

**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

City Council Workshop Session of Monday, October 5, 2020  
5:30 p.m. – Community Center – Senior Center  
600 South Fifth Street, Saint Peter

This meeting will be conducted in-person and electronically - See below for electronic access.

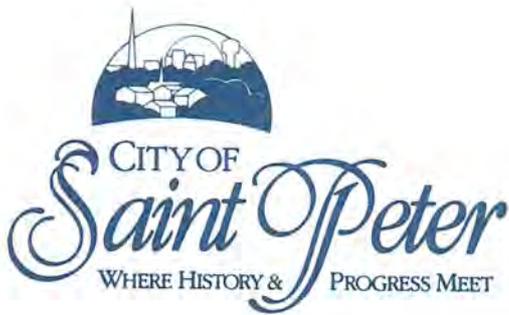
- I. **CALL TO ORDER**
- II. **DISCUSSION**
  - A. Solar Goals
  - B. COVID Fund Update
  - C. Goal Session Schedule
- III. **ADJOURNMENT**

As provided for in M.S. 13D.021, City Council meetings may be conducted by telephone or other electronic means under certain conditions. This meeting of the City Council will be accessible both in-person and electronically using GoToMeeting software which is available at no charge (link below) or by calling as indicated below. This works best utilizing Google Chrome or Microsoft Edge as your browser. Here is the information necessary to access the meeting electronically:

Please join meeting from your computer, tablet or smartphone at:  
<https://global.gotomeeting.com/join/591790045>

You can also dial in using your phone (Toll Free): 1 866 899 4679 or - One-touch:  
<tel:+18668994679,591790045#>

Access Code: 591-790-045



## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 10/1/2020

**FROM:** Todd Prafke  
City Administrator

**RE:** Solar Goals

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion only.

### **BACKGROUND**

Council previously established solar (renewable) goals. Those goals are:

- No financial subsidies over the long term
- Ease City operations
- Reduce costs to customer and the City
- Positively impact cost of energy supply
- Community based opportunity
- Sustainability

From a staff perspective these goals are not prioritized and projects need not meet all goals, but meeting more goals is better than less and taking action that moves us forward on sustainable opportunities for our customers and the City is important and desirable. It is also part of meeting additional criteria related to the Green Step program.

This comes up now as a precursor to your Electric Fund budget as a number of members have discussed thoughts about programs and projects, some of which could impact that budget.

My goal for your meeting is to review the goals listed above. I think pertinent questions to be ready for are:

- What do these mean to you?
- What relationship do they have to each other?
- How does this impact any larger sustainability plan you might embrace? (We tried to discuss this at goal session but just haven't come to any conclusion yet.)
- What change, if any, might you wish to see?

This process can help us move in the direction you want to move as we look forward from an operational and budget stand point. I hope to not talk about specific projects but rather focus on these goals, or any changes to that list.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal



## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 10/1/2020

**FROM:** Todd Prafke  
City Administrator

**RE:** CARES Act Funding Update

### ACTION/RECOMMENDATION

None needed. For your information and discussion only.

### BACKGROUND

As you may be aware, the City of Saint Peter received approximately \$901,000 in funding from the CARES Act. The CARES Act provides that payments from the Fund may only be used to cover costs that:

- are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
- were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Attached you will find additional guidance from the Federal Government describing uses and specific restrictions. Our effort so far has been to identify uses that fall within the rules focusing first on activities and programs already in place and then looking at ways to effectively use these dollars for the benefit of the community, community members and the City organization. In addition we have consulted with your audit firm related to their understanding of the rules and what they see in other communities.

The list of projects or current or ongoing activities we have identified to date are:

- Provision of grants to local businesses impacted by COVID 19.
- Additional COVID payroll costs (cleaning, activities, transitions)
- COVID leave costs
- Additional personal protective equipment (PPE) costs
- Remote meeting software (GOTO) costs
- Saint Peter Marketing Grant to Chamber
- Additional credit card fees
- Other COVID related materials (sneeze guards, election supplies, etc...)

New proposed programing

- COVID utilities assistance
- Others you may have

A spreadsheet is attached articulating costs to date and proposed costs.

My goal for your meeting is to provide you with an update on potential uses for funding and solicit input from the Council. Based on your discussion and input it would be my goal to start moving various actions through the Council so that we can complete expending the dollars on eligible uses in the near future.

One last note. We are viewing this through a lens of being good stewards of resources and a conservative application of the Federal requirements. That means we are not trying to be overly clever because we do not want to be in a position of spending these dollars and then being audited later only to find out the expenditure does not meet the criteria under the evolving rules. We want to avoid putting ourselves into a position where we have to pay money back.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal



# Preserving Jobs for American Industry

## The CARES Act Provides Assistance for State, Local, and Tribal Governments

Through the Coronavirus Relief Fund, the CARES Act provides for payments to State, Local, and Tribal governments navigating the impact of the COVID-19 outbreak.

The CARES Act established the \$150 billion Coronavirus Relief Fund.

Treasury has made payments from the Fund to States and eligible units of local government; the District of Columbia and U.S. Territories (the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments (collectively “governments”).

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Guidance on eligible uses of Fund disbursements by governments is available below.

Amounts paid to States, the District of Columbia, U.S. Territories, and eligible units of local government are based on population as provided in the CARES Act. The CARES Act directs Treasury to use U.S. Census Bureau data for the most recent year for which data is available. The amount of payments made to each State was reduced by the aggregate amount of payments that was disbursed to eligible local governments within such State that provided the required certifications to Treasury. Additional information on these points can be accessed below.

A unit of local government eligible for receipt of direct payment includes a county, municipality, town, township, village, parish, borough, or other unit of general government below the State level with a population that exceeds 500,000. Eligible local governments were required to submit the certification required by the CARES Act to Treasury by 11:59 pm Eastern Daylight Time on Friday, April 17 in order to receive payment.

Payments to Tribal governments have been determined by the Secretary of the Treasury in consultation with the Secretary of the Interior and Indian Tribes. Additional information on payments to Tribal governments is available under Coronavirus Relief Fund Tribal Allocation Methodology and Tribal Allocation Methodology for Second Distribution, below.

**Treasury has completed making payments to Tribal governments, other than**

amounts that have not been paid to Alaska Native corporations pending litigation on that issue. Treasury made payments beginning on May 5, 2020, based on population to all Tribal governments submitting correct payment information, other than Alaska Native corporations, and made payments beginning on June 12, 2020, based on employment and expenditures to Tribal governments that received payments based on population and that provided supplemental information before established deadlines. Additional information on the requested information is available under Tribal Employment and Expenditure Submission Instructions, below.

Tribal governments that failed to respond to multiple requests by Treasury to complete or correct their submissions of employment and expenditure information were no longer able to provide such information to Treasury after 11:59 pm Alaska Daylight Time on Saturday, June 6. Tribal governments whose submissions were complete were notified of their status. As of June 17, 2020, all payments based on employment and expenditure data, other than payment of amounts allocated to Alaska Native corporations, have been made.

- Data sources and the distribution methodology for units of local government.
- Listing of eligible units of local government.
- Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments (updated 6/30/2020)
- Coronavirus Relief Fund Frequently Asked Questions (7/8/2020)
- Guidance on Treatment of Alaska Native Corporations
- Coronavirus Relief Fund Tribal Allocation Methodology
- Payments to States and Eligible Units of Local Government (5/11/2020)
- Tribal Employment and Expenditure Submission Instructions (5/14/2020)
- Frequently Asked Questions on Tribal Population (6/4/2020)
- Tribal Allocation Methodology for Second Distribution (6/17/2020)
- Recipient Reporting and Record Retention Requirements

**Coronavirus Relief Fund  
Frequently Asked Questions  
Updated as of September 2, 2020<sup>1</sup>**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).<sup>2</sup> Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

**A. Eligible Expenditures**

**1. *Are governments required to submit proposed expenditures to Treasury for approval?***

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

**2. *The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?***

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

**3. *The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?***

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

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<sup>1</sup> On August 10, 2020, these Frequently Asked Questions were revised to add Questions A.49–52. On September 2, 2020, Questions A.53–56 were added, and Questions A.34 and A.38 were revised.

<sup>2</sup> The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

- Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the fund's eligibility criteria.

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## Q14. What expenses are not allowable?

**A14.** The following expenses are not eligible for funding:

- Expenses for the state share of Medicaid.
- Replacement of lost revenues, including property tax relief.
- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by states to state unemployment funds.
- Reimbursement to donors for donated items or services.
- Workforce bonuses other than hazard pay or overtime.
- Severance pay or legal settlements.
- Damages covered by insurance.
- Per capital payments to residents of a particular jurisdiction without an assessment of individual need.

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**Q15.** The guidance provides that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. May CFR payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?

**A15.** U.S. Treasury guidance has consistently stated that payroll expenses of public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to COVID-19 are eligible expenses.

For public safety and public health employees only, cities may presume that payroll costs are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the city determines that specific circumstances indicate otherwise. All costs of such employees may be covered using payments from the CRF during the period between March 1, 2020, and Nov. 15, 2020.

Public safety and public health employees include the following: police officers (including state police officers), sheriffs and deputy sheriffs, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel. Public health employees would include employees involved in providing medical and other health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions, and other support services essential for patient care (e.g., laboratory technicians) as well as employees of public health departments directly engaged in matters related to public health and related supervisory personnel.

Cities do not need to demonstrate that public safety or public health employees' duties are/were substantially dedicated to mitigating or responding to COVID-19. Per [U.S. Treasury, Office of Inspector General guidance dated Sept. 21, 2020 \(https://www.treasury.gov/about/organizational-structure/ig/Audit%20Reports%20and%20Testimonies/OIG-CA-20-028.pdf\)](https://www.treasury.gov/about/organizational-structure/ig/Audit%20Reports%20and%20Testimonies/OIG-CA-20-028.pdf), "the government is not required to perform an analysis or maintain documentation of the substantially dedicated conclusion for payroll expenses of public safety, public health, health care, and human service employees." (See Question 70.)

For employees who are not public safety or public health employees, payroll and expenses for only the time spent on responding or attending to COVID-19 issues are eligible. Cities should track time spent by these employees related to COVID-19 and apply CRF payments on that basis but need to do so consistently within the relevant department. The League encourages cities to document how employee payroll and expenses meet the general three-part test for CRF eligible expenses.

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CARES RECONCILIATION SEPTEMBER 30, 2020			
GRANT RECEIVED			\$ 901,597.00
Expenses			
Payroll-Covid Leave		\$ 21,523.95	
Payroll-Extra Time Covid		\$ 8,817.16	
PPE Costs		\$ 21,901.96	
Legal Costs(Review Policy/Procedures)		\$ 7,368.00	
Go To Meeting/IT Expenses		\$ 544.64	
Marketing for St. Peter Business		\$ 10,000.00	
CREDIT CARD FEES		\$ 4,805.88	
YTD Spending		\$ 74,961.59	
Balance as of September 30, 2020			\$ 826,635.41
COVID Help for Utilities via MVAC		\$ 50,000.00	
COVID MICRO LOANS		\$ 487,702.00	
<b>Total Spending</b>		<b>\$ 612,663.59</b>	
Balance CARES \$ after Micro Loans/MVAC			\$ 288,933.41



## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 10/1/2020

**FROM:** Todd Prafke  
City Administrator

**RE:** Goal Session Schedule

### ACTION/RECOMMENDATION

None needed. For Council information only.

### BACKGROUND

If the City Council proceeds as usual, a goal session will take place on the fifth Monday of November (November 30th) beginning at 3:00 p.m. in the Senior Center and virtually.

My goal for your discussion on Monday's workshop agenda will be:

- To ask for additional time beyond the three hours on the August goal session as you have some big discussion type topics to cover.
- Start a list of Council topics recognizing time as a factor in what you can cover.

If you have any questions about this agenda item, please feel free to contact me.

TP/bal