



Finance Commission Agenda

Wednesday, November 12, 2025

6:30 PM

City Council Chambers

In accordance with [Minnesota Statutes §13D.02](#) and City policy, Council and Commission members may attend meetings remotely up to three times per calendar year.

(Times listed are approximate – please note that items may be earlier or later than listed on the agenda)

- 1. Roll Call -Barclay, Bergquist, Bester, Dahir, Davy, Kanzenbach, Vervoort**
- 2. Approval of Agenda**
- 3. Receive Public Comment**
- 4. Approval of Meeting Minutes**
 - a. Approve minutes
- 5. Business Items**
 - a. Receive Commission Recommendations Tracking Report
 - b. Civic Campus Final Design Stakeholder Group representative
 - c. Establish the 2026 Meeting Calendar
 - d. Establish the 2026 Work Plan
 - e. Maintenance and Operations Center Update/Discussion
- 6. Commission Direction on Member Initiated Agenda Items**
- 7. Other Business**
 - a. 2026 Budget update
 - b. Staff update
- 8. Adjourn**

Roseville Finance Commission Agenda Item

DATE: November 12, 2025

ITEM: 4.a.

ITEM DESCRIPTION: Approve minutes

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, meeting minutes are maintained. The attached file contains the draft minutes from the October 14, 2025, 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.

Recommendation

Review the draft minutes, amend (as necessary), and approve the Finance Commission meeting minutes for the October 14, 2025, meeting.

Attachments

1. FC minutes 10-14-25

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**Finance Commission
Meeting Minutes
DRAFT – October 14, 2025 - DRAFT**

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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 Bester called the roll.

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Commissioners Present: Siafa Barclay, Bruce Bester, Kevin Davy, Raye Kanzenbach, and Anna Vervoort

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Youth Commissioners Present: Aldo Bergquist

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Commissioners Absent: Sadiq Dahir

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Staff Present: Finance Director Michelle Pietrick

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Approval of Agenda

Commissioner Davy moved, seconded by Commissioner Kanzenbach, to approve the agenda as presented. The motion carried unanimously.

Receive Public Comments

Mr. John Kysylyczyn addressed the Finance Commission, pointing out the lack of data and the financial implications for certain city programs. He focused on the Pathways Program, questioning how much taxpayer money is spent and how many people use it.

Chair Bester and Mr. Kysylyczyn discuss the city's expenditure on pathway maintenance and depreciation.

Mr. Kysylyczyn argued that the city does not know how much money has been spent on the Pathways Program over the years. He questioned the city's policy of taking ownership of assets built by other levels of government, which he saw as problematic. He proposed a detailed review of the Pathways Program to understand its costs and benefits.

Approval of Meeting Minutes

Commissioner Barclay moved, seconded by Commissioner Vervoort, to approve the September 9, 2025, meeting minutes as presented. The motion carried unanimously.

Receive Finance Commission Recommendations Tracking Report

47 Chair Bester reviewed the Finance Commission Tracking Report. He noted that two new items
48 were added—franchise fees and levy increases—which were documented.

49

50 **Updated on 2026 Preliminary Tax Levy & Budget**

51

52 Finance Director Pietrick reported on the preliminary tax levy set by the city council and the
53 impact of receiving the Safer and COPS grants. The council is considering franchise fees as part
54 of balancing the budget. The city council is also examining whether to start the fire positions
55 earlier than planned due to the grants. She noted that the Budget and Levy public hearing is
56 scheduled for December 1, 2025, with formal council action on December 8, 2025.

57

58 **Debt Policy Revision**

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60 Finance Director Pietrick presented the updated debt policy, emphasizing the change in the
61 statutory debt limit from 2% to 3%.

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63 Commissioner Kanzenbach suggested adjusting the policy to focus on maintaining a strong
64 credit rating instead of striving for a triple-A rating.

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66 Commissioner Kanzenbach made a motion, seconded by Commissioner Davy, to approve the
67 revised debt policy. The motion was approved unanimously.

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69 **Review and Adopt Recommendation on the 2026 Utility Rates**

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71 Finance Director Pietrick provided an update on the 2026 utility rates and staff recommendation.

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73 The utility rate analysis was discussed, including proposed increases for water, storm drainage,
74 and sanitary sewer funds. The recycling fund rate increase was also proposed to cover rising
75 costs.

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77 Commissioner Vervoort made a motion, seconded by Commissioner Barclay, to approve the
78 recommendations on the 2026 Utility Rates. The motion passed unanimously.

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80 **Maintenance Operations Center Update/Discussion**

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82 Finance Director Pietrick provided an update on the selection of an architect and construction
83 manager for the maintenance operations center.

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85 Ms. Pietrick explained that a committee has been formed to review the design and provide input
86 on these designs for the maintenance operations center, the passport/license center, and the dance
87 studio. She noted that both Commissioner Barclay and Davy volunteered, and she would submit
88 both names to City Manager Trudgeon.

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92 **Commission Direction on Member-Initiated Agenda Items**

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94 Chair Bester announced the passing of Commissioner Joe Tupy and attended his memorial
95 service. The commission expressed its condolences.

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97 **Other Business**

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99 Chair Bester and Finance Director Pietrick reviewed upcoming agenda items, including the
100 finance commission work plan, maintenance operations center update, and the selection of the
101 representative for that work group. They also discussed whether to add Mr. Kysylyczyn
102 suggestion to explore the Pathways Program further.

103

104 **Adjourn**

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106 Commissioner Davy made a motion, seconded by Commissioner Vervoort, to adjourn. The
107 motion passed unanimously.

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109 Meeting adjourned at 7:30 p.m.

Roseville Finance Commission Agenda Item

DATE: November 12, 2025

ITEM: 5.a.

ITEM DESCRIPTION: Receive Commission Recommendations Tracking Report

Background

A summary of the Finance Commission's recent recommendations submitted to the City Council is included in Attachment 1 for review. The report has been updated to reflect items that have been closed or added, per Commissioner Bester.

Recommendation

Not applicable.

Requested Commission Action

For review and discussion purposes only. No formal Commission action is necessary.

Attachments

1. Tracking Report

**Roseville Finance Commission
Recommendation Tracking Report
Report Date - November 12, 2025**

| No. | Recommendation | Description | Date Recommend | Date Presented | Status | Discussion and Next Steps |
|---------|---|--|----------------|----------------|-------------|---|
| 2023-01 | Finance Commission recommends that steps be taken to begin to act on incorporating limited equities in the City's investment portfolio. | Option to permit limited investment in equity investments | 3/14/2023 | 3/14/2023 | Pending | On 4/25/22 the City Council approved expanded Investment Policy language to permit limited use of equity investments. |
| 2023-01 | Finance Commission recommends that steps be taken to begin to act on incorporating limited equities in the City's investment portfolio. | Option to permit limited investment in equity investments | 6/17/2024 | 6/17/2024 | Received | On 6/17/24 the Finance Commission in its annual joint meeting with the City Council, presented a recommendation for limited investment in equities. |
| 2025-03 | Finance Commission recommends that steps be taken to begin to act on incorporating limited equities in the City's investment portfolio. | Option to permit limited investment in equity investments | 6/10/2025 | 6/16/2025 | Received | On 6/16/25 in its annual joint meeting with the City Council, the Finance Commission affirmed its recommendation for limited investment in equities. Finance Commission further recommends that we not act on the recommendation at this time. The Finance Commission will monitor market conditions and will update its recommendation based on updated market conditions. |
| 2025-01 | Finance Commission recommends revisions to the Capital Investment Policy | Raise capitalization threshold from \$10,000 to \$25,000. Also require individual assets to be at least \$5,000 when the aggregate purchase is greater than \$100,000. | 3/12/2025 | 4/7/2025 | Implemented | Recommending these updates to the City Council at the next suitable time - 4/7/25 |
| 2025-02 | | See page 127 of the 2024 ACFR. The reported collections on levied property taxes for the years 2022, 2023, and 2024 appeared to be understated. This is an error in reporting, not a collection issue. | 5/13/2025 | | Rescinded | There is no recommendation for action other than careful proofreading of future ACFRs. |
| 2025-03 | Finance Commission recommends that Franchise Fees not be used as a source of revenue in the 2026 City budget. | Use of Franchise Fees as a source of revenue. Cable and utility Franchise Fees would be added to local utility bills. These fees would add some \$2.0 million in revenue for the City budget in 2026. | 9/9/2025 | 9/15/2025 | Received | Discussed numerous pros and cons. Pros - most cities already use this source of revenue. Cons - it is essentially a tax, a regressive tax, that is identified as a fee, not a tax, on utility bills. |
| 2025-04 | Finance Commission recommends a levy increase not to exceed 10%. | A base budget and 4 budget scenarios were presented by City Manager. Scenarios included additions to Public Safety staffing, with and without grants, with and without Franchise Fees. | 9/9/2025 | 9/15/2025 | Received | Finance Commission discussed and considered various budget scenarios as presented by the City Manager. The budget scenarios included a base budget and 4 scenarios. |

**Roseville Finance Commission
Recommendation Tracking Report
Report Date - November 12, 2025**

| No. | Recommendation | Description | Date Recommend | Date Presented | Status | Discussion and Next Steps |
|---------|--|---|----------------|----------------|-------------|---|
| 2025-05 | Finance Commission agrees with and endorses the staff recommended utility rate increases. Water Fund 5.5%, Storm Drainage 0%, Sanitary Sewer 2%, Recycling 3%. Finance Commission recommends approval by City Council | Annual review of proposed utility rates for the year 2026 | 10/14/2025 | 11/12/2025 | Received | Finance Commission reviewed and discussed staff rate recommendations including estimated impact on single family home |
| 2025-06 | Finance Commission agrees with the proposed update and revisions including the update to the statutory limit of 3% of estimated market value of taxable property. The Commission recommends changing the "AAA Bond rating" to "Strong Credit Rating". With these changes the Commission recommends approval by City Council. | Debt Policy review and revision | 10/14/2025 | 10/27/2025 | Implemented | Finance Commission reviewed and discussed proposed changes and updates to Debt Policy. |

Roseville Finance Commission Recommendation Tracking Report - Definitions

| Status | Definition |
|--------------------------------|--|
| Pending | Recommendation has not yet been presented to the City Council |
| Received | Recommendation has been received by the City Council but has not received a formal reply or action |
| Accepted | Recommendation has been accepted by the City Council but action has not yet been taken |
| Rejected | Recommendation has been rejected by the City Council and will not move further |
| Implemented | Recommendation has been accepted by the City Council and action has been implemented |
| Rescinded | Recommendation has been rescinded by the Finance Commission |
| Received - Closed | Recommendation has been received by the City Council but has not received a formal reply or action and will be considered closed from future updates tracking. |
| Received - Further Development | Recommendation has been received by the City Council and returned to the Commission for modifications or further development. |

Roseville Finance Commission Agenda Item

DATE: November 12, 2025

ITEM: 5.b.

ITEM DESCRIPTION: Civic Campus Final Design Stakeholder Group representative

Background

The Finance Commission is asked to select a member to serve on the Civic Campus Final Design Stakeholder Group. The group will consist of one member from each commission, 3 residents, 1 member of the VFW and 1 Council member.

Anticipate first meeting sometime in December with an additional 2 or 3 meetings between January and June.

At the October meeting, the commission had 2 members interested in participating.

Recommendation

Select a member to serve on the Civic Campus Final Design Stakeholder Group.

Attachments

None

Roseville Finance Commission Agenda Item

DATE: November 12, 2025

ITEM: 5.c.

ITEM DESCRIPTION: Establish the 2026 Meeting Calendar

Background

The Commission is asked to establish a 2026 meeting calendar to allow for advanced public notification of scheduled meetings and to help guide the development of an annual work plan.

While the Commission historically meets on the second Tuesday of each month, there are two adjustments to that. In August, the City Manager presents his budget to the commission after it is presented to the City Council. So the August Finance Commission meeting will be on August 26th. The September meeting is also going to be moved to September 15th to give the Finance Commission an extra week to determine their recommendations on the budget.

Recommendation

Motion to establish the 2026 monthly Meeting Calendar for the second Tuesday of each month except for August and September, which shall be held on Wednesday, August 26 and Tuesday September 15.

Attachments

1. 2026 Calendar

Yearly Calendar 2026

| January | | | | | | |
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| February | | | | | | |
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| March | | | | | | |
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| April | | | | | | |
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| May | | | | | | |
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| June | | | | | | |
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| July | | | | | | |
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| August | | | | | | |
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| September | | | | | | |
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| October | | | | | | |
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| November | | | | | | |
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| December | | | | | | |
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Roseville Finance Commission Agenda Item

DATE: November 12, 2025

ITEM: 5.d.

ITEM DESCRIPTION: Establish the 2026 Work Plan

Background

The Commission has been asked to establish a 2026 Work Plan to allow for advanced public notification of the various topics scheduled for review and discussion. An annual work plan also aids in the scheduling of future topics on agendas.

While the Commission has a number of seasonal topics associated with the City's annual financial cycle, there may be unfinished business from a previous Work Plan or items specifically assigned by the City Council that have not yet been undertaken. The Commission should consider adding those or other potential topics of discussion as well.

A draft of the 2026 Work Plan is included in *Attachment 1*. The Commission is reminded that the Work Plan merely serves as a guideline and is not intended to mandate which discussions take place or their timetable.

Recommendation

Motion to establish the 2026 Work Plan.

Attachments

1. Annual Workplan 2026-Draft

Roseville Finance Commission

2026 Meeting Topics & Calendar

| Month | 2026 Discussion Topics (Tentative) |
|--------------------------|---|
| January 13 | <ul style="list-style-type: none"> ▪ Maintenance and Operations Center update |
| February 10 | <ul style="list-style-type: none"> ▪ Maintenance and Operations Center update |
| March 10 | <ul style="list-style-type: none"> ▪ Select Chair, Vice-Chair, and Ethics Commission Representative ▪ Review 2025 Investment Portfolio performance ▪ Maintenance and Operations Center update |
| April 14 | <ul style="list-style-type: none"> ▪ Oath of Office by new Commissioners ▪ Review 2025 preliminary year-end cash reserve levels ▪ Maintenance and Operations Center update |
| May 12 | <ul style="list-style-type: none"> ▪ Discuss items for Joint City Council-Finance Commission meeting ▪ Review 2025 Audit Reports ▪ Maintenance and Operations Center update |
| June 9 | <ul style="list-style-type: none"> ▪ Finalize discussion items for joint City Council-Finance Commission meeting ▪ Maintenance and Operations Center update |
| July 14 | <ul style="list-style-type: none"> ▪ 2027-2046 Capital Improvement Plan review #1 ▪ Maintenance and Operations Center update |
| August 26 * Wednesday | <ul style="list-style-type: none"> ▪ Discuss the 2027 City Manager Recommended Budget & Tax Levy ▪ 2027-2046 Capital Improvement Plan review #2 ▪ Maintenance and Operations Center update |
| September 15 | <ul style="list-style-type: none"> ▪ Establish Recommendation on 2026 City Manager Recommended Budget & Tax Levy ▪ Establish Recommendation on 2027-2046 Capital Improvement Plan ▪ Maintenance and Operations Center update |
| September 21 | <ul style="list-style-type: none"> ▪ Present Budget Recommendation to City Council |
| October 13 | <ul style="list-style-type: none"> ▪ Update on the Council-adopted 2027 preliminary Budget & Tax Levy ▪ Review and adopt a recommendation on the 2027 proposed utility rates ▪ |
| November 10 | <ul style="list-style-type: none"> ▪ Adopt 2027 Meeting Calendar ▪ Adopt 2027 Work Plan ▪ |

Roseville Finance Commission Agenda Item

DATE: November 12, 2025

ITEM: 5.e.

ITEM DESCRIPTION: Maintenance and Operations Center Update/Discussion

Background

At each meeting throughout the planning and construction process, staff will provide updates on the progress of the Maintenance and Operations Center. The February 11th Commission meeting contained a lot of information with regard to this project and it is recommended that Commission members bring this information to each meeting for reference.

Recommendation

No recommendation at this time.

Attachments

None