

# Memo

**To:** Roseville Finance Commission  
**From:** Michelle Pietrick, Finance Director  
**Date:** October 12, 2021  
**Re:** Item #4: Approve the Minutes from the September 14, 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 September 14, 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 September 14, 2021 meeting.

Prepared by: Michelle Pietrick, Finance Director  
Attachments: A: Draft Minutes from the September 14, 2021 Finance Commission Meeting

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

**Finance Commission  
Meeting Minutes  
DRAFT – September 14, 2021 - DRAFT**

**Roll Call/Announcements**

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

**Commissioners Present:** Siafa Barclay, Bruce Bester, Wanda Davies, John Murray, Dan Sagisser

**Commissioners Absent:** Ryan Lee.

**Staff Present:** Finance Director Michelle Pietrick

**Receive Public Comments**

Mr. Roger Hess, 1906 Wagner Place, asked in the budget where would he could find claims that were previously paid as well as claims in the budget for 2022.

Ms. Pietrick explained the insurance fund would pay that.

Mr. Hess asked if there is anywhere that the public can find out what was paid in claims last year or the previous year.

Ms. Pietrick indicated this could be obtained from the Finance Department.

Chair Davies explained that is not a part of the budget, the City budgets to keep the fund at an adequate level.

Mr. Hess indicated he was curious if claims were budgeted and if there was some information about previous years. He noted his second question was with the Senior Deferred Loan Program and he wondered if the Commission reviewed this program before it started.

Chair Davies indicated the Commission did review the program.

Mr. Hess indicated the way he understood it is someone who is probably living on a fixed income and does not have a lot of disposable income to get their own loan would be someone to take advantage of this program. He noted he did not really understand the program.

Chair Davies indicated she did not remember all of the details, but Ms. Jeanne Kelsey was the one in charge of the program if Mr. Hess needed more information.

47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91

**Approval of Meeting Minutes**

Commissioner Barclay moved, seconded by Commissioner Murray to approve the August 25, 2021 meeting minutes as presented. **The motion carried unanimously.**

**Receive Finance Commission Recommendations Tracking Report**

Commissioner Bester updated the Commission on recent changes to the tracking report.

**Review and Discuss 2022 City Manager Recommended Budget & Tax Levy**

Finance Director Pietrick reviewed with the Commission discussion from the last Finance Commission meeting and indicated the Commission may want to submit guidance or recommendations to the City Council regarding the City Manager’s recommended budget & tax levy which the Chair can provide at the City Council meeting on September 20, 2021.

The Commission discussed budget items with Ms. Pietrick including Police Vehicle Equipment funds, City Council expenses, Community Visioning, Administration expenses, County services and election costs, Property Tax Levy/EDA, embedded Social Work positions, Golf Course budget and TIF.

Commissioner Sagisser moved, seconded by Commissioner Bester to recommend the 2022 City Manager Budget & Tax Levy as presented to the City Council.

Commissioner Murray noted that he was wincing at the idea of increasing the levy because the real estate taxes are paid out of income, not out of valuations. While valuations are going up, income is not. He thought this will create a hardship on some people in the City. He thought if it was necessary to increase the levy than it was necessary, but he thought this will hurt some residents.

Commissioner Bester indicated that one of the things that pleased him with this budget was that the City budgeted a two-million-dollar reduction in fund balance.

Chair Davies explained the other piece that she noticed is that last year there was actually a decrease, so it did not surprise her that there was a larger increase this year because in a sense it is kind of two years of increases because given the hard times the Council really wanted to hold the line last year. She looked at the levy increase as being two years’ worth.

Commissioner Murray encouraged the City Council to be sensitive to resident hardships.

Commissioner Barclay agreed because many people have been affected by COVID.

92 **The motion carried unanimously.**

93

94

95 **Discuss Antennae Leases**

96

97 Finance Director Pietrick explained the Commission is asked to discuss and review the antennae  
98 leases. She recapped the lease with the Commission.

99

100 Chair Davies asked how much revenue was budgeted for 2022.

101

102 Ms. Pietrick indicated it was \$450,000.

103

104 Chair Davies asked if this was fairly stable.

105

106 Ms. Pietrick indicated it was.

107

108 Chair Davies thanked Ms. Pietrick for providing the information.

109

110

111 **Identify Discussion Items for Future Meetings**

112

113 Chair Davies stated the next agenda would include an update on the Council adopted 2022  
114 preliminary Budget & Tax Levy, review and adopt a recommendation on the 2022 proposed  
115 utility rates and review park dedication and other fees.

116

117 Ms. Pietrick asked if the Commission wanted to see the purchasing policy with the equity  
118 language inserted since the dollars did not change.

119

120 The Commission indicated they would like to see the policy but indicated no discussion was  
121 warranted.

122

123 **Adjourn**

124

125 Commissioner Bester made a motion, seconded by Commissioner Murray to adjourn. The  
126 **motion passed unanimously.**

127

128 Meeting adjourned at 7:44 p.m.