

**Finance Commission
Meeting Minutes
January 12, 2021**

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

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

Chair Murray asked if there were additional changes.

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

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

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

Receive Finance Commission Recommendations Tracking Report

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Commissioner Bester wondered if there was any update on 2020-09, Budget and Levy Recommendation exploring police staffing.

Ms. Pietrick explained that was presented to the Council at the December 7th meeting with regard to how the new positions were going to be used and she would send the Commission a copy of the report

Review Post Issuance Debt Compliance Policy

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

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

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

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

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

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

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

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

Final CARES Funding Expenditure Report

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Staff Update

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

Identify Discussion Items for Future Meetings

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

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

The Commission discussed possible candidates.

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

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

Adjourn

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

Meeting adjourned at 7:25 p.m.