

Memo

To: Roseville Finance Commission
From: Michelle Pietrick, Finance Director
Date: February 9, 2021
Re: Item #3: Approve the Minutes from the January 12, 2021 Meeting

Background

As an advisory commission to the City Council, the Finance Commission's discussions and recommendations play an important role in setting City policies and influencing decisions on programs and services.

To ensure an accurate historical account of the Finance Commission's activities are preserved, the City maintains a practice of keeping meeting minutes. The attached file contains the draft minutes from the January 12, 2021 meeting. The Commission is asked to review the minutes and identify any typos, errors or inaccuracies of the discussion that took place.

Where applicable, Commission members are asked to identify any necessary corrections at the meeting. The Commission should subsequently vote to approve the amended (if necessary) minutes. Once the minutes are approved, they become part of the City's permanent records.

Staff Recommendation

Review the draft minutes.

Requested Commission Action

Amend (as necessary) and approve the Finance Commission meeting minutes for the January 12, 2021 meeting.

Prepared by: Michelle Pietrick, Finance Director
Attachments: A: Draft Minutes from the January 12, 2021 Finance Commission Meeting

1 **Finance Commission**
2 **Meeting Minutes**
3 **DRAFT – January 12, 2021 - DRAFT**
4

5 *Pursuant to Minn. Stat. 13.D.021, Finance Commission members, City Staff, and*
6 *members of the public participated in this meeting electronically.*
7 *due to the COVID-19 pandemic.*
8

9 **Roll Call/Announcements**

10
11 The Finance Commission (FC) meeting was called to order at 6:30 p.m. Chair Murray requested
12 staff call the roll.

13
14 **Commissioners Present:** Siafa Barclay, Bruce Bester, Wanda Davies, Ryan Lee, John
15 Murray, Jack Reif, Dan Sagisser

16
17 **Commissioners Absent:** None

18
19 **Staff Present:** Finance Director Michelle Pietrick
20
21

22 **Receive Public Comments**

23
24 There being no one present wishing to speak to the Commission on an item not on the agenda,
25 the Chair moved to the next agenda item.
26

27 **Approval of Meeting Minutes**

28
29 Chair Murray asked if there were additional changes.

30
31 Commissioner Davies stated line 107 should be changed to: “Ms. Vogt indicated that was
32 possible but the flip side of that ~~though~~ is that while conservation tends to be more effective
33 quicker when the billing is monthly rather than quarterly.”
34

35 Commissioner Reif indicated line 128 should be changed to: “Ms. Cynthia White asked where
36 that ~~is~~ cost is so the residents can see how that impacts them even though the water bill will go
37 down, there will be some other costs.”
38

39 Commissioner Reif moved, seconded by Commissioner Davies to approve the November 10,
40 2020 meeting minutes as amended. **The motion carried unanimously.**
41

42 **Receive Finance Commission Recommendations Tracking Report**

43
44 Commissioner Sagisser indicated he had a few questions about the tracking report. He explained
45 he noticed the water funding recommendation the Commission made, he believed, was the

46 second one but he indicated he did not take good notes and the also thought the City Council
47 went with the first option in the end. He wondered if this was correct.

48
49 Ms. Pietrick indicated it was the opposite. The Commission recommended the first option, and
50 the City Council decision was to go with the second option.

51
52 Commissioner Sagisser indicated he would mark that tracking item as received and close. He
53 explained he wanted to take a brief moment to look through some past recommendations. He
54 believed the Cash Reserve Fund, Capital Investment Policy, Park Recreation Operation Fund
55 Cash Reserve was marked as received but was not sure if these were done.

56
57 Chair Murray believed the Commission was waiting for some information on the Park
58 Recreation Operation Fund Cash Reserve from the Parks Commission on what the Commission
59 wanted to do before that item was closed.

60
61 Ms. Pietrick indicated she contacted the Parks Director about that item and the Parks
62 Commission did not want to deviate from the twenty-five percent. She did not know if that has
63 gone back to the Council.

64
65 Commissioner Sagisser indicated he would mark them as closed. He noted the Use of Cash
66 Reserve Fund received further development sounded correct to him. Alternative Investment
67 Options shows as received.

68
69 Chair Murray indicated he spearheaded the alternative investment options and would like to
70 discuss this further at a future date with a Council presentation, preferably done in person.

71
72 He did not think there was much interest in using Cash Reserve Fund for EAB at this point so he
73 would mark this as received and closed. Chair Murray thought maybe that item should be
74 referred back to the City Council.

75
76 Commissioner Sagisser thought that made sense. He indicated there are a few items left on the
77 tracking tool after cleaning it up. The first is the Investment Policy language and the Cash
78 Reserve Policy language, which is marked as pending because it has not been presented to the
79 City Council yet.

80
81 Ms. Pietrick noted that item was before she started at the City, so she was not sure if there was
82 specific language as to how it is supposed to be used other than what she has seen as at the
83 Council's action.

84
85 Commissioner Sagisser indicated it was right before he started taking over the document so there
86 might be miscommunication between the person maintaining it before and himself.

87
88 Ms. Pietrick indicated she would look at this and update the Commission at the next meeting.

89
90 Commissioner Sagisser indicated he would clean up the document for the next meeting.

91
92 Commissioner Bester wondered if there was any update on 2020-09, Budget and Levy
93 Recommendation exploring police staffing.
94
95 Ms. Pietrick explained that was presented to the Council at the December 7th meeting with regard
96 to how the new positions were going to be used and she would send the Commission a copy of
97 the report

98
99 **Review Post Issuance Debt Compliance Policy**

100
101 Finance Director Pietrick stated the Commission is asked to approve the attached Post Issuance
102 Debt Compliance Policy and Procedures which will then be forwarded to the City Council for
103 formal adoption.

104
105 Chair Murray asked if this changes anything the City is currently doing.

106
107 Ms. Pietrick indicated it did not. This puts in writing what the City is doing.

108
109 Commissioner Bester asked if a policy is required for each bond issue.

110
111 Ms. Pietrick indicated it was not bond issue specific but a city wide policy.

112
113 Commissioner Reif indicated on the last page of the compliance procedures, item M, he
114 wondered what EMMA is.

115
116 Ms. Pietrick explained EMMA is the platform on which the City is supposed to file any
117 significant Municipal changes.

118
119 Commissioner Bester moved, seconded by Commissioner Reif to approve the Post Issuance Debt
120 Compliance Policy and Procedures. **The motion carried unanimously.**

121
122 **Final CARES Funding Expenditure Report**

123
124 Finance Director Pietrick reviewed the final CARES funding expenditure report with the
125 Commission.

126
127 Chair Murray asked how it was decided how the small business assistance would be spent and to
128 whom.

129
130 Ms. Pietrick indicated there was an application process which “Open to Business” ran for the
131 EDA because the City was under a very short guideline to get those loans out. The City gave out
132 roughly forty loans and the maximum of the loans was \$10,000.

133
134 Commissioner Davies asked what the interest rate was of the loans.

135

136 Ms. Pietrick explained she misspoke, these were not loans, these were grants, no interest and no
137 repayment.

138

139 Commissioner Davies asked what the criteria was in order to get a grant.

140

141 Ms. Pietrick explained the business had to demonstrate it was impacted by COVID whether
142 through additional business expenses to be able to open safely or their revenues were impacted.
143 She believed the EDA also had business sized limits and was aimed more at the smaller
144 businesses within the City.

145

146 Chair Murray thought there was something in it that the business had to guarantee people would
147 continue to be on the payroll for a certain amount of time.

148

149 Ms. Pietrick indicated that was not necessarily correct. She thought that was the payroll
150 protection program.

151

152 Commissioner Davies thought this one sounded like there were fewer requirements than some of
153 the other Federal programs. She thought the City had a lot of latitude in terms of how to
154 distribute those funds.

155

156 Ms. Pietrick explained the EDA came up with grant guidelines that she believed was passed at
157 the August 26th meeting. The timeline between getting the funds and the turnaround to disburse
158 really did not allow for starting the grant programs until early September.

159

160 Chair Murray asked how the program was publicized so that everyone who might be eligible
161 would know about it.

162

163 Ms. Pietrick explained it was in the City newsletter, on the City website, broadcast through
164 “Open to Business” through the Chamber of Commerce, on the City’s social media in order to
165 reach some of the smaller home-based businesses and she recalled there were weekly updates to
166 try to get the word out.

167

168 Chair Murray asked on housing assistance, was that a similar program where people would apply
169 for it.

170

171 Ms. Pietrick indicated it was a similar program and was done through the Community Action
172 Partnership of Ramsey and Washington Counties. That one was a little bit slower to get rolling
173 out. This was also blasted on social media; the City newsletter and every platform staff could
174 think of. The majority of grants given out were for rental assistance. She thought from a
175 personal perspective, trying to come up with documentation to show the impact was a little bit
176 difficult for some residents. If there was a letter from unemployment it would demonstrate that
177 persons impact. She did know that the City did receive more applicants after the cut off for this
178 program. She knew there has been discussion at the EDA with regard to grants and trying to do
179 some sort of program, but the Council is waiting to see how the City gets through 2020. She

180 noted the State and County have a number of programs and she thought those programs really
181 help the majority of people, but the City was able to help a few residents.

182
183 Chair Murray indicated he had a question on allocation. He asked how it was decided that the
184 City spend \$109,000 on Telework and \$135,000 on Housing Support Assistance. Was this a first
185 come/first serve or did the State give guidelines on how much should go where.

186
187 Ms. Pietrick indicated there were no percentages whatsoever, the Council directed that the City
188 reimburse itself first for any costs incurred.

189
190 Chair Murray asked if it was the intent of the State that the City be reimbursed for its costs first.

191
192 Ms. Pietrick explained that was the Council’s decision. Every City made their own decisions
193 with regard to this. Staff was authorized to give out more grants on both the business and
194 residential side. The Council had taken an action that in total, the City could have given out \$1.5
195 million to those two areas. But, unfortunately, there were not that many applicants.

196
197 Commissioner Davies thought it looked like the City was not able to spend the full \$2.7 million.

198
199 Ms. Pietrick indicated the City did spend all of the money. She explained the final monies spent
200 were for the Public Safety Personnel and there were actually more costs then the City was able to
201 claim.

202
203 **Staff Update**

204
205 Finance Director Pietrick explained at the December 7th City Council meeting the Council
206 approved Metro Inet Joint Powers Agreement and there are over fifty percent of the cities that
207 have passed this as well. What this is intended to do is to create a stand alone Metro Inet. It will
208 probably be late 2021 to early 2022 before it is fully stand alone. As part of the joint powers, the
209 City would be determining a rent factor to charge, the assumption is that the City of Roseville
210 will do the financial services, payroll, accounts payable and billing. The City Staff is in the
211 process of calculating what those costs might look like. HR is also calculating how much work
212 load that department would incur and the City will also be charging an administrative cost to the
213 separate entity.

214
215 **Identify Discussion Items for Future Meetings**

216
217 Commissioner Sagisser indicated he would like to add to a future meeting the discussion around
218 the costs to OVAL because it seems like every time the budget is discussed the OVAL costs are
219 discussed as well.

220
221 Chair Murray suggesting adding the appointments of Chair and Vice Chair to the agenda.

222
223 The Commission discussed possible candidates.

224

225 Chair Murray indicated he was not interested in being Chair again.

226

227 The Commission agreed that Commissioner Davies would be a great Chair and Commissioner
228 Sagisser would be a great Vice Chair.

229

230 **Adjourn**

231

232 Commissioner Davies made a motion, seconded by Commissioner Sagisser to adjourn. The
233 **motion passed unanimously.**

234

235 Meeting adjourned at 7:25 p.m.