

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 : Jim Hessling; President-Elect : Scott Solverson; Vice-President: Mary Dziewiontkoski;  
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: 10:00 a.m.

Meeting Location: Best Western Premier Waterfront Hotel & Convention Center

**Meeting Room: Lake Poygan Room**

1 North Main Street

Oshkosh, WI 54903

<https://www.oshkoshwaterfronthotel.com/>

Teleconference:

<https://global.gotomeeting.com/join/842748509>

United States: +1 (224) 501-3412

Access Code: 842-748-509

1. Call to Order /Introductions
2. Presidents Report (Hessling)
3. Approval of Minutes: January 13, 2017 (attached)
4. Treasurer's Report (Igl)
  - i. Current Account Balances (through 01/31/2017)

i. Associated Checking	\$
ii. Associated Money Market	\$
iii. North Shore Bank (Scholarship fund)	\$
  - ii. Total Investments \$
5. Approval of Treasurer's Report
6. Old Business
  - i. APWA Chapter Handbook Update (Dziewiontkoski)
  - ii. Conference Planning Guide (Hessling)
  - iii. 2017 Spring Conference
    - a. Madison update (Dundee)
    - b. Alcohol provided by vendors at conference
    - c. Conference Program Update (Solverson)
  - iv. 2018 Fall Conference Location and Commitment (Givens)

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- v. 2017 Chapter Sponsorships update (Igl, Dundee)
- vi. 2017 Chapter Goals
  - a. Scholarships for schools to provide supplies for PW related activities (Hessling)
  
- 7. New Business
  - i. APWA National Chapter Capacity Support Directory
  - ii. Mailing list/contact list for statewide chapter outreach. (Dundee)
  - iii. Discussion and possible action of the possibility of having a credit card for the host committee to use for conference expenses. (Igl)
  - iv. Discuss and consider various investment opportunities for the chapter. (Igl/Hessling)
  - v. Council of Chapters mid year report (Dailey)
  - vi. Spring 2019 Conference Location and Commitment (Givens)
  - vii. Discuss and consider Bylaw change for term of treasurer's position
  - viii. Set date for Chapter Strategic Planning session
  
- 8. 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)
  
- 9. Future Agenda Items
  
- 10. 2017 Future meeting dates

March 10 Conference call	August 11 Conference call
April 7 Madison	September Green Bay
May 10 Madison	October 13 Wausau
June 9 Conference call	November 1 Wausau
July 20 Hartford	December 8 Conference call
  
- 11. Future newsletter deadlines-  
Newsletters are published quarterly: January, April, July and October.

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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

12. Adjourn



# WI CHAPTER APWA

**Presidents Monthly Report  
to the  
Executive Committee and the Membership  
for  
February 2017  
(1/6/17- 2/3/17)**

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

- Attended a meeting of the Homeland Security Council, State of Wisconsin, along with Bruce Slogoski pertaining to APWA and Emergency management.
- Attend the statewide competition for Future Cities held on January 21 in Milwaukee. Mary Dziewiontkoski and Clark Wantoch were also present.
- John Edlebeck will order 50 of the National Public Works Posters for the chapter for distribution at the Spring Conference.

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

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 **Attendees: Hessling, Solverson, Dziewiontkoski, Dundee, Igl, Givens, Brandmeier, Amtmann, Dailey, Woodard, Mazanec**
2. Discuss and approve Best Practices (both old and new versions)  
**Topics for further discussion/improvement: Executive Committee knowing financial reporting, Advocacy, sending contracts over \$5,000 to national for filing, create written chapter capacity/strategic plan, recognize volunteers better, more educational programs, treasurer term bylaw change, utilizing retired members**

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

3. Call to Order /Introductions **Additional attendees: Burgan, Wachtendonk, Powell, Alonge, Eilertson**
4. Presidents Report (Hessling) – **in packet**
5. Approval of Minutes: December 6, 2016 (attached) **motion to approve by Woodard, 2<sup>nd</sup> Igl, motion passed**
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

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Secretary: Eric Dundee; Treasurer: Lee Igl; Director: Robert Givens and Scott Brandmeier; Past  
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- |      |                   |           |
|------|-------------------|-----------|
| ii.  | Total Investments | \$235,051 |
| iii. | Revenue YTD       | \$ 96,007 |
| iv.  | Expenses YTD      | \$ 91,446 |
7. Approval of Treasurer's Report
  8. Committee Reports
    - i. Technical Committees
      - i. Emergency Management (Bruce Slogoski) - none
      - ii. Engineering & Technology (Jim Mantes) - none
      - iii. Facilities & Grounds (Shelley Billingsley) - none
      - iv. Fleet Services (Nathan Wachtendonk) – reported on the donation of a trailer to APWA from Jx Peterbilt for Rodeo. Amtmann worked with national to complete and file all forms for donation. Discussed Lambeau Field difficulties for future with regards to cost. Looking for alternate locations in future.
      - v. Leadership & Management (Cathy Austin) – report attached
      - vi. Solid Waste Management (Jodine Saunders) – Eilertson reported on committee involvement
      - vii. Transportation (John Burgan) – attended with no report, last meeting was at fall conference
      - viii. Utilities and Right of Way (Dave Simpson) - none
      - ix. Water Resources (Bill Frisbee) – report attached
    - ii. Standing Committees
      - i. Awards (Sean Gehin) - none
      - ii. Conference Program (Scott Solverson) – reported that conference program for spring 2017 conference will begin development soon
      - iii. Diversity (Nahid Afsari) – Solverson reported that the committee met recently and his looking for a speaker for the spring conference
      - iv. Education & Scholarship (Holly Powell) – reported that committee is working on scholarship advertisement along with winter maintenance class advertisement. Also noted attendance of Greenfield Equipment show as booth-had good traffic and thought we may want to look at attending other shows as a chapter.

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- v. Historical & Archives (Jim Hessling) – working on getting a box ready to be stored in archives.
  - vi. Council of Chapters (Mike Dailey) – meeting in KC in February. There is some new accounting software being discussed to streamline chapter to national accounting. Board is reviewing new strategic plan.
  - vii. Membership Services (Tyler Smith) - none
  - viii. Newsletter (Ryan Amtmann) – January 2017 is online. The newsletter needs municipal project highlights.
  - ix. Past Presidents (John Edlebeck) - none
  - x. Public Relations (Matt Bednarski) - none
  - xi. Website Administration /Communications (Jeff Mazanec) – reviewed updates to the website
  - xii. Vendor Committee (Andrew Lang) - none
  - xiii. Young Professional Chapter Liaison (Becca Alonge) – new liaison Becca introduced herself
9. Old Business
- i. Finalize 2016 Fall Conference – Janesville – reviewed, no action needed
  - ii. APWA Chapter Handbook Update – Dziejwiontkoski reported she is leading the update. Hessling asked for handbook update to be finalized by August.
    - a. Conference Planning Guide – motion to approve Woodard, 2<sup>nd</sup> Brandmeier, motion passed for use of guide. Hessling working on the conference program guide also.
  - iii. Treasurer forms – Brandmeier reviewed updated treasurer forms. To be placed on website. Hessling requested language for 30 day refund policy (future agenda item).
  - iv. 2017 Spring Conference – Madison update – Dundee reviewed conference highlights.
    - a. TIME training event – scheduled and registration on website
    - b. Alcohol provided by vendors at conference – After discussion, it was suggested that no alcohol to be provided. Referred to vendor committee for review and to include other possible items (i.e. snacks/trinkets) to be provided to improve booth traffic.

10. New Business

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- i. Fall 2018 Conference Locations – Door County – **report attached. Givens reported on two locations and sought input. To be reviewed further and brought back to committee.**
- ii. Annual Sponsorship – Vierbicher 2017 – **motion by Dundee to discount 2017 sponsorship rate by 50% to compensate for sponsorship acknowledgement mistake in 2016, 2<sup>nd</sup> Woodard, motion passed**
- iii. 2017 Chapter Goals – **included in packet.**

**Additional items: Brandmeier reported on League of Municipality request for information. Scott will reach out to members as needed for more information to provide to League.**

#### 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 – 12:17pm. **Motion Woodard, 2<sup>nd</sup> Igl, motion passed.**



## Dundee, Eric

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**From:** Andrew Lang [AdLang@casperstruck.com]  
**Sent:** Friday, February 03, 2017 10:04 AM  
**To:** 'Jim Hessling'  
**Cc:** Dundee, Eric  
**Subject:** RE: Upcoming spring conference

Hi Jim.

Certainly. An alternative would be for vendors to simply reserve and schedule a time to provide valuable training and new product information at their booth. I think refreshments, alcoholic or otherwise, is a privilege that some might appreciate having at the event. Another draw would be to sell or give away tickets for registered participants with a prize given away during a certain time, and at a certain vendors booth. I would propose this be done throughout the day, regardless.

I look forward to discussing further at the next meeting. Thank you for your input.

**Andrew D. Lang-**  
**TERRITORY SALES MANAGER**

**Lee Truck Equipment, Inc.**



[920-687-1111](tel:920-687-1111) (P) ext: 220

[920-687-1122](tel:920-687-1122) (F)

[920-428-9420](tel:920-428-9420) (C)

[adlang@casperstruck.com](mailto:adlang@casperstruck.com)



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**From:** Jim Hessling [<mailto:Jim.Hessling@mcfarland.wi.us>]  
**Sent:** Friday, February 03, 2017 6:41 AM  
**To:** Andrew Lang <[AdLang@casperstruck.com](mailto:AdLang@casperstruck.com)>  
**Cc:** Dundee, Eric <[EDundee@cityofmadison.com](mailto:EDundee@cityofmadison.com)>  
**Subject:** Upcoming spring conference  
**Importance:** High

Hi Andy,  
Hope all is going well.

I'm following up from a recent APWA Executive Committee meeting on the topic of alcohol in the vendor area of the spring conference in Madison. A straw poll taken at the meeting was 50/50 (for & against). Is there any other alternatives that could be a lure in place of alcohol? Trinkets, gifts etc.? Just wondering. Please stay in touch with Eric Dundee as we will talk about this subject at our next meeting next week.

Thanks,  
Jim

James R. Hessling  
Assistant Director of Public Works  
President WI Chapter APWA  
Village of McFarland  
5115 Terminal Drive  
McFarland, WI 53558-0110  
[jim.hessling@mcfarland.wi.us](mailto:jim.hessling@mcfarland.wi.us)  
[www.mcfarland.wi.us](http://www.mcfarland.wi.us)  
608/838/7287 fax 608/838/6823

Proud member of the American Public Works Association

APWA 2017 Spring Conference City of Madison								
Updated 2/6/2017 by scs	Topic	Presenter	Organizer	Committee	Moderator	Confirmation	Notes	
<b>Wednesday - May 10, 2017</b>								
12:00 pm - 5:00 pm		Registration open - Monona Terrace (Reg. Area 4)						
9:30 am - 3:30 pm	Golf	Odana Hills (food at course)		Eric Dundee	Conference		<a href="mailto:edundee@cityofmadison.com">edundee@cityofmadison.com</a>	
?? - 3:30 pm	Tech Tours							
3:30 pm - 5:30 pm		Executive Committee Meeting - Where?		Jim Hessling	Executive			
5:30 pm - 9:00 pm		Get Acquainted Reception - Madison Central Library (need registration list)		Eric Dundee	Conference		<a href="mailto:edundee@cityofmadison.com">edundee@cityofmadison.com</a>	
		Food service (6:00pm-8:00pm)		Eric Dundee	Conference		<a href="mailto:edundee@cityofmadison.com">edundee@cityofmadison.com</a>	
8:00 pm - end		Scholarship Fundraiser Euchre-Where?		Eric Dundee	Conference		<a href="mailto:edundee@cityofmadison.com">edundee@cityofmadison.com</a>	
<b>Thursday - May 11, 2015</b>								
<b>SESSIONS &amp; EXPO</b>								
7:00 am - 4:00 pm		Registration open - Monona Terrace						
7:00 am - 8:05 am		Continental Breakfast - Monona Terrace (hallway near Lecture Hall)						
7:00 am-7:45 am		First Timer's Breakfast - ?	President to make remarks	Nahid Afsari	Diversity		<b>Jim Hessling</b>	<a href="mailto:n.afsari@cotterconsulting.com">n.afsari@cotterconsulting.com</a>
8:10 am - 8:40 am		Conference Kick-off (Dundee?)	Eric Dundee	Eric Dundee	Conference			
		Welcome: Mayor ??, City of Madison	Mayor Soglin	Eric Dundee	Conference			
		National APWA Speaker - ???		Eric Dundee	Conference			
		Jim Hessling: APWA Wisconsin Chapter President	Jim Hessling	Eric Dundee	Conference			
8:45 am - 9:55 am	Session A	Keynote MG Anderson - perspectives of a retired female General Officer	Gen Andersen	Nahid Afsari	Diversity		<b>Nahid Afsari/ Bill Dunlop</b>	<b>confirmed 2-3-17</b> <a href="mailto:n.afsari@cotterconsulting.com">n.afsari@cotterconsulting.com</a>
9:55 am to 10:15 am		Transition (Welcome to Expo w/ Exhibitors and Vendors)						
10:15 am to 11:10 am	Session B	Concurrent Educational Sessions City of Madison Smart City Initiatives	Yang Tao, PhD, PE	Eric Dundee	Transportation		<b>John Burgan</b>	<b>confirmed 2-3-17</b> <a href="mailto:John.Burgan@rasmithnational.com">John.Burgan@rasmithnational.com</a>
	Session C	What is new in Trenchless Technologies	Paul Pasco	Dan Erickson - SEH to make arrangements	Engineering & Tech		<b>Dan Erickson</b>	<b>just.jensen@yahoo.com</b>
		Vendor Showcase Sessions						
10:15 am -10:40 am	VS1							
	VS2							
10:40 am -11:10 am	VS3	Equipment (Booth XX) -						
	VS4							
	VS5							
	VS6	Equipment (Booth XX) -						
11:15 am to 1:15 pm		Vendor Showcase, Lunch (11:30-12:45 service), 2-hr pass time						
11:15 am to 11:40 am	VS7							
	VS8							
	VS9	Equipment (Booth XX) -						
11:45 am to 12:10 pm	VS10							
	VS11							
	VS12	Equipment (Booth XX) -						
12:15 pm to 12:40 pm	VS13							
	VS14							
	VS15	Equipment (Booth XX) -						
12:45 pm to 1:10 pm	VS16							
	VS17							
	VS18	Equipment (Booth XX) -						
1:15 pm to 2:15 pm		Concurrent Educational Sessions						
	Session D	Electric Fans and Fuel Savings on Refuse trucks	Bill cornish - EMP Corporation	Nathan W to line up Speaker from EMP	Fleet Services		<b>Nathan Wachtendonk</b>	<b>confirmed 2-3-17</b> <a href="mailto:nathanwa@greenbaywi.gov">nathanwa@greenbaywi.gov</a>
	Session E	DOT Regulations and the Public Sector-Wisconsin DOT & WCHA	SGT Mark Abrahamson - WI State Patrol	Nathan and John Burgan to decide speakers	Transpo/Fleet		<b>Nathan Wachtendonk</b>	<b>John.Burgan@rasmithnational.com</b>
		Vendor Showcase Sessions						
1:15 pm to 1:40 pm	VS19							
	VS20							
	VS21	Equipment (Booth XX) -						
1:45 pm to 2:10 pm	VS19							
	VS20							
	VS21	Equipment (Booth XX) -						
2:15 pm to 2:45 pm		Afternoon Break w/ Vendors						
2:45 pm to 3:45 pm		Concurrent Educational Sessions						
	Session F	City of Madison Central Park & Skate park	????	Eric Dundee to arrange with MAD staff	Facilities & Grounds		<b>Dundee</b>	<b>edundee@cityofmadison.com</b>
	Session G	Work Zone Safety for Public Works	Ernest Winters - Lakeside Engineers	Solverson	Conference		<b>Solverson</b>	<b>confirmed 2-3-17</b> <a href="mailto:ssolverson@hntb.com">ssolverson@hntb.com</a>
		Vendor Showcase Sessions						
2:45 pm to 3:10 pm	VS19							
	VS20							
	VS21	Equipment (Booth XX) -						

3:15 pm to 3:40 pm	VS19							
	VS20							
	VS21	Equipment (Booth XX) -						
4:00 pm to 5:00 pm		Technical Committee Meetings - Locations TBD by Chairs						
4:00 pm - 5:30 PM		Exhibits Close - Move Out						
5:00 pm - 6:30pm		Banquet Registration						
5:30 pm - 6:30 pm		Social Hour - Community Terrace (Monona Terrace)						
6:30 pm - 7:30 pm		Chapter Banquet - Community Terrace (Monona Terrace)						
7:30 pm - 8:00 pm		Chapter Awards						
8:00 pm - ????		Entertainment - On you own (conference to provide options)						
<b>Friday - May 12, 2015</b>								
7:00:00 AM - 11:30am		Registration open - Monona Terrace (Reg. Area 4)						
7:00 am - 8:00 am		Breakfast Buffet - Ballroom AB						
8:00 am - 9:00 am		General Session						
	Session H	Emotional Intelligence	Krista Morrissey	conference host	Conference	EricDundee	confirmed 2-3-17	edundee@cityofmadison.com
9:00 am to 10:00 am		Concurrent Educational Sessions						
	Session I	The Customer Journey in Energy Savings - Panel	Laura Dachel, Focus on Energy	Leeann Butschlick	Facilities & Grounds	Leeann Butschlick		lbutschlick@villageofshorewood.org
	Session J	Sustainability/ Asset Management	TBD	????	????	?????		?????
	Session K	Leaf Study	Roger Bannerman - WI DNR	Bill Frisbee	Water Resources	Dundee		frisbeew@beloitwi.gov
10:00 am to 10:30 am		Morning Break and Room Checkout						
10:30 am to 11:45 am		Concurrent Educational Sessions						
	Session L	Public Financing for Private Proejects	Jon Hochkammer, WI Counties	General/ Jim Hessling	Conference	Jim Hessling		jim.hessling@mcfarland.wi.us
	Session M	Salt/Deicing/combo - line 34 & 39	Jack Fiewieger / Tim Miller - caspers	Nathan	Fleet Services	Nathan Wachtendonk		nathanwa@greenbaywi.gov
	Session N	Ethics - Roy from Von Brisen & Roper	Roy - von Briesn & Roper	Jim Mantes	Engineering & Technology	Jim Mantes		jmantes@michels.us
11:45 am - 12:45 am		Lunch and Chapter Business Meeting - Ballroom AB (Monona Terrace)	Jim Hessling	Eric Dundee	Conference			
		Awards	Sean Gehin (2017)	Sean Gehin	Awards	Jim Hessling		Sean.Gehin@ci.wausau.wi.us
Keynote Session	1			Moderator Confirmed				
General Sessions	1			Moderator Pending				
Concurrent Educational Sessions	12							
Vendor Showcase Sessions	30							

To: WI APWA Executive Committee

From: Jim Hessling, Chapter President

Date: February 2, 2017

RE: 2/10/17 Executive Committee Meeting; Cancellation Policy Update

As one of the of the Chapter goals for 2017, I had mentioned about updating our refund policy for Chapter events. I feel that the policy that is currently in place needs a minor revision so that people requesting refunds have to do so within a certain period of time. As our policy currently stands, someone could request a refund any time after an event. I believe that either a 7 or 14 day window is sufficient as all of our events are currently held during the week. If we decide upon a different number, we will fall into a situation where the deadline would fall on a weekend (i.e.; Scholarship Golf Fund Raiser event) which could cause issues.

The following, in smaller print, is our policy and the additional proposed language is in larger print.

**Cancellation Policy:** Cancellations must be made by the late registration date listed on the registration form for either the paper or electronic versions. A full refund will be made for any refund request received by the close of that day. A twenty five dollar (\$25) administrative fee will be charged for all cancellations. No refunds are given after the late registration date has passed. Special circumstances will be decided on a case by case basis, first by the host committee and then approved by the Executive Committee.

***The host committee must receive all special circumstance requests within **7 (or 14)** days after the start of the event. All requests received after this date will be denied.***

Individuals requesting a refund are required to submit their requests to the host committee and copy the treasurer and must include their mailing address and to whom the check should be written. All approved refund requests will be issued after completion of the conference/event.

**Large print is the suggested language to be added and where.**



To: WI APWA Executive Committee

From: Jim Hessling, Chapter President

Date: February 2, 2017

RE: 2/10/17 Executive Committee Meeting Chapter Goal – Scholarship/Funding School Curriculums

As one of the of the Chapter goals for 2017, I had mentioned about the *possibility* of starting a scholarship program for schools. This scholarship would help defray supply and material costs for students, teachers and schools who participate in certain STEM - Science, Technology, Engineering & Math or other events that have competition focus involving other mechanical/science applied organizations that have ties to public works.

If a program such as this were to be implemented, there would be many and certain logistics along with some concerns to be worked out.

### **Logistics**

- How to get the word out to schools
- How would teachers know about this?
- Fill out a very SIMPLE application
- Some kind of interaction between APWA and the school
- Reason for request
- What they want to do
- # of kids participating
- Publicity to local newspaper

### **Benefits of this**

- We get the word out about our chapter and could possibly spur future membership whether it be parents or relatives who hear about us.
- Can benefit the community where schools are participating. Janesville had an entrant in the 2017 Future Cities State Competition in Milwaukee. A little bit of PR can go a long ways and make a nice news story for the community.

### **Purpose**

What is the purpose of our scholarship program? To help students.

The current WI Chapter Scholarship Program was created as a method to promote the public works profession to undergraduate students throughout the state. What a better way than to start potential recipients earlier in life?

The following is an excerpt from a teacher that works with students and she has provided a list of possible opportunities.

*We do a lot of STEM related activities, and I know Edison is looking to expand in this area. The following is a list of such activities.*

Date: February 2, 2017

RE: 2/10/17 Executive Committee Meeting Chapter Goal – Scholarship/Funding School Curriculums

- *Future City Competition (In house is currently involves 27 students; the amount of students that participate may be expanded in the future)*
- *Rube Goldberg Competition (Students use knowledge of the six-simple machines, as well as knowledge of forces and motion. They have to design and build the structure, as well as explain how it transfers energy. All 7th grade students complete a version of this activity, which is approximately 200 students. Challenge students will be doing a bigger version of this with 8 or more steps at MSOE this spring. This is our most costly activity because we provide all of the materials. The challenge classes project will cost even more due to bussing and the entrance fee is \$50.)*
- *UW-Madison Field trips - These include tours of the Discovery Center building and current University research and two hands on labs. UW does not charge for this but we have to cover the cost of busing for the day.*
- *Edison Catapult competition (Students create these at home so there is minimal cost but we allow students who don't have materials to use materials at school.)*
- *We have just start ed a STEM club after school which teachers are paid, but the materials we use are costly - 3D printer, Lego Mindstorm etc.)*
- *PBS Design Squad activities - these are short one or two day challenges using the Engineering Design process. Cost for these activities are usually minimal.*
- *Career day and Engineer interviews - this just takes lots of volunteers.*
- *Skype lessons with experts in the field of STEM. (Most of these are free - We Skype Rube Goldberg's granddaughter Jennifer George.)*

*These are the actives that we do that involve STEM in 7th grade. Tech. Ed also does rockets and a few other activities where they use inventor and then create the actual model.*

In closing, I believe that a program like this will help the chapter and the future of public works. Students by some virtue of having the supplies needed are better prepared to help bridge the studies to real life applications, which public works entails.





# YOUR CONNECTIONS FOR CHAPTER CAPACITY SUPPORT

This directory should be used as a resource to contact staff responsible for the outlined chapter capacity areas. Staff can also be reached at 800-848-2792.

**Andrea Eales**

aeales@apwa.net

**Ann Daniels**

adaniels@apwa.net

**Anne Jackson**

ajackson@apwa.net

**Ashley Wilson Product**

awilson@apwa.net

**Becky Stein**

bstein@apwa.net

**Brad Patterson**

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**Justina Cox**

jcox@apwa.net

**Brian Van Norman**

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**Connie Hartline**

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**Danni Altman-Newell**

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**Jared Shilhanek**

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**Christina Carter**

ccarter@apwa.net

**Lillie Plowman**

plowman@apwa.net

**Phyllis Muder**

pmuder@apwa.net

**Rhonda Wilhite**

rwilhite@apwa.net

**Sharica Ware**

sware@apwa.net

**Teresa Hon**

thon@apwa.net

**Director of Government Affairs**

*Chapter Advocacy Outreach and Training*

**Director of Accreditation**

*Agency Accreditation  
Accreditation Workshops*

**Director of Sustainability**

*Canadian Public Works Association and the Center for Sustainability*

**Development and Support Manager**

*Chapter Website Templates*

**Interim Director of Professional Development**

*General Contact for National Technical Committees  
Chapter Public Works Institutes and Donald C. Stone Center  
Emerging Leaders Academy  
APWA Certifications*

**Chapter Relations Membership Manager**

*Membership Recruitment and Retention Plans and Resources  
Membership Reports  
Young Professionals and College Student Outreach*

**Senior Compliance Manager**

*Chapter and Branch Reporting and Policy Guidelines for Risk Management  
Chapter Business Registrations for Charitable Fundraising*

**Director of Chapter Relations**

*Chapter Capacity Planning/Annual Strategic Planning  
Chapter Leadership Training  
Chapter Governance and Organizational Management and Bylaws  
Chapter Fundraising and Sponsorships*

**Editor, APWA Publications**

*Chapter History and Research*

**Professional Development Coordinator**

*CEU's for Chapter Education and Training Programs*

**Marketing and Graphic Design Manager**

*National Public Works Week  
Online Membership Marketing Materials*

**Chapter Accountant**

*Chapter Contracts and Insurance  
Chapter Financials*

**International and Outreach Manager**

*K-12 Student Outreach  
International Partnerships and Activities*

**Professional Development Program Manager**

*Winter Maintenance Supervisors Certificate Program for Chapters*

**Awards and Chapter Relations Associate**

*APWA Awards including Presidential Award for Chapter Excellence  
Chapter Leader Resources Website and Leadership Directory  
Chapter Leaders-My Community  
Chapter Historical Information, General Inquiries*

**Chapter Relations Manager**

*Council of Chapters  
Chapter Volunteer Recruitment and Engagement  
Chapter Learning Exchange Network Webinars  
Chapter Leader Resources Website*

**Board Operations and Governance Manager**

*National Governance Operations  
Executive Committee Travel  
National Committee Appointments  
Board Nominations and Elections*



131 W. Wilson St., Suite 505  
Madison, Wisconsin 53703  
phone (608) 267-2380; (800) 991-5502  
fax: (608) 267-0645  
league@lwm-info.org; www.lwm-info.org

### *League of Wisconsin Municipalities - Mailing Lists*

Below is a list of mailing lists we sell, suitable for mail merge. The lists are e-mailed as an Excel spreadsheet attachment. Lists contain all city and village municipal officials in our database for the Wisconsin Municipalities; cities and villages. All lists include basic mailing information, population, and county location. **Only the Clerks list (List 2) has phone and fax numbers, the clerk e-mail address and the municipal web page, when the municipality has provided that information to the League.**

We accept Checks, Visa, MasterCard or Discover cards. Make checks payable to League of Wisconsin Municipalities, mail your request to: 131 W. Wilson St., Suite 505, Madison, WI 53703. Or fax your order (608) 267-0645 with credit card information. Please include contact phone number and e-mail address on all orders.

**Please print all information:**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

Check Enclosed: \$ \_\_\_\_\_

Visa  MasterCard  Discover

Number \_\_\_\_\_

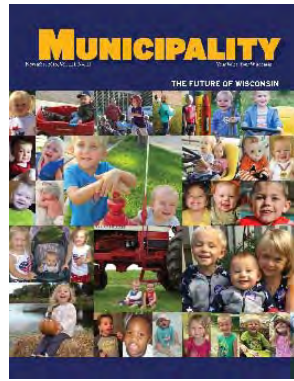
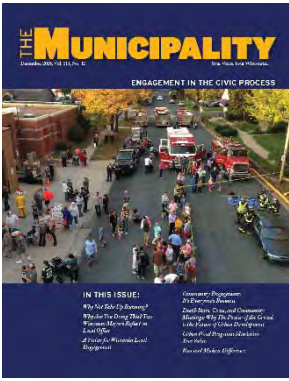
Exp: \_\_\_\_\_ Vcode \_\_\_\_\_ Zip Code on Card \_\_\_\_\_

Signature \_\_\_\_\_ Phone No: \_\_\_\_\_

Lists will be sent from [rpowers@lwm-info.org](mailto:rpowers@lwm-info.org). Please "whitelist" this e-mail address, in order to avoid overzealous spam filters. Questions or further information contact: Robin Powers, Administrative Services Manager (608-267-2380).

## *League of Wisconsin Municipalities - Mailing Lists*

<b>Title and Approximate Number of Records</b>	<b>Price</b>
<b>1</b> Chief Executives (Mayors, City and Village Managers, Village Presidents), 606 Records	\$30.00
<b>2</b> Clerks (includes phone, fax numbers, e-mail address, web page), 596 Records	\$50.00
<b>3</b> Administrators, Managers (some are also Clerks), 200 Records	\$10.00
<b>4</b> Merged list of #2 and #3, (*Note this list contains no emails, please use list #2 for emails. Clerk, Administrator, Manager) 751 Records	\$60.00
<b>5</b> Finance Director, Treasurer, Comptroller, Human Resources Director, ( <b>some Clerks</b> ), 660 Records *Note this list contains no emails, please use list #2 for emails.	\$35.00
<b>6</b> Merged list #2, #3 and #5 (*Note this list contains no emails, please use list #2 for emails. Clerk, Administrator, Manager, Finance Dir., Human Resources Dir., Treasurer, Comptroller), 980 Records	\$50.00
<b>7</b> Attorneys, 340 Records	\$20.00
<b>8</b> Public Works Directors, Engineers, Street Superintendents, 680 Records	\$35.00
<b>9</b> Community and Economic Development Directors, Planners, 140 Records	\$10.00
<b>10</b> Parks and Recreation Departments, 110 Records	\$10.00
<b>11</b> Police Chiefs and Fire Chiefs, 900 Records (can have separate lists, call for information)	\$45.00
<b>12</b> Building Inspectors, 280 Records (can merge #12 and #13, call for information)	\$15.00
<b>13</b> Plumbing Inspectors, 160 Records	\$10.00
<b>14</b> Assessors, 240 Records	\$15.00
<b>15</b> Governing Bodies (City Council and Village Trustee) 3,500 Records	\$180.00
<b>16</b> Zoning Administrators, 240 Records	\$15.00
<b>Total of Order</b>	<b>\$</b>



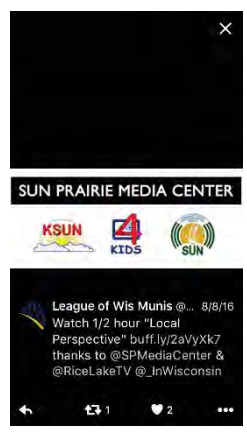
# The Municipality Advertising Opportunities

The Municipality is the League's monthly print magazine which circulates to nearly 10,000 local elected officials, staff and partners in every city and village in Wisconsin. It is a vital link between the League and our members.

## Beyond the Copies Mailed – The Municipality is more than a magazine...

- “The Local Perspective” is the League’s new once-a-month ½ hour Local Community Media show focused on the magazine’s monthly theme. It’s an opportunity to highlight the experts featured in the magazine and remind readers to go back and read the magazine. Jerry Deschane, the League’s Executive Director is the host.
- The E-Muni is the electronic supplement to *the Municipality*. Emailed to almost 5,000 subscribers with an open rate of 30% on average, the E-Muni provides readers with additional resources & quick links based on the magazine’s theme.
- Website – *the Municipality* is also accessed on the League’s website. <http://bit.ly/LeagueMuniMag>

League Nonprofit and Business Associate Members and Business Partners receive a 10% discount on all advertising. In addition, League Business Partners are provided a content article opportunity as part of their membership. Contact Gail Sumi, Member Engagement and Communications Director at [gsumi@lwm-info.org](mailto:gsumi@lwm-info.org) for additional information.



## 2017 The Municipality Advertising Insertion Order

Company Name \_\_\_\_\_

Company Contact \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone( ) \_\_\_\_\_ Email \_\_\_\_\_

Secondary/General Contact \_\_\_\_\_ Email \_\_\_\_\_

Full pg     Half pg     Quarter pg     Eighth pg     Pro-Card

Jan.	Feb.	March	April	May	*Full Color	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
					New Rates Apply							

Signature (required) \_\_\_\_\_

Title \_\_\_\_\_ Company Name \_\_\_\_\_

Name (print) \_\_\_\_\_ Date \_\_\_\_\_

### Ad Rates\* and Specifics – Full Color New Rates in Green Apply with June Issue:

Size	Frequency			Specifics	Availability
	One (each)	Six (each)	Twelve (each)		
Color Cover	\$1,020 <b>\$1,120</b>	\$970 <b>\$1,065</b>	\$930 <b>\$1,025</b>	7.5" horz. x 10" vert.	Contracted
<b>B/W Color Interior</b>					
Full Page (portrait)	\$760 <b>\$860</b>	\$720 <b>\$820</b>	\$680 <b>\$780</b>	7.5" horz. x 10" vert.	Limited
Half Page (portrait)	\$500 <b>\$575</b>	\$470 <b>\$540</b>	\$440 <b>\$525</b>	7.5" horz. x 4.5" vert.	Limited
Half Page (vertical)	\$500 <b>\$575</b>	\$470 <b>\$540</b>	\$440 <b>\$525</b>	3.5" horz. x 9" vert.	Limited
Quarter Page (portrait)	\$300 <b>\$345</b>	\$280 <b>\$325</b>	\$260 <b>\$305</b>	3.5" horz. x 4.5" vert.	
Eighth Page (landscape)	\$220 <b>\$260</b>	\$210 <b>\$250</b>	\$200 <b>\$240</b>	3.5" horz. x 2" vert.	
Professional Card**		\$300 <b>\$360</b>	\$480 <b>\$550</b>	3.5" horz. x 1" vert.	Limited

PDF file: Save as Press Ready and embed all fonts and images; 300 dpi min. Ads are due five weeks prior to publication.

\*The League's *the Municipality* will be published in full color as of June 2017. Ads contracted for between Oct. 1, 2016 and March 24, 2017 are valid through the May, 2017 edition. **New rates apply with June 2017 issue.**

\*\*Professional Card ads must be pre-paid. If contracting for six pro-card ads, you have the choice of running the ad every other month or for six consecutive months. All other ads are invoiced with a tear sheet monthly upon publication. (Note – pro-card ads contracted for twelve months will be pro-rated at the higher price for the June-Dec. issues.)

### Additional Conditions:

Advertiser agrees to pay for all advertising published by the League in accordance with the agreed upon rates shown here. Advertiser is solely liable for payment for published advertising. All advertisements, except for pro-card ads are invoiced with a tear sheet upon publication. Rates may be subject to change.

The Publisher reserves the right to reject any advertising not in keeping with the League's standards.

Unintentional or inadvertent failure by the League to publish the advertising covered by this order invalidates this order, but shall not constitute a breach of contract.

Contact Gail Sumi, 608-267-4477, [gsumi@lwm-info.org](mailto:gsumi@lwm-info.org) with questions.

## **APWA Wisconsin Chapter**

### **Report of Activities, Best Practices and Areas of Focus**

**July 2016 – December 2016**

#### **Membership Update –**

Membership remains strong in the Wisconsin Chapter. For the Year ending December 31st, we had a net increase of 9 members or a gain of 1.13% for this 6 month period. The year over year results were even more impressive. Total membership stood at 804 on December 31<sup>st</sup>, which was an 18 month increase of 28 members or 3.61%. We continue our previous efforts for membership recruitment and retention.

#### **Chapter Activities and Updates –**

- The City of Janesville hosted The Fall Conference in November at the Janesville Conference Center in Janesville, Wisconsin. There were approximately 240 attendees at all or part of the 3 day event, which included a strong education and technical session component. At the Thursday evening Banquet, five students in a field of study relating to Public Works, were awarded \$1,000 scholarships. The Wisconsin Chapter has awarded 54 such scholarships since 2006. Past President Brian Usher was in attendance at the Conference and spoke to the membership.
- The Chapter had a good turnout of members at PWX in Minneapolis and were well represented. The Chapter received its 11<sup>th</sup> consecutive PACE Award and had 2 candidates selected into the Emerging Leader Program. A Chapter Dinner was held in downtown Minneapolis during PWX. Also of note, longtime members Christine Walsh received the President's Award from President Brian Usher and Clark Wantoch was a recipient of the Top Ten Award. Chapter Alternate Delegate Paul Woodard served as an "Ambassador" at PWX and assisted 2 Public Works attendees from Ghana. Lastly Eric Dundee of our Chapter, worked with PWX to create a promo video that will be used to promote the 2017 PWX.
- The Chapter held its annual Fundraiser / Golf Outing in Beaver Dam on July 21<sup>st</sup>. The event, in its 6<sup>th</sup> year now was a big success. There were 71 golfers participating, raising about \$5,000 to put towards the Chapter Scholarship Program.

- The Chapter held its annual Snow Plow Rodeo at Lambeau Field in Green Bay on September 7<sup>th</sup>. The event included 31 vendors and 113 driver participants. This continues to be a successful and well attended event. An educational component was added in 2016 (discussed below).
- Wisconsin members remain very active on National Committees including Advocacy, Diversity, Young Professionals, the Council of Chapters Steering Committee, the Certification Council, and the Homeland Security Council.

### **Chapter Capacity Best Practice/New and Innovative Idea**

- We implemented a partial “third track” to our education sessions at Chapter Conferences. It continues to be well received and we plan to continue the idea.
- We continue to move our events around the State to promote more statewide access and involvement. The Summer outing continues to maintain a popular following.
- We implemented a Winter Maintenance Certification program (see below), and it is likely to continue.
- We are looking to partner with the Wisconsin Department of Transportation to offer a TIME training (Traffic Incident Management Enhancement). This will likely occur in conjunction with our 2017 Spring Conference in Madison.

### **Chapter Key Issue and Area of Focus/Challenge**

Our primary area of focus continues to be attracting new and young members and getting our young members engaged within the Chapter. We have many initiatives in place or being developed to attack this area of focus. The Chapter selected and sent 4 “Emerging Leaders” to PWX in Minneapolis. These younger members will attend PWX free of charge and be considered for inclusion in the National Emerging Leaders Program.

The Chapter is also working on reviving or strengthening our Advocacy / Public Relations focus.

At its January meeting, the Chapter’s Executive Committee conducted a review of our alignment with “Best Practices,” given the update of these by National that occurred during the Council of Chapters meeting at PWX.

Another recent key issue / challenge is getting our committees more active and engaged. The Chapter has experienced some gradual decline in this area.

**Please list all educational programs and trainings conducted by your chapter within the last 6 months.**

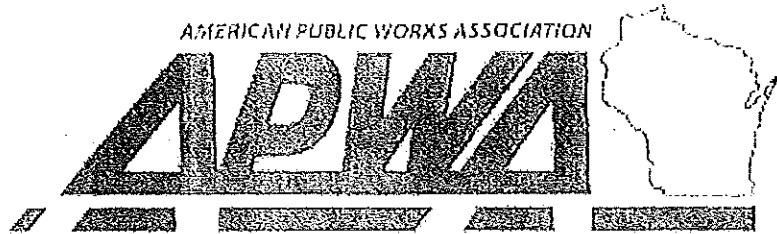
- The Chapter's Fall Conference included an educational program that offered a total of 1.8 CEU's (0.1 CEU = 1 PDH). With some sessions concurrent, including 5 triple track sessions, an attendee could attain a maximum of 0.8 CEU's or 8 PDH's. The courses focused on specific technical issues, a keynote on Culture & Employee Engagement, and an ethics related session. Offerings of CEU's continue to be well received by membership, and a good tool for retaining members and attracting new members.
- At the Chapter's annual Snow Plow Rodeo event, we also hosted a new training program / event – the National APWA Winter Maintenance Supervisor Certificate Training. This drew 110 participants to hear 7 speakers on the topics of latest in equipment, planning, policy, chemicals, snow & ice control, and extreme events. Since this was so successful, we will look to repeat the training annually or bi-annually.

*Prepared by:*

*Michael R. Dailey, P. E., Chapter Delegate*



Jim Heslop  
1-17-14



HANDBOOK

For The

AMERICAN PUBLIC WORKS ASSOCIATION

WISCONSIN CHAPTER

Adopted September 13, 2002

Revised April 14, 2010

Revised November 2011

SECTION 6. The Treasurer shall be elected annually to serve a minimum term of one year and shall have custody of the funds, securities, and other valuable effects in the name of and to the credit of the Chapter. The Treasurer shall receive all monies due the Chapter, depositing them in a bank or in other safe and secure investments approved by the Executive Committee, all of which shall be in the name of the Chapter. All checks and vouchers must be signed by the Treasurer. The Treasurer shall prepare and submit financial reports monthly to the Executive Committee and shall prepare necessary documents to be reviewed by the Chapter Audit Committee. The Treasurer shall prepare and submit to APWA such reports as may be required. At the expiration of the Treasurer's term of office, the Treasurer shall turn over to his/her successor all books, papers, electronic records, money, securities, and other valuable effects belonging to the Chapter, taking a receipt therefore from the successor.

# AGENDA

## APWA Wisconsin Chapter Strategic Planning Meeting September 10, 2013

- 10:00 a.m. Welcome, Introductions and Overview of Strategic Planning Session –  
What We Want to Accomplish from the Session
- 10:15 a.m. Review of the 2002/2005 Strategic Plan  
Are the Goals Still Relevant?
- 10:30 a.m. Identifying Additional Goal Development Areas  
APWA Chapter Best Practices (Completed)  
APWA Membership Audit
- 11:15 a.m. Prioritizing Goals
- 11:45 a.m. Creating Objectives and Action Steps
- 12:30 p.m. Lunch Break
- 1:00 p.m. Resume Working on Objectives and Action Steps
- 1:45 p.m. Reviewing the Revised Plan
- 2:15 p.m. Keeping the Plan Current and Moving Forward
- 2:30 p.m. Adjourn

*involve unions in membership???*