**November 28, 2016**

**10:30 a.m.**

**Burnsville Public Works**

**MSSA Board of Directors Meeting Minutes**

**Call meeting to order: Time 10:35 a.m. Meeting Adjourned: Time 12:35 p.m.**

**Attendance:**

**Present**  **Absent**

Past President, Ken Frosig \_\_x\_\_\_\_ \_\_\_\_\_

President, Dan Tobritzhofer \_\_x\_\_\_ \_\_\_\_\_

Vice President, Will Elwell \_\_x\_\_\_ \_\_\_\_\_

Secretary, Jeff Wolff \_\_x\_\_\_ \_\_\_\_\_

Treasurer, Jim Romanik \_\_x\_\_\_ \_\_\_\_\_

Assistant Treasurer, Jake Theisen \_\_x\_\_\_\_ \_\_\_\_\_

Assistant Treasurer / Administrator, Bert Tracy \_\_x\_\_\_ \_\_\_\_\_

Incoming Secretary, Mike Okey \_\_x\_\_\_ \_\_\_\_\_

Incoming Assistant Treasurer, Tim Kieffer \_\_x\_\_\_ \_\_\_\_\_

Guests – none

**Agenda Items:**

1. Minnesota Fall Expo Discussion, Jim Romanik to present update –

Jim Romanik discussed the agenda from the Fall Expo Committee Board meeting. The Expo committee is possibly seeking a replacement for Kathy Warren as she is retiring her position on the Expo Board. More updates to follow.

1. Eventbrite Discussion, Jeff Wolff –

Eventbrite worked well. Very easy to use and set up. Collected $780.00 and received $717.60 after fees are paid (8%). All RSVP’s were handled along with collection of credit card sales. The board has discussed using this software in the future for quarterly meeting.

1. 2017 Scholarship Committee, update –

Tim Kieffer and/or Jim Romanik will be the liaison with the scholarship committee. Mike Purdy was going to contact Dakota County about possible scholarship needs.

Also, need to promote MSSA general membership at quarterly meetings of the availability of scholarships to members. These scholarships count towards Tech Schools, Public Works Leadership (Hamline Class) and Utility Management Class. Upon approval from the Scholarship Board the funds would be used for classroom training for the betterment of your Public Works career.

1. Snow Meeting/Training, recap Jeff Wolff –

Positive feedback

Dan to look into setting up a South/East

Topics to discuss next year – winter snow/plowing policy. Looking at an actual policy and discussing how to change/update.

Possible speakers?

1. Winter Chemical Training, recap –

Very Positive feedback. Speaker was very good.

Jeff Wolff to follow up with Tim Hanlin to get bullet point list of topics discussed at meeting.

Meet with Tim Hanlin at February meeting to discuss agenda for 2017 training event. Topics to include more of end user instructions. What temp to use what type of products?

1. First Quarter Meeting Tuesday February 14th, North St. Paul Legion, presentations and speaker discussion –
2. Mindy Carlson – (5-10 minute) presentation on Structural changes to the Roads Scholar Certificate Program
3. Corrective Asphalt Materials – presentation on CRF Technical Background and Why it Works

Bert Tracy – check with CAM to reschedule their presentation to take place at the Spring Paving Training Seminar (possible April date).

1. Motivational Speaker Options – (90 minute) Erik Therwanger?

Jeff Wolff to contact Erik Therwanger about availability for February meeting.

1. Spring Paving Training Seminar, update Bert and Tim –
2. Tom Woods and Lee Gustafson from WSB have requested to do a paving training/seminar

Use Eventbrite for RSVP’s – Jeff Wolff

Corrective Asphalt Materials – presentation on CRF Technical Background and why it Works

Bert Tracy – check with CAM to reschedule their presentation to take place at the Spring Paving Training Seminar (possible April date).

1. Membership Appreciation Night –
   1. Canterbury Park, 1100 Canterbury Rd. Shakopee, Opens early May – Happy Hour, Dinner and Horse Racing

Jake Theisen to contact Canterbury with availability, event to take place mid-May.

1. May Second Quarter Meeting and Equipment Show, location discussion –
2. LTAP Demo Day is scheduled for May 17 or 18 at SW MN University Campus, Marshall
3. LTAP wants to know if an MSSA Board member is interested in being the Demo Day Committee

Jeff Wolff or Mike Okey to consider being a member of the Demo Day committee.

1. 2017 Membership Renewals to be sent out Mid December –
2. Credit Card Payment Discussion

Stay with current pay renewal system, pay by check mailed to assistant treasurer.

1. MSSA Assistant Administrator Job Description –

Bert Tracy is working on this.

1. Use of Survey Monkey for MSSA questions –

Discussed the value of using Survey Monkey, board agreed that it has value.

Motion to purchase Survey Monkey Gold Package ($300) for a 1 year subscription to start on the 1st  survey request from membership. Use of Survey Monkey to be reviewed annually.

All in favor = 9 Opposed = 0. Motion passed.

Jeff Wolff to admin this for 2017. Will continue to use the free version, upgrade to Gold Package if needed.

1. Need to work on 2017 Meeting and Training Locations, below is a list of MSSA meeting locations

**2012**

February - Eagan

May - Bloomington

August - Prior Lake

November - Scott County SCALE Facility

**2013**

February – Burnsville

May – Ham Lake

August – Oakdale

November – Prior Lake

**2014**

January - Elk River

May - Scott County

August 12th – Eden Prairie

November 6th – Bloomington

**2015**

Feb 10th Prior Lake

May 12th Dakota County Transportation Facility

August 11th Hennepin County Public Works

November, 5th Thursday MSP Airport Meeting and Tour

**2016**

Feb 9 – North St. Paul American Legion Hall

May 10th -- Elk River Public Works

August 9th – Burnsville Community Center –

Oct 18th - Winter Snow and Ice Meeting/Training at St Louis Park

Nov 6th – Crystal Public Works, encourage members to bring a piece of snow equipment

Nov 16th - Winter Chemical Training North St. Paul Legion Hall

**2017**

Feb 14 – Jim to Check availability First Quarter Meeting, North St. Paul Legion Hall, Mindy Carlson – (5-10 minute) presentation on Structural changes to the Roads Scholar Certificate Program

**Motivational speaker Erik Therwanger**

March/April Pavement Training - Location? WSB Tom Woods and Lee Gustafson, Asphalt paving, rolling for preservation. Presentation Corrective Asphalt Materials (CAM) on tests in Golden Valley, Woodbury, New Hope

May 2 Dan to contact Dakota Co Second Quarter Meeting, Location? Equipment Show, East, West, and Elk River again, location

May? Membership Appreciation Night - Canterbury Park

Aug 8 – Third Quarter Meeting, Location? Topics,

Oct – Location/s, Winter Snow and Ice Meeting/Training-

SLP for 1 meeting and 2nd meeting at Burnsville or Oakdale

Nov - Fourth Quarter Meeting, (Maple Grove?) Winter Equipment Display?

Nov – Location, Winter Chemical Training Part II (Jeff W. will meet with Tim Hanlin to discuss next year’s training agenda and title)

Adjourn: 12:35 Minutes by: Jeff Wolff, MSSA Secretary