

Memo

To: Roseville Finance Commission
From: Michelle Pietrick, Finance Director
Date: May 11, 2021
Re: Item #4: Approve the Minutes from the April 13, 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 April 13, 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 April 13, 2021 meeting.

Prepared by: Michelle Pietrick, Finance Director
Attachments: A: Draft Minutes from the April 13, 2021 Finance Commission Meeting

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**Finance Commission
Meeting Minutes
DRAFT – April 13, 2021 - DRAFT**

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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.

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Roll Call/Announcements

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

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Commissioners Present: Siafa Barclay, Bruce Bester, Wanda Davies, Ryan Lee, Dan Sagisser

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Commissioners Absent: John Murray

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Staff Present: Finance Director Michelle Pietrick

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Receive Public Comments

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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.

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Approval of Meeting Minutes

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Commissioner Bester moved, seconded by Commissioner Lee to approve the March 9, 2021 meeting minutes as amended. **The motion carried unanimously.**

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Receive Finance Commission Recommendations Tracking Report

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Ms. Pietrick updated the Commission on the tracking report.

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Chair Davies asked if anyone would agree to keep the tracking report updated due to Commissioner Sagisser becoming Vice Chair of the Commission. She noted the Commissioners could think about it.

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Review and Discuss Draft Purchasing Policy

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Finance Director Pietrick updated the Commission on the changes made to the draft Purchasing Policy.

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47 Chair Davies asked under the section “Disadvantaged Businesses”, does the sentence “act
48 affirmatively to create a “level playing field” for women-owned, minority-owned and
49 disadvantaged business enterprises to achieve the goal of equal opportunity.” mean that these
50 groups do not necessarily have to be the lowest bid if it is a competitively bid contract.

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52 Ms. Pietrick explained the City does not necessarily need to take the lowest bid but takes the
53 lowest responsible bidder. When working with Federal dollars, generally in the evaluation of the
54 proposal, points get awarded and additional points for women owned or minority owned. The
55 City is trying to make the sure that in the bids solicited and the contracts that the City awards,
56 that everybody has a chance to get business from the City. Generally, the City goes with the
57 lowest bid but the way the Statute reads it is lowest responsible bid.

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59 Chair Davies asked if having a clause like that gives the City the option to go with a minority or
60 women owned business if there is a small difference. She also noted the amounts of \$5,000 in
61 the policy should be changed to \$10,000 per previous conversation.

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63 Commissioner Sagisser moved, seconded by Commissioner Lee to approve forwarding the draft
64 policy to the City Council. **The motion carried unanimously.**

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67 **Review 2020 Cash Reserve Report and Cash Reserve Levels**

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69 Finance Director Pietrick updated the Commission on the 2020 Year End Cash Reserve Report
70 and Cash Reserve Levels that was presented to the City Council. She indicated the City Council
71 approved transferring \$193,000 into the Cash Reserve Fund from the IT fund. Two funds came
72 in below their low target. Parks and Recreation ended their year at a twenty percent coverage
73 reserve level, and she had asked the Council to consider the Commission’s recommended range
74 and found out that it never went to the City Council. The Council authorized transferring
75 \$235,000 out of the Cash Reserve fund and back to Parks and Recreation to make the fund hit its
76 twenty-five percent reserve level. The License Center ended the year in a deficit fund balance
77 situation, which is totally due to COVID impacts. She noted the License Center was closed for
78 six to seven weeks and has been operating under an appointment only model which they are
79 processing almost back to pre-pandemic levels for drivers licenses. The Council approved
80 transferring slightly under \$355,000 out of the Cash Reserve Fund to the License Center Fund so
81 it would hit its low target level of ten percent of the next years expenses. She indicated the
82 General Fund did end the year almost at its high target level and came in at forty-four percent
83 cash reserves. The Communications Fund also came in slightly below the high target of thirty
84 percent. With all of the transfers that were authorized the Cash Reserve Fund has an ending
85 balance of \$266,000. The Council asked that it be tracked from its creation. She indicated she
86 will be putting together an RCA to layout the Finance Commission recommendation and the
87 Park Commission recommendation and requesting a decision be made. She noted she did some
88 analytics to see where the Parks and Recreation Fund has been and there is nothing that she sees
89 in the analytics that says the ten to twenty-five percent range would not be appropriate for this
90 fund and it would be consistent with the other funds as well.

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92 Commissioner Sagisser reviewed the Finance Commission recommendation from two years ago.
93 He thought the Commission might want to revisit the Park and Recreation Fund range because
94 he felt he did not have enough time to gauge this because he was new on the Commission when
95 this was discussed.

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97 Ms. Pietrick indicated from her perspective there should be some consistency in the ranges
98 between the funds so she wondered if the Commission wanted to re-evaluate all of the funds
99 reserve levels or should this be brought to the Council.

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101 Chair Davies indicated she was more inclined to do a bigger project and review all of the reserve
102 levels. She did not see a particular urgency of changing it for Parks and Rec immediately and
103 maybe that could be something to discuss at the next meeting.

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105 Commissioner Sagisser indicated he would prefer to make a recommendation to adjust them all
106 at once instead of one by one.

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108 Chair Davies agreed because if the fund changes are brought to the Council one at a time it
109 makes the Commission look disorganized, in her opinion.

110
111 Ms. Pietrick thought the Commission needed to spend a little bit of time on the Enterprise Funds
112 and at the next meeting start working on all of the Fund Reserves.

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114 Commissioner Barkley wondered how the Cash Reserve Fund works.

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116 Ms. Pietrick reviewed with the Commission how the funds work together in funding each other
117 using the Cash Reserve Fund and transfers.

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120 **Identify Topics for Joint Meeting with City Council**

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122 Chair Davies indicated the Joint meeting is scheduled for the April 26th City Council meeting.

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124 Ms. Pietrick reviewed with the Commission activities accomplished during 2020.

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126 Commissioner Sagisser thought previously the goal was for everyone on the Commission attends
127 the Joint meeting and introduce different talking points.

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129 The Commission and staff reviewed topics and questions the Commission should be discussing
130 with the City Council.

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132 Ms. Pietrick reviewed Commissioner orientation that is coming up for all Commissioners.

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134 Commissioner Bester wondered how the Commissioners could best participate in another
135 Commission's virtual meeting. He wondered if that would be interfering.

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137 Ms. Pietrick indicated the Commissioners could always participate as a resident and all meetings
138 are open. She thought that would be a great discussion topic with the City Council.
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140 Chair Davies thought the City Council should be responsible to tell other Commissions when
141 spending a large amount of money to send a notice to the chair of the Finance Commission to
142 make them aware of what is going on.
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144 The Commission agreed with Chair Davies.
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146 Chair Davies asked the Commission what topics each would like to present to the Council.
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148 Commissioner Sagisser thought one item should be what the Commission has accomplished,
149 another should be what is coming soon to the Council and the third item should be the
150 recommendation that Commissioner Bester has previously brought forward, which he would
151 suggest Commissioner Bester present. He indicated he would be willing to present where the
152 Commission is intending to go in 2021 as well as the purchasing policy.
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154 Chair Davies asked Commissioner Lee if he wanted to talk about what the Commission has
155 done. The recommendations with the Budget Levy and the Post Issuance Debt Compliance
156 Policy.
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158 Commissioner Lee indicated he would be willing to present those items.
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160 Chair Davies indicated she could finish up with making the request that the Council ask the other
161 commissions to give the Finance Commission a heads up when there is a significant financial
162 implication and asking for their feedback.
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165 **Identify Discussion Items for the Future Meeting (May 11, 2021)**
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167 Chair Davies stated the next agenda would include discussions on 2022 – 2041 Capital
168 Improvement Plan review and the 2020 Audit Reports review. She indicated she would also be
169 interested in taking a closer at the Economic Development Department which she understood is
170 funded by permit fees. She would like to have a better understanding of what are all the permit
171 fees and what other communities charge.
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173

174 **Adjourn**
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176 Commissioner Sagisser made a motion, seconded by Commissioner Bester to adjourn. The
177 **motion passed unanimously.**
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Meeting adjourned at 7:51 p.m.