



**APWA KC Metro Chapter
Facilities & Grounds Committee Meeting**

Meeting Minutes

April 13, 2022

8:30am

via Microsoft Teams

Present: Dan Brown Walter P Moore
 Dan Maginn Dake Wells Architecture
 Stephanie Boyce City of Raytown

Absent: None

On this date the attendees listed above met to discuss the following items:

- Discussed updates on Action Items from last meeting:
 - Brown sent final 2022 Goals to Executive Committee Liaison, Mark Stinson, and Chapter President Alysen Abel.
 - Brown sent the 2021 Committee Year End Report to Chapter President Alysen Able and the Awards Committee.
 - Brown reviewed the Chapter’s current calendar of events (known at this time):
 - April 12–14: Public Works Institute
 - May 18: NPWW Event at Corrigan Station Rooftop
 - June 3: APWA BBQ (usually sometime in early June)
 - August 28-31: PWX in Charlotte, NC
 - October ?? : Fall session of Public Works Institute
 - December ??: Holiday Party (usually sometime in early December)
 - Brown contacted Keith Bredehoeft, Prairie Village Director of Public Works, about touring their new facility. Keith loved the idea and thought a late afternoon tour followed by happy hour nearby would work great. He asked for some possible dates.
 - Brown met with Matt Harper and Deanne Cross from APWA National to discuss the Facilities and Grounds Management Certificate:
 - Similar to Winter Maintenance Certificate. NOT a “certification”.
 - Chapter pays National a “Content Fee” of \$1,000.
 - Need someone to facilitate using the provided Facilitator Guide:
 - Need facilitators – preferably a “facilities person” and a “grounds person”.
 - Facilitators can be brought in at our cost.
 - National provides a Facilitator Guide and a Participant Guide
 - Can expand audience by including local universities, sports fields, parks & rec departments, Sports turf management association in Lawrence, KS is good resource for Facilitator.
 - Lasts one day. Could split up into an afternoon and morning or entire day.
 - CEU credits provided.

- Timing can be whenever we want throughout the year. They recommend the fall because National offers a virtual option in April.
- Recommend Facilitator be someone with 10-years' experience.
- APWA National charges \$150 for members and \$225 for non-members for the VIRTUAL course. In-person would be very attractive option.
- Brown reached out to Kyle Dieckmann from City of OP to get suggestions for their person that manages RFQ/P for facilities.
 - Brett Maasen – Facilities Management
 - Brian Khan – Parks and Recreation Department
- Boyce reached out to Jermel and Bryan with Overland Park (KCMPRDA) and Gary Gates with Missouri Parks & Rec Association (MPRA) (gary@mopark.org). Will follow-up with them to discuss potential topics, dates, locations, speakers and lunch options. One potential topic is on conducting a facilities assessment.
- Maginn shared contact with Johnson County Parks & Rec – Georgia Sizemore
- Maginn reached out to Ingrid Bunn, but haven't heard back yet. Also discussed with Andrew Cooper and he's very interested – he asked about doing it virtually.
- Calendar of events discussed:
 - PV Public Works Facility Tour and HH week of June 13th – Wednesday June 15th or Thursday June 16th. Dan will ask Keith B.
 - Panel event in late July / early August
 - F&G Certificate in late September
 - Joint event in November

Action Items:

- Boyce to reach out to Jermel and Bryan with Overland Park to discuss potential topic, date, location, speaker and lunch options.
- Maginn to reach out to contacts discussed for RFQ/P Panel Event.
- Brown to follow-up with Keith Bredehoeft regarding touring their facility on June 15th or 16th.

Next meeting: May 11, 2022 – 8:30am - via Zoom (Stephanie out May 30th to June 10th)