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

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

Meeting Date: Friday, January 13, 2017

Meeting Time: **Executive Committee 8:30 a.m.**

**Standing & Technical Committees 10:00 a.m.**

Meeting Location: Maple Tree Supper Club  
6010 U.S. 51  
McFarland, WI 53558  
<http://mapletreesupperclub.com>

**Please note: There will be NO remote meeting access**

**8:30 a.m. Meeting with the Executive Committee**

1. Call to Order
2. Discuss and approve Best Practices (both old and new versions)

**10:00 a.m. Meeting with the Executive, Technical & Standing Committees**

3. Call to Order /Introductions
4. Presidents Report (Hessling)
5. Approval of Minutes: December 6, 2016 (attached)
6. Treasurer's Report (Igl)
  - i. Current Account Balances (through 12/31/2016)

i. Associated Checking	\$ 47,866
ii. Associated Money Market	\$ 35,575
iii. North Shore Bank (Scholarship fund)	\$151,610
ii. Total Investments	\$235,051
iii. Revenue YTD	\$ 96,007
iv. Expenses YTD	\$ 91,446
7. Approval of Treasurer's Report

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

## 8. Committee Reports

### i. Technical Committees

- i. Emergency Management (Bruce Slogoski)
- ii. Engineering & Technology (Jim Mantes)
- iii. Facilities & Grounds (Shelley Billingsley)
- iv. Fleet Services (Nathan Wachtendonk)
- v. Leadership & Management (Cathy Austin)
- vi. Solid Waste Management (Jodine Saunders)
- vii. Transportation (John Burgan)
- viii. Utilities and Right of Way (Dave Simpson)
- ix. Water Resources (Bill Frisbee)

### ii. Standing Committees

- i. Awards (Sean Gehin)
- ii. Conference Program (Scott Solverson)
- iii. Diversity (Nahid Afsari)
- iv. Education & Scholarship (Holly Powell)
- v. Historical & Archives (Jim Hessling)
- vi. Council of Chapters (Mike Dailey)
- vii. Membership Services (Tyler Smith)
- viii. Newsletter (Ryan Amtmann)
- ix. Past Presidents (John Edlebeck)
- x. Public Relations (Matt Bednarski)
- xi. Website Administration /Communications (Jeff Mazanec)
- xii. Vendor Committee (Andrew Lang)
- xiii. Young Professional Chapter Liaison (Becca Alonge)

## 9. Old Business

- i. Finalize 2016 Fall Conference - Janesville
- ii. APWA Chapter Handbook Update
  - a. Conference Planning Guide
- iii. Treasurer forms

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

- iv. 2017 Spring Conference – Madison update
  - a. TIME training event
  - b. Alcohol provided by vendors at conference

10. New Business

- i. Fall 2018 Conference Locations – Door County
- ii. Annual Sponsorship – Vierbicher 2018
- iii. 2017 Chapter Goals

11. Upcoming Event Dates

- i. Spring Conference, May 10-12, 2017- Madison
- ii. Fall Conference, 2017 – Wausau
- iii. Spring Conference, 2018 – Green Bay
- iv. Fall Conference, 2018 – Door County (tentative)
- v. Spring Conference, 2019 – Oshkosh (tentative)

12. Future Agenda Items

13. 2017 Future meeting dates

February 10 Oshkosh	August 11 Conference call
March 10 Conference call	September Green Bay
April 7 Madison	October 13 Wausau
May 10 Madison	November 1 Wausau
June 9 Conference call	December 8 Conference call
July 20 Hartford	

14. Future newsletter deadlines-

Newsletters are published quarterly: January, April, July and October.  
April 2017 Newsletter is due Friday, March 17  
July 2017 Newsletter is due Friday, June 6  
October 2017 Newsletter is due Friday, September 14  
January 2018 Newsletter is due Friday, December 8

15. Adjourn

Current  
APWA Best  
Practices  
(use for 2016)  
PACE

# APWA

## BEST PRACTICES FOR APWA CHAPTER CAPACITY BUILDING

If Response is NO please elaborate if issue is being addressed and progress made in the comments section	Yes	No	N/A	Comments
<b>Membership Development</b>				Insert a √ in the appropriate column
1. The chapter maintains a continuously active membership growth committee.				
2. The chapter has an active membership development plan in place.				
3. The chapter maintains a college student outreach/mentoring program.				
4. The chapter conducts regular new member orientations and/or implements a plan to welcome new members				
5. The chapter seeks diverse members and exhibits an inclusive attitude in its meetings and communication materials.				
6. Membership retention is specifically assigned to an officer, committee or chapter administrator.				
7. Chapter offers programs targeted to young professionals and/or those new to public works field.				
8. Chapter participates in programs (webinars) offered by National addressing membership issues and utilizes membership recruitment and retention tools offered through National.				
9. Chapter targets small communities and geographic areas where membership is currently minimal or nonexistent.				
10. Chapter monitors roster for unfilled agency membership position(s) and actively works with agency to fill position(s)				
<b>Leadership Development</b>				
11. At least two chapter officers attended the most recent (biennial) Chapter Leader Training.				
12. The chapter delegate has a three year term of office.				
13. The chapter delegate and/or alternate attends all HOD meetings and conference calls and regularly reports HOD deliberations to the chapter.				
14. The chapter treasurer serves a minimum of two years and has a transition plan for a successor.				
15. A leadership succession plan is maintained.				
16. An active "past presidents" advisory committee is maintained.				
17. The chapter seeks ways to utilize retired members, such as recruiting new members and/or volunteers.				
18. Annually the chapter appoints a liaison to the National committees which request a chapter designee				
19. The chapter conducts an annual orientation session for new executive committee and committee chairs.				
20. Annually, a transition meeting with the outgoing and incoming executive committee and committee chairs is held.				
21. Chapter strives to seek an optimal mix between the number of public agency and private company members who serve on the executive committee.				
<b>Committees and Taskforce Development</b>				
22. Chapter maintains a description for each of its committees and volunteers are actively recruited to serve on committees				
23. Committees establish annual goals and submit regular reports of activity to the executive committee				
<b>Education and Special Events</b>				
24. Annually, The chapter conducts at least six continuing education and/or other education programming events to advance the public works field.				
25. The chapter hosts annual equipment event and/or program targeted to "operations" staff.				
26. The chapter hosts two or more special events for members that are of a networking or fundraising value.				

If Response is NO please elaborate if issue is being addressed and progress made in the comments section	Yes	No	N/A	Comments
27. The chapter demonstrates creativity and innovation in programs and educational events.				
<b>Finance Management</b>				
28. Hard copy monthly or quarterly financial statements are provided at all executive committee meetings.				
29. The chapter has established a policy to maintain an unrestricted and undesignated liquid reserve between 10% - 35% of its annual budget.				
30. A fundraising development plan exist for chapter fundraisers.				
31. The chapter submits/posts on the website its upcoming calendar of activities to secure insurance coverage to APWA National by January 31.				
32. The chapter has a written investment strategy for short and long term goals and reviews the strategy and investment reports at a minimum twice per year.				
33. Executive Committee is aware of financial reporting requirements of the chapter to APWA National and of its fiduciary responsibilities as stated in the APWA Rules Governing Chapters.				
34. If applicable to the chapter, branches provide at a minimum quarterly financial statements to the chapter.				
<b>Community Service and Outreach</b>				
35. Annually the chapter organizes and/or participates in a minimum of two community/environmental service events, one focused on an environmental project and one on a community-based project.				
36. The chapter has partnered and/or made contacts to partner on a project/program with other kindred organization(s)				
<b>Administration</b>				
37. The chapter's bylaws are reviewed at a minimum of every three years and amendments submitted to APWA National for approval.				
38. The chapter is in contact with APWA National staff when issues or concerns are identified.				
39. Annually, the chapter reviews all contractual agreements with chapter administrator and/or other remunerated independent contractors.				
40. Chapter submits all contracts that are \$10,000 or greater to APWA National for review prior to signing the contract.				
41. The chapter has a written strategic plan in place that is reviewed at a minimum on an annual basis.				
42. Branches (where applicable)				
a. The chapter is in regular communication with its branch leaders.				
b. Branch leaders attend chapter meetings.				
c. All branch members are APWA members.				
d. All chapter branches meet performance standards similar to that of chapters.				
43. The chapter maintains a robust awards and recognition program for chapter members and regularly nominates members for APWA National awards.				
44. The chapter annually convenes a planning session to review operational objectives for the coming year.				
45. The chapter's executive committee meets at a minimum on a quarterly basis each year.				
46. If qualified, the chapter submits application for the PACE Award.				
47. The chapter archives and records its chapter historical information and records.				
<b>Marketing and Communication</b>				
48. The chapter has a regular newsletter it distributes to members.				
49. The chapters written and graphic materials follow APWA branding standards.				
50. The chapter engages the media by promotion of its events, programs and the public works industry.				

If Response is NO please elaborate if issue is being addressed and progress made in the comments section	Yes	No	N/A	Comments
51. The chapter promotes the use of social media tools including We are Public Works and other resources as a means of communication among members.				
52. The chapter has and maintains a website with current and relevant content.				
<b>Advocacy</b>				
53. The chapter actively participates in governmental affairs through use of an advocacy committee/task force or contact liaison.				
54. The chapter annually secures a resolution from the Governor in support of NPWW and carries out related functions of NPWW.				
55. The chapter annually identifies advocacy opportunities and encourages its members to be active.				

**Chapter Name:** \_\_\_\_\_

**Please fax completed form to Brian Van Norman at 816-595-5360**

Updated August 3, 2010

**If Response is NO please elaborate if issue is being addressed and progress made in the comments section**

**2017**

**APWA Best**

**Practices**



	<b>Comments</b>
<b>Membership Development</b>	
1. The chapter maintains and utilizes annual membership recruitment and retention plan	
2. The chapter maintains a college student outreach program and/or student chapter(s)	
3. Annually, the chapter conducts a new member orientation and/or executes a plan to welcome new members	
4. The chapter seeks diverse members and exhibits an inclusive attitude in its meetings and communication materials.	
5. The chapter offers programs targeted to young professionals and/or those new to public works field	
6. The chapter participates in webinars offered by APWA National addressing membership issues and utilizes APWA National’s membership recruitment and retention tools and staff resources	
7. The chapter focuses on small communities and/or geographic areas where membership is currently minimal or nonexistent	
8. The chapter will monitor agencies for unfilled membership position(s) and actively work with the agency to fill positions	

<b>Leadership Development</b>	
9. At least two chapter leaders attended the most recent (biennial) APWA Chapter Leader Training depending on available chapter funds	
10. The chapter delegate is appointed by the Executive Committee to a three year term, with the option of being reappointed for an additional three year term	
11. The chapter delegate and/or alternate attend Council of Chapters meetings and conference calls and reports on deliberations to the chapter and every Executive Committee meeting	
12. The chapter treasurer serves a minimum of two years and the chapter has a transition plan for a successor	
13. The chapter conducts an annual orientation and succession hand-off meeting for the Executive Committee	
14. The chapter maintains an active past presidents’ advisory committee	

15.	The chapter seeks ways to utilize retired members, such as recruiting new members and/or volunteers	
16.	The chapter maintains a leadership manual for chapter operations including a description for officer positions and committees	
17.	Annually, the chapter recognizes its volunteers through appreciation efforts or events	

<b>Committees and Taskforce Development</b>		
18.	Annually, chapter committees establish goals and submit regular reports of activity to the Executive Committee	
19.	Annually, the chapter appoints a liaison to those APWA National committees that request a chapter designee	

<b>Education and Networking/Special Events</b>		
20.	Annually, the chapter conducts a minimum of four education/training program events to advance the public works field (i.e. education luncheons, workshops, roundtable networking forums, conferences, seminars, Click Listen and Learn programs, etc.)	
21.	Annually, the chapter conducts at a minimum of one equipment event and/or education/training program for "operations and maintenance" staff	
22.	The chapter actively promotes to members education and training resources from APWA National including the Members' Library and the Donald C. Stone Center	
23.	Annually, the chapter hosts at a minimum of two community service outreach events	
24.	Annually, the chapter hosts at a minimum of one special event/fundraiser to engage members in networking	
25.	The chapter partners/or approaches partnerships with other kindred organizations to host joint training/education and networking opportunities	

<b>Finance and Risk Management</b>	
26. Monthly or quarterly financial statements are provided at all Executive Committee meetings	
27. The chapter has established a policy to maintain an unrestricted and undesignated liquid reserve between 10% - 35% of its annual budget	
28. The chapter submits/posts on the website its annual calendar of activities to secure insurance coverage to APWA National by January 31 each year	
29. The chapter submits all contracts that are \$10,000 or greater to APWA National for review prior to signing, and submits all contracts of \$5,000 or greater to APWA National for filing per Rules Governing Chapters	
30. The chapter has a written investment strategy for short and long term goals and reviews the strategy and investment reports at a minimum of twice per year	
31. The chapter meets established deadlines for budget and financial reporting to APWA National and is aware of its fiduciary responsibilities as outlined in the APWA Rules Governing Chapters	
32. If applicable, branches will provide, at a minimum, quarterly financial statements to the chapter	

<b>Administration</b>	
33. The chapter's bylaws are reviewed at a minimum of every three years and submits any proposed amendments to APWA National for approval	
34. The chapter is in contact with APWA National staff when issues or concerns are identified that may have legal or compliance implications	
35. Annually, the chapter reviews all contractual agreement(s) with the chapter administrator and/or other compensation to independent contractors	
36. Annually, the chapter convenes for a planning session to review operational objectives for the coming year	
37. The chapter has a written chapter capacity/strategic plan in place that is reviewed and	

updated annually	
<b>38.</b> Branches (where applicable)	
a. The chapter is in regular communication with its branch leaders	
b. Branch leaders attend chapter executive meetings	
c. All branch members are APWA members	
<b>39.</b> The chapter maintains a chapter awards program and annually submits nominations for APWA National awards	
<b>40.</b> A PACE Award nomination is annually submitted, if the chapter meets the qualifications	
<b>41.</b> The chapter’s Executive Committee meets, at a minimum, on a quarterly basis	
<b>42.</b> The chapter archives and records its chapter historical information and records	

<b>Marketing and Communication</b>	
<b>43.</b> The chapter has a regularly scheduled member communication (newsletter, magazine, E-alert)	
<b>44.</b> The chapter follows APWA branding standards	
<b>45.</b> The chapter promotes the use of social media tools as a means of communication among members	
<b>46.</b> The chapter maintains a website with current and relevant content	

<b>Advocacy</b>	
<b>47.</b> The chapter has established a government affairs committee/ liaison and/or tracks legislative issues at the chapter level and alerts members with a call to action to respond to elected officials and express the impact of the legislation on public works	

<p><b>48.</b> Annually, the chapter secures a resolution from applicable local and State/Provincial government officials in support of APWA National Public Works Week</p>	
<p><b>49.</b> The chapter conducts an advocacy training program for members and utilizes available resources from APWA National to assist with advocacy training and engagement</p>	
<p><b>50.</b> The chapter actively invites elected official(s) to engage with the chapter through means such as speaking at a chapter event, hosting an elected official session at a chapter conference/meeting and or presenting chapter awards at city council meetings to bring recognition and awareness of public works</p>	
<p><b>51.</b> Annually, the chapter identifies its' advocacy priorities and seeks opportunities to educate and engage with policymakers</p>	
<p><b>52.</b> The Chapter is charged to regularly encourage members to read the APWA Washington report, share critical Washington Report information at chapter meetings, and respond to Advocate Alerts when they are sent out</p>	
<p><b>53.</b> The chapter will provide information, tools and resources (Ex. draft letters, talking points, notes, etc.) to its chapter members or act on behalf of their members when support is needed from elected officials or others regarding local &amp; national APWA initiatives</p>	

**Additional Comments:**

If completing the Best Practices as part of your PACE application, please follow the instructions for uploading this document.

All completed Best Practices should be submitted to [chaptersupport@apwa.net](mailto:chaptersupport@apwa.net) .



# WI CHAPTER APWA

**Presidents Monthly Report  
to the  
Executive Committee and the Membership  
for  
January 2017  
(as of 1/6/17)**

This information is provided in brief to provide an overview of the highlights concerning activities relating to the Wisconsin Chapter of APWA.

- Attended the Public Works Management Institute at the University of Wisconsin, Madison, on behalf of the chapter to hand out certificates to the graduating class.
- Emmalee J. Browne, Civil Engineer with the City of Green Bay, has been selected as one of the sixteen candidates for National's Emerging Leaders Academy program.

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**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**

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

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

**Attendees: Amtmann, Hessling, Dailey, Woodard, Givens, Dundee, Igl, Dziejwiontkoski, Weber, Solverson, Mazanec**

2. Presidents Report (Amtmann)

3. Approval of Minutes: November 2, 2016 (attached) **motion for approval Dailey, 2<sup>nd</sup> Woodard, passed**

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 **motion for approval Hessling, 2<sup>nd</sup> Woodard, passed**

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**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**

6. Old Business

- i. Finalize 2016 spring conference accounting – reference item
- ii. Finalize 2016 Fall Conference – Janesville  
Reimbursement request-Eric Lindeman \$250 motion to reimburse Hessling, 2<sup>nd</sup> Solverson, passed
- iii. APWA Chapter Handbook Update – working to get missing committee information
- iv. Treasurer forms – future meeting, Igl to follow up

7. New Business

- i. Newsletter Contract Renewal (Cavanaugh Interactive)  
2 items to review:
  1. Suggestion of going to color newsletter. Cost approx. \$100 per issue.
  2. Electronic vs paper copy issues.Motion by Woodard print April and October in full color and January and July issues electronic version, Dailey, passed (includes approval of the contract).
- ii. 2017 spring conference update  
Motion to Dziewiontkoski, 2<sup>nd</sup> Solverson “normal” rate \$250 for future conferences.
  - i. Vendor show – Allow vendor to provide alcohol on exhibit floor  
After 2pm, paid by vendor(not APWA). Insurance review needed.
  - ii. catering contract Hessling and Dundee to review and sign
  - iii. spouse tour – up to conference host (advertise there is no formal program).
  - iv. TIME training – provide transportation from downtown
- iii. 2017 Meeting Schedule
- iv. 2017 Committee Chairs
- v. 2017 Chapter sponsorship program motion by Woodard, 2<sup>nd</sup> Hessling, passed
- vi. Rodeo Trailer Donation – for next meeting

8. Upcoming Event Dates

- i. Spring Conference, May 10-12, 2017- Madison
- ii. Fall Conference, November 1-3, 2017 - Wausau



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



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**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**

- 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 – **motion Woodard, 2<sup>nd</sup> Dziewiontkoski, passed**

## 2017 YEAR TO DATE BUDGET REPORT

Wisconsin Chapter - APWA - Period thru 12/31/16

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	\$ 78	\$ 22	78%	
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>\$ 96,007</b>	<b>\$ 61,593</b>	<b>61%</b>	<b>\$ -</b>

<b>EXPENSES</b>					
552 Board Travel	\$ 2,000	\$ 1,752	\$ 248	88%	
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	\$ 30,936	\$ 29,064	52%	
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	\$ 585	\$ 4,915	11%	
864 Scholarships to Students	\$ 6,000	\$ 10,109	\$ (4,109)	168%	
890 Bank Service Charges	\$ 100		\$ 100	0%	
898 Miscellaneous	\$ 4,000	\$ 950	\$ 3,050	24%	
<b>TOTAL EXPENSES</b>	<b>\$ 155,100</b>	<b>\$ 91,446</b>	<b>\$ 63,654</b>	<b>59%</b>	<b>\$ -</b>
<b>Income less Expenses</b>		<b>\$ 4,562</b>			<b>\$ -</b>

Account	Balances - As of 12/31/16			12/31/15
Chapter Checking (Associated)	\$ 47,866	Associated Bank	0.00%	\$ 29,639
Chapter Money Market (Associated)	\$ 35,575	Associated Bank	0.15%	\$ 35,521
Scholarship Fund (North Shore Bank)	\$ 151,610	North Shore Bank		\$ 141,867
<b>OVERALL TOTAL</b>	<b>\$ 235,051</b>			<b>\$ 207,027</b>

# YTD Revenue and Expense FY 2017

7/1/2016 through 12/31/2016

1/5/2017

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 fees	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>

## YTD Revenue and Expense FY 2017

7/1/2016 through 12/31/2016

1/5/2017

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Date	Num	Description	Memo	Cat...	Tag	Amount
9/30/2016	DE...	Deposit	Reimbursement	480...	Council of Ch...	744.92
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 q...	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>-91,445.84</b>
<b>552 Board Travel</b>						<b>-1,267.20</b>
9/29/2016	1516	City Of Janesville	Paul Woodard	552...	Delagates Me...	-500.00
12/29/2016	1548	Lee Igl	Trip to KC for training	552...	Chapter Traini...	-767.20
<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>-30,935.97</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

# YTD Revenue and Expense FY 2017

7/1/2016 through 12/31/2016

1/5/2017

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Date	Num	Description	Memo	Cat...	Tag	Amount
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
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
12/19/2016	DE...	Sprecher's	Treasurer Meeting/Sig...	615...	Misc	-62.22
<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 Pr...	Entertainment	680...	Fall Conference	-250.00
11/3/2016	1534	Glen Gerard Magic Pr...	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

## YTD Revenue and Expense FY 2017

7/1/2016 through 12/31/2016

1/5/2017

Page 4

Date	Num	Description	Memo	Cat...	Tag	Amount
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
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>-585.00</b>
7/7/2016	1491	City Of Green Bay	Tuition	863...	Tuition Reimb...	-375.00
12/29/2016	1550	Town Of Rib Mountain	Reimbursement	863...	Tuition Reimb...	-210.00
<b>864 Scholarships To Students</b>						<b>-10,108.78</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
12/29/2016	1551	APWA Wisconsin	2016 Contribution to S...	864...	Scholarship T...	-4,988.78
<b>898 Miscellaneous</b>						<b>-950.00</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 Gro...	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

# YTD Revenue and Expense FY 2017

7/1/2016 through 12/31/2016

1/5/2017

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Date	Num	Description	Memo	Cat...	Tag	Amount
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
12/29/2016	1549	City Of Wasau	Conference no-show d...	898...	Refund - Rei...	-225.00
<b>OVERALL TOTAL</b>						<b>4,483.32</b>

**APWA FALL CONFERENCE  
REGISTRATION SUMMARY**

<b>Registration Type</b>	<b>Early Bird Count</b>	<b>Regular Count</b>	<b>Early Bird Income</b>	<b>Regular Income</b>	<b>Total Income</b>
Full Registration, Member	109	4	27,250	1,200	28,450
First Time, Retired, Guest with Member	22	2	2,750	300	3,050
Full Conference Non-member	19	2	5,320	640	5,960
Get Acquainted (Wednesday)	5	1	300	75	375
Thursday with Lunch	13	9	1,625	1,350	2,975
Thursday, Lunch and Banquet	6	1	960	185	1,145
Social Hour, Banquet & Ceremony	1	3	75	270	345
Friday with Lunch	1	1	60	60	120
Event Sponsor	3	1	900	300	1,200
Thursday and Friday	9	3	1,665	630	2,295
Get Acquainted and Thursday with Banquet	1	0	220	-	220
Get Acquainted and Thursday	5	2	925	450	1,375
Thursday with Banquet and Friday	6	0	1,320	-	1,320
Scholarship Recipient	0	10	-	-	-
Presentor	0	24	-	-	-
<b>Totals</b>	<b>200</b>	<b>63</b>	<b>43,370</b>	<b>5,460</b>	<b>48,830</b>



**2016 APWA - WISCONSIN CHAPTER FALL CONFERENCE  
Final Budget**

<b>Revenues</b>		<b>Expenses</b>	
<b>Registration Total:</b>		<b>\$37,210.00</b>	
Full Conference	108 @ \$ 250.00 = \$27,000.00	Seneca Tours - Van Rental	1 @ \$ 200.00 = \$ 200.00
Full Conference - Late	4 @ \$ 300.00 = \$ 1,200.00	<b>Get Acquainted Party</b>	
Full Conference -Non member	19 @ \$ 280.00 = \$ 5,320.00	Food	170 @ \$ 14.95 = \$ 2,541.50
Full Conference - Non member Late	2 @ \$ 320.00 = \$ 640.00	Drink	= \$ 750.35
New Member/First Timer, Full Conf.	22 @ \$ 125.00 = \$ 2,750.00	Bus transportation	1 @ \$ 1,025.00 = \$ 1,025.00
New Member/First Timer, Full Conf. late	2 @ \$ 150.00 = \$ 300.00	Venue room charge	750
		Holiday Inn room charge	500
		<b>Wednesday Expense Total:</b>	<b>\$ 5,766.85</b>
		<b>Thursday</b>	
		Thursday Facility Expense Per Contract	\$ 1,500.00
		Spouse Tour lunch \$58.49, museums \$30	\$ 88.49
		<b>Breaks &amp; Lunch Total:</b>	<b>\$ 6,164.93</b>
<b>Individual Activity Fee Total:</b>	<b>\$10,170.00</b>	First timers Breakfast	@ = \$ -
Get Acquainted Party - Wed	11 @ \$ 60.00 = \$ 660.00	Breaks- AM and PM	@ = \$ 2,620.13
Get Acquainted Party - Wed - Late	3 @ \$ 75.00 = \$ 225.00	Luncheon - Thursday	210 @ \$ 16.88 = \$ 3,544.80
Thursday only (no banquet)	27 @ \$ 125.00 = \$ 3,375.00	<b>Reception &amp; Drinks Total:</b>	= \$ 2,956.52
Thursday only (no banquet) - Late	14 @ \$ 150.00 = \$ 2,100.00	Setup/Teardown for entertainment	@ = \$ -
Thursday only with banquet	13 @ \$ 160.00 = \$ 2,080.00	Social Hour (2 drinks each)	210 @ \$ 12.58 = \$ 2,641.80
Thursday only with banquet - Late	1 @ \$ 185.00 = \$ 185.00	Cheese and Sausage Display	1 @ \$ 74.11 = \$ 74.11
Social Hour/Banquet - Thurs	1 @ \$ 75.00 = \$ 75.00	Vegetable Display	1 @ \$ 60.44 = \$ 60.44
Social Hour/Banquet - Thurs late	3 @ \$ 90.00 = \$ 270.00	Fresh Fruit Display	1 @ \$ 70.12 = \$ 70.12
Friday only with lunch	20 @ \$ 60.00 = \$ 1,200.00	Barbeque Meatballs	1 @ \$ 48.40 = \$ 48.40
		Chicken Strips	1 @ \$ 61.65 = \$ 61.65
		<b>Banquet Meal Total:</b>	<b>182 = \$ 5,719.32</b>
		Meat	144 @ \$ 28.44 = \$ 4,095.36
		Fish	38 @ \$ 25.35 = \$ 963.30
		Dessert	182 @ \$ 3.63 = \$ 660.66
		<b>Thursday Expense Total:</b>	<b>= \$ 16,429.26</b>
		<b>Friday</b>	
		Friday Facility Expense Per Contract	\$ 1,000.00
		Breakfast - included in room rate	100 @ \$ - = \$ -
		Break - AM	150 @ \$ 3.45 = \$ 517.50
		Luncheon - Friday	150 @ \$ 17.93 = \$ 2,689.50
		<b>Friday Expense Total:</b>	<b>\$ 4,207.00</b>
		<b>Miscellaneous Exp.</b>	
		Speaker fees - Al Guyant	\$ 350.00
		Hotel Equipment Rental Fees	\$ 1,460.00 = \$ 1,460.00
		Credit Card Fees	= \$ -
		Postcards \$602.51 plus \$133.25	\$ 735.76 = \$ 735.76
		Entertainment	\$ 500.00 = \$ 500.00
		Door Prizes	\$ 1,203.32 = \$ 1,203.32
		Name Tag material	\$ 23.20 = \$ 23.20
		Printing & Mailing	\$ 133.25 = \$ 133.25
		<b>Total Miscellaneous Expenses:</b>	<b>= \$ 4,405.53</b>
		<b>Total Expenses:</b>	<b>= \$ 30,808.64</b>
		<b>Preliminary Conference Profit/(Loss):</b>	<b>= \$ 18,971.36</b>
<b>Sponsorship Fees:</b>	8 @ \$ 300.00 = \$ 2,400.00		
<b>Total Revenue:</b>	250 = <b>\$49,780.00</b>		

APWA Wisconsin Chapter Deposit Documentation		
Date	_____	
Event	_____	
Category	Description	Amount
405	Registration Fees	
410	Exhibit Space Sales	
490	Sponsorship	
495	Contributions	
	Other	
<b>Total Deposit</b>		

Please provide deposit slips with this form to the Treasurer's attention (Lee Igl at [ligl@CityofSunprairie.com](mailto:ligl@CityofSunprairie.com)) at the end of each week so that all transactions can be properly recorded.

APWA Wisconsin Chapter Expense Documentation/Check Request		
Date	_____	
Event	_____	
Category	Description	Amount
552	Board Travel	
600	Facility Costs	
605	A/V Rental	
615	Food & Beverage	
620	Transportation	
675	Speakers/Trainers	
680	Entertainment	
838	Printing/Production	
861	Awards/Door Prizes	
	Other	
<b>Total Request</b>		

Please provide all receipts along with this form to the Treasurer's attention (Lee Igl at [lgl@CityofSunprairie.com](mailto:lgl@CityofSunprairie.com)) at the end of each week so that all transactions can be properly recorded.

**APWA Wisconsin Chapter  
Refund Request**

Date of Request \_\_\_\_\_

Event \_\_\_\_\_

Date of Registration \_\_\_\_\_

Amount Paid \_\_\_\_\_

Amount Requested \_\_\_\_\_

Event Host Approval \_\_\_\_\_

(Initial and Date)

Make check payable to: \_\_\_\_\_

Send check to (address): \_\_\_\_\_

Amount Approved \_\_\_\_\_

(Treasurer initial and date)

**Provide a brief description of the request:**

**Please note: requests for reimbursements must be made by the late registration deadline. No refunds will be given for cancellations after that date. Reimbursements are subject to a \$25 administrative fee and all requests must be approved by the Executive Committee.**

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



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

**Date: May 10, 2017**

**Time: 11:30am – 3:30pm**

**Location: Madison Police Training Center, 5702 Femrite Drive, Madison, WI 53718**

**To register, please contact: Eric Dundee, City of Madison, 608-266-4913, [edundee@cityofmadison.com](mailto:edundee@cityofmadison.com)**



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:** Teri Newhouse [tnewhouse@APWA.NET]  
**Sent:** Wednesday, January 04, 2017 4:53 PM  
**To:** Brad Patterson; Dundee, Eric  
**Cc:** Brian Van Norman; Justina Cox; Christina Carter  
**Subject:** RE: Wisconsin spring conference vendor show

Generally, the contract with the convention center and caterer will establish the “rules” with respect to whether vendors may or may not provide alcoholic beverages on the floor. If allowed, all alcohol must be purchased through the convention center or caterer. If required, a bartender must be hired to serve the beer, at the vendor’s expense. All vendors must provide a Certificate of Insurance as proof of general liability insurance inclusive of host-liquor liability.

Ideally, the vendor would name APWA as an additional insured but this is not a requirement the convention center or caterer is holding APWA responsible for alcohol-related claims. If so, please make sure the vendor contract is revised accordingly as APWA does not want to be responsible for defense or indemnification of the convention center and/or caterer when the vendor is the one serving the alcohol. Also, it’s a good idea to determine (in writing) who is responsible for checking IDs.

---

**From:** Brad Patterson  
**Sent:** Wednesday, January 04, 2017 1:58 PM  
**To:** 'Dundee, Eric'  
**Cc:** Brian Van Norman; Teri Newhouse  
**Subject:** RE: Wisconsin spring conference vendor show

I am sure it will be treated just like National handles that at PWX. However, I will pass it along to Teri for the final answer.

---

**From:** Dundee, Eric [<mailto:EDundee@cityofmadison.com>]  
**Sent:** Wednesday, January 04, 2017 1:50 PM  
**To:** Brad Patterson  
**Subject:** Wisconsin spring conference vendor show

Brad,

The vendor committee has ask to allow vendors to provide alcohol (beer only) on the vendor show in the afternoon of our spring conference. Are there any steps needed to be taken by the chapter for insurance purposes? The Executive Committee has already discussed the topic and decided the vendors would pay the venue directly for the product.

**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*

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**Teri Newhouse , CPA**

Director of Finance

American Public Works Association

Kansas City Office

Ph: (816) 595-5277 | Fax: (816) 303-4950

Your Comprehensive Public Works Resource

To: WI APWA Executive Committee

From: Jim Hessling, Chapter President

Date: January 6, 2017 Executive Committee Meeting

RE: Chapter Goals for 2017

In looking ahead for the future of the chapter, I would like to look at some of the goals that I have set as part of my tenure as chapter president.

I feel that we as a board need to be proactive and keep advancing our chapter and its practices. With that said I have the following goals in mind for 2017.

- **Mentor Program**

We should have a program in place where a new member is teamed up with a volunteer member to help with chapter knowledge. This mentor program can be for conferences and other outings. Assign members to follow up with new members or conference attendees.

- Assigned to: Past Presidents Committee

- **Increase Membership by 5% for 2017**

We as a chapter need to be more aggressive in marketing campaigns to boost our membership. Prepare a “How To” plan on this.

- Assigned to: Membership Committee

- **Update Chapter Handbook/Bylaws**

This project is currently underway. Mary Dziejwiontkoski, Bob Givens and Eric Dundee, are involved. This project needs to be completed no later than August 1, 2017. This will allow time for EC review of changes and time for inclusion into the chapter business meeting in November.

- Previously Assigned

- **Follow Up with New Members**

Follow up with our new members and conference first timers is essential to helping build our chapter. There needs to be a mechanism in place to get this started and keep it going.

- Assigned to: Membership Committee

- **Future Cities (or similar) Scholarships**

This is something that was brought to my attention. A scholarship of this nature would be for grade schools to help pay for materials for engineering based activities involved in competitions. The logistics of a program such as this could be very simple or complex.

- Assigned to: Executive and Scholarship Committees



- **Scholarship Recipients**

Recipients of scholarships from the chapter need to become involved with the chapter and make use of their free 1-year membership. They *somehow* need to be involved with a committee of some kind in order to keep them active. A questioner of some kind should be made part of the application process so that a potential recipient can be informed of what committees we have. The committee chair of the selected committee(s) can then reach out to the recipient and invite them to a meeting.

- Assigned to: Scholarship Committee

- **Dues Increase**

An increase in our dues could go towards funds for additional scholarships. A \$5 increase per conference registration will result in a gross amount of about \$1,000, based on attendance of 200 attendees. This additional amount will provide 2 extra scholarships per year. A “special” scholarship with a higher dollar amount should also be discussed.

- Assigned to: Executive & Scholarship Committees

- **Updated Refund Policy**

The chapter needs to add language to refund policy so that refunds are requested within 30 days to avoid additional work once a conference is finalized. If requests are made after “X” number of days after a conference ends the request is automatically denied.

- Assigned to Chapter President

- **Strategic Planning**

The chapter needs a strategic plan for the future. Where, What (and Why) do we want to be and/or become in 5/10/15/25 years from now?

- Assigned to Executive Committee

- **Planning for upcoming Anniversary**

The Chapter will be celebrating a 65-year anniversary in 2019. Do we want to do anything for this such as letterhead, logo, banner or other items?

- Assigned to Executive Committee

**CEU’s for Water and Sewer Operators** – We need to look at getting “credits” for the people who hold either a waterworks and/or wastewater operator’s license. This might help draw additional people to chapter along with our conferences.

- Assigned to ??????