \_\_\_\_\_ Lunch (\$3300)

#### Chapter Scholarship Sponsorship

\_\_\_\_\_ Endowed (\$50,000)

\_\_\_\_\_ Other Gift (Write in Amount)

Insert URL for desired web address for posting  
on <http://wisconsin.apwa.net>

Please submit this form with payment to:

APWA Wisconsin Chapter  
c/o Lee Igl  
Department of Public Works  
City of Sun Prairie  
300 E. Main Street  
Sun Prairie, WI 53590  
Tel: (608) 837-3050

Please forward suitable logo graphic for web site posting to [jmmazanec@gmail.com](mailto:jmmazanec@gmail.com)

## Dundee, Eric

---

**From:** Amtmann, Ryan [ramtmann@ruekert-mielke.com]  
**Sent:** Tuesday, November 22, 2016 9:15 AM  
**To:** Dundee, Eric; 'Jim Hessling'  
**Cc:** Nathan Wachtendonk  
**Subject:** FW: Snow Plow Roadeo Trailer

For Dec Exec comm meeting.

---

**From:** Justina Cox [mailto:jcox@APWA.NET]  
**Sent:** Friday, November 18, 2016 8:37 AM  
**To:** Amtmann, Ryan <ramtmann@ruekert-mielke.com>  
**Cc:** Brian Van Norman <bvannorman@APWA.NET>  
**Subject:** RE: Snow Plow Roadeo Trailer

Ryan,

If a "donation", we need a written statement of the following:  
Description of property (make,model,etc) and Fair Market Value of property.  
If over \$5k, the chapter is required to get a formal appraisal of the trailer (per IRS regs).  
We can list trailer on our GL policy; and bill the chapter for the insurance premium  
If contents need to be covered; we need a complete list of items and will bill back to the chapter.

We also need to know where will the trailer be garaged and whom will have access to it.

Please let me know if you have further questions or concerns.

---

**From:** Brian Van Norman  
**Sent:** Thursday, November 17, 2016 2:43 PM  
**To:** Justina Cox  
**Subject:** FW: Snow Plow Roadeo Trailer

Can you assist – told you every day a new issue to address.

---

**From:** Amtmann, Ryan [mailto:ramtmann@ruekert-mielke.com]  
**Sent:** Thursday, November 17, 2016 1:56 PM  
**To:** Brian Van Norman  
**Cc:** Dundee, Eric; 'Jim Hessling'  
**Subject:** FW: Snow Plow Roadeo Trailer

Hello Brian,  
On behalf of the Wisconsin Chapter, can you please review the below inquiry and advise?

Thank you.  
Ryan



**Ryan T. Amtmann, P.E. (WI, IL)**

*Vice President*

**Ruekert & Mielke, Inc.**

W233 N2080 Ridgeview Parkway

Waukesha, WI 53188

(262) 542-5733

(262) 953-3002 (direct)

(414) 840-3296 (cell)

[www.ruekertmielke.com](http://www.ruekertmielke.com)



---

**From:** Nathan Wachtendonk [<mailto:nathanwa@greenbaywi.gov>]

**Sent:** Thursday, November 10, 2016 9:13 AM

**To:** Amtmann, Ryan <[ramtmann@ruekert-mielke.com](mailto:ramtmann@ruekert-mielke.com)>

**Subject:** Snow Plow Roadeo Trailer

Good Moring Ryan,

JX Peterbilt will be donating an enclosed trailer to the APWA to hold all the items for the Snow Plow Roadeo. Will the APWA take owner ship and pay for the insurance for this trailer or will this be the responsibility of the City of Green Bay to own and insure?

Thanks

**Nathan Wachtendonk** | Fleet Manager | City of Green Bay-DPW | 519 S. Oneida Street | Green Bay, WI 54303

**T:** 920.492.3751 | **C:** 920.680.6164 | **F:** 920.492.3747 | **E:** [nathanwa@greenbaywi.gov](mailto:nathanwa@greenbaywi.gov)



---

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

**Justina Cox**

Sr. Compliance Manager

American Public Works Association

Kansas City Office  
Ph: (816) 595-5279 | Fax: (816) 303-4950  
Your Comprehensive Public Works Resource

Please Consider the environment before printing this email