

# Memo

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

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## **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 February 9, 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 February 9, 2021 meeting.

Prepared by: Michelle Pietrick, Finance Director  
Attachments: A: Draft Minutes from the February 9, 2021 Finance Commission Meeting

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**Finance Commission  
Meeting Minutes  
DRAFT – February 9, 2021 - DRAFT**

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

**Roll Call/Announcements**

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

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

**Commissioners Absent:** None.

**Staff Present:** Finance Director Michelle Pietrick and Public Works Director Marc Culver

**Receive Public Comments**

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

**Approval of Meeting Minutes**

Commissioner Reif moved, seconded by Commissioner Lee to approve the January 12, 2021 meeting minutes as amended. **The motion carried unanimously.**

**Receive Finance Commission Recommendations Tracking Report**

Commissioner Sagisser indicated he updated the tracking report after the last meeting, and he thought the Commission cleared away several items that were completed or no longer working on. He reviewed the existing items on the tracking report with the Commission.

**Update on Solar Project Results**

Public Works Director Marc Culver gave an overview of City Solar operations and updated the Commission on Solar Project Results.

Chair Murray thought it looked like Public Works was decreasing usage of electricity, prior to solar, and he wondered if there was a reason for that.

46 Mr. Culver explained in all of the buildings the City has been implementing energy savings  
47 techniques. Primarily the transition to LED lights in all of the buildings. He thought the  
48 Maintenance Facility was the last one to go all LED, which could be one of the reasons the usage  
49 hasn't gone down there. He indicated there are probably more lights on in that building than any  
50 other due to after hour operations.

51  
52 Commissioner Davies wondered how many months the Ice Center was closed and not making  
53 ice.

54  
55 Mr. Culver explained the Ice Center would have shut down in March but probably did not take  
56 the ice out until April because the City did not know what would be allowed. It is a mammoth  
57 effort to put the ice back in and the City did not want to shut down and defrost before they knew  
58 if it was going to be long term or not. He thought the shut down was two to three months total.

59  
60 Commissioner Barclay asked how long the subscription lasted for the Community Solar.

61  
62 Mr. Culver believed the overall total was twenty- or twenty-five-year terms. Those are ones that  
63 the City cannot necessarily buy out of them because of the way the financing was structured. He  
64 noted the City only gets charged on how much energy is produced.

65  
66 Commissioner Barclay wondered if the City is making money on the solar energy.

67  
68 Mr. Culver explained how the Community Solar project works. He noted the amount Xcel pays  
69 the City is a little higher than what the City pays the Community Solar provider.

70  
71 Commissioner Bester indicated in the packet it explains the City's savings is approximately  
72 twenty percent. He asked under the electric KWH as it has dropped from 716,000 to 595,000  
73 which is a reduction of about 16.9 percent, and he wondered if that was partly because City Hall  
74 was closed or was that because of lower utilization of electric.

75  
76 Mr. Culver explained the electric KWH is what the City actually buys from Xcel. That is why  
77 there is such a dramatic decrease from 2009 to current.

78  
79 Commissioner Lee wondered if the City is potentially buying the solar panels out after ten years  
80 would the warranty still continue, or would the City be on the hook for the inverters that usually  
81 burn out around that time.

82  
83 Mr. Culver explained the warranties should be transferable to the City on both the panels and the  
84 inverters. With the inverters, the warranty is a sliding scale.

85  
86 **Update on Recycling Industry/RFP**

87  
88 Public Works Director Culver updated the Commission on the Recycling Industry RFP.

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90 Commissioner Sagisser asked what the market looked like for the RFP. He wondered if there  
91 were a lot of vendors available.

92

93 Mr. Culver explained in 2016 when the City went out for proposals, he believed there were six  
94 total proposals. He expected the same six to submit proposals and thought it should be fairly  
95 competitive.

96

97 Commissioner Sagisser asked if there were possible changes to the recycling program that might  
98 raise or lower the overall price.

99

100 Mr. Culver explained unless the State or local area decides not to do single sorted, separating  
101 glass or do something dramatically different in how the recycling is collected, he did not think  
102 there would be a dramatic change in the industry or the cost. It really comes down to how the  
103 City is going to share the revenue or the costs with the recycling company.

104

105 Commissioner Davies asked when the RFP will be put together.

106

107 Mr. Culver indicated the RFP will be presented to the Council on February 22<sup>nd</sup>. The RFP was  
108 run through the PWETC in January and some changes were made to it. Assuming the Council is  
109 ok with it, staff is hoping to release the RFP in early March with proposals being due mid to late  
110 April and then staff hopes to go to Council with a recommendation in June and negotiate a  
111 contract with something signed in July or August.

112

113 Mr. Culver reviewed recycling cart options with the Commission.

114

115 Chair Murray indicated in looking at the chart for June 2019 Eureka Recycling, it looks like  
116 News Mix, Cardboard and Mix Paper are never going to pay for themselves due to the index  
117 costs. He thought the processing fee was more than what the City is getting out of it.

118

119 Mr. Culver explained staff would have to look back over months and years of data to see what  
120 that is and how it is actually playing out.

121

122 Chair Murray figured News Mix was probably going down and will keep going down for some  
123 time.

124

125 Mr. Culver agreed but thought Cardboard actually has some potential and that the City has made  
126 money on that in the past.

127

128 Commissioner Sagisser thought it looked like for 2020 there was a downward trend in what the  
129 City cost was. He wondered why that happened.

130

131 Mr. Culver reviewed recycling from June 2019 to June 2020 with the Commission. He noted  
132 staff could probably do a yearly spreadsheet to show the recycling differences per year.

133

134 Chair Murray thanked Mr. Culver for the updates.

135

136 **Staff Update**

137

138 Finance Director Pietrick updated the Commission on staff activity including working on getting  
139 the 2021 budget on the website and starting to work on the 2022 budget and also working on the  
140 2020 audit. She also updated the Commission-on-Commission openings and applicant deadlines  
141 with interview schedule.

142

143 **Identify Discussion Items for the Future Meeting**

144

145 Chair Murray stated the next agenda would include selecting the Chair, Vice Chair and the  
146 Ethics Commission Representative as well as review of the Investment Portfolio. He asked  
147 Commissioner Bester if he has done anything with the Charter.

148

149 Commissioner Bester indicated he has put some early thoughts together and would have his  
150 thoughts to Chair Murray within the next two weeks. He noted he was behind on this.

151

152 Ms. Pietrick indicated she will probably have a purchasing policy topic on the agenda for an  
153 initial review. It appears the City does not have an actual formal purchasing policy and she  
154 thought it would be beneficial for the City to have.

155

156 Commissioner Bester complimented Commissioner Reif on his effort of adding the three  
157 Policemen back into the City budget. He thought that was an excellent move.

158

159 **Adjourn**

160

161 Commissioner Davies made a motion, seconded by Commissioner Lee to adjourn. **The motion**  
162 **passed unanimously.**

163

164 Meeting adjourned at 8:04 p.m.

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