

City of Loretto  
Regular City Council Meeting  
Tuesday, January 13, 2026 – 7 p.m.  
Agenda

1. CALL TO ORDER 7:00 PM
2. OATH OF OFFICE
3. PLEDGE OF ALLEGIANCE
4. SET AGENDA
5. MEDINA PUBLIC SAFETY REPORT 7:05
6. OPEN FORUM 7:10  
*Anyone wishing to address the Council during Open Forum should complete an **Open Forum Comment Form** and present it to the Clerk **prior to the meeting**. Forms can be found on the city website and at the entrance to the Council Chambers. Open Forum is for issues not on this current agenda.*
7. CONSENT AGENDA 7:15  
*All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*
  - a. Resolution 2026-02, 2025 Volunteer Appreciation
  - b. Resolution 2026-03, Hennepin County Activities Grant Agreement PR00008015, John Deere Gator 4x4
  - c. Resolution 2026-04, Holiday Train Lions Club Donation
  - d. Resolution 2026-05, Hennepin County Recycling Agreement
  - e. Outstanding Indebtedness Report
  - f. Pay Equity Report
  - g. 2026 Safety Training Agreement, SafeAssure
  - h. 2026 Employee Benefits Summary, Amending HSA Payment Schedule
  - i. City Council Minutes of December 9, 2025
  - j. 2025 Year-end Bills
  - k. January Bills
  - l. Monthly Balance Sheet
  - m. Year-end Financial Reports
8. ACTION/PLANNING ITEMS 7:20
  - a. Resolution 2026-01, Annual Appointments
  - b. Year-end Transfers
  - c. Hennepin County Healthy Tree Canopy Grant
9. INFORMATIONAL ITEMS 7:35
  - a. Holiday Train Report
10. MONTHLY STAFF REPORTS 7:40
  - a. City Hall
  - b. Streets
  - c. Water
  - d. Wastewater
    - 1) Sewer Blockage Repair Costs
  - e. Parks
    - 1) Grants
  - f. Stormwater
    - 1) Termination of MS4

City of Loretto  
Regular City Council Meeting  
Tuesday, January 13, 2026 – 7 p.m.  
Agenda

11. MAYOR AND COUNCIL REPORTS

7:50

12. ADJOURN

7:55 P.M.

*This is a preliminary agenda and subject to change. The Council will set a final agenda at the meeting. Most current meeting agendas can be viewed at City Hall or on the City of Loretto website: [www.ci.loretto.mn.us](http://www.ci.loretto.mn.us)*

# MEMO

TO: Honorable Mayor and Members of the Loretto City Council  
FROM: Mary Schneider, City Clerk Treasurer  
CC: Jake Leuer, Public Works Director  
DATE: Friday, January 9th, 2026  
RE: Council Meeting of Tuesday, January 13, 2026

1. CALL TO ORDER

The full council should be present.

2. OATH OF OFFICE

3. PLEDGE OF ALLEGIANCE

4. SET AGENDA

If there are any items to add or subtract from the agenda, this would be the time to do so.

5. MEDINA PUBLIC SAFETY REPORT

A Medina Police representative should be present to give the monthly report, which is included in your packet.

6. OPEN FORUM

*Anyone wishing to address the Council during Open Forum should complete an **Open Forum Comment Form** and present it to the Clerk **prior to the meeting**. Forms can be found on the city website and at the entrance to the Council Chambers. Open Forum is for issues not on this current agenda and no action will be taken during this meeting.*

7. CONSENT AGENDA

*All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. **If discussion is desired, that item should be removed from the Consent Agenda and added to ACTION PLANNING to be considered separately.***

a. Resolution 2026-02, 2025 Volunteer Appreciation

**This is an annual resolution to acknowledge and thank the previous year's volunteers. The resolution includes exhibits listing all the individuals, businesses, organizations and agencies who volunteered for the city in 2025.**

b. Resolution 2026-03, Hennepin County Activities Grant Agreement PR00008015, John Deere Gator 4x4

This resolution approves execution of the agreement also included in your packet, between the city and Hennepin County for the grant award of \$10,000 toward the purchase of a John Deere Gator 4x4 for field maintenance. Later on the agenda there will be a discussion of how to fund the remainder of the purchase price of the gator.

c. Resolution 2026-04, Holiday Train Lions Club Donation

This resolution is to accept the Lions Club donations for Christmas Trees and Llamas for the Holiday Train event in December.

d. Resolution 2026-05, Hennepin County Recycling Agreement

Loretto has participated for many years in the Hennepin County Residential Recycling Grant Agreement, receiving residential recycling and organics recycling grants annually. Hennepin County has made some changes to their funding policy to encourage waste reduction through organics recycling and adding funding opportunities for multifamily household recycling. This new grant agreement reflects those changes and covers the period of 2026-2028. If Loretto wishes to continue to participate in this grant opportunity, execution of this agreement is necessary.

e. Outstanding Indebtedness Report

**This is an annual report to the county auditor of the city's outstanding debt. This includes the** final payment on the PFA loan for the water booster station, the 2021 General Obligation Bonds for the 2021 Street Project, and the 2024 Special Assessment Bonds for the 2023 Street Project and CR19 Watermain Project.

f. Pay Equity Report

Included in your packet is the completed Pay Equity Report, required by the State of Minnesota every three years. Once approved by Council, I will submit and, later this year, we will be notified if we are determined to be in compliance. This mandate watches for gender equity issues.

g. 2025 Safety Training Agreement, SafeAssure

This is an annual agreement for safety training, the same company we worked with in 2025.

h. 2026 Employee Benefits Summary, Amending HSA Payment Schedule

**I'm recommending changing from quarterly employer contributions to HSA's to monthly, to** accommodate limitations in the payroll processing application.

i. City Council Minutes of December 9, 2025

The minutes are included in your packet for review.

j. 2025 Year-end Bills

Paper checks #26593 - 26621 totaling \$44,870.09

Payments over \$1,000 include:

- Great Lakes Salt Company - \$3,313.85 (road salt)
- Omann Contracting - \$27,132.71 (final payment for 2023 Street Project)
- Republic Services - \$4,509.17 (November garbage & recycling)
- Stantec Consulting Services - \$3,766.80 (2023 Street Project \$1,547.90, CR19 Watermain Project \$752.10, Loretto Creek Maintenance \$1,466.80)

k. January Bills

Electronic checks #5394E – 5438E totaling \$59,775.96

Payments over \$1,000 include:

- three payrolls - \$9,083.15, \$10,014.93 and \$9,272.17
- three PERA payments - \$1,838.82, \$2,017.22 and \$1,877.17 (employee/employer retirement contributions)
- three EFTPS payments - \$5,931.75, \$3,726.49 and \$3,464.94 (bi-weekly federal payroll tax deposits)
- MN Dept of Revenue - \$1,298.72 (monthly payroll state tax deposit)
- PEIP - \$2,224.08 (monthly health, dental, and life insurance premiums)
- Xcel Energy - \$5,561.69

Paper checks #26622 - 26649 totaling \$284,945.81

Payments over \$1,000 include:

- ABDO - \$4,375.00 (audit progress payment)
- Bullseye Property Management - \$1,571.30 (Office lease and CAM fees)
- City of Medina - \$6,094.17 (monthly police services)
- Metropolitan Council - \$6,799.70 (February 2026 MWC)
- Northland Bond Services - \$96,226.25 (2021 Street Project, 2021A debt service, principal and interest)
- Northland Bond Services - \$130,470.00 (2023 Street Project, 2024A debt service, interest and principal)
- Pioneer-Sarah Creek Watershed - \$2,555.25 (first half 2026 membership dues)
- Republic Services - \$4,517.64 (December garbage & recycling)
- Safeassure Consultants - \$2,952.52 (2026 safety training)

- West Suburban Fire District - \$21,282.21 (Q1 2026 fire contract)
- West Suburban Fire District - \$3,900.00 (2025 PW office space rental)

I. Monthly Balance Sheet

The monthly balance sheet is included in your packet for review.

m. Year-end Financial Reports

Included in your packet are the expenditure and revenue year-end reports, with notes in the margins explaining some of the numbers and transfer recommendations.

RECOMMENDATION: Motion to approve the CONSENT AGENDA as submitted.

8. ACTION/PLANNING ITEMS

a. Resolution 2026-01, Annual Appointments

The resolution in your packet shows the current appointments. Below is information to aid in the decisions for new appointments.

**\*\*Please review items 1-14. These are appointments that historically haven't changed without research being done before this point. If any member of the council wishes to discuss one of these 14 appointments, let Kent know either before or during the meeting. Otherwise, Kent will move quickly to items 15-24 in which Council members volunteer for appointments and approve meeting dates for the new year.**

1. Official newspaper: We have been with the Delano Herald Journal since 2010. I would recommend we stay with them. Residents expect this to be the newspaper that covers Loretto.
2. Official Depositories: 21<sup>st</sup> Century Bank and the 4M Fund (through the League of Mn Cities.) **Although we've transferred the bulk of our large deposits to 21<sup>st</sup> Century Bank and are participating in the ICS program, the 4M Fund is still in use.**
3. Electronic Funds Transfers: It is recommended by our auditors to keep this in our annual appointments resolution.
4. Data Practices Official: This is an item that needs yearly authorization. The City Clerk is historically the responsible authority.
5. Weed Inspector/Assistant Weed Inspector: The Mayor is the Weed Inspector by default. The Assistant Weed Inspector has typically been our code enforcement officer.
6. Auditor: **We've** been with Abdo, Eick & Meyers for many years.
7. Engineer: Stantec Consulting Services (formerly Wenck Associates) are based out of Maple Plain. Started with Wenck in 2012. Nick Wyers has been our acting city engineer since Kent Torve left Stantec and has been our main point of contact for most projects for a few years.
8. Insurance Agent: Collin Hardman with North Risk Partners.
9. Planning Consultant: Nate Sparks with WSB & Associates.
10. Police: Medina Police Department – **the city's contract was renewed** January 2018.
11. Building Inspector: Metro West Inspections based out of Loretto. Mike Rosenau is the new owner of Metro West, as of 2024.
12. Code Enforcement: Mike Rosenau.
13. Fire Marshall: same as 12.
14. Attorney (Civil and Criminal): Civil legal is being supervised by Jared Shepherd, with Jack Brooksbank being our first point of contact, with Campbell Knutson. Criminal prosecution is still being handled by Steve Tallen with Gregerson, Rosow, Johnson & Nilan until his retirement at the

end of the first quarter of 2026. We will need to appoint a new criminal attorney after that, most likely going with the same attorney chosen by Medina.

15. Acting Mayor: If Mayor Koch is absent, this person would run the meetings.
16. Official Signatories: Mayor, Acting Mayor, and Treasurer need to be the signatories with two signatures required on each check.
17. Council Meetings: These are scheduled for the second Tuesday of each month at 7 p.m. See enclosed schedule of dates proposed for the year. There are a few exceptions to the regular meeting schedule:
  - Performance Review Workshop on March 10<sup>th</sup> – this has a 6pm start time, held right before the regular March Meeting.
  - April Council Meeting – April 28<sup>th</sup>. This is the 4<sup>th</sup> Tuesday of April. I requested this change due to vacation plans. The May council meeting will be 2 weeks later.
  - August Council Meeting – August 18<sup>th</sup>. This is the third Tuesday of August. I requested this change to make budget planning easier.
  - Budget Workshop on August 25<sup>th</sup> – start time is 6pm.
18. Identity Theft Prevention Program: This was a mandate that came out in the fall of 2008 and must be reviewed each year. A copy of the program is included in your packet for your review. All council members must sign verifying that they have reviewed the program and approve it for the new year.
19. Highway 55 Corridor Coalition: The purpose of this Commission is to preserve the Hwy 55 Corridor between I-494 and the western limits of Annandale to increase safety, provide additional capacity, and improve access and transit services. This coalition was established in 2002 and meets quarterly. Information will be sent via email once a representative is chosen. Kent was elected chair of the Coalition at the end of 2022 and re-elected at the end of 2023.
20. Lake Minnetonka Communications Commission (LMCC): The LMCC is a joint powers commission and deals with Mediacom cable issues for member cities. Meetings will be held at Long Lake City Hall on February 12<sup>th</sup>, May 14<sup>th</sup>, August 13<sup>th</sup> and November 12<sup>th</sup>, all at 5:30pm.
21. Minnesota Association of Small Cities (MAOSC) Delegate: MAOSC is a group that is represented by regions. Loretto is in Region 8. They update us weekly via email during the legislative session. They also organize webinars on pertinent subjects throughout the year. This representative could be a Council Member or staff member.
22. NW Hennepin League of Municipalities: This is a monthly dinner meeting held the second Wednesday of each month at 6:30 p.m. to discuss/keep informed of local issues and pertinent information. These meetings have historically been held at the Choo Choo in Loretto. Kent is currently the treasurer.
23. Pioneer-Sarah Creek Watershed Commission: This commission meets at 6:00 p.m. on the third Thursday of each month at Maple Plain City Hall, 5050 Independence Street, Maple Plain. Only Council appointed members can vote so the delegate/alternate cannot be a staff person.
24. Representatives for City:
  - Finance – be available to staff regarding finance issues.
  - Personnel – be available to staff for any personnel issues, interview candidates if hiring new employees, any other personnel issues that arise.
  - Civic Events (Mary is the chairperson for these events):

Fun Fest – attend approximately 5 monthly meetings at City Hall with local community leaders to coordinate/promote community pride, be available to work the day of the event.

Holiday Train – attend approximately 2 monthly meetings at City Hall with local community leaders/local businesses to coordinate a food drive with the Holiday Train arrival in downtown Loretto and be available to work the event.

Parks – be available to Public Works regarding Park issues.

Streets/Utilities – be available to Public Works regarding Street and Utility issues.

**Also included in your packet for review/refresh is a Roberts Rules of Order “Cheat Sheet” from the League of MN Cities.**

RECOMMENDATION: Motion to approve Resolution 2026-01, A RESOLUTION RELATING TO THE ORGANIZATION AND ANNUAL APPOINTMENTS FOR THE CITY OF LORETTO FOR 2026.

b. Year-end Transfers

There is a separate memo in your packet for this agenda item.

RECOMMENDATION: Motion to approve year-end transfers as presented.

c. Hennepin County Healthy Tree Canopy Grant

Included in your packet is the 2025 flyer for this grant opportunity. The 2026 grant cycle opens on January 20<sup>th</sup> and closes on March 3<sup>rd</sup>. Kent reached out to Hennepin County and they determined that our tree inventory completed in 2025 meets their conditions to be eligible to skip Step 1 and apply directly for Step 2.

RECOMMENDATION: Direct staff to complete the application process and bring the completed application to a future council meeting for approval.

9. INFORMATIONAL ITEMS

a. Holiday Train Report

The Holiday Train Wrap-up document is included in your packet.

10. MONTHLY REPORTS

a. City Hall

There are no items in this section of the agenda.

b. Streets

There are no items in this section of the agenda.

c. Water

There are no items in this section of the agenda.

d. Wastewater

1) Sewer Blockage Repair Costs

There have been no additions to sewer blockage repair costs in the past month.

e. Parks

1) Grants

The city was awarded a Hennepin Youth Sports Grant of \$10,000 for a gator to be used at the ballfields. The full cost of the gator is \$23,264. The Council needs to determine the remainder of the funding. Below is a summary of 225 Parks Capital Fund allocations. We cannot order the gator until the grant agreement is fully executed.

<b>SUMMARY</b>		
Blacktop/Overlay		\$ 36,420
Walkway AK and BK Fields		\$ 25,000
Playground Equip. Lions		\$ 14,993
Vortex Field Imp.		\$ -
Pickleball/Half Court		\$ 6,000
Baseball Concession Building Revamp		\$ 11,000
	<b>total</b>	<b>\$ 93,413</b>

f. Stormwater

1) Termination of MS4

Included in your packet is a letter from the MPCA notifying the city that its coverage under the NPDES/SDS General Permit for Municipal Separate Storm Sewer Systems (MS4) has been terminated. I followed up with the MPCA and confirmed that there are no further reporting requirements for the city, as there is an annual report coming up for prior year activities. This is a huge time and expense savings for the city.

11. MAYOR AND COUNCIL REPORTS

12. ADJOURN



City of Loretto  
County of Hennepin  
State of Minnesota

**RESOLUTION 2026-02**

**MOTION BY:**

**SECONDED BY:**

**A RESOLUTION RECOGNIZING AND THANKING 2025 VOLUNTEERS**

**WHEREAS**, Loretto Community members (the “Volunteers”) have generously volunteered their time and talents to complete projects (the “Projects”) for the city of Loretto (the “City”); and

**WHEREAS**, the Projects and Volunteers are listed in Exhibits A, B, and C; and

**WHEREAS**, the city wishes to thank the Volunteers for their service.

**NOW THEREFORE**, BE IT RESOLVED, by the City Council of the City of Loretto that they offer their sincere appreciation and thanks to the Volunteers for their service to the City.

PASSED AND ADOPTED THIS 13th DAY OF JANUARY 2026.

VOTING AYE

\_\_Daniels, Brenda  
\_\_Koch, Kent  
\_\_Leuer, Jeff  
\_\_Markham, Melissa  
\_\_Scanlon, Ben

VOTING NAY

Daniels, Brenda\_\_  
Koch, Kent\_\_  
Leuer, Jeff\_\_  
Markham, Melissa\_\_  
Scanlon, Ben\_\_

\_\_\_\_\_  
Kent Koch, Mayor

Attest:

\_\_\_\_\_  
Mary K. Schneider, City Clerk-Treasurer

**Resolution 2026-02**  
**Exhibit A**  
**2025 Miscellaneous Project Volunteers**

<b>Name</b>	<b>Volunteer work</b>
Bonnie Bryant	Prepared newsletters for mailing; planted and maintained city flower pot
Carol Hatcher	Continued to educate community on Mayors' Monarch Pledge activities; maintained Fire Department landscaping; maintained ball park prairie garden; gathered and gave away harvested milkweed seeds; planted and maintained city flower pot; consulted on Ash Tree Removal and Replacement Grant application
Bob and Glenna Kramer	Prepared newsletters for mailing
Connie Scheibe	Planned, planted and maintained city flower pots
Mary Schneider	Planned, planted and maintained city flower pots
Veronica and Sarah Shafer	Maintained Highlands Butterfly Garden and Lions Park Memorial Garden; planted and maintained city flower pot
Cec Vieau	Prepared newsletters for mailing
Pete Markham	took photos of Loretto landscapes and scenery for city website and Facebook page

**Resolution 2026-02**  
**Exhibit B**  
**2025 Fun Fest Volunteers**

<b>Planning Committee</b>	Carla Demchuk Jason Nelson Brittany Jochum Mike Frodl Malia Kaszubowski Dana Cline Joyce Rathburn Jeff Leuer	Missy Laatsch Matt Rohman Mallory Ross Kent Koch Jake Leuer Aaron Ende Becky Coyle Mary Schneider
<b>Updated poster</b>	John Nelson	
<b>Managed sound system</b>	Glen Schneider & Matt Coyle	
<b>Medallion Hunt</b>	Kaszubowski family	
<b>25th Anniversary Quilt</b>	Malia Kaszubowski	
<b>Photographer</b>	Malia Kaszubowski	
<b>Kid's Carnival Games</b>	Church of Ss Peter & Paul	
<b>Supervised inflatables</b>	Church of Ss Peter & Paul	
<b>Ran Bingo games</b>	Loretto Knights of Columbus	
<b>Managed Food Shelf Collection</b>	21st Century Bank led by Carla Demchuk	
<b>Took pictures, distributed posters</b>	Malia Kaszubowski	
<b>Provided security, safety and volunteers</b>	Loretto Fire Department Loretto Public Works: Jake Leuer, Aaron Ende, and Dave Kottke	Medina Police and Reserves
<b>Prepared Lions Park, handicap parking, public safety and all event prep</b>		
<b>Mosquito treatment</b>	ProLawns, Matt Rohman	
<b>Assisted with setup and takedown</b>	Glen Schneider & Matt Coyle	

**Resolution 2026-02**  
**Exhibit C**  
**2025 Holiday Train Volunteers**

<b>Planning Committee</b>	Jason Nelson Brittany Jochum Jeff Leuer Kent Koch Carla Demchuk Mackenzie Mendez Brynn Peterson Joyce Rathburn Malia Kaszubowski Laura Lahti	Tom Gregory Dave Hall Matt Rohman Mallory Ross Jake Leuer Aaron Ende Dave Kottke Becky Coyle Mary Schneider
<b>Provided music and sound system</b>	West Suburban Fire District	Medina Police & Reserves, Corcoran and Plymouth Police, West Hennepin Public Safety, Hennepin County Special
<b>Provided event safety and traffic control</b>	West Suburban Fire District	Deputies
<b>Costumed Characters</b>	21st Century Bank	LORAM
<b>Food Collection and drop off to Hanover</b>	Doboszenski & Sons	
<b>Donated Christmas Trees</b>	Loretto Lions Club	
<b>Christmas Tree Decorating Team</b>	City Staff and LORAM	
<b>Created poster</b>	21st Century Bank	
<b>Distributed posters</b>	Malia Kazubowski	
<b>Event photographer</b>	Malia Kazubowski	
<b>Kiddie Train</b>	Glen & Mary Schneider	Laini Cossette
<b>Sponsored Llama activity &amp; donated Christmas Trees</b>	Loretto Lions	
<b>Llama line management</b>	Becky and Matt Coyle	
<b>Donated and served cookies &amp; cocoa</b>	LORAM	
<b>Food Drive and Command Post</b>	ProLawns: Matt Rohman, Mallory Ross	
<b>Food Drive</b>	Saints Peter & Paul Church	
<b>Donated bus service</b>	Stahlke Bus Service	
<b>Provided fire pit and fire management</b>	West Suburban Fire District	LORAM
<b>Purchased and handed out train whistles</b>	West Suburban Fire District	

**RESOLUTION NO. 2026-03**

**MOTION BY MEMBER:**

**SECONDED BY MEMBER:**

A RESOLUTION OF THE CITY OF LORETTO APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT PR00008015 WITH HENNEPIN COUNTY FOR THE PURCHASE OF A 4X4 GATOR UTILITY VEHICLE FOR FIELD PREPARATION AND MAINTENANCE OF BALLFIELDS

WHEREAS, Section 473.757, subd. 2 of Minnesota Statutes authorizes Hennepin County to make grants for youth activities and youth and amateur sports within Hennepin County with certain funds collected as part of the sales tax authorized in Section 473.757, subd. 10 of Minnesota Statutes; and

WHEREAS, Pursuant to Hennepin County Board Resolution 09-0320R3, Hennepin County created the Hennepin Youth Sports Program; and

WHEREAS, Hennepin County Board Resolutions 11-0318R1, 15-0332R1, and 21-0337, expanded the program to include grant opportunities for sports equipment, play spaces, swimming lessons, art and music education, and lifeguard services; and

WHEREAS, As part of the Hennepin Youth Sports Program, Hennepin County authorized an award of \$10,000 to the City of Loretto for the purchase of a John Deere Gator 4x4 utility vehicle for field preparation and maintenance across a multi-field facility at Loretto Athletic and Recreation Park.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Loretto as follows:

The City does hereby agree to the terms of the Hennepin Youth Sports Program Grant Agreement for the purchase of a John Deere Gator 4x4 utility vehicle for field preparation and maintenance across a multi-field facility at Loretto Athletic and Recreation Park, Contract No: PR00008015, and authorizes Mary K. Schneider, City Clerk Treasurer to execute said agreement and serve as official liaison with Hennepin County or its authorized representative.

**PASSED AND ADOPTED THIS 13<sup>th</sup> DAY OF JANUARY 2026.**

**VOTING AYE**

    Daniels, Brenda  
    Koch, Kent  
    Leuer, Jeff  
    Markham, Melissa  
    Scanlon, Ben

**VOTING NAY**

Daniels, Brenda      
Koch, Kent      
Leuer, Jeff      
Markham, Melissa      
Scanlon, Ben    

\_\_\_\_\_  
Kent Koch, Mayor

Attest:

\_\_\_\_\_  
Mary K. Schneider, City Clerk Treasurer

(seal)

**RESOLUTION NO. 2026-04**

*MOTION BY MEMBER:  
SECONDED BY MEMBER:*

**A RESOLUTION ACCEPTING A DONATION FROM THE  
LORETTO LIONS CLUB**

**WHEREAS**, the Loretto Lions Club has donated \$1,250 to the City of Loretto designating funds for Christmas trees (\$800) and llamas (\$450) for the Holiday Train event; and

**WHEREAS**, the City Council appreciates the monetary donation.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Loretto, Minnesota, that it accepts the donation with gratitude and appreciation.

PASSED AND ADOPTED THIS 13TH DAY OF JANUARY 2026.

VOTING AYE

Daniels, Brenda  
 Koch, Kent  
 Leuer, Jeff  
 Markham, Melissa  
 Scanlon, Ben

VOTING NAY

Daniels, Brenda\_\_\_  
Koch, Kent\_\_\_  
Leuer, Jeff\_\_\_  
Markham, Melissa\_\_\_  
Scanlon, Ben\_\_\_

ATTEST:

\_\_\_\_\_  
Kent Koch, Mayor

\_\_\_\_\_  
Mary K. Schneider, City Clerk Treasurer

**RESOLUTION NO. 2026-05**

MOTION BY MEMBER:  
SECONDED BY MEMBER:

**RESOLUTION TO APPROVE THE 2026-2028 RESIDENTIAL WASTE  
REDUCTION AND RECYCLING GRANT AGREEMENT (PR00008065) WITH  
HENNEPIN COUNTY**

WHEREAS, pursuant to Minnesota Statutes, Chapter 115A.552, Counties shall ensure that residents have an opportunity to recycle; and

WHEREAS, Hennepin County Ordinance 13 requires that each city implement and maintain a recycling and organics recycling program; and

WHEREAS, the Hennepin County Board adopted a funding policy to continue to fund cities within Hennepin County for the contract period of January 1, 2026 through December 31, 2028; and

WHEREAS, in order to participate in and receive grant funds, the City must enter into and abide by the agreement with Hennepin County; and

WHEREAS, the City wishes to continue to participate in the grant program.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Loretto, Minnesota, that the City Council approves the agreement as proposed.

BE IT FURTHER RESOLVED, that the City Council authorizes the Mayor, City Clerk or his or her designees to execute such Residential Waste Reduction and Recycling Grant Agreement with Hennepin County, Grant Agreement No. PR00008065.

PASSED AND ADOPTED THIS 13th DAY OF JANUARY 2026.

VOTING AYE

\_\_\_Daniels, Brenda  
\_\_\_Koch, Kent  
\_\_\_Leuer, Jeff  
\_\_\_Markham, Melissa  
\_\_\_Scanlon, Ben

VOTING NAY

Daniels, Brenda\_\_\_  
Koch, Kent\_\_\_  
Leuer, Jeff\_\_\_  
Markham, Melissa\_\_\_  
Scanlon, Ben\_\_\_

\_\_\_\_\_  
Kent Koch, Mayor

ATTEST:

\_\_\_\_\_  
Mary K. Schneider, City Clerk-Treasurer

REPORT OF OUTSTANDING INDEBTEDNESS

TO: Resident and Real Estate Services, Hennepin County, Minnesota  
 FROM: City of Loretto

**BONDED INDEBTEDNESS OUTSTANDING - All Bonds**

Issued and Paid	Amount*	Amount Used For Transportation
1. Bonds outstanding Jan 1, 2025.....	\$3,450,000.00	1,920,000
2. Issued during 2025.....	\$0.00	
Total.....	\$3,450,000.00	
3. Paid during 2025.....	\$125,000	
4. Bonds outstanding Dec 31, 2025.....	\$3,325,000	
5. Interest Paid On Bonds (Transportation Only).....	\$3,321,000.00	

**Type of Bond**

6. General Obligation - Property Tax Supported.....	\$760,000.00
7. General Obligation - Redevelopment (Tax Increment).....	\$0.00
8. General Obligation - Special Assessment Supported.....	\$1,160,000.00
9. General Obligation - Revenue Supported.....	\$1,405,000.00
10. Revenue.....	\$0.00
11. Other (Identify).....	PFA loan 0 - \$4,000.00
12. Total Bonds Outstanding.....	3,325,000 \$3,321,000.00
13. Refunding.....	\$0.00
14. State Aid or Tax Anticipation Certificates.....	
15. Other Long Term Indebtedness (Identify).....	
16. State Aid and Tax Anticipation Certificates Outstanding Dec 31, 2025.....	\$0.00
17. Interest Paid On Long-term Debt (Transportation Only).....	\$76,825.69

**DEBT SERVICE FUNDS**

TITLE	TYPE	Fund Balance Dec 31, 2025
18. 2021 Street Project	GO-Property Tax Supported	\$144,613.39
19. 2023 Street Project	GO-Special Assessment Supported	\$107,187.14
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. Escrow Account Balance	\$ _____	

I do hereby certify that this statement is correct

Principal Accounting Officer Maury K. Schick Date \_\_\_\_\_ Telephone Number \_\_\_\_\_

# Outstanding Indebtedness Detail for 2025

Jan. 02, 2026

City of Loretto	Date	Original Amount	Outstanding Bal 01/01/2025	New Bonds 2025	Amount Paid 2025	Ending Balance 12/31/2025
7402A General Obligation (Series 2021A)	8 /5 /2021	\$920,000.00	\$815,000.00	\$0.00	\$55,000.00	\$760,000.00
<b>General Obligation (Line #7)</b>		<b>\$920,000.00</b>	<b>\$815,000.00</b>	<b>\$0.00</b>	<b>\$55,000.00</b>	<b>\$760,000.00</b>
7403A GO Special Assessment (Series 2024A)	5 /8 /2024	\$1,160,000.00	\$1,160,000.00	\$0.00	\$0.00	\$1,160,000.00
<b>GO Special Assessment (Line #9)</b>		<b>\$1,160,000.00</b>	<b>\$1,160,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,160,000.00</b>
7402B GO Revenue (Series 2021A)	8 /5 /2021	\$575,000.00	\$535,000.00	\$0.00	\$20,000.00	\$515,000.00
7403B GO Revenue (Series 2024A)	5 /8 /2024	\$890,000.00	\$890,000.00	\$0.00	\$0.00	\$890,000.00
<b>GO Revenue (Line #10)</b>		<b>\$1,465,000.00</b>	<b>\$1,425,000.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>	<b>\$1,405,000.00</b>
7401 Other (Series 2006)	5 /9 /2006	\$769,000.00	\$50,000.00	\$0.00	<del>50,000</del> <del>\$54,000.00</del>	<del>0</del> <del>-\$4,000.00</del>
<b>Other (Line #12)</b>		<b>\$769,000.00</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b><del>50,000</del> <del>\$54,000.00</del></b>	<b><del>0</del> <del>-\$4,000.00</del></b>
<b>City of Loretto Subtotal:</b>						<b><del>\$3,321,000.00</del> 3,325,000</b>
<b>City of Loretto Totals</b>		<b>\$4,314,000.00</b>	<b>\$3,450,000.00</b>	<b>\$0.00</b>	<b><del>\$129,000.00</del> 125,000</b>	<b><del>\$3,321,000.00</del> 3,325,000</b>

# Pay Equity Implementation Report

## Part A: Jurisdiction Identification

Jurisdiction: Loretto  
279 North Medina Street, Ste 260  
P.O. Box 207  
Loretto, MN 55357

Jurisdiction Type: City

Contact: Mary Schneider

Phone: (763) 479-4305

E-Mail: mschneider@ci.loretto.mn.us

## Part B: Official Verification

- The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: State Job Match

Description:

- Health Insurance benefits for male and female classes of comparable value have been evaluated and:  
There is no difference and female classes are not at a disadvantage.

- An official notice has been posted at:

Loretto City Office

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Loretto City Council

(governing body)

Kent Koch

(chief elected official)

Mayor

(title)

## Part C: Total Payroll

\$348615.92

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:
- signature of chief elected official
  - approval by governing body
  - all information is complete and accurate, and
  - all employees over which the jurisdiction has final budgetary authority are included

Date Submitted:1/7/2026

## Job Class Data Entry Verification List

Case: 2025 DATA

Loretto

LGID: 697

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
4	Utility Clerk	0	1		F	141	4553.00	4553.00	0.00	1.00	
1	Public Works	2	0		M	154	5246.00	5783.00	0.00	8.00	
3	City Clerk Treasurer	0	1		F	275	7674.00	7674.00	0.00	12.00	
2	Public Works Director	1	0		M	282	6880.00	6880.00	0.00	2.00	

**Job Number Count: 4**

# Compliance Report

Jurisdiction: Loretto  
 279 North Medina Street, Ste 260  
 P.O. Box 207  
 Loretto, MN 55357

Report Year: 2026  
 Case: 1 - 2025 DATA (Private (Jur Only))

Contact: Mary Schneider Phone: (763) 479-4305 E-Mail: mschneider@ci.loretto.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

## I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	2	2	0	4
# Employees	3	2	0	5
Avg. Max Monthly Pay per employee	6148.67	6113.50		6134.60

## II. STATISTICAL ANALYSIS TEST

### A. Underpayment Ratio = 0 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	2	2
b. # Below Predicted Pay	0	0
c. TOTAL	2	2
d. % Below Predicted Pay (b divided by c = d)	0.00	0.00

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

### B. T-test Results

Degrees of Freedom (DF) = 3	Value of T = 0.000
-----------------------------	--------------------

- a. Avg. diff. in pay from predicted pay for male jobs = 0
- b. Avg. diff. in pay from predicted pay for female jobs = 0

## III. SALARY RANGE TEST = 0.00 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 0.00
- B. Avg. # of years to max salary for female jobs = 0.00

## IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP = 0.00 \*
  - B. % of female classes receiving ESP = 0.00
- \*(If 20% or less, test result will be 0.00)



# **WHAT SAFEASSURE WILL DO FOR THE CITY OF LORETTO**

## **PROPOSAL/SERVICE AGREEMENT**

## INTRODUCTION/GENERAL INFORMATION

THIS AGREEMENT is effective the first day of February 2026 for The City of Loretto, Loretto, Minnesota, herein referred to as The City of Loretto and SafeAssure 7505 93<sup>rd</sup> Ave NE, Spicer, Minnesota, herein referred to as SafeAssure.

This proposal includes full service as described throughout this document to departments/employees stated within the schedule.

SafeAssure is a safety and OSHA compliance consulting company established on January 1, 1998, specializing primarily in Municipal, Construction, Manufacturing, and Medical operations.

SafeAssure has an A+ rating with the Better Business Bureau (BBB). A complaint has never been filed against SafeAssure.

SafeAssure currently provides full service to over 130 municipalities in Minnesota, any or all of which may be contacted for reference (a full list will be provided upon request).

Our employees are our largest asset. All SafeAssure on-site client services employees are individually trained through OSHA certification programs and by SafeAssure Education Systems prior to conducting classroom or consultation services. The SafeAssure training management system continually reviews OSHA Regulations/Statutes/Interpretations and confers with OSHA representatives on any new or revised regulations or statutes. Employees are continually evaluated on OSHA subject matter proficiencies.

SafeAssure employs 8 to 10 committed employees (depending on time of year). Although there are other staff, key team members most directly servicing municipalities and your specific organization will include:

- Chadwick Peterson (President/Owner/Consultant/Instructor) - Overall Operations/Client Services/Quality Control
- Melanie Bauman (Office Manager) - Scheduling/Coordinating/Client Services
- Jonathon Beale (Consultant/Instructor) - Client Services
- Tom Norgel (Consultant/Instructor) - Client Services
- Tom Paull (Consultant/Instructor) - Client Services
- Tom Guntzburger (Consultant/Instructor) - Client Services
- Seth Schueller (Consultant/Instructor) - Client Services
- Joe Brandt (Consultant/Instructor) - Client Services
- Cathy Hockert (Consultant/Instructor) - Client Services
- Jim Clemensen (Consultant/Instructor) - Client Services

# CONSULTING SERVICES

(See also Training Schedule)

- All written programs/services that are produced by SafeAssure are guaranteed to meet the requirements set forth by MNOSHA/OSHA. SafeAssure will reimburse The City of Loretto should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure. SafeAssure does not take responsibility for financial loss due to MNOSHA/OSHA fines that are not directly related to improperly written programs.
- SafeAssure will continuously monitor OSHA Standards and modify all safety related programs as needed to ensure updates meet OSHA regulations and statutes. These changes or additions, when made during the agreement year, will be made at no additional cost to the City of Loretto.
- SafeAssure will conduct simulated OSHA audits of facilities (buildings), record deficiencies and make corrective recommendations. Audits will include pictures of noted deficiencies and recommendations. All city owned buildings where city employees work will be inspected upon request and at no additional costs.
- SafeAssure will provide answers to all, and any OSHA questions submitted by department Supervisors (or other persons as allowed by management). Unlimited Consulting.
- In the event of an actual OSHA inspection, a SafeAssure employee will directly assist during the inspection process. SafeAssure will be with you all the way, including a presence at the OSHA closing conference and/or citation contesting hearings when requested.
- SafeAssure will assist you in the event of a serious work-related employee injury or death including OSHA correspondence and negotiations.
- SafeAssure will provide an “ALERT” system that allows SafeAssure to quickly inform clients (through email) of any information that is pertinent to the safety of employees and/or OSHA compliance.
- SafeAssure will provide access to an SDS database specific to the City of Loretto through VelocityEHS. The SDS database related services provided (amount of SDS and use) will be unlimited.

## TRAINING SERVICES

(See also Training Schedule)

- SafeAssure clients may utilize multiple training formats and techniques including but not limited to:
  - On-site training (preferred) with Power Point presentations, workbooks, videos, and topical employee participation games (see schedule).
  - Online ZOOM (see schedule)
  - Online training through video/question-answer as well as client-specific OSHA safety information.
- SafeAssure provides online safety training and complete documentation of individual employee training on most subjects (see schedule) for employees directed by management to do online training (such as during shutdowns, new employees, or employees who missed on-site training).
- **Data Practices Act.** All government data collected, created, received, maintained or disseminated for any purpose by the Parties pursuant to this Agreement shall be governed by the provisions of the Minnesota Government Data Practices Act, Minn. Stat. §§ 13.01 et seq. (“the Data Practices Act”). SafeAssure agrees to comply with the Data Practices Act as it applies to any data provided to it by the City or third parties and further agrees to cooperate and assist City staff in complying with any data practices requests arising out of, or related to, information generated or submitted pursuant to the contract.
- All programs, policies, training, and procedures referenced on the following page **do not** include the cost of hardware such as labels and signs. It will be the responsibility of The City of Loretto to obtain this hardware as required to comply with OSHA standards.
- All the time spent consulting, answering questions, and assisting with OSHA inspections both on and off-site are part of the agreement services and are included (see also schedule).
- Any additional classroom hours separate from the agreement and schedule will be billed and eligible for all “current client” discounts offered by SafeAssure. These hours (if any) will only be allowed upon approval of the City of Loretto management representative and SafeAssure.
- Training subject matter will include all subjects listed within the provided annual schedule (see within).

In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training also be provided for the following Subparts when or if applicable during the agreement year. (Subparts represent multiple standards)

#### 1910 Subparts

Subpart D - Walking - Working Surfaces

Subpart E - Means of Egress

Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms

Subpart G - Occupational Health and Environmental Control

Subpart H - Hazardous Materials

Subpart I - Personal Protective Equipment

Subpart J - General Environmental Controls

Subpart K - Medical and First Aid

Subpart L - Fire Protection

Subpart M - Compressed Gas and Compressed Air Equipment

Subpart N - Materials Handling and Storage

Subpart O - Machinery and Machine Guarding

Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.

Subpart Q - Welding, Cutting, and Brazing.

Subpart S - Electrical

Subpart Z - Toxic and Hazardous Substances

#### 1926 Subparts

Subpart C - General Safety and Health Provisions

Subpart D - Occupational Health and Environmental Controls

Subpart E - Personal Protective and Life Saving Equipment

Subpart F - Fire Protection and Prevention

Subpart G - Signs, Signals, and Barricades

Subpart H - Materials Handling, Storage, Use, and Disposal

Subpart I - Tools - Hand and Power

Subpart J - Welding and Cutting

Subpart K - Electrical

Subpart L - Scaffolds

Subpart M - Fall Protection

Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors

Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations

Subpart P - Excavations

Subpart V - Power Transmission and Distribution

Subpart W - Rollover Protective Structures; Overhead Protection

Subpart X - Stairways and Ladders

Subpart Z - Toxic and Hazardous Substances

Applicable MN OSHA 5205 Rules

Applicable MN OSHA 5207 Rules

Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

## SAFEASSURE INSURANCE SPECIFICS

<b>COMMERCIAL GENERAL LIABILITY</b>	<b>EACH OCCURANCE</b>	<b>1,000,000</b>
	<b>DAMAGE TO RENTED PREMISIS (EA OCCURANCE)</b>	<b>300,000</b>
	<b>MED EXP (ANY ONE PERSON)</b>	<b>10,000</b>
	<b>PERSONAL &amp; ADV INJURY</b>	<b>1,000,000</b>
	<b>GENERAL AGGREGSTE</b>	<b>2,000,000</b>
	<b>PRODUCTS-COMP/OP AGG</b>	<b>2,000,000</b>
<b>AUTOMOBILE LIABILITY</b>	<b>COMBINED SINGLE UNIT (EA ACCIDENT)</b>	<b>1,000,000</b>
<b>UMBRELLA LIABILITY/EXCESS LIABILITY</b>	<b>EACH OCCURANCE</b>	<b>1,000,000</b>
	<b>AGGREGATE</b>	<b>2,000,000</b>
<b>WORKERS COMPENSATION</b>	<b>EACH ACCIDENT</b>	<b>500,000</b>
	<b>DISEASE-EACH EMPLOYEE</b>	<b>500,000</b>
	<b>DISEASE-POLICY LIMIT</b>	<b>500,000</b>
<b>PROFESSIONAL LIABILITY</b>		<b>1,000,000</b>

SafeAssure agrees to provide, at the time of execution of this agreement, The City of Loretto (upon request) with the current Certificate of Insurance with the above coverage lines.

# Service Agreement-Signature Page

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees that The City of Loretto will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts, or omissions of SafeAssure to third parties. SafeAssure expressly and in perpetuity releases and discharges The City of Loretto and its agents, members, officers, employees, heirs, and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify, and hold harmless The City of Loretto, its agents, members, and heirs from all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure is an independent contractor of The City of Loretto, and nothing in this agreement shall be considered to constitute the relationship of an employer/employee.

**In consideration** of this signed agreement, for the period of **12 months** from February 2026 SafeAssure agrees to provide The City of Loretto with the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, scheduled classroom-training sessions (see 12-month schedule), unlimited online training, an online SDS management program, and the production and maintenance of mandatory OSHA programs. These features and services will be prepared to meet the specific needs of The City of Loretto.

If SafeAssure fails to perform any of the provisions of this agreement or fails to administer the work to endanger the performance of the agreement, such failure may constitute default. Unless the default is excused by the city, the city may, upon written notice to SafeAssure, cancel this agreement in partial or entirety. Either party can terminate the agreement upon written notice sixty days prior to the anniversary date of the agreement.

Below is the agreement fee calculated by aforementioned services and schedule to be paid in full (total each year as stated below) by the agreement start month of February 2026 (or at a later date approved by SafeAssure or due date stated within the produced invoice).

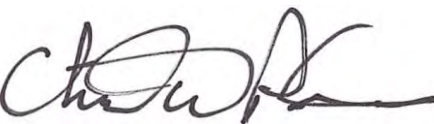
1 YEAR TOTAL COST (Group discounts-3) SDS SERVICES (SDS ON-LINE)	\$2,952.52 (included)
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**TOTAL ANNUAL** **\$2,952.52**

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

X \_\_\_\_\_  
The City of Loretto Date

X \_\_\_\_\_  
The City of Loretto Date

X   
\_\_\_\_\_  
President-SafeAssure Date 010226

City of Loretto  
2026 Employee Benefits Summary

Approved 10/14/2025, amended 11/18/2025, amended  
01/13/2026

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**This is a summary of employee benefits offered by the City of Loretto. The City's Personnel Policy and Premium Conversion Plan (POP) provide further details, including eligibility for health, dental, and basic life/AD&D insurance.**

**INSURANCE BENEFITS – Public Employees Insurance Program (PEIP)**

Eligible employees may enroll in group health, dental, and basic life/AD&D insurance through PEIP. Further details regarding insurance benefits can be found in PEIP documents.

- Newly hired employees are eligible for enrollment on the first of the month following 60 days of continuous service.
- The City covers 100% of premiums for single coverage for the employee for health, dental and \$50,000 basic life/AD&D insurance.
- The City contributes up to the amount of the single premium for family health insurance. The remainder of the family health insurance premium is the employee's responsibility.
- The City contributes 90% of family dental insurance premiums. The remaining 10% of the family dental insurance premium is the employee's responsibility.
- Employees have the option, at their own cost, to purchase additional supplemental life/AD&D or dependent life insurance.
- If an employee chooses an HSA qualifying health insurance policy, the City will contribute \$3,000 annually to the employee's HSA account. ~~Equal \$250~~ contributions will be made ~~quarterly~~ monthly ~~in the first pay period of each quarter starting in April, 2026.~~

**ADDITIONAL COMPENSATION BENEFIT**

Employees regularly scheduled to work 30 hours or more per week and are not receiving City of Loretto group health and dental insurance benefits are eligible for additional compensation. Seasonal and Temporary employees are not eligible. An additional \$3.31 per hour will be added to the employee's wage. The Additional Compensation benefit is not paid out with Comp Time payouts (overtime) nor with on-call benefit pay. In order to receive and remain eligible for the Additional Compensation benefit, the employee must provide current proof of health insurance coverage.

**RETIREMENT BENEFITS – Public Employees Retirement Association (PERA)**

Participation in PERA is mandatory for most employees. Contributions begin immediately. Employees are fully vested after 5 years of service (after 3 years for employees hired prior to July 1, 2010.)

City of Loretto Contribution = 7.5% gross salary  
Employee Contribution = 6.5% gross salary

**DIRECT DEPOSIT**

Employees are required to have their paychecks directly deposited into the bank of their choice. Employees will receive a pay stub showing gross salary, taxes, other deductions and net pay.

**HOLIDAY PAY**

The City of Loretto observes the following paid holidays per year:

New Year's Day	Juneteenth	Thanksgiving Day
Martin Luther King Day	Independence Day	Day after Thanksgiving
President's Day	Labor Day	Christmas Day
Memorial Day	Veterans' Day	

City of Loretto  
2026 Employee Benefits Summary

Approved 10/14/2025, amended 11/18/2025, amended

01/13/2026

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**2026 PAYROLL DATES**

January 8	March 19	May 28	August 6	October 15
January 22	April 2	June 11	August 20	October 29
February 5	April 16	June 25	September 3	November 12
February 19	April 30	July 9	September 17	November 26
March 5	May 14	July 23	October 1	December 10
				December 24

**PAID TIME OFF**

Paid time off (PTO) incorporates time for vacation and sick time but combines both into one category that may be used by the employee for either reason.

Paid time off accrues according to the following schedule:

Employee Averages LESS THAN 24 Hours (60%) Per Week:

- Forty-eight (48) hours of PTO is provided and made available for immediate use at the start of each year; and
- Unused PTO hours are paid out at the end of the year at the employee's hourly rate, not including Additional Compensation as defined in this manual.
- No carryover of PTO is permitted.

Employee Averages 24 Hours (60%) Per Week:

AFTER ___ YEARS OF EMPLOYMENT	PAID TIME OFF WEEKS/YEAR	TOTAL PAID TIME OFF HOURS
1	2 Weeks	48
3	3 Weeks	72
5	4 Weeks	96

Employee Averages 32 Hours (80%) Per Week:

AFTER ___ YEARS OF EMPLOYMENT	PAID TIME OFF WEEKS/YEAR	TOTAL PAID TIME OFF HOURS
1	2 Weeks	64
3	3 Weeks	96
5	4 Weeks	128

Employee Averages 40 Hours (100%) Per Week:

AFTER ___ YEARS OF EMPLOYMENT	PAID TIME OFF WEEKS/YEAR	TOTAL PAID TIME OFF HOURS
1	2 Weeks	80
3	3 Weeks	120
5	4 Weeks	160

**NEWLY HIRED EMPLOYEES**

- Newly hired employees accrue PTO from their first day of employment at a rate of one hour for every thirty (30) hours worked.
- At the end of the first partial year of employment, newly hired employees are considered to be employed for one (1) year and PTO hours will be front-loaded on January 1<sup>st</sup> per the schedule in Section III of this PTO Policy.
- The balance of PTO hours at the end of the first partial year of employment does not carry over into the next year.

City of Loretto  
Minutes of Regular City Council Meeting  
279 N. Medina Street, Council Chambers  
December 9, 2025

1. CALL TO ORDER

Mayor Koch called the meeting to order at 7:00 p.m.

Members present: Mayor Kent Koch, Council Members Brenda Daniels, Jeff Leuer, Melissa Markham, and Ben Scanlon.

Also present: City Engineer Nick Wyers, Medina Public Safety Sergeant Kevin Boecker, Public Works Director Jake Leuer, and City Clerk Treasurer Mary Schneider.

There were no people in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved as submitted.

**4. MEDINA PUBLIC SAFETY REPORT**

Sergeant Boecker presented the November **report, noting one hundred eighty-two total calls for service, of which one hundred forty-seven were general patrols.**

5. OPEN FORUM

**No one came forward to speak during the Open Forum.**

6. CONSENT AGENDA

- a. Resolution 2025-36, Interfund Loan Repayment to Water Capital Fund for Lions Park Improvements
- b. Chicken License, Hatcher
- c. Chicken License, Stross
- d. Chicken License, Checkal
- e. Audit Engagement Agreement
- f. City Council Minutes of November 18, 2025 Regular Meeting
- g. December Bills, consisting of electronic check numbers 5374E through 5393E and paper check numbers 26557 through 26592 totaling \$71,816.63.
- h. Monthly Balance Sheet
- i. Storage Sense Rental Agreement

On a motion by Daniels, seconded by Markham, to approve the CONSENT AGENDA as submitted. Motion carried unanimously.

7. ACTION/PLANNING

- a. Resolution 2025-37, Final Levy and Budget Truth in Taxation Public Hearing  
Clerk Treasurer Schneider presented the Final Levy and Budget, noting there were no changes from the Proposed Levy and Budget approved at the September council meeting.

Mayor Koch opened the Truth in Taxation Public Hearing at 7:06 p.m.  
No one came forward to speak during the public hearing.

On a motion by Daniels, seconded by Markham, to close the Truth in Taxation Public Hearing at 7:07 p.m.  
Motion carried unanimously.

On a motion by Markham, seconded by Daniels, to approve Resolution 2025-37, A RESOLUTION SETTING THE 2026 PROPERTY TAX LEVY AND APPROVING THE 2026 GENERAL FUND BUDGET.  
Motion carried unanimously.

b. Ordinance 2025-05, Amending Fee Schedule

On a motion by Daniels, seconded by Leuer, to approve Ordinance 2025-05, AN ORDINANCE OF THE CITY OF LORETTO, MINNESOTA AMENDING FEES FOR CITY LICENSES, PERMITS AND SERVICES AND APPROVE SUMMARY PUBLICATION OF THE ORDINANCE AS SUBMITTED IN THE PACKET.  
Motion carried unanimously.

c. 2023 Street Project Closeout

On a motion by Scanlon, seconded by Markham, to approve Change Order No. 3 and Pay Request No. 8 to Omann Contracting Companies in the amount of \$27,132.71 closing out the 2023 Street Improvement Project contingent on the City receiving the required project closeout documents.  
Motion carried unanimously.

8. INFORMATIONAL ITEMS

a. Holiday Train Report

Schneider stated the Holiday Train event is coming up soon on Monday, December 15<sup>th</sup>. Schneider reported the planning and marketing efforts are mostly complete and staff is hoping for good weather for the event.

b. Hennepin County Tree Grants

Council reviewed. No action was taken.

c. Proposed 2026 Tax Rate

Council reviewed. No action was taken.

9. MONTHLY STAFF REPORTS

a. City Hall

1) Met Council Response to System Statement Comments

Council reviewed. No action was taken.

Regarding the 2026 Meeting Schedule, Schneider asked the Council to consider Tuesday, April 28<sup>th</sup> for the April council meeting date. Council consensus was to use that date in the proposed schedule to be considered at the January council meeting.

Schneider reported that Loretto has been designated as a "small employer" by the state for the Minnesota Paid Leave Program. This means that the premium rate for 2026 will be .66% of taxable wages, as opposed to the .88% for large employers.

b. Streets

Council discussed semi-trucks having difficulty turning into Eagle Alluminum when heading southbound on County Road 19. Consensus was that the problem existed prior to the County Road improvement project, but that it would not hurt to ask the County if the entrance could be widened.

c. Water

1) Water Infrastructure Senate Bonding Tour

Koch stated that he was notified that the Senate Capital Investment Committee would make a stop in Loretto on December 2<sup>nd</sup> as part of their bonding tour to hear a presentation on Loretto's Water Infrastructure bonding request. Koch stated that the presentation went well with city staff and Council Member Leuer also in attendance.

d. Wastewater

1) Sewer Blockage Repair Costs

No items were brought forward.

e. Parks

1) Grants

No items were brought forward.

2) LCAA Operation and Maintenance Annual Statement

Council reviewed. Schneider reported the LCAA has paid in full.

f. Stormwater

Public Works Director Leuer stated he and Stantec Engineers conducted a site visit at the Loretto Creek and that there should be a presentation ready for the January meeting.

10. MAYOR AND COUNCIL REPORTS

Koch stated the speaker at the last Northwest Hennepin League of Municipalities (NWHLM) meeting was the Hennepin County Land and Water Manager and he learned about some funding opportunities for wetland areas. Koch stated the next NWHLM meeting they will hear pre-session legislative reports. Koch also stated he has a Highway 55 Coalition meeting on Friday.

11. ADJOURN

On a motion by Markham, seconded by Leuer, to adjourn at 7:39 p.m.  
Motion carried unanimously.

ATTEST:

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Mary K. Schneider, City Clerk Treasurer

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Kent Koch, Mayor

## CITY OF LORETTO

01/07/26 11:03 AM

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**\*Check Summary Register©**

Checks 26593-26621

Year-end Bills

Name	Check Date	Check Amt	
<b>10100 Checking Account</b>			
26593	AMAZON CAPITAL SERVICES	12/30/2025	\$16.98 USB hub
26594	CAMPBELL KNUTSON PA	12/30/2025	\$82.50 November civil legal
26595	CINTAS CORP #470	12/30/2025	\$381.28 uniforms and rr supplies
26596	COYLE, BECKY	12/30/2025	\$11.20 mileage for Holiday Train posters
26597	DVS RENEWAL	12/30/2025	\$20.25 reg renewal 2015 Ford SRW
26598	DVS RENEWAL	12/30/2025	\$20.25 reg renewal 1979 Ford Gen Truck
26599	DVS RENEWAL	12/30/2025	\$20.25 reg renewal 2015 Ford DRW
26600	DVS RENEWAL	12/30/2025	\$20.25 reg renewal 2021 Silverado
26601	DVS RENEWAL	12/30/2025	\$20.25 reg renewal 2003 town
26602	Gertens Greenhouses Inc - 4461	12/30/2025	\$30.20 shovel/salt
26603	GOPHER ACE HARDWARE	12/30/2025	\$197.54 lights/door handle
26604	GREAT LAKES SALT COMPANY	12/30/2025	\$3,313.85 road salt
26605	Guidance Point Tech.	12/30/2025	\$336.00 Microsoft 365 Licenses
26606	HACH COMPANY	12/30/2025	\$298.51 water testing product
26607	HENNEPIN COUNTY INFORMATI	12/30/2025	\$116.52 November radio fee
26608	HENNEPIN COUNTY TREASURE	12/30/2025	\$653.76 solid waste management fee
26609	LANO EQUIPMENT	12/30/2025	\$74.95 Bobcat fluid
26610	NAPA OF CORCORAN	12/30/2025	\$502.18 gator parts
26611	OMANN CONTRACTING COMPA	12/30/2025	\$27,132.71 pay request #8.FINAL
26612	QUILL	12/30/2025	\$100.47 2026 desk calendars
26613	R GOLDENMAN TREES	12/30/2025	\$800.00 Christmas trees, Lions
26614	REPUBLIC SERVICES #894	12/30/2025	\$4,509.17 Nov garbage
26615	STANTEC CONSULTING SERVIC	12/30/2025	\$3,766.80 CR19 Watermain Project
26616	TOSHIBA AMERICAN BUSINESS	12/30/2025	\$118.37 copy machine lease and copy costs
26617	TRACTOR SUPPLY CREDIT PLA	12/30/2025	\$290.69 kiddy train parts
26618	VISA	12/30/2025	\$93.66 CARIBOU senate bonding coffee
26619	WARNING LITES OF MN, INC	12/30/2025	\$945.00 Holiday Train barricades
26620	WATER CONSERVATION SERVI	12/30/2025	\$925.00 water system leak detection
26621	WRUCK SEWER AND PORTABL	12/30/2025	\$71.50 Nov biffs
<b>Total Checks</b>			<b>\$44,870.09</b>

FILTER: [Check Nbr] between 26593 and 26621 and [Cash Act]='10100'

CITY OF LORETTO

\*Check Summary Register©

Checks 26622-26649

January Bills

Name	Check Date	Check Amt	
<b>10100 Checking Account</b>			
26622	Abdo LLP	1/13/2026	\$4,375.00 Audit progress 2025 Audit
26623	BULLSEYE PROPERTY MANAGE	1/13/2026	\$1,571.30 monthly office lease CAM fees-Feb.'26
26624	CINTAS CORP #470	1/13/2026	\$67.94 uniforms and rr supplies
26625	CITY OF MEDINA	1/13/2026	\$6,094.17 Monthly Police per contract-Jan. 2026
26626	COORDINATED BUSINESS SYST	1/13/2026	\$131.61 VOIP monthly charges
26627	EMBEDDED SYSTEMS, INC.	1/13/2026	\$299.82 siren maint Jan-Jun 2026
26628	GREGERSON, ROSOW, JOHNISO	1/13/2026	\$343.96 criminal legal Dec 2025
26629	HENNEPIN COUNTY TREASURE	1/13/2026	\$779.96 2026 Election maintenance
26630	HERALD JOURNAL PUBLISHING	1/13/2026	\$15.64 Publish ord. 2025-05, services
26631	HOMESERVE USA	1/13/2026	\$218.00 monthly leak protection plan
26632	US Postal Service	1/13/2026	\$620.00 Replenish Indicia
26633	METRO WEST INSPECTION SER	1/13/2026	\$274.46 Building Inspections
26634	METROPOLITAN COUNCIL	1/13/2026	\$6,799.70 METC MWC monthly fees, Feb. 2026
26635	MN DEPT OF PUBLIC SAFETY	1/13/2026	\$25.00 Haz chem fee Fac ID 4372 Well 2
26636	MN DEPT OF PUBLIC SAFETY	1/13/2026	\$25.00 Haz Chem fee Fac ID 4373 Well 3
26637	First National Bank of Omaha	1/13/2026	\$96,226.25 2021 Street Project Bond Series 2021A
26638	First National Bank of Omaha	1/13/2026	\$130,470.00 2023 Street Project Bonds Series 2024A
26639	NORTHLAND SECURITIES, INC	1/13/2026	\$550.00 Annual continuing disclosure
26640	NW HENNEPIN LEAGUE OF MUN	1/13/2026	\$200.00 2026 Membership Dues
26641	PIONEER-SARAH CREEK WMO	1/13/2026	\$2,555.25 2026 Membership 1st half
26642	REPUBLIC SERVICES #894	1/13/2026	\$4,517.64 garbage service
26643	SAFEASSURE CONSULTANTS	1/13/2026	\$2,952.52 2026 Safety Training
26644	WEST SUBURBAN FIRE DISTRIC	1/13/2026	\$21,282.21 Q1 2026 Fire Contract
26645	WEST SUBURBAN FIRE DISTRIC	1/13/2026	\$3,900.00 PW office rent 2025
26646	WRUCK SEWER AND PORTABL	1/13/2026	\$220.00 Biffs Holiday Train 2025
26647	WSB & ASSOCIATES, INC	1/13/2026	\$412.50 Nov 2025 planning
26649	WRUCK SEWER AND PORTABL	1/13/2026	\$17.88 city garage bill.partial mo.final 2025
<b>Total Checks</b>			<b>\$284,945.81</b>

FILTER: [Check Nbr] between 26622 and 26649 and [Cash Act]='10100'

**\*Check Summary Register©**

December 2025 to January 2026

Name	Check Date	Check Amt
<b>10100</b>	<b>Checking Account</b>	
Paid Chk# 5394e MN DEPT. OF REVENUE	12-Dec-25	\$764.00 November sales tax
Paid Chk# 5402e EMPLOYEE 121	11-Dec-25	\$495.35 payroll 121125
Paid Chk# 5403e EMPLOYEE 111	11-Dec-25	\$2,120.41 payroll 121125
Paid Chk# 5404e EMPLOYEE 120	11-Dec-25	\$1,826.87 payroll 121125
Paid Chk# 5405e EMPLOYEE 110	11-Dec-25	\$2,137.59 payroll 121125
Paid Chk# 5406e EMPLOYEE 108	11-Dec-25	\$2,502.93 payroll 121125
Paid Chk# 5407e PERA	11-Dec-25	\$1,838.82 payroll retirement 121125
Paid Chk# 5408e EFTPS	11-Dec-25	\$5,931.75 payroll fed tax dep 121125
Paid Chk# 5409e 21st Century Bank	05-Dec-25	\$4.00 nsf Oberfeld
Paid Chk# 5410e 21st Century Bank	31-Jan-26	\$25.00 cash management fee
Paid Chk# 5411e STORAGE SENSE-HAMEL	01-Feb-26	\$858.00 PW storage unit B55
Paid Chk# 5412e WH SECURITY	15-Dec-25	\$33.95 Lorenz St wellhead security
Paid Chk# 5413e WH SECURITY	15-Dec-25	\$33.95 Edgewood Dr wellhead security
Paid Chk# 5414e MEDIACOM BUSINESS	25-Dec-25	\$256.94 internet services
Paid Chk# 5415e EMPLOYEE 121	25-Dec-25	\$1,520.87 payroll 122525
Paid Chk# 5416e EMPLOYEE 111	25-Dec-25	\$1,987.12 payroll 122525
Paid Chk# 5417e EMPLOYEE 120	25-Dec-25	\$1,565.42 payroll 122525
Paid Chk# 5418e EMPLOYEE 110	25-Dec-25	\$2,438.59 payroll 122525
Paid Chk# 5419e EMPLOYEE 108	25-Dec-25	\$2,502.93 payroll 122525
Paid Chk# 5420e PERA	25-Dec-25	\$2,017.22 payroll retirement 122525
Paid Chk# 5421e EFTPS	25-Dec-25	\$3,726.49 payroll fed tax dep 122525
Paid Chk# 5422e AFLAC	25-Dec-25	\$283.44 payroll contributions 122525
Paid Chk# 5423e MN DEPT. OF REVENUE	25-Dec-25	\$1,298.72 payroll state tax dep 122525
Paid Chk# 5424e PEIP	22-Dec-25	\$2,224.08 payroll group insurance 122525
Paid Chk# 5425e CENTERPOINT ENERGY	19-Jan-26	\$142.96 Lift Station utility
Paid Chk# 5426e CENTERPOINT ENERGY	19-Jan-26	\$98.09 City Garage utility
Paid Chk# 5427e CENTERPOINT ENERGY	19-Jan-26	\$229.63 Wellhouse utility
Paid Chk# 5428e VERIZON WIRELESS	13-Jan-26	\$66.62 PW tablet data plan
Paid Chk# 5429e XCEL ENERGY	22-Jan-26	\$5,561.69 electric utility
Paid Chk# 5430e EMPLOYEE 121	08-Jan-26	\$683.92 payroll 010826
Paid Chk# 5431e EMPLOYEE 111	08-Jan-26	\$2,047.30 payroll 010826
Paid Chk# 5432e EMPLOYEE 120	08-Jan-26	\$1,594.90 payroll 010826
Paid Chk# 5433e EMPLOYEE 110	08-Jan-26	\$2,442.93 payroll 010826
Paid Chk# 5434e EMPLOYEE 108	08-Jan-26	\$2,503.12 payroll 010826
Paid Chk# 5435e PERA	08-Jan-26	\$1,877.17 payroll retirement 010826
Paid Chk# 5436e EFTPS	08-Jan-26	\$3,464.94 payroll fed tax dep 010826
Paid Chk# 5437e MN DEPT. OF REVENUE	08-Jan-26	\$628.25 payroll state withholding dep 010826
Paid Chk# 5438e 21st Century Bank	15-Jan-26	\$40.00 safety dep box rental 2026

59,775.96

Year-end bills paper check total 44,870.09

January bills paper check total \$284,945.81

Electronic check total \$59,775.96

**Grand Total: 389,591.86**

**CITY OF LORETTO**  
**Monthly Balance Sheet**  
**Current Period: January 2026**

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
<b>101 GENERAL FUND</b>						
G 101-10100 Cash	\$650,893.25	\$0.00	\$52,990.31	\$0.00	\$52,990.31	\$597,902.94
G 101-10200 Petty Cash	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G 101-25300 Unreserved Fund Balance	-\$650,943.25	\$52,990.31	\$0.00	\$52,990.31	\$0.00	-\$597,952.94
<b>101 GENERAL FUND</b>	<b>\$0.00</b>	<b>\$52,990.31</b>	<b>\$52,990.31</b>	<b>\$52,990.31</b>	<b>\$52,990.31</b>	<b>\$0.00</b>
<b>225 CAPITAL IMPROVEMENT FUND</b>						
G 225-10100 Cash	\$261,838.35	\$0.00	\$0.00	\$0.00	\$0.00	\$261,838.35
G 225-25300 Unreserved Fund Balance	-\$261,838.35	\$0.00	\$0.00	\$0.00	\$0.00	-\$261,838.35
<b>225 CAPITAL IMPROVEMENT FUND</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>227 2021 ST IMP PROJECT FUND</b>						
G 227-10100 Cash	\$0.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.45
G 227-25300 Unreserved Fund Balance	-\$0.45	\$0.00	\$0.00	\$0.00	\$0.00	-\$0.45
<b>227 2021 ST IMP PROJECT FUND</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>228 2023 ST IMP PROJECT FUND</b>						
G 228-10100 Cash	\$59,474.22	\$0.00	\$0.00	\$0.00	\$0.00	\$59,474.22
G 228-25300 Unreserved Fund Balance	-\$59,474.22	\$0.00	\$0.00	\$0.00	\$0.00	-\$59,474.22
<b>228 2023 ST IMP PROJECT FUND</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>352 2021 ST PROJECT BOND FUND</b>						
G 352-10100 Cash	\$144,613.39	\$0.00	\$66,565.00	\$0.00	\$66,565.00	\$78,048.39
G 352-25300 Unreserved Fund Balance	-\$144,613.39	\$66,565.00	\$0.00	\$66,565.00	\$0.00	-\$78,048.39
<b>352 2021 ST PROJECT BOND FUND</b>	<b>\$0.00</b>	<b>\$66,565.00</b>	<b>\$66,565.00</b>	<b>\$66,565.00</b>	<b>\$66,565.00</b>	<b>\$0.00</b>
<b>353 2023 ST PROJECT BOND FUND</b>						
G 353-10100 Cash	\$107,187.14	\$0.00	\$81,320.00	\$0.00	\$81,320.00	\$25,867.14
G 353-25300 Unreserved Fund Balance	-\$107,187.14	\$81,320.00	\$0.00	\$81,320.00	\$0.00	-\$25,867.14
<b>353 2023 ST PROJECT BOND FUND</b>	<b>\$0.00</b>	<b>\$81,320.00</b>	<b>\$81,320.00</b>	<b>\$81,320.00</b>	<b>\$81,320.00</b>	<b>\$0.00</b>
<b>601 WATER FUND</b>						
G 601-10100 Cash	\$134,165.92	\$2,383.90	\$74,777.77	\$2,383.90	\$74,777.77	\$61,772.05
G 601-11500 Accounts Receivable	\$24,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,900.00
G 601-12200 Special Assess Rec-Delinquent	\$734.00	\$0.00	\$0.00	\$0.00	\$0.00	\$734.00
G 601-12300 Special Assess Rec-Deferred	\$33,215.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,215.00
G 601-15699 Deferred Outflows of Pension R	\$3,764.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,764.00
G 601-16300 Improvements Other Than Bldg	\$2,169,526.73	\$0.00	\$0.00	\$0.00	\$0.00	\$2,169,526.73
G 601-16400 Fixed Asset-Equip/Machinery	\$73,409.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,409.00
G 601-16410 Fixed Asset-Equip Depreciation	-\$466,736.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$466,736.00

**CITY OF LORETTO**  
**Monthly Balance Sheet**  
**Current Period: January 2026**

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
G 601-21500 Accrued Interest Payable	-\$26,332.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$26,332.00
G 601-21600 Accrued Wages & Salaries Paya	-\$1,381.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,381.00
G 601-21650 Compensated Absences-Curren	-\$2,081.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,081.00
G 601-21800 Water State Sales Tax	-\$95.94	\$0.00	\$61.58	\$0.00	\$61.58	-\$157.52
G 601-22299 Deferred Inflows of Pension Re	-\$13,654.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$13,654.00
G 601-22400 Unamortized Premium Bonds S	-\$45,584.20	\$0.00	\$0.00	\$0.00	\$0.00	-\$45,584.20
G 601-22520 Special Assess Bonds Payable	-\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$65,000.00
G 601-22530 Revenue Bonds Payable	-\$1,185,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,185,000.00
G 601-23999 Pension Liability	-\$17,708.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$17,708.00
G 601-25300 Unreserved Fund Balance	-\$616,150.51	\$74,777.77	\$2,322.32	\$74,777.77	\$2,322.32	-\$543,695.06
G 601-33439 PERA Pension Other Revenue	\$8.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.00
<b>601 WATER FUND</b>	<b>\$0.00</b>	<b>\$77,161.67</b>	<b>\$77,161.67</b>	<b>\$77,161.67</b>	<b>\$77,161.67</b>	<b>\$0.00</b>
<b>602 WASTEWATER FUND</b>						
G 602-10100 Cash	\$129,426.95	\$2,223.94	\$23,081.43	\$2,223.94	\$23,081.43	\$108,569.46
G 602-11500 Accounts Receivable	\$19,327.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,327.00
G 602-12200 Special Assess Rec-Delinquent	\$546.00	\$0.00	\$0.00	\$0.00	\$0.00	\$546.00
G 602-12300 Special Assess Rec-Deferred	\$23,866.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,866.00
G 602-15699 Deferred Outflows of Pension R	\$4,070.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,070.00
G 602-16300 Improvements Other Than Bldg	\$210,301.00	\$0.00	\$0.00	\$0.00	\$0.00	\$210,301.00
G 602-16400 Fixed Asset-Equip/Machinery	\$85,978.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85,978.00
G 602-16410 Fixed Asset-Equip Depreciation	-\$237,735.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$237,735.00
G 602-21500 Accrued Interest Payable	-\$1,283.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,283.00
G 602-21600 Accrued Wages & Salaries Paya	-\$1,436.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,436.00
G 602-21650 Compensated Absences-Curren	-\$2,935.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,935.00
G 602-22299 Deferred Inflows of Pension Re	-\$14,764.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$14,764.00
G 602-22400 Unamortized Premium Bonds S	-\$2,424.05	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,424.05
G 602-22520 Special Assess Bonds Payable	-\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$5,000.00
G 602-22530 Revenue Bonds Payable	-\$170,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$170,000.00
G 602-23999 Pension Liability	-\$19,149.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$19,149.00
G 602-25300 Unreserved Fund Balance	-\$18,797.90	\$23,081.43	\$2,223.94	\$23,081.43	\$2,223.94	\$2,059.59
G 602-33439 PERA Pension Other Revenue	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.00
<b>602 WASTEWATER FUND</b>	<b>\$0.00</b>	<b>\$25,305.37</b>	<b>\$25,305.37</b>	<b>\$25,305.37</b>	<b>\$25,305.37</b>	<b>\$0.00</b>
<b>603 GARBAGE/RECYCLING FUND</b>						
G 603-10100 Cash	\$215.41	\$509.24	\$5,037.24	\$509.24	\$5,037.24	-\$4,312.59
G 603-11500 Accounts Receivable	\$6,196.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,196.00
G 603-15699 Deferred Outflows of Pension R	\$656.00	\$0.00	\$0.00	\$0.00	\$0.00	\$656.00
G 603-21600 Accrued Wages & Salaries Paya	-\$265.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$265.00
G 603-21650 Compensated Absences-Curren	-\$503.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$503.00

**CITY OF LORETTO**  
**Monthly Balance Sheet**  
**Current Period: January 2026**

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
G 603-21820 Garbage State Sales Tax	-\$339.27	\$0.00	\$27.75	\$0.00	\$27.75	-\$367.02
G 603-21830 County SWM Fee	\$868.07	\$0.00	\$44.08	\$0.00	\$44.08	\$823.99
G 603-22299 Deferred Inflows of Pension Re	-\$2,383.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,383.00
G 603-23999 Pension Liability	-\$3,090.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,090.00
G 603-25300 Unreserved Fund Balance	-\$1,357.21	\$5,037.24	\$437.41	\$5,037.24	\$437.41	\$3,242.62
G 603-33439 PERA Pension Other Revenue	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00
<b>603 GARBAGE/RECYCLING FUND</b>	<b>\$0.00</b>	<b>\$5,546.48</b>	<b>\$5,546.48</b>	<b>\$5,546.48</b>	<b>\$5,546.48</b>	<b>\$0.00</b>
<b>604 STORM WATER FUND</b>						
G 604-10100 Cash	\$89,507.50	\$671.76	\$3,420.70	\$671.76	\$3,420.70	\$86,758.56
G 604-11500 Accounts Receivable	\$9,870.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,870.00
G 604-15699 Deferred Outflows of Pension R	\$1,108.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,108.00
G 604-16400 Fixed Asset-Equip/Machinery	\$15,488.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,488.00
G 604-16410 Fixed Asset-Equip Depreciation	-\$37,358.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$37,358.00
G 604-21600 Accrued Wages & Salaries Paya	-\$402.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$402.00
G 604-21650 Compensated Absences-Curren	-\$749.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$749.00
G 604-22299 Deferred Inflows of Pension Re	-\$4,018.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$4,018.00
G 604-23999 Pension Liability	-\$5,212.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$5,212.00
G 604-25300 Unreserved Fund Balance	-\$68,236.50	\$3,420.70	\$671.76	\$3,420.70	\$671.76	-\$65,487.56
G 604-33439 PERA Pension Other Revenue	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00
<b>604 STORM WATER FUND</b>	<b>\$0.00</b>	<b>\$4,092.46</b>	<b>\$4,092.46</b>	<b>\$4,092.46</b>	<b>\$4,092.46</b>	<b>\$0.00</b>
<b>611 WATER CAPITAL FUND</b>						
G 611-10100 Cash	\$90,760.53	\$0.00	\$0.00	\$0.00	\$0.00	\$90,760.53
G 611-16400 Fixed Asset-Equip/Machinery	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
G 611-25300 Unreserved Fund Balance	-\$96,760.53	\$0.00	\$0.00	\$0.00	\$0.00	-\$96,760.53
<b>611 WATER CAPITAL FUND</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>612 SEWER CAPITAL FUND</b>						
G 612-10100 Cash	\$135,490.75	\$0.00	\$0.00	\$0.00	\$0.00	\$135,490.75
G 612-16300 Improvements Other Than Bldg	\$1,107,288.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,107,288.00
G 612-16400 Fixed Asset-Equip/Machinery	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
G 612-25300 Unreserved Fund Balance	-\$1,248,778.75	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,248,778.75
<b>612 SEWER CAPITAL FUND</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>614 STORMWATER CAPITAL FUND</b>						
G 614-10100 Cash	\$89,387.78	\$0.00	\$0.00	\$0.00	\$0.00	\$89,387.78
G 614-16300 Improvements Other Than Bldg	\$222,049.00	\$0.00	\$0.00	\$0.00	\$0.00	\$222,049.00
G 614-16400 Fixed Asset-Equip/Machinery	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
G 614-25300 Unreserved Fund Balance	-\$317,436.78	\$0.00	\$0.00	\$0.00	\$0.00	-\$317,436.78

CITY OF LORETTO

Monthly Balance Sheet

Current Period: January 2026

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
614 STORMWATER CAPITAL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$312,981.29	\$312,981.29	\$312,981.29	\$312,981.29	\$0.00

(((Not [Begin Yr]=0))) OR ((Not [YTD Debit]=0)) OR ((Not [YTD Credit]=0)) OR ((Not [Current Balance]=0))

**CITY OF LORETTO**  
**Expenditure Guideline by Department**

Current Period: December 2025

Account Descr	2025 YTD Budget	2025 YTD Amt	Balance	% of Budget
<b>101 GENERAL FUND</b>				
41110 Council				
E 101-41110-100 Wages	\$17,000.00	\$16,340.00	\$660.00	96.12%
E 101-41110-120 Benefits	\$2,150.00	\$1,250.01	\$899.99	58.14%
E 101-41110-150 Worker s Comp	\$200.00	\$89.00	\$111.00	44.50%
E 101-41110-208 Training and Instr	\$500.00	\$0.00	\$500.00	0.00%
41110 Council	\$19,850.00	\$17,679.01	\$2,170.99	
41130 Ordinances and Proceedings				
E 101-41130-351 Publishing	\$600.00	\$552.55	\$47.45	92.09%
41130 Ordinances and Proceeding	\$600.00	\$552.55	\$47.45	
41400 City Clerk				
E 101-41400-100 Wages	\$69,130.00	\$69,038.27	\$91.73	99.87%
E 101-41400-120 Benefits	\$10,480.00	\$10,347.81	\$132.19	98.74%
E 101-41400-150 Worker s Comp	\$1,000.00	\$485.00	\$515.00	48.50%
E 101-41400-208 Training and Instr	\$1,000.00	\$0.00	\$1,000.00	0.00%
E 101-41400-331 Mileage Reimburse	\$200.00	\$48.51	\$151.49	24.26%
41400 City Clerk	\$81,810.00	\$79,919.59	\$1,890.41	
41410 Elections				
E 101-41410-430 Miscellaneous	\$1,500.00	\$33.60	\$1,466.40	2.24%
41410 Elections	\$1,500.00	\$33.60	\$1,466.40	
41500 Financial Administration				
E 101-41500-301 Auditing and Acct	\$10,000.00	\$9,750.00	\$250.00	97.50%
41500 Financial Administration	\$10,000.00	\$9,750.00	\$250.00	
41570 Purchasing				
E 101-41570-200 Office Supplies	\$2,700.00	\$2,509.08	\$190.92	92.93%
E 101-41570-209 Computer Softwar	\$7,700.00	\$7,386.79	\$313.21	95.93%
E 101-41570-321 Telephone	\$1,200.00	\$1,123.19	\$76.81	93.60%
E 101-41570-322 Postage	\$2,300.00	\$2,441.48	-\$141.48	106.15%
E 101-41570-400 Repairs & Maint Co	\$1,800.00	\$792.01	\$1,007.99	44.00%
E 101-41570-500 Capital Outlay	\$3,000.00	\$2,164.99	\$835.01	72.17%
41570 Purchasing	\$18,700.00	\$16,417.54	\$2,282.46	
41610 City Attorney				
E 101-41610-304 Legal Fees	\$8,000.00	\$6,153.50	\$1,846.50	76.92%
41610 City Attorney	\$8,000.00	\$6,153.50	\$1,846.50	
41620 City Prosecutor				
E 101-41620-304 Legal Fees	\$8,700.00	\$11,656.67	-\$2,956.67	133.98%
41620 City Prosecutor	\$8,700.00	\$11,656.67	-\$2,956.67	
41900 Other General Government				
E 101-41900-360 Insurance	\$10,000.00	\$9,133.55	\$866.45	91.34%
E 101-41900-433 Dues and Subscrip	\$4,900.00	\$4,987.10	-\$87.10	101.78%
41900 Other General Government	\$14,900.00	\$14,120.65	\$779.35	
41910 Planning				
E 101-41910-300 Professional Srvs	\$2,500.00	\$697.50	\$1,802.50	27.90%
41910 Planning	\$2,500.00	\$697.50	\$1,802.50	
41940 General Govt Buildings/Plant				
E 101-41940-410 Rentals (GENERAL)	\$32,400.00	\$28,791.60	\$3,608.40	88.86%
E 101-41940-500 Capital Outlay	\$6,000.00	\$0.00	\$6,000.00	0.00%
41940 General Govt Buildings/Pla	\$38,400.00	\$28,791.60	\$9,608.40	

Transfer \$6,000

**CITY OF LORETTO**  
**Expenditure Guideline by Department**

Current Period: December 2025

Account Descr	2025 YTD Budget	2025 YTD Amt	Balance	% of Budget	
42110 Police Administration					
E 101-42110-300 Professional Srvs	\$71,000.00	\$70,943.76	\$56.24	99.92%	
42110 Police Administration	\$71,000.00	\$70,943.76	\$56.24		
42200 Fire					
E 101-42200-311 Fire Contract	\$67,400.00	\$67,402.84	-\$2.84	100.00%	
42200 Fire	\$67,400.00	\$67,402.84	-\$2.84		
42401 Building Inspection Admin					
E 101-42401-300 Professional Srvs	\$3,000.00	\$6,466.04	-\$3,466.04	215.53%	
E 101-42401-438 Building Permit Sur	\$500.00	\$546.50	-\$46.50	109.30%	
42401 Building Inspection Admin	\$3,500.00	\$7,012.54	-\$3,512.54		
42600 Public Health Emergency					
E 101-42600-300 Professional Srvs	\$0.00	\$6,469.65	-\$6,469.65	0.00%	ARPA
E 101-42600-500 Capital Outlay	\$0.00	\$28,943.00	-\$28,943.00	0.00%	
42600 Public Health Emergency	\$0.00	\$35,412.65	-\$35,412.65		
42900 Code Enforcement Services					
E 101-42900-300 Professional Srvs	\$200.00	\$0.00	\$200.00	0.00%	
42900 Code Enforcement Services	\$200.00	\$0.00	\$200.00		
43100 Hwys, Streets, & Roads					
E 101-43100-100 Wages	\$81,770.00	\$80,822.91	\$947.09	98.84%	
E 101-43100-120 Benefits	\$11,850.00	\$11,822.25	\$27.75	99.77%	
E 101-43100-150 Worker s Comp	\$6,500.00	\$3,911.00	\$2,589.00	60.17%	
E 101-43100-208 Training and Instr	\$700.00	\$696.35	\$3.65	99.48%	
E 101-43100-212 Motor Fuels	\$3,000.00	\$3,000.00	\$0.00	100.00%	
E 101-43100-303 Engineering Fees	\$15,000.00	\$517.50	\$14,482.50	3.45%	
E 101-43100-380 Utility Services	\$20,000.00	\$19,646.55	\$353.45	98.23%	
E 101-43100-400 Repairs & Maint Co	\$43,700.00	\$41,087.35	\$2,612.65	94.02%	transfer \$29,000 to 225 for Sealcoating
E 101-43100-450 Small City Assistan	\$0.00	\$9,215.00	-\$9,215.00	0.00%	
E 101-43100-500 Capital Outlay	\$14,700.00	\$0.00	\$14,700.00	0.00%	
43100 Hwys, Streets, & Roads	\$197,220.00	\$170,718.91	\$26,501.09		
43125 Ice & Snow Removal					
E 101-43125-224 Street Maint Materi	\$10,000.00	\$5,824.98	\$4,175.02	58.25%	
43125 Ice & Snow Removal	\$10,000.00	\$5,824.98	\$4,175.02		
45100 Fun Fest					
E 101-45100-430 Miscellaneous	\$13,000.00	\$12,038.66	\$961.34	92.61%	
45100 Fun Fest	\$13,000.00	\$12,038.66	\$961.34		
45110 Holiday Train					
E 101-45110-430 Miscellaneous	\$1,500.00	\$2,256.20	-\$756.20	150.41%	
45110 Holiday Train	\$1,500.00	\$2,256.20	-\$756.20		
45200 Parks					
E 101-45200-100 Wages	\$60,020.00	\$59,061.96	\$958.04	98.40%	
E 101-45200-120 Benefits	\$8,830.00	\$8,784.88	\$45.12	99.49%	
E 101-45200-150 Worker s Comp	\$4,000.00	\$3,377.00	\$623.00	84.43%	
E 101-45200-208 Training and Instr	\$700.00	\$696.34	\$3.66	99.48%	
E 101-45200-212 Motor Fuels	\$3,000.00	\$1,629.02	\$1,370.98	54.30%	
E 101-45200-217 LCAA Operating Su	\$3,000.00	\$11,555.36	-\$8,555.36	385.18%	LCAA reimburses
E 101-45200-380 Utility Services	\$10,000.00	\$9,214.23	\$785.77	92.14%	
E 101-45200-400 Repairs & Maint Co	\$20,000.00	\$23,934.64	-\$3,934.64	119.67%	
E 101-45200-500 Capital Outlay	\$28,800.00	\$0.00	\$28,800.00	0.00%	Transfer \$20,000 to 225
E 101-45200-506 Equipment Grant E	\$0.00	\$24,770.05	-\$24,770.05	0.00%	Grant Reimbursed

**CITY OF LORETTO**  
**Expenditure Guideline by Department**

Current Period: December 2025

Account Descr	2025 YTD Budget	2025 YTD Amt	Balance	% of Budget	
E 101-45200-507 Playground Grant	\$0.00	\$16,463.32	-\$16,463.32	0.00%	<i>Grant reimbursed</i>
45200 Parks	\$138,350.00	\$159,486.80	-\$21,136.80		
49000 Miscellaneous					
E 101-49000-430 Miscellaneous	\$2,270.00	\$787.00	\$1,483.00	34.67%	<i>to Water Fund Transfer \$28,000</i>
E 101-49000-720 Operating Transfer	\$38,000.00	\$10,000.00	\$28,000.00	26.32%	
E 101-49000-810 Refund/Reimburse	\$0.00	\$23.00	-\$23.00	0.00%	
49000 Miscellaneous	\$40,270.00	\$10,810.00	\$29,460.00		
101 GENERAL FUND	\$747,400.00	\$727,679.55	\$19,720.45		
225 CAPITAL IMPROVEMENT FUND					
41910 Planning					
E 225-41910-500 Capital Outlay	\$0.00	\$14,068.10	-\$14,068.10	0.00%	
41910 Planning	\$0.00	\$14,068.10	-\$14,068.10		
45200 Parks					
E 225-45200-500 Capital Outlay	\$0.00	\$17,197.00	-\$17,197.00	0.00%	
45200 Parks	\$0.00	\$17,197.00	-\$17,197.00		
225 CAPITAL IMPROVEMENT FUND	\$0.00	\$31,265.10	-\$31,265.10		
228 2023 ST IMP PROJECT FUND					
43100 Hwys, Streets, & Roads					
E 228-43100-500 Capital Outlay	\$0.00	\$108,905.12	-\$108,905.12	0.00%	
43100 Hwys, Streets, & Roads	\$0.00	\$108,905.12	-\$108,905.12		
228 2023 ST IMP PROJECT FUND	\$0.00	\$108,905.12	-\$108,905.12		
352 2021 ST PROJECT BOND FUND					
47000 Debt Service					
E 352-47000-600 Debt Srv Principal	\$55,000.00	\$55,000.00	\$0.00	100.00%	
E 352-47000-610 Interest	\$13,270.00	\$13,267.50	\$2.50	99.98%	
47000 Debt Service	\$68,270.00	\$68,267.50	\$2.50		
47500 Fiscal Agent s Fee (Debt Srvs)					
E 352-47500-620 Fiscal Agent s Fees	\$0.00	\$495.00	-\$495.00	0.00%	
47500 Fiscal Agent s Fee (Debt Sr	\$0.00	\$495.00	-\$495.00		
352 2021 ST PROJECT BOND FUND	\$68,270.00	\$68,762.50	-\$492.50		
353 2023 ST PROJECT BOND FUND					
47000 Debt Service					
E 353-47000-610 Interest	\$63,560.00	\$63,558.19	\$1.81	100.00%	
E 353-47000-620 Fiscal Agent s Fees	\$0.00	\$495.00	-\$495.00	0.00%	
47000 Debt Service	\$63,560.00	\$64,053.19	-\$493.19		
353 2023 ST PROJECT BOND FUND	\$63,560.00	\$64,053.19	-\$493.19		
601 WATER FUND					
41400 City Clerk					
E 601-41400-100 Wages	\$16,130.00	\$16,116.50	\$13.50	99.92%	
E 601-41400-120 Benefits	\$2,440.00	\$2,414.62	\$25.38	98.96%	
41400 City Clerk	\$18,570.00	\$18,531.12	\$38.88		
41900 Other General Government					
E 601-41900-301 Auditing and Acct	\$8,000.00	\$8,250.00	-\$250.00	103.13%	
41900 Other General Government	\$8,000.00	\$8,250.00	-\$250.00		
49300 Other Financing Uses					

CITY OF LORETTO

**Expenditure Guideline by Department**

Current Period: December 2025

Account Descr	2025 YTD Budget	2025 YTD Amt	Balance	% of Budget	
E 601-49300-600 Debt Srv Principal	\$50,000.00	\$0.00	\$50,000.00	0.00%	<i>Pd. by GL - doesn't show on this report</i>
E 601-49300-611 Bond Interest	\$1,160.00	\$1,155.00	\$5.00	99.57%	
49300 Other Financing Uses	\$51,160.00	\$1,155.00	\$50,005.00		
49400 Water Utilities					
E 601-49400-100 Wages	\$39,980.00	\$39,309.05	\$670.95	98.32%	
E 601-49400-120 Benefits	\$5,860.00	\$5,911.19	-\$51.19	100.87%	
E 601-49400-150 Worker s Comp	\$1,800.00	\$1,051.00	\$749.00	58.39%	
E 601-49400-200 Office Supplies	\$400.00	\$250.06	\$149.94	62.52%	
E 601-49400-208 Training and Instr	\$1,800.00	\$696.35	\$1,103.65	38.69%	
E 601-49400-209 Computer Softwar	\$1,900.00	\$1,625.03	\$274.97	85.53%	
E 601-49400-212 Motor Fuels	\$1,000.00	\$156.66	\$843.34	15.67%	
E 601-49400-216 Chemicals and Che	\$8,000.00	\$8,637.48	-\$637.48	107.97%	
E 601-49400-303 Engineering Fees	\$4,000.00	\$690.00	\$3,310.00	17.25%	
E 601-49400-321 Telephone	\$170.00	\$175.42	-\$5.42	103.19%	
E 601-49400-322 Postage	\$200.00	\$200.00	\$0.00	100.00%	
E 601-49400-360 Insurance	\$5,000.00	\$4,717.15	\$282.85	94.34%	
E 601-49400-364 Leak Protection Ins	\$2,640.00	\$3,215.00	-\$575.00	121.78%	
E 601-49400-380 Utility Services	\$19,500.00	\$18,458.58	\$1,041.42	94.66%	
E 601-49400-400 Repairs & Maint Co	\$30,000.00	\$18,954.80	\$11,045.20	63.18%	<i>transfer 26,800 to 611</i>
E 601-49400-405 Depreciation (GEN	\$26,800.00	\$0.00	\$26,800.00	0.00%	
E 601-49400-433 Dues and Subscrip	\$6,020.00	\$5,551.24	\$468.76	92.21%	
E 601-49400-500 Capital Outlay	\$34,700.00	\$28,571.75	\$6,128.25	82.34%	<i>transfer 14,000 to 611</i>
E 601-49400-535 Utility Construction	\$0.00	\$10,075.70	-\$10,075.70	0.00%	
E 601-49400-600 Debt Srv Principal	\$15,000.00	\$15,000.00	\$0.00	100.00%	
E 601-49400-610 Interest	\$53,400.00	\$53,435.29	-\$35.29	100.07%	
E 601-49400-810 Refund/Reimburse	\$0.00	\$614.37	-\$614.37	0.00%	
49400 Water Utilities	\$258,170.00	\$217,296.12	\$40,873.88		
601 WATER FUND	\$335,900.00	\$245,232.24	\$90,667.76		
			<i>-50,000</i>		
			<i>40,667</i>		
602 WASTEWATER FUND					
41400 City Clerk					
E 602-41400-100 Wages	\$16,130.00	\$16,098.83	\$31.17	99.81%	
E 602-41400-120 Benefits	\$2,440.00	\$2,414.63	\$25.37	98.96%	
41400 City Clerk	\$18,570.00	\$18,513.46	\$56.54		
49450 Sewer					
E 602-49450-100 Wages	\$43,120.00	\$42,895.49	\$224.51	99.48%	
E 602-49450-120 Benefits	\$6,260.00	\$6,298.25	-\$38.25	100.61%	
E 602-49450-150 Worker s Comp	\$1,400.00	\$1,004.00	\$396.00	71.71%	
E 602-49450-200 Office Supplies	\$200.00	\$0.00	\$200.00	0.00%	
E 602-49450-208 Training and Instr	\$1,000.00	\$696.35	\$303.65	69.64%	
E 602-49450-209 Computer Softwar	\$1,700.00	\$1,434.29	\$265.71	84.37%	
E 602-49450-212 Motor Fuels	\$1,300.00	\$1,300.00	\$0.00	100.00%	
E 602-49450-216 Chemicals and Che	\$4,200.00	\$4,773.12	-\$573.12	113.65%	
E 602-49450-303 Engineering Fees	\$3,000.00	\$0.00	\$3,000.00	0.00%	<i>transfer \$ 3,000 to 612</i>
E 602-49450-321 Telephone	\$170.00	\$175.36	-\$5.36	103.15%	
E 602-49450-322 Postage	\$200.00	\$200.00	\$0.00	100.00%	
E 602-49450-360 Insurance	\$3,000.00	\$2,915.15	\$84.85	97.17%	
E 602-49450-380 Utility Services	\$15,000.00	\$18,187.00	-\$3,187.00	121.25%	
E 602-49450-390 Municipal Wastewa	\$71,890.00	\$72,695.86	-\$805.86	101.12%	<i>transfer \$ 5,000 to 612</i>
E 602-49450-400 Repairs & Maint Co	\$41,500.00	\$36,072.43	\$5,427.57	86.92%	
E 602-49450-433 Dues and Subscrip	\$5,320.00	\$3,049.59	\$2,270.41	57.32%	
E 602-49450-500 Capital Outlay	\$37,000.00	\$1,221.58	\$35,778.42	3.30%	<i>transfer \$ 36,000 to 612</i>

CITY OF LORETTO

**Expenditure Guideline by Department**

Current Period: December 2025

Account Descr	2025 YTD Budget	2025 YTD Amt	Balance	% of Budget
E 602-49450-600 Debt Srv Principal	\$5,000.00	\$5,000.00	\$0.00	100.00%
E 602-49450-610 Interest	\$3,070.00	\$3,067.50	\$2.50	99.92%
49450 Sewer	\$244,330.00	\$200,985.97	\$43,344.03	
602 WASTEWATER FUND	\$262,900.00	\$219,499.43	\$43,400.57	
603 GARBAGE/RECYCLING FUND				
41400 City Clerk				
E 603-41400-100 Wages	\$9,220.00	\$9,184.29	\$35.71	99.61%
E 603-41400-120 Benefits	\$1,400.00	\$1,379.63	\$20.37	98.55%
41400 City Clerk	\$10,620.00	\$10,563.92	\$56.08	
49500 Refuse/Garbage				
E 603-49500-129 Pension Expense	\$0.00	\$31.68	-\$31.68	0.00%
E 603-49500-200 Office Supplies	\$300.00	\$0.00	\$300.00	0.00%
E 603-49500-209 Computer Softwar	\$800.00	\$528.57	\$271.43	66.07%
E 603-49500-313 Independent Contr	\$36,000.00	\$34,556.58	\$1,443.42	95.99%
E 603-49500-322 Postage	\$600.00	\$600.00	\$0.00	100.00%
49500 Refuse/Garbage	\$37,700.00	\$35,716.83	\$1,983.17	
49501 Recycling/Organics				
E 603-49501-313 Independent Contr	\$14,000.00	\$15,968.44	-\$1,968.44	114.06%
49501 Recycling/Organics	\$14,000.00	\$15,968.44	-\$1,968.44	
603 GARBAGE/RECYCLING FUND	\$62,320.00	\$62,249.19	\$70.81	
604 STORM WATER FUND				
41400 City Clerk				
E 604-41400-100 Wages	\$4,610.00	\$3,995.51	\$614.49	86.67%
E 604-41400-120 Benefits	\$700.00	\$689.87	\$10.13	98.55%
41400 City Clerk	\$5,310.00	\$4,685.38	\$624.62	
49600 Storm Water				
E 604-49600-100 Wages	\$11,840.00	\$12,093.11	-\$253.11	102.14%
E 604-49600-120 Benefits	\$1,730.00	\$1,685.69	\$44.31	97.44%
E 604-49600-150 Worker s Comp	\$400.00	\$400.00	\$0.00	100.00%
E 604-49600-200 Office Supplies	\$300.00	\$0.00	\$300.00	0.00%
E 604-49600-209 Computer Softwar	\$600.00	\$456.70	\$143.30	76.12%
E 604-49600-212 Motor Fuels	\$1,300.00	\$0.00	\$1,300.00	0.00%
E 604-49600-303 Engineering Fees	\$13,000.00	\$3,510.10	\$9,489.90	27.00%
E 604-49600-321 Telephone	\$160.00	\$105.53	\$54.47	65.96%
E 604-49600-322 Postage	\$200.00	\$200.00	\$0.00	100.00%
E 604-49600-360 Insurance	\$1,600.00	\$1,686.15	-\$86.15	105.38%
E 604-49600-400 Repairs & Maint Co	\$15,000.00	\$3,320.32	\$11,679.68	22.14%
E 604-49600-433 Dues and Subscrip	\$8,400.00	\$8,521.49	-\$121.49	101.45%
E 604-49600-500 Capital Outlay	\$31,450.00	\$0.00	\$31,450.00	0.00%
49600 Storm Water	\$85,980.00	\$31,979.09	\$54,000.91	
604 STORM WATER FUND	\$91,290.00	\$36,664.47	\$54,625.53	
	\$1,631,640.00	\$1,564,310.79	\$67,329.21	

*transfer \$50,000 to 614*

((Not [YTD Budget]=0)) OR ((Not [YTD Amount]=0))

**CITY OF LORETTO**  
**Revenue Guideline by Department**

Current Period: December 2025

Account Descr	2025 YTD Budget	2025 YTD Amt	Balance	% of Budget
<b>101 GENERAL FUND</b>				
41000 General Government				
R 101-41000-31010 Current Ad Valo	\$578,700.00	\$554,509.75	\$24,190.25	95.82%
R 101-41000-31040 Fiscal Disparities	\$0.00	\$30,966.27	-\$30,966.27	0.00%
R 101-41000-32110 Alcoholic Bever	\$15,800.00	\$14,366.72	\$1,433.28	90.93%
R 101-41000-32210 Building Permits	\$10,000.00	\$17,305.65	-\$7,305.65	173.06%
R 101-41000-33400 State Grants an	\$19,000.00	\$9,387.00	\$9,613.00	49.41%
R 101-41000-33401 Local Governme	\$55,100.00	\$55,125.00	-\$25.00	100.05%
R 101-41000-33610 County Grants/A	\$1,500.00	\$6,515.00	-\$5,015.00	434.33%
R 101-41000-33620 Other County Gr	\$0.00	\$64,084.81	-\$64,084.81	0.00%
R 101-41000-34000 Charges for Ser	\$1,000.00	\$1,175.00	-\$175.00	117.50%
R 101-41000-34103 Zoning and Sub	\$300.00	\$0.00	\$300.00	0.00%
R 101-41000-34780 Park Fees	\$13,000.00	\$11,324.00	\$1,676.00	87.11%
R 101-41000-34950 Other Revenues	\$9,000.00	\$14,100.99	-\$5,100.99	156.68%
R 101-41000-35100 Court Fines	\$3,000.00	\$2,169.86	\$830.14	72.33%
R 101-41000-36200 Miscellaneous R	\$0.00	\$330.00	-\$330.00	0.00%
R 101-41000-36210 Interest Earning	\$15,000.00	\$15,680.81	-\$680.81	104.54%
R 101-41000-36230 Contributions an	\$0.00	\$13,913.28	-\$13,913.28	0.00%
R 101-41000-36240 Refunds/Reimb	\$0.00	\$4,068.91	-\$4,068.91	0.00%
R 101-41000-36242 Insurance Divid	\$2,000.00	\$0.00	\$2,000.00	0.00%
R 101-41000-36245 Fun Fest Firewo	\$10,000.00	\$8,885.00	\$1,115.00	88.85%
R 101-41000-39200 Interfund Opera	\$14,000.00	\$0.00	\$14,000.00	0.00%
41000 General Government	\$747,400.00	\$823,908.05	-\$76,508.05	
101 GENERAL FUND	\$747,400.00	\$823,908.05	-\$76,508.05	
<b>225 CAPITAL IMPROVEMENT FUND</b>				
41000 General Government				
R 225-41000-36210 Interest Earning	\$0.00	\$9,317.79	-\$9,317.79	0.00%
R 225-41000-39201 Transfer from G	\$0.00	\$10,000.00	-\$10,000.00	0.00%
41000 General Government	\$0.00	\$19,317.79	-\$19,317.79	
225 CAPITAL IMPROVEMENT FUND	\$0.00	\$19,317.79	-\$19,317.79	
<b>228 2023 ST IMP PROJECT FUND</b>				
41000 General Government				
R 228-41000-36210 Interest Earning	\$0.00	\$3,640.44	-\$3,640.44	0.00%
41000 General Government	\$0.00	\$3,640.44	-\$3,640.44	
228 2023 ST IMP PROJECT FUND	\$0.00	\$3,640.44	-\$3,640.44	
<b>352 2021 ST PROJECT BOND FUND</b>				
41000 General Government				
R 352-41000-31010 Current Ad Valo	\$60,175.00	\$60,359.29	-\$184.29	100.31%
R 352-41000-36100 Special Assessm	\$16,611.00	\$16,703.72	-\$92.72	100.56%
R 352-41000-36210 Interest Earning	\$0.00	\$3,545.18	-\$3,545.18	0.00%
41000 General Government	\$76,786.00	\$80,608.19	-\$3,822.19	
352 2021 ST PROJECT BOND FUND	\$76,786.00	\$80,608.19	-\$3,822.19	
<b>353 2023 ST PROJECT BOND FUND</b>				
41000 General Government				
R 353-41000-31010 Current Ad Valo	\$111,983.00	\$100,683.73	\$11,299.27	89.91%
R 353-41000-36100 Special Assessm	\$0.00	\$31,444.43	-\$31,444.43	0.00%

*HYSGs*

*LCAA reimbursement*

*zero mower donation LCAA  
Lions donations for playground  
and Holiday Train*

*1/2 of the one-time Public  
Safety Aid - Auditors  
will record*

*Final Interfund Loan  
repayment to 611 Fund*

CITY OF LORETTO

Revenue Guideline by Department

Current Period: December 2025

Account Descr	2025 YTD Budget	2025 YTD Amt	Balance	% of Budget
R 353-41000-36210 Interest Earning	\$0.00	\$112.74	-\$112.74	0.00%
41000 General Government	\$111,983.00	\$132,240.90	-\$20,257.90	
353 2023 ST PROJECT BOND FUND	\$111,983.00	\$132,240.90	-\$20,257.90	
601 WATER FUND				
49400 Water Utilities				
R 601-49400-34950 Other Revenues	\$33,810.00	\$34,769.50	-\$959.50	102.84%
R 601-49400-36210 Interest Earning	\$5,000.00	\$3,506.97	\$1,493.03	70.14%
R 601-49400-36240 Refunds/Reimb	\$0.00	\$7,475.00	-\$7,475.00	0.00%
R 601-49400-37100 Water Sales	\$253,050.00	\$247,478.17	\$5,571.83	97.80%
R 601-49400-37110 MN Dept of Heal	\$2,530.00	\$2,508.62	\$21.38	99.15%
R 601-49400-37120 Water Leak Prot	\$2,640.00	\$2,604.13	\$35.87	98.64%
R 601-49400-37160 Water Penalty	\$1,200.00	\$1,543.76	-\$343.76	128.65%
R 601-49400-39200 Interfund Opera	\$38,000.00	\$0.00	\$38,000.00	0.00%
49400 Water Utilities	\$336,230.00	\$299,886.15	\$36,343.85	
601 WATER FUND	\$336,230.00	\$299,886.15	\$36,343.85	
602 WASTEWATER FUND				
49450 Sewer				
R 602-49450-36210 Interest Earning	\$5,000.00	\$3,909.49	\$1,090.51	78.19%
R 602-49450-36240 Refunds/Reimb	\$7,000.00	\$30,249.50	-\$23,249.50	432.14%
R 602-49450-37200 Sewer Sales	\$250,300.00	\$216,334.59	\$33,965.41	86.43%
R 602-49450-37260 Swr Penalty	\$1,200.00	\$1,286.26	-\$86.26	107.19%
49450 Sewer	\$263,500.00	\$251,779.84	\$11,720.16	
602 WASTEWATER FUND	\$263,500.00	\$251,779.84	\$11,720.16	
603 GARBAGE/RECYCLING FUND				
49500 Refuse/Garbage				
R 603-49500-33620 Other County Gr	\$3,500.00	\$3,195.19	\$304.81	91.29%
R 603-49500-36210 Interest Earning	\$200.00	\$18.84	\$181.16	9.42%
R 603-49500-37300 Refuse (Garbag	\$40,000.00	\$43,443.73	-\$3,443.73	108.61%
R 603-49500-37310 Recycling Charg	\$18,000.00	\$19,049.14	-\$1,049.14	105.83%
R 603-49500-37320 Garbage/Recycli	\$600.00	\$541.64	\$58.36	90.27%
49500 Refuse/Garbage	\$62,300.00	\$66,248.54	-\$3,948.54	
603 GARBAGE/RECYCLING FUND	\$62,300.00	\$66,248.54	-\$3,948.54	
604 STORM WATER FUND				
49600 Storm Water				
R 604-49600-36210 Interest Earning	\$1,400.00	\$2,048.63	-\$648.63	146.33%
R 604-49600-37400 Storm Water Ch	\$89,100.00	\$89,633.66	-\$533.66	100.60%
R 604-49600-37450 Storm Water Pe	\$1,000.00	\$657.67	\$342.33	65.77%
49600 Storm Water	\$91,500.00	\$92,339.96	-\$839.96	
604 STORM WATER FUND	\$91,500.00	\$92,339.96	-\$839.96	
611 WATER CAPITAL FUND				
49400 Water Utilities				
R 611-49400-36210 Interest Earning	\$0.00	\$2,739.42	-\$2,739.42	0.00%
49400 Water Utilities	\$0.00	\$2,739.42	-\$2,739.42	
611 WATER CAPITAL FUND	\$0.00	\$2,739.42	-\$2,739.42	
612 SEWER CAPITAL FUND				

CITY OF LORETTO

Revenue Guideline by Department

Current Period: December 2025

Account Descr	2025 YTD Budget	2025 YTD Amt	Balance	% of Budget
49450 Sewer				
R 612-49450-36210 Interest Earning	\$0.00	\$4,594.82	-\$4,594.82	0.00%
49450 Sewer	\$0.00	\$4,594.82	-\$4,594.82	
612 SEWER CAPITAL FUND	\$0.00	\$4,594.82	-\$4,594.82	
614 STORMWATER CAPITAL FUND				
49600 Storm Water				
R 614-49600-36210 Interest Earning	\$0.00	\$3,034.49	-\$3,034.49	0.00%
49600 Storm Water	\$0.00	\$3,034.49	-\$3,034.49	
614 STORMWATER CAPITAL FUND	\$0.00	\$3,034.49	-\$3,034.49	
	\$1,689,699.00	\$1,780,338.59	-\$90,639.59	

(((Not [YTD Amount]=0))) OR ((Not [YTD Budget]=0))



**RESOLUTION 2026-01**

*MOTION BY MEMBER:*

*SECONDED BY MEMBER:*

**A RESOLUTION RELATING TO THE ORGANIZATION AND ANNUAL APPOINTMENTS FOR THE CITY OF LORETTO FOR 2026**

**WHEREAS**, the City of Loretto (CITY) is required to designate the official newspaper, official depositories and signatories, make annual appointments to various commissions within the organization of the CITY, as well as other defined organizational items as defined by State Statute and City Codes.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Loretto hereby makes the following appointments for the year 2026:

1. Official Newspaper  
Delano Herald Journal, 430 Hwy 12 E, Suite 4, PO Box 498, Delano, MN 55328.
2. Official Depositories  
21<sup>st</sup> Century Bank  
4M Fund
3. Electronic Funds Transfers  
The City Clerk Treasurer, or her/his designee, is authorized to make electronic fund transfers per the Internal Controls Policy.
4. Data Practices Official  
City Clerk Treasurer Mary Schneider shall be the authorized Data Practices Official.
5. Weed Inspector/Assistant Weed Inspector  
Mayor Kent Koch/Metro West Inspection Services (PO Box 248, Loretto, MN).
6. Auditor  
ABDO, 5201 Eden Avenue, Edina, MN 55436.
7. Engineer  
Stantec Consulting Services, 1 Carlson Pkwy N, Suite 100, Plymouth, MN 55447 – Nick Wyers.
8. Insurance Agent  
North Risk Partners, 10405 6<sup>th</sup> Ave N, Suite 300, Plymouth, MN 55441 – Collin Hardman.
9. Planning Consultant  
WSB & ASSOCIATES, INC, 701 Xenia Avenue South, Suite 300, Golden Valley, MN 55416 – Nate Sparks.

10. Police

Medina Police Department, 600 Clydesdale Trail, Medina, MN 55340.

11. Building Inspector

Metro West Inspection Services, PO Box 248, Loretto, MN 55357.

12. Code Enforcement

Metro West Inspection Services, PO Box 248, Loretto, MN 55357 – Mike Rosenau.

13. Fire Marshall

Metro West Inspection Services, PO Box 248, Loretto, MN 55357 – Mike Rosenau.

14. Attorney (Civil and Criminal)

Civil: Campbell Knutson, P.A., Grand Oak Office Center I, 860 Blue Gentian Road, Suite 290, Eagan, MN 55121 – Jack Brooksbank and Jared Shepherd.

Criminal: Gregerson, Rosow, Johnson & Nilan, 100 Washington Avenue South, Suite 1550, Minneapolis, MN 55357 – Steve Tallen.

15. Acting Mayor

The Acting Mayor shall be \_\_\_\_\_ (Brenda Daniels).

16. Official Signatories

The following individuals are hereby authorized as official signatories for the City:

- Kent Koch, Mayor
- \_\_\_\_\_ (Brenda Daniels), Acting Mayor
- Mary K. Schneider, City Clerk Treasurer

17. Council Meetings

Regular City Council Meetings: 7:00 p.m. on the second Tuesday of each month. See Regular City Council Meeting Schedule for exceptions. Special meetings may be held in accordance with state laws and local ordinances.

18. Identity Theft Prevention Program

Renewed with names updated to current Council.

19. Highway 55 Corridor Coalition Delegate and Alternate

The Highway 55 Corridor Coalition Delegate shall be \_\_\_\_\_ (Koch).

The Highway 55 Corridor Coalition Alternate shall be \_\_\_\_\_ (Markham).

20. Lake Minnetonka Communications Commission (LMCC) Delegate

The LMCC Delegate shall be \_\_\_\_\_ (Daniels).

The LMCC Alternate shall be \_\_\_\_\_ (Markham).

21. Minnesota Association of Small Cities (MAOSC) Delegate

The MAOSC Delegate shall be Mary Schneider.

22. Northwest (NW) Hennepin League of Municipalities Delegate and Alternate

The NW Hennepin League of Municipalities Delegate shall be \_\_\_\_\_ (Koch).

The NW Hennepin League of Municipalities Alternate shall be \_\_\_\_\_ (Daniels).

23. Pioneer-Sarah Creek Watershed Management Commission Delegate and Alternate

The Pioneer-Sarah Creek Delegate shall be \_\_\_\_\_ (Daniels).

The Pioneer-Sarah Creek Alternate shall be \_\_\_\_\_ (Scanlon).

24. Representatives for City

a. Finance: \_\_\_\_\_ (Koch)

b. Personnel: \_\_\_\_\_ (Koch)

c. Civic Events: \_\_\_\_\_ (Staff)

d. Parks: \_\_\_\_\_ (Markham)

e. Streets/Utilities: \_\_\_\_\_ (Leuer)

PASSED AND ADOPTED THIS 13th DAY OF JANUARY 2026.

VOTING AYE

\_\_\_Daniels, Brenda

\_\_\_Koch, Kent

\_\_\_Leuer, Jeff

\_\_\_Markham, Melissa

\_\_\_Scanlon, Ben

VOTING NAY

Daniels, Brenda\_\_\_

Koch, Kent\_\_\_

Leuer, Jeff\_\_\_

Markham, Melissa\_\_\_

Scanlon, Ben\_\_\_

\_\_\_\_\_  
Kent Koch, Mayor

ATTEST:

\_\_\_\_\_  
Mary K. Schneider, City Clerk-Treasurer



December 29, 2025

Mary Schneider  
City Clerk Treasurer  
City of Loretto  
279 N. Medina Street, Suite 260  
Loretto, MN 55357

RE: 2026 Letter of Engagement for City Engineering Services

Dear Mrs. Schneider:

On behalf of Stantec, we thank you for the opportunity to have served as the City Engineer in 2025 and look forward to continuing in that role in 2026. Our engineering team has provided the flexibility, depth and expertise to serve the needs of the community since 2014. We appreciate supporting the staff and Council in achieving the **communities'** goals and look forward to another exciting year.

The past few years have seen the continued growth within Loretto, and we have enjoyed working alongside and under the direction of staff to deliver long term quality infrastructure. Our business model shows that Loretto benefits from discounted rates for the volume of work and receives experienced municipal engineers while eliminating charges for Council meeting time past one hour, initial resident inquiries, mileage costs, and other miscellaneous items. We are proud to provide this discounted local service while keeping the range of Stantec hourly rates shown below still competitive with other metro firms.

#### Team

The 2026 proposed staff is similar to 2025 and the same team will continue to serve Loretto. We find the work and pace exciting and value the opportunity to collaborate on local Loretto projects.

#### Hourly Rates

Stantec services are billed on an hourly basis. Below is a table showing rates from 2024 and proposed 2026 rates for the key City staff which are discounted below the standard hourly rate. While these are the key staff to serve the City of Loretto on a day to day basis, Stantec has a larger team ready to serve the City of Loretto. Those individuals not identified in the table below will be billed at a discount of 15% below their standard hourly rate. The increase in the average hourly rate to these key individuals is 5.7%.

Key Individuals	2024 Rate	Proposed 2026 Rate
Nick Wyers	\$138	\$149
Rowdy Schmidt	\$160	\$165
Caleb Kroeze	\$115	\$125
Adam Garfield	\$130	\$135
Steve Hegland	\$158	\$165
Joe Elsenpeter	\$115	\$130
Ben Otto	\$130	\$140
Edward Terhaar	\$180	\$182
Tony Kaster	\$150	\$155
Jordan Shuck	\$145	\$150

The work would be done in accordance with the existing Master Service Agreement between the City of Loretto and Stantec.

We appreciate your consideration of this letter of engagement and welcome any feedback for Stantec to continue providing unmatched service to the City of Loretto.  
Sincerely,

**Stantec Consulting Services Inc.**



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**Nick Wyers** PE  
City Engineer  
Phone: 952.838.5661



Action a.



October 31, 2025

Ms. Mary Schneider  
City Clerk  
City of Loretto  
PO Box 207  
Loretto, MN 55357

Re: WSB 2026 Rate Schedule

Dear Ms. Schneider

For thirty years, WSB has prioritized bringing together services and expertise to better support our clients and communities. Our continued growth has allowed us to expand our capabilities, deepen our expertise and deliver more comprehensive solutions. This progress enables us to provide a broader range of services, more efficient processes and improved project outcomes

As we look ahead to 2026, we will be implementing an average rate adjustment of 4%. This change supports continued advancement in the quality and breadth of services we provide

Our commitment to a client-first approach remains unwavering. We value your partnership and the opportunity to deliver innovative solutions to you and your community. We understand that our clients have choices when selecting a professional service provider, and we strive to deliver efficient, effective and high-quality results that align with your goals.

As WSB celebrates its 30<sup>th</sup> Anniversary, we want to thank you, our clients and partners, for your continued trust and collaboration. If you have any questions or concerns, please reach out to us. We look forward to building even stronger communities together.

Sincerely,

WSB

A handwritten signature in black ink that reads "Monica Heil". The signature is written in a cursive, flowing style.

Monica Heil, PE  
Senior Vice President, Municipal

Enclosure

srb

# 2026 Rate Schedule



	<b>Billing Rate/Hour</b>
ASSOCIATE   SR. ASSOCIATE   PRINCIPAL   SR. PRINCIPAL	\$202 - \$291
SR. PROJECT ENGINEER   SR. PROJECT MANAGER	\$202 - \$263
PROJECT MANAGER	\$178 - \$199
GRADUATE ENGINEER   PROJECT ENGINEER	\$120 - \$198
PROJECT MANAGER ASSISTANT	\$98 - \$161
ENGINEERING TECHNICIAN   ENGINEERING SPECIALIST	\$79 - \$197
LANDSCAPE ARCHITECT   SR. LANDSCAPE ARCHITECT	\$89 - \$189
ENVIRONMENTAL SCIENTIST   SR. ENVIRONMENTAL SCIENTIST	\$80 - \$187
PLANNER   SR. PLANNER	\$92 - \$195
GIS SPECIALIST   SR. GIS SPECIALIST	\$89 - \$195
CONSTRUCTION OBSERVER	\$121 - \$158
SURVEY	
Survey Office Technician	\$141 - \$176
Drone Pilot	\$204
One-Person Crew	\$204
Two-Person Crew	\$275
OFFICE TECHNICIAN	\$70 - \$152

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract. | Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc. | Multiple rates illustrate the varying levels of experience within each category | Rate Schedule is adjusted annually.



Action a.

**GREGERSON, ROSOW, JOHNSON & NILAN, LTD.**  
**ATTORNEYS AT LAW**

By DAVID H. GREGERSON\*  
JOSEPH A. NILAN\*†  
DANIEL R. GREGERSON\*  
JOSHUA A. DOROTHY†  
DANIEL A. ELLERBROCK#  
MARGARET L. NEUVILLE\*  
JACOB T. MERKEL  
NICHOLAS J. SIDERAS\*  
STEVEN M. TALLEN  
MAYA V. ORTIZ  
DAVID C. SCHINAS  
ABIGAIL S. TAYLOR  
ERIKA L. LEVINE

100 WASHINGTON AVENUE SOUTH  
SUITE 1550  
MINNEAPOLIS, MINNESOTA 55401  
TELEPHONE: (612) 338-0755  
FAX: (612) 349-6718  
[WWW.GRJN.COM](http://WWW.GRJN.COM)

ROBERT I. LANG (1922-2012)  
ROGER A. PAULY (RETIRED)  
RICHARD F. ROSOW (RETIRED)  
MARK J. JOHNSON (RETIRED)

#Also admitted in Illinois  
†Also admitted in North Dakota  
\*Also admitted in Wisconsin

Writer's Direct Dial: 612-349-9212  
Writer's E-mail: [stallen@grjn.com](mailto:stallen@grjn.com)

December 11, 2025

Ms. Mary Schneider  
Loretto City Clerk  
279 N. Medina Street  
Suite 260  
PO Box 207  
Loretto, MN 55357

**RE: 2026 Prosecution**

Dear Ms. Schneider:

On October 13, I wrote a letter confirming that I would retiring soon but that I have put my retirement off from the end of 2025 to the end of April of 2026. In the letter I discussed and I believe we spoke over the phone that I am assuming that Loretto will want to go with whatever prosecuting attorney the City of Medina agrees on. I'm not sure that's the case, but I'm going to assume it is. In September 2024, I wrote a letter concerning prosecution rates for 2025 and proposed a two-year agreement increasing the rates in 2025 but not in 2026. It would be my intention to use that formula for 2026 (either until the end of April, or if you go with a new firm, or until the end of December 2026 if you stay with the Gregerson firm). Those rates would be \$166.40 per hour for attorney time and \$92.80 for legal assistant time.

Please let me know if that is acceptable to the City.

Very truly yours,

GREGERSON, ROSOW, JOHNSON & NILAN, LTD.

  
Steven M. Tallen

SMT/hmj

**City of Loretto**  
**Regular City Council Meeting Schedule**  
**For the Calendar Year 2026**

*Action a.*

<u>MONTH</u>	<u>DATE OF MEETING</u>
January	January 13, 2026
February	February 10, 2026
Performance Review Workshop	March 10, 2026 *
March	March 10, 2026
April	April 28, 2026 **
May	May 12, 2026
June	June 9, 2026
July	July 14, 2026
August	August 18, 2026 ***
Budget Workshop	August 25, 2026 *
September	September 8, 2026
October	October 13, 2026
November	November 10, 2026
December	December 8, 2026

Regular meetings are held on the 2nd Tuesday of each month at Loretto City Hall,  
279 Medina Street North, Council Chambers, Loretto, MN 55357, at 7:00 p.m.

\* Workshops set to start at 6:00 p.m. on March 10th and August 25th

\*\* April regular meeting moved to April 28th

\*\*\* August regular meeting moved to August 18th due to Primary Election Day

***DRAFT***

## City of Loretto

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# Identity Theft Prevention Program

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Minnesota Rural Water Association

[www.mrwa.com](http://www.mrwa.com)

Ed Thomas, Senior Environmental Engineer

[www.nrwa.org](http://www.nrwa.org)



**All utilities are required to comply with the FTC’s “Identity Theft Red Flag Rule” by November 1, 2008 even if only nominal information such as name, phone number and address are collected.**

The primary purpose of the rule is to protect against the establishment of false accounts and ensure existing accounts are not being manipulated. This regulation does not address or require utilities to adopt measures that will protect consumer information and prevent unauthorized access. However, implementation of good management practices to protect personal consumer data can prevent identity theft.

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Identity Theft Prevention Program

For

City of Loretto

279 North Medina Street, Suite 260

PO Box 207

Loretto, MN 55357

11/5/08

Updated 1/13/2026

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City of Loretto Identity Theft Prevention Program

This Program is intended to identify red flags that will alert our employees when new or existing accounts are opened using false information, protect against the establishment of false accounts, methods to ensure existing accounts were not opened using false information, and measures to respond to such events.

Contact Information: Mary Schneider  
Title: City Clerk Treasurer  
Phone number: 763-479-4305

The Governing Body Members of the City are:

1. Mayor Kent Koch
  2. Council Member Brenda Daniels
  3. Council Member Jeff Leuer
  4. Council Member Melissa Markham
  5. Council Member Ben Scanlon
-

### Risk Assessment:

The City of Loretto has conducted an internal risk assessment to evaluate how at risk the current procedures are at allowing customers to create a fraudulent account and evaluate if current (existing) accounts are being manipulated. This risk assessment evaluated how new accounts were opened and the methods used to access the account information. Using this information, the utility was able to identify red flags that were appropriate to prevent identity theft.

- New accounts opened In Person
  - New accounts opened via Telephone
  - New accounts opened via Fax
  - Account information accessed In Person
  - Account information accessed via Telephone (Person)
- 

### Detection (Red Flags):

The City of Loretto adopts the following red flags to detect potential fraud. These are not intended to be all-inclusive and other suspicious activity may be investigated as necessary.

- Photo and physical description do not match appearance of applicant
  - Other information provided by applicant is inconsistent with information on file
  - Personal information provided by applicant does not match other sources of information
  - Information commonly associated with fraudulent activity is provided by applicant (e.g. address that is a mail drop or prison, non-working phone number or associated with answering service/pager)
  - Address, or telephone # is the same as that of other customer at utility
  - Customer fails to provide all information requested
  - Personal information provided is inconsistent with information on file for a customer
  - Applicant cannot provide information requested beyond what could commonly be found in a purse or wallet
  - Identity theft is reported or discovered
-

Response:

Any employee that may suspect fraud or detect a red flag will implement the following response as applicable. All detections or suspicious red flags shall be reported to the senior management official.

- ❑ Ask applicant for additional documentation.
- ❑ Notify internal manager: Any city employee who becomes aware of a suspected or actual fraudulent use of a customer or potential customers identity must notify the City Clerk.
- ❑ Notify law enforcement: The City Clerk will notify the Police Chief at the Medina Police Department of any attempted or actual identity theft.
- ❑ Do not open the account.
- ❑ Close the account.
- ❑ Do not attempt to collect against the account but notify authorities.

---

Personal Information Security Procedures:

The City of Loretto adopts the following security procedures:

1. Employees log off their computers when leaving their work areas.
2. Employees lock file cabinets when leaving their work areas.
3. Access to offsite storage facilities is limited to employees with a legitimate business need.
4. Password-activated screen savers will be used to lock employee computers after a period of inactivity.
5. When installing new software, immediately change vendor-supplied default passwords to a more secure strong password.
6. Sensitive consumer data will not be stored on any computer with an Internet connection unless a firewall has been installed.
7. Check references or do background checks before hiring employees who will have access to sensitive data.
8. Paper records with personal information will be shredded before being placed into the trash or will be placed in the Document Shredding container.

Identity Theft Prevention Program Review and Approval:

This plan has been reviewed and adopted by the Loretto City Council. Appropriate employees have been trained on the contents and procedures of this Identity Theft Prevention Program.

Signatures:

1. \_\_\_\_\_ Date \_\_\_\_\_
2. \_\_\_\_\_ Date \_\_\_\_\_
3. \_\_\_\_\_ Date \_\_\_\_\_
4. \_\_\_\_\_ Date \_\_\_\_\_
5. \_\_\_\_\_ Date \_\_\_\_\_

A verbal report will be given annually to the governing body which will include matter related to the program; the effectiveness of the policies and procedures; the oversight and effectiveness of any third party billing and account establishment entities; a summary of any identify theft incidents and the response to the incident, and recommendations for substantial changes to the program, if any.

# ROBERTS RULES OF ORDER

## "CHEAT SHEET"

*Action a.*

<b>TO DO THIS: (1)</b>	<b>YOU SAY THIS:</b>	<b>MAY YOU INTERRUPT SPEAKER?</b>	<b>MUST YOU BE SECONDED?</b>	<b>IS THE MOTION DEBATABLE?</b>	<b>IS THE MOTION AMENDABLE?</b>	<b>WHAT VOTE IS REQUIRED?</b>
Adjourn the meeting	"I move we adjourn"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
Recess the meeting	"I move that we recess until...."	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote required
Complain about noise, room temp., etc.	"Point of privilege"	May interrupt speaker	No second needed	Not debatable (2)	Not amendable	No vote required (3)
Suspend further consideration of something	"I move we table it"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
End debate	"I move the previous question"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
Postpone consideration of something	"I move we postpone this matter until..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Have something studied further	"I move we refer this matter to a committee/attny"	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Amend a motion	"I move that this motion be amended by..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required

- (1) The motions or points above **are listed** in established order of precedence. When one of them is pending, you may not introduce another that's listed below it, but you may introduce another that's listed above it.
- (2) In this case, any resulting motion is debatable.
- (3) Chair decides.

# ROBERTS RULES OF ORDER

## "CHEAT SHEET"

<i>TO DO THIS: (1)</i>	<i>YOU SAY THIS:</i>	<i>MAY YOU INTERRUPT SPEAKER?</i>	<i>MUST YOU BE SECONDED?</i>	<i>IS THE MOTION DEBATABLE?</i>	<i>IS THE MOTION AMENDABLE?</i>	<i>WHAT VOTE IS REQUIRED?</i>
Object to a procedure or to a personal affront	"Point of order"	May interrupt speaker	No second needed	Not debatable	Not amendable	No vote required, chair decides
Request information	"Point of information"	If urgent may interrupt speaker	No second needed	Not debatable	Not amendable	No vote required
As for a vote by actual count to verify a voice vote	"I call for a division of the house"	May not interrupt speaker (2)	No second needed	Not debatable	Not amendable	No vote required unless someone objects (3)
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	May interrupt speaker	No second needed	Not debatable	Not amendable	Two thirds vote required
Take up matter previously tabled	"I move we take from the table"	May interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	May interrupt speaker	Must be seconded	Debatable if original motion is debatable	Not amendable	Majority required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	May interrupt speaker	Must be seconded	Not debatable	Not amendable	Two thirds vote required
Vote on a ruling by the chair	"I appeal the chairs decision"	May not interrupt speaker	Must be seconded	Debatable	Not amendable	Majority required

- (1) The motions or points above **have no** established order of precedence.  
Any may be introduced at any time, except when the meeting is considering one of the top 3 matters listed in the chart on page 1 (adjourn, recess, point of privilege).
- (2) But division must be called before another motion is started.
- (3) Then majority vote is required.

# MEMO

TO: Honorable Mayor and Members of the Loretto City Council  
CC: Jake Leuer, Public Works Director  
FROM: Mary Schneider, City Clerk Treasurer  
DATE: Friday, January 9, 2026  
RE: 2025 Year-end Transfer Recommendations

Taking into consideration the Year-to-Date financial information, I am making the following RECOMMENDATION (**can be made in one motion** "Motion to approve year-end transfers as **recommended**"):

- Motion to transfer \$28,000 from the General Fund as an operating transfer to the Water Fund. (101-49000-720 to 611-49400-39203)
- Motion to transfer \$6,000 from General Fund Government Buildings to Capital Fund Government Buildings saving for public works building. (101-41940-500 to 225-41000-39201)
- Motion to transfer \$29,000 from General Fund Streets to Capital Fund Streets for street sealcoating and streets portion saving for truck/plow/mower replacements. (101-43100-400 to 225-41000-39201)
- Motion to transfer \$20,000 from General Fund Parks to Capital Fund Parks – saving up \$2,500 for walkway improvements between Arnold Klaers and Bob Koch fields; \$2,500 for softball overlay; 7,000 for Vortex Athletic Complex improvements, \$3,000 saving for 4x4 pickup replacement; \$2,000 saving for lawn mower replacement; \$3,000 saving for Ford F550 with snow plow and sander (101-45200-500 to 225-45200-39201)
- Motion to transfer 14,000 from the Water Fund to the Water Capital Fund – water fund portion saving for truck/plow/mower replacements. (601-49400-500 to 611-49400-39203)
- Motion to transfer \$26,800 from Water Fund Depreciation to the Water Capital Fund. These are the funds that were collected this year from the water depreciation fee. (601-49400-405 to 611-49400-39203)
- Motion to transfer \$44,000 from the Wastewater Fund to the Wastewater Capital Fund – set aside for future infrastructure projects and wastewater portion saving for truck/plow/mower replacements. (602-49450-500 to 612-49450-39203)
- Motion to transfer \$50,000 from the Stormwater Fund to the Stormwater Capital Fund – saving up for stormwater pond cleanout work and drainage improvements and stormwater portion saving for truck/plow/mower replacements. (604-49600-500 to 614-49600-39203)

# Healthy Tree Canopy Grants

Hennepin County offers grants to cities, affordable housing properties, schools, and nonprofit organizations to enhance the county’s tree canopy. The goal of the program is to support efforts to educate the public on tree care and the importance of trees, combat threats to trees from invasive insects and disease, and promote the development of a more diverse and resilient tree canopy.



	Cities		Affordable housing	Schools and nonprofit organizations
<b>Eligible recipients</b>	<b>Step 1:</b> For cities with no tree inventory or an incomplete inventory.	<b>Step 2:</b> For cities that have a completed tree inventory and a Minnesota DNR certified tree inspector or an ISA certified arborist under contract.	<ul style="list-style-type: none"> <li>New and existing multifamily affordable housing properties.</li> <li>Single-family houses controlled by land trusts and organizations who manage owner-occupied homes restricted to buyers with lower incomes.</li> </ul>	<ul style="list-style-type: none"> <li>Public, private, and charter schools.</li> <li>Nonprofit 501(c)(3) organizations</li> </ul>
<b>Eligible projects</b>	To complete tree inventories only	Develop tree management plans, conduct tree plantings, maintain newly planted trees, replace ash trees, conduct outreach, install gravel-bed nurseries, ash tree removals and treatments	Ash tree removal and tree plantings on affordable housing properties.	Tree plantings, tree-related education, Arbor Day celebrations, tree inventories, ash tree removals
<b>Application timeline</b>	Applications are accepted once per year. Applications are due Tuesday, March 25, 2025. Grant projects are selected through a competitive process.			
<b>Amount of funding available per grant</b>	Reimbursement of actual costs of project. Minimum amount of \$1,000 up to a maximum amount of \$5,000.	Reimbursement of actual costs of project. Minimum amount of \$10,000 up to a maximum amount of \$50,000.	Reimbursement of actual costs of project. Minimum amount of \$5,000 up to a maximum amount of \$20,000.	Reimbursement of actual costs of project. Minimum amount of \$1,000 up to a maximum of \$10,000.
<b>Matching funds</b>	25% match of the total project costs is required.			No match required.
<b>Project timeline</b>	12 months			
<b>Reporting requirements</b>	<ul style="list-style-type: none"> <li>Each grantee must enter into a formal agreement with the county</li> <li>Submit a work plan with budget, planting designs, and maintenance plans</li> <li>Submit a final report with invoices and project outcomes</li> <li>Documentation regarding expenses, such as time sheets, invoices and receipts</li> </ul>			

## Contact us today

Staff is available to help you develop projects and answer any questions related to the grant and application process.

Learn more at [hennepin.us/trees](https://hennepin.us/trees) or contact [leslie.alcantarmeja@hennepin.us](mailto:leslie.alcantarmeja@hennepin.us)



HOLIDAY TRAIN WRAP UP 2025

*informational a.*

DONATION HISTORY (and other interesting statistics)								
	2025	2024	2023	2022	2021*	2020*	2019	2018
Cash donations	24414.5	21,146.07	\$ 23,620.15	\$ 21,166.48	\$ 22,057.22	\$ 16,696.00	23,038.80	22,142.96
Food donations (pounds)	2033	2,000	1,500	1,577	357	675	655	921
Attendance	3000	3000	2500	1700	400	na	1700	2000
Cookies ordered (dozen)	75	100	90	100	150	0	125	125
Cocoa ordered (gallons)	30	45	35	63	Warren's provid	0	100	100
Cider ordered (gallons)	0	0	10	0	0	0	30	30
Day of the week	Monday	Saturday	Wednesday	Wednesday	Saturday	Saturday	Thursday	Wednesday
Date	12/15/2025	12/14/2024	12/13/2023	12/14/2022	12/11/2021	12/12/2020	12/12/2019	12/12/2018
Temp (degrees F)	25	32, freezing rain	45	34	30	30	16	28

2023 REVENUES AND EXPENDITURES

City of Loretto Budget - \$ 1,500.00	
Description	
Handicap Biffs (2)	\$ 220.00
Marketing/toner/printing	\$ 18.36
Shuttle (donated by Stahlke)	
cups and napkins	
Meeting meals	
General supplies	\$ 11.20
Signage	\$ 50.00
Barricades	\$ 945.00

**Total: \$ 1,244.56**

**Residual Funds or (over budget): \$ 255.44**

Lions Club Donation - \$ 1,250.00	
Description	
Christmas Trees	800.00
Llamas	450.00

**Total 1,250.00**

**Residual Funds: \$ -**

<b>Grand total \$\$ raised since 2003: \$</b>	<b>438,325</b>
<b>Grand total pounds of food donations collected since 2003:</b>	<b>60,063</b>

<b>Revenues grand total: \$</b>	<b>2,750.00</b>
<b>Expenditures grand total:</b>	<b>2,494.56</b>
<b>difference \$</b>	<b>255.44</b>

520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300

800-657-3864 | Use your preferred relay service | [info.pca@state.mn.us](mailto:info.pca@state.mn.us) | Equal Opportunity Employer

December 18, 2025

Kent Koch, Mayor  
City of Loretto  
PO Box 207  
Loretto, MN 55357-0207

RE: Termination of Coverage under the NPDES/SDS General Permit MNR040000 for  
Municipal Separate Storm Sewer Systems for the City of Loretto.

Dear Mayor Kent Koch:

In accordance with Minn. R. 7090.1010, subp. 1(A), the City of Loretto was designated as a regulated Small Municipal Separate Storm Sewer Systems (MS4) and originally issued coverage under the General Stormwater Permit for Small MS4s on August 1, 2013.

On October 17, 2025, Mary Schneider, City Clerk Treasurer for the City of Loretto, submitted information asserting that the MS4 is not located in an Urbanized Area as determined by the latest (2020) Decennial Census by the Bureau of the Census.

The Minnesota Pollution Control Agency (MPCA) staff performed an analysis of the information submitted against Minn. R. 7090.1010 and concluded the City of Loretto does not own or operate an MS4 as defined by the latest (2020) Decennial Census by the Bureau of the Census. Therefore, the City of Loretto does not meet the designation criteria established in Minn. R. 7090.1010, subp. 1(A), and is not required to be regulated under the General Stormwater Permit for Small MS4. **Effective on the date of this letter, the City of Loretto under the General Stormwater Permit for Small MS4 is terminated.**

Please be advised that the circumstances for the City of Loretto may change in the future (e.g., Decennial Census data, rule changes, etc.) requiring the MPCA to redesignate the City of Loretto as a regulated Small MS4.

If the City of Loretto has submitted Part 1 of the application, including the \$400.00 application fee, for the MS4 general permit currently being reissued, the MPCA will refund the application fee within 30 days after the date of this letter.

If you have any questions related to this matter, please contact Kong Yang Fyten at 651-757-2447, or at [kong.yang.fyten@state.mn.us](mailto:kong.yang.fyten@state.mn.us).

Sincerely,

*Duane Duncanson*

*This document has been electronically signed.*

Duane Duncanson  
Supervisor  
Municipal Stormwater Unit  
Municipal Division

DD/KY:oh

December 18, 2025

cc: Mary Schneider, City Clerk Treasurer  
Cora Sutherland, Attorney, MPCA  
Deborah Klooz, MPCA  
Duane Duncanson, MPCA  
Teresa Roth, MPCA  
Activity GEN20250002 @ AI ID 93006