

City of Loretto  
Regular City Council Meeting  
Tuesday, August 20, 2024 – 7 p.m.  
Agenda

1. CALL TO ORDER 7:00 PM
2. PLEDGE OF ALLEGIANCE
3. SET AGENDA
4. MEDINA PUBLIC SAFETY REPORT 7:05
5. 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.*
6. 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 2024-18, Fun Fest Donations
  - b. Resolution 2024-19, Fun Fest Donations Returned due to Event Cancellation
  - c. Resolution 2024-20, Temporary On-sale Liquor License, Church of Saints Peter and Paul
  - d. Ratifying Fun Fest Inflatables Agreement, USA Inflatables
  - e. 2025 LMCC Budget
  - f. City Council Minutes of July 9, 2024
  - g. August Bills
  - h. Monthly Balance Sheet
7. ACTION/PLANNING ITEMS 7:20
  - a. Street Repair Quotes
  - b. ARPA Funds
  - c. CR19 Watermain Project Update
  - d. 2023 Street Project Update, Meadow Drive and Hillview Lane South
  - e. 2023 Street Project, Pay Request #3
  - f. Ordinance 2024-02, CenterPoint Energy Franchise Agreement
8. INFORMATIONAL ITEMS 7:50
  - a. Fun Fest Report
  - b. West Suburban Fire District 2025 Budget
9. MONTHLY STAFF REPORTS 8:00
  - a. City Hall
    - 1) Budget Discussion
  - b. Streets
  - c. Water
  - d. Wastewater
    - 1) 2025 MCES Municipal Wastewater Charge
    - 2) Sewer Blockage Repair Costs, August
    - 3) Sewer Blockage Repair Costs, 2022 to Date
  - e. Parks
    - 1) Grants

City of Loretto  
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- f. Stormwater
  - 1) Stormwater Pollution Prevention Plan (SWPPP) Annual Report – PUBLIC HEARING
- 10. MAYOR AND COUNCIL REPORTS 8:20
- 11. ADJOURN 8:25 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, August 16, 2024  
RE: Council Meeting of Tuesday, August 20, 2024

1. CALL TO ORDER

The full council should be present. Engineer Nick Wyers will also be present.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

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

4. MEDINA PUBLIC SAFETY REPORT

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

5. 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.*

6. 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 2024-18, Fun Fest Donations

These donations were made before the Fun Fest was cancelled, and these donors let me know they want their donation held over for the 2025 event.

b. Resolution 2024-19, Fun Fest Donations Returned due to Event Cancellation

These donors chose to have their donation returned to them. They all said they look forward to donating in 2025.

c. Resolution 2024-20, Temporary On-sale Liquor License, Church of Saints Peter and Paul

**This resolution would approve a temporary liquor license for Ss Peter and Paul's Christkindlmarkt event on November 30<sup>th</sup>. This will be their 4<sup>th</sup> annual event.**

d. Ratifying Fun Fest Inflatables Agreement, USA Inflatables

I signed this agreement in July to get the booking completed on time, with the plan to have the council ratify in August. Even though the event is cancelled, we need to honor the agreement I signed, so this still needs ratifying. Per the agreement, the downpayment we made (\$800.79) can be used toward our 2025 event.

e. City Council Minutes of July 9, 2024

The draft minutes of the July 9<sup>th</sup> regular council meeting are included in your packet.

f. August Bills

Electronic checks #4863E – 4902E totaling \$105,544.88

Payments over \$1,000 include:

- three payrolls - \$8,721.88, \$10,484.61 and \$9,102.10

- three PERA payments - \$1,735.83, \$1,808.99 and \$1,818.71 (employee/employer retirement contributions)
- three EFTPS payments - \$3,112.90, \$3,447.06, and \$3,290.78 (bi-weekly federal payroll tax deposits)
- MN Dept of Revenue - \$1,196.16 (monthly payroll state tax deposit)
- Xcel Energy - \$6,378.15 (electric for July)
- MN Public Facilities Authority - \$50,143.45 (water booster station loan principal and interest)

Paper checks #25824 - 25894 totaling \$372,540.01

Payments over \$1,000 include:

- Core & Main - \$13,424.12 (set up and training for the AMI meter reading software, Sensus Analytics/RNI)
- Federated Co-ops - \$1,712.08 (bulk fuel)
- Grainger - \$4,017.59 (speed limit signs and phase monitor relays for well #3)
- Hawkins - \$3,174.22 (water treatment chemicals)
- Jaypro Sports - \$10,781.19 (HYS grant foul poles for Arnold Klaers Field)
- Republic Services - \$5,461.99 (June garbage and recycling services + city cleanup day)
- Bullseye Property Management - \$1,571.30 (Office lease and CAM fees)
- Cargill - \$2,987.51 (street salt)
- CHA Consulting - \$3,250.00 (geotechnical work for CR19 watermain project)
- City of Medina - \$5,739.79 (monthly police services)
- LANO - \$1,044.10 (excavator rental)
- Metropolitan Council - \$4,580.00 (July **2024 SAC fees for city's 2023 flow calc**)
- ProLawns - \$3,963.12 (weed control and fertilizer for city properties)
- Republic Services - \$4,487.76 (July garbage and recycling)
- Stantec Consulting - \$30,534.40 (2023 Street Project construction engineering \$29,119.90, CR19 Watermain construction engineering \$1,414.50)
- Tirewiz - \$1,332.72 (tires for F250 truck)
- Ziegler - \$1,787.38 (cat tractor repairs – wobble drive)
- Omann Contracting - \$257,678.29 – (pay request 3 for 2023 Street Project, Meadow Dr and Hillview Lane S)

g. Monthly Balance Sheet

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

RECOMMENDATION: Motion to approve the CONSENT AGENDA as submitted.

7. ACTION/PLANNING ITEMS

a. Concrete and Asphalt Repair Quotes

Included in your packet is a separate memo from Jake for this item.

RECOMMENDATION: Motion to approve the \$13,800 asphalt quote from DMJ Contracting and the \$22,481 concrete quote from Twin Cities Outdoor Services.

b. ARPA Funds

There are \$6,469.65 ARPA funds remaining. The city must obligate these funds by December 31, 2024 **to avoid losing this money. Definition of "obligate" per ARPA rules: to have entered into a contract,** placed an order for services or property or entered into a transaction which requires payment. So merely voting to allocate the funds is not enough. Once the council votes, staff will need time to place orders or bring a contract back to the council for approval.

c. CR19 Watermain Project Update

Nick will be present to give an update.

- d. 2023 Street Project Update, Meadow Drive and Hillview Lane South  
Nick will be present to give an update.
- e. 2023 Street Project, Pay Request #3  
A memo from Nick and Pay Request #3 are included in your packet. Nick will be present to answer questions.

RECOMMENDATION: Motion to approve Pay Request #3 to Omann Contracting Companies, Inc. in the amount of \$257,678.29.

- f. Ordinance 2024-02, CenterPoint Energy Franchise Agreement  
The franchise agreement between the city and CenterPoint Energy expires on September 1, 2024. A standard agreement was sent to us by CenterPoint a few months ago. City attorney Jack Brooksbank reviewed and made some changes to benefit the city. Then he went back and forth with CenterPoint to come to the document in your packet. Jack stated that the terms are reasonable and comparable to what he's seen with other city franchise agreements.

WHEN MAKING THE MOTION FOR APPROVAL, BE SURE TO INCLUDE SUMMARY PUBLICATION APPROVAL. **This saves on publishing costs. A four/fifth's vote is required when approving summary publication.**

RECOMMENDATION: Motion to approve Ordinance 2024-02, an ordinance of the city of Loretto, Minnesota adopting a franchise agreement with CenterPoint Energy and approve summary publication of the ordinance as submitted in the packet.

## 8. INFORMATIONAL ITEMS

- a. Fun Fest Report  
The Fun Fest committee met on August 2<sup>nd</sup>, and after serious discussion, made the difficult decision to cancel the 2024 Fun Fest. Once it was determined that the CR19 Watermain Project would not be completed by September 14<sup>th</sup>, safety concerns with inviting a crowd into a construction zone needed to be considered.

Once the decision was made, staff got busy with notifying donors, vendors, etc. The only loss of funds came from a \$78 nonrefundable deposit for the face painting artist and the cost to update the **banner. We haven't been billed for that yet, but I would expect it to be around \$50. The deposits for fireworks and inflatables will go toward the 2025 event, per contracts.**

- b. West Suburban Fire District 2025 Budget  
Included in your packet is the 2025 Budget for the West Suburban Fire District. The last page shows the breakdown of city contract amounts.

## 9. MONTHLY REPORTS

- a. City Hall
  - 1) Budget Discussion  
Included in your packet is an updated Park Improvement Priority List and the Proposed 2025 CIP. Staff is looking for direction from Council on which items to include in the budget, which items should be removed, and how aggressively the council wishes to budget for certain items.
- 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) 2025 MCEs Municipal Wastewater Charge

I spoke with Kyle Colvin from the Met Council this week, following up on a meeting Jake, Kent and I had with him and other MCEs staff on July 16<sup>th</sup> regarding **Loretto's 2025 Municipal Wastewater Charge**. At this meeting, we questioned the flow numbers used to calculate **Loretto's charges that resulted in a 62.45% increase from 2024 charges. (\$54,960 for 2024 up to \$89,282 for 2025.)** **Loretto's stance is that a significant portion of the flow numbers used includes surface water collected in the ponds, which the MCEs requested we keep.** Jake provided metered inflow data to the MCEs that they have evaluated and determined to be **reasonable when considering typical "flow per household" numbers they use. On our phone call, Kyle said his team is working on a proposal to reduce Loretto's flow numbers which will reduce the 2025 charges.** Kyle said he would try to have a proposal ready by the day of our meeting, to be presented to the council.

2) Sewer Blockage Repair Costs, August Bills

**There are no payments related to sewer blockages in this month's bills batch.**

3) Sewer Blockage Repair Costs, 2022 to Date

Included in your packet is a summary of costs related to sewer blockages/repairs from 2022 to present.

I have not had time to work on the grease trap issues discussed at the July meeting. With **elections and budget meeting prep I've been working overtime just to keep up. I'm hoping to get to this soon and bring more information to the September council meeting, if possible.**

e. Parks

1) Grants

The Hennepin County Youth Activities Grants fall application is open. Information about this cycle is included in your packet.

f. Stormwater

1) Stormwater Pollution Prevention Plan (SWPPP) Annual Report – PUBLIC HEARING

This is an annual public hearing that is required and meets one of our Best Management **Practices (BMP's) for our Stormwater Pollution Prevention Plan (SWPPP).** **Included in the packet** is the annual report. There is no action needed by the Council, other than review and holding the Public Hearing.

PUBLIC HEARING PROCEDURE

- The Mayor announces the purpose of the Public Hearing
- Staff may present the matter being considered
- Public testimony - Mayor OPENS the public hearing
  - Those who wish to speak must state their name and address before giving comment.
  - Residents are asked not to repeat previous comments.
  - Any question raised will be recorded and answered following the conclusion of public testimony.
- MOTION to close the public hearing when public comment is complete.
- Once the public portion of the hearing is closed, no more public testimony is taken.

10. MAYOR AND COUNCIL REPORTS

11. ADJOURN



**RESOLUTION NO. 2024-18**

*MOTION BY MEMBER:  
SECONDED BY MEMBER:*

**A RESOLUTION ACCEPTING DONATIONS FROM AREA RESIDENTS  
AND BUSINESSES FOR FUN FEST EVENT**

**WHEREAS**, the City of Loretto sponsors an annual community event called the Loretto Fun Fest; and

**WHEREAS**, donations from area residents and businesses have been made to cover the cost of the event; and

**WHEREAS**, due to delays of the CR19 Road and Improvements Project and public safety concerns, the 2024 Loretto Fun Fest has been cancelled, and

**WHEREAS**, prior to cancellation of the event, the following area residents and businesses donated the following amounts for the Loretto Fun Fest Committee to hold the event; and

**WHEREAS**, the donors have been notified of the cancellation and have indicated their wish to have their donation held over for the 2025 Loretto Fun Fest; and

**WHEREAS**, the City Council appreciates the donations for the Fun Fest.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Loretto, Minnesota, that it accepts the donations with gratitude and appreciation for the 2025 Loretto Fun Fest event to be held on September 13, 2025.

July Donations 2024			
Residential Donations	Donation	Business Donations	Donation
Anonymous	\$50.00	West Suburban Fire District	500.00
Archie & Michelle Neumann	\$50.00	Spikes & Houles Feed Store	500.00
		Mary Cavanaugh - Edina Realty	100.00
		Schu's Custom Cabinets	250.00
		Loretto Knights of Columbus	150.00
<b>Total</b>	<b>\$100.00</b>	<b>Total</b>	<b>\$1,500.00</b>

Total July donations from residents and businesses: \$1,600.00



*City of Loretto  
County of Hennepin  
State of Minnesota*

PASSED AND ADOPTED THIS 20TH DAY OF AUGUST 2024.

VOTING AYE

Daniels, Brenda  
 Elsen, Greg  
 Koch, Kent  
 Markham, Melissa  
 Scanlon, Ben

VOTING NAY

Daniels, Brenda   
Elsen, Greg   
Koch, Kent   
Markham, Melissa   
Scanlon, Ben

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Kent Koch, Mayor

ATTEST:

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Mary K. Schneider, City Clerk Treasurer

**RESOLUTION NO. 2024-19**

*MOTION BY MEMBER:  
SECONDED BY MEMBER:*

**A RESOLUTION RETURNING FUN FEST DONATIONS DUE TO EVENT CANCELLATION**

**WHEREAS**, the City of Loretto sponsors an annual community event called the Loretto Fun Fest; and

**WHEREAS**, donations from area residents and businesses have been made to cover the cost of the event; and

**WHEREAS**, due to delays of the CR19 Road and Improvements Project and public safety concerns, the 2024 Loretto Fun Fest has been cancelled, and

**WHEREAS**, prior to cancellation of the event, the following area residents and businesses donated the following amounts for the Loretto Fun Fest Committee to hold the event; and

**WHEREAS**, the donors have been notified of the cancellation and have indicated their wish to have their donation returned to them.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Loretto, Minnesota, that it appreciates the donors' generosity and honors their wishes to have their donations returned.

Residential Donations		Business Donations	
	Donation		Donation
Mary Joyce Koch	\$100.00	Acowsay Film Company	500.00
		Garret Larson Insurance Agency	250.00
<b>Total</b>	<b>\$100.00</b>	<b>Total</b>	<b>\$750.00</b>

Total donations from residents and businesses returned: \$850.00

City of Loretto  
County of Hennepin  
State of Minnesota

PASSED AND ADOPTED THIS 20TH DAY OF AUGUST 2024.

VOTING AYE

Daniels, Brenda  
 Elsen, Greg  
 Koch, Kent  
 Markham, Melissa  
 Scanlon, Ben

VOTING NAY

Daniels, Brenda   
Elsen, Greg   
Koch, Kent   
Markham, Melissa   
Scanlon, Ben

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Kent Koch, Mayor

ATTEST:

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Mary K. Schneider, City Clerk Treasurer

**RESOLUTION NO. 2024-20**

MOTION BY MEMBER:

SECONDED BY MEMBER:

**A RESOLUTION APPROVING TEMPORARY ON-SALE LIQUOR LICENSE  
IN THE CITY OF LORETTO, MINNESOTA**

BE IT RESOLVED, by the City Council of the City of Loretto that a Temporary On-sale Liquor License is granted effective November 30<sup>th</sup>, 2024, from 12:00 to 8:00 p.m. to the Church of Saints Peter and Paul provided appropriate payment, application, and insurance documents are submitted, the event security plan is approved by the Medina Police Department and the Building Inspector approves permanent establishments to insure there are no safety hazards. License is only effective for the premises specified in the approved license application.

PASSED AND ADOPTED THIS 20TH DAY OF AUGUST 2024.

VOTING AYE

Daniels, Brenda  
 Elsen, Greg  
 Koch, Kent  
 Markham, Melissa  
 Scanlon, Ben

VOTING NAY

Daniels, Brenda\_\_\_  
Elsen, Greg\_\_\_  
Koch, Kent\_\_\_  
Markham, Melissa\_\_\_  
Scanlon, Ben\_\_\_

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

ATTEST:

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

Consent d.

# EVENT CONTRACT

## Order # 159370

eCT159370-Mary K. Schneider

eCT159370-Mary K. Schneider

Mary Schneider Loretto Fun Fest 2024  
Mary Schneider  
phone: 763-479-4305  
cell: 612-670-2032

200 Railway St W. LIONS PARK  
Loretto, Minnesota 55357  
Event Rental Date:  
09/14/2024

Service	Description	Qty	Unit Price	Price
1	17 X 18 Animal Kingdom Toddler Playland -	1	\$379.00	\$379.00
2	32 Ft Camouflage Obstacle Course -	1	\$369.00	\$369.00
3	23 Ft Wacky Dual Lane dry Slide	1	\$629.00	\$629.00
4	7000 Watt Generator (3-20 amp outlets)	2	\$115.00	\$230.00

<b>SubTotal</b>	(\$1,607.00)	<b>Total</b>	<b>\$1,601.58</b>
<b>ADD a discounted extra day? - NO</b>	<b>\$0.00</b> (\$1,607.00)	<b>Deposit Required</b>	<b>\$800.79</b>
<b>When would you like delivery? - FLEX Delivery</b>	<b>\$49.00</b> (\$1,656.00)	<b>Due</b>	<b>\$1,601.58</b>
<b>When would you like pick-up? - DETAILED Pick-up</b>	<b>\$69.00</b> (\$1,725.00)		
<b>Rental Protection Fee: 4.5%</b>	<b>\$77.63</b> (\$1,802.63)		
<b>General Discount: 15%</b>	<b>-\$241.05</b> (\$1,561.58)		
<b>Tax: 00.00 non-profit%</b>	<b>\$0.00</b> (\$1,561.58)		
<b>Travel Fee for Loretto</b>	<b>\$40.00</b> (\$1,601.58)		

### Details

Rental Date: 09/14/2024  
Event End Date: 09/14/2024  
Setup Surface: Grass

### Notes

Customer Comments: TIMED deliver Saturday set up by 1pm , pick up between 7-8pm GRASS

No food, beverage, sharp objects or silly string on or around the Inflatable. For safety reasons, no backflips and feet first only when sliding. All safety rules must be followed and an adult must supervise the unit at all times while in operation.

No food, beverage, sharp objects or silly string on or around the Inflatable. .For safety reasons, no backflips and feet first only when sliding. All safety rules must be followed and an adult supervisor must be present at all times while in operation.

No food, beverage, sharp objects or silly string on or around the moonwalk. No bouncing off the netting All safety rules must be followed and someone must be supervising the unit at all times while in use.

The generator will come full of gas and will last about 4 hours depending on the load of the generator. USA Inflatables can provide additional gas if needed for an available fee and must be ordered prior to delivery. The generator must be shut down during the refill process - DO NOT Refill generator while the generator is running.

**Mailing address:**

**USA Inflatables  
10964 Mississippi Drive N  
Champlin, MN 55316  
763-506-0400  
sales@usainflatables.com**

**Warehouse Address:**

**USA Inflatables  
11101 Dayton River Road  
Dayton, MN 55327**

THANK YOU FOR YOUR BUSINESS!

This Lease Agreement (this "Lease"), dated as of the date first set forth above (the "Effective Date") is entered to by and between USA Golf Games, Inc., a Minnesota corporation ("Lessor") and you or the entity that you represent ("Lessee").

**TERMS OF LEASE**

*Lessee acknowledges and agrees to (i) abide by this Lease and the operation guidelines on each piece of leased equipment detailed above (the "Equipment") (ii) supervise the operation and use of the Equipment at all times the Equipment is in Lessee's possession and (iii) follow the directions and safety rules as posted on the Equipment or as otherwise provided to Lessee by Lessor.*

*Delivery: Lessor will deliver the Equipment at the above address (the "Property"). Lessee grants Lessor and its representatives, the right to enter the Property for the delivery and pick-up of the Equipment. Unless otherwise agreed to by the parties in writing,*

*Payments: Full payment must be made prior to delivery. Please call our office at least 72 hours prior to servicing to change payment options if you do not want the balance charged to the same credit card as we have on file. If Lessee paid the deposit by credit card, USA Inflatables will automatically charge the remaining balance the day of delivery to the credit card on file. If credit card on file is declined USA Inflatables may attempt at any time to retrieve funds from the credit card on file to pay the remaining invoice balance in full. If paying with cash, please note that our drivers don't carry change.*

*Operation: Lessee agrees to provide one electrical outlet rated at 115 volts with 20 amperes capacity per motor unit within 100 feet of each unit. If the blower stops or the air pressure is low, Lessee shall remove all users immediately, and then check on the problem. Air tubes in the rear of the unit must be tied securely to the blower or tied off to prevent air from escaping. The electrical cord must be plugged into an outlet and be the only thing operating on that electrical circuit. Lessee shall confirm the functionality and capability of circuit breakers prior to delivery of the Equipment. Lessee is subject to an additional charge of \$100.00 for all service calls due to electric issues, including but not limited to, faulty circuit breakers or inadequate electrical outlets. Lessor cannot guarantee weather conditions, and if the Equipment is delivered by Lessor and accepted by Lessee, then*

Lessee shall not be entitled to any refund whatsoever if weather conditions prohibits safe use of the Equipment, or if Lessee otherwise elects not to use the Equipment due to weather or other causes

*General Rules for Safe Operation:* Lessee acknowledges and understands that Lessor has not agreed to nor will it provide any operators with the Equipment, and that Lessee, is solely responsible for the correct and safe operation of the Equipment. By entering into this Lease, Lessee acknowledges that there is a risk of injury or damage arising out of the use of the Equipment. Lessee voluntarily agrees to keep and maintain all safety rules for the correct, safe operation and installation and use of the Equipment, and to assume any and all risk of injury or damage. The Equipment must be operated over a smooth, compatible surface such as grass or hard top surface. The Equipment may NOT be operated on rough surfaces such as rocks, brick, glass, or any jagged objects. The Equipment MUST BE properly anchored prior to use. The Equipment will be anchored initially by Lessor or its representatives and the anchors MUST NOT be removed during period of use. If stakes are not allowed to be used at the Property, Lessee shall order sandbags from Lessor at an additional cost of \$10.00 each to ensure appropriate anchoring of the Equipment. Lessee shall not attempt to relocate, adjust or service a blower. In the event of high winds (in excess of 15 mph), gusty winds (excess of 15 mph), thunderstorms or lightning, Lessee shall remove all users from the Equipment and turn off and unplug the Equipment. The Equipment can turn over in high winds, even if anchored, and this could result in severe injuries to any users. Use of the Equipment shall not resume until adverse weather conditions have ceased.

*Lessee Agreement:* Lessee understands and agrees that the activity to be engaged in through its lease of the Equipment brings with it both known and unanticipated risk that could result in property damage, physical or emotional injury, paralysis, death or other damage or injury to Lessee, its guests, its invitees or third parties. Lessee understands that such risk simply cannot be eliminated without jeopardizing the essential qualities of the activity. Those risks include but are not limited to falling, slipping, crashing or colliding with others using the Equipment.

*Indemnification and Release:* Lessee will take all necessary precautions regarding the Equipment, and protect all persons and property from injury or damage. Lessee acknowledges that they are in charge of the operation and use of the Equipment, as well as the return of the Equipment in good working order. Lessee acknowledges and agrees that Lessor is not responsible for any injury occurring to Lessee, the Property or any guests of Lessee or to any other persons using the Equipment, or to any claims by any other person(s) injured by or on account of the Equipment, while the Equipment is in the possession of the Lessee. Lessee shall indemnify, defend, and hold harmless Lessor and its affiliates and their respective representatives (collectively, "Indemnitees") against any and all losses, injury, death, damages, liabilities, claims, deficiencies, actions, judgments, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees and the cost of enforcing any right to indemnification under this Lease and the cost of pursuing any insurance providers ("Damages"), relating to any claim arising out of or relating to the lease, sublease, installation, possession, maintenance, use, condition, repair, return, disposition, or operation of any of the Equipment. Lessee's obligation to indemnify and hold harmless does not extend to any Damages that arise solely out of the gross negligence or willful misconduct of Lessor.

*Miscellaneous:* This Lease and all matters arising out of or relating to this Lease are governed by, and construed in accordance with, the laws of the State of Minnesota, without giving effect to any conflict of laws provisions thereof. Either party shall institute any legal suit, action, or proceeding arising out of or relating to this Lease in the federal or state courts in each case located in Minneapolis, Minnesota. If any portion of this contract is found to be void or unenforceable, the remaining portion shall remain in full force and effect. Lessee agrees not to loan, sublet or otherwise dispose of the Equipment. Lessee agrees not to remove the Equipment from the Property. Lessee further agrees not to disassemble other than deflate or uninstall the Equipment or to assemble or install the Equipment.

*Damaged Equipment.* Lessee agrees not to operate the Equipment in a manner contrary to this contract and the rules of use on each unit. If Lessee operates the Equipment in a manner contrary to the contract and rules of use on each unit, and the Equipment is damaged, Lessee agrees to pay the cost or repair or full replacement value of any damaged Equipment or unit. Lessee shall reimburse Lessor for the full cost of repairs for Equipment that is returned damaged or broken by any cause whatsoever. For Equipment that is lost, stolen, or damaged beyond reasonable repair, Lessee shall reimburse Lessor for the full replacement value of each item. Lessee shall further compensate Lessor for any time lost as a result of replacement or repair of any Equipment damaged or not returned. Lessor shall make said repair or replacement within a reasonable time of taking possession of the Equipment and shall give Lessee written notice and invoices for the said repair or replacement. Lessee shall reimburse the Lessor for the actual expense immediately upon receipt of any such invoice.

*Prohibited Actions:* Lessee shall never place a hose or water on or in the Equipment unless authorized by Lessor. Using a hose or sprinkler on Equipment not designed for use with water will be charged a \$100.00 cleaning fee. Lessee shall never use or permit the use of silly string or similar items, such as, but not limited to, food, drinks, confetti, foam or trash, water in or around the Equipment at any time. Silly string and like objects will cause permanent damage to the Equipment and Lessee will be responsible for the full replacement value of the Equipment or assessed a \$100.00 cleaning fee if the Equipment is determined not to be permanently damaged.

#### **Safety Rules**

1. Always have an adult present, who has reviewed and understands both this contract and the rules posted on the unit itself, who can supervise the riders. Never allow the users to be unsupervised in or around the unit. The operator should be near the entrance of the ride and should make all riders, parents and guardians aware of rules posted on the inflatable. DO NOT enter

inflatable unless attendant is on duty. The operator should assist riders on and off the inflatable. Do not run or jump through the door into or out of the inflatable.

2. Before entering the unit participants must empty pockets, remove all shoes, jewelry, eyeglasses, belt buckles, watches, bracelets, or any other hard or sharp objects that could cause injury to other participants or to the inflatable itself.

3. Absolutely NO food, drink, gum, candy, pets, face paint, confetti, balloons, sprays, No Silly String shall be allowed inside or in a proximity outside where it may come in contact with our inflatable. *(a minimum of a \$500 fee), No water on a dry item (a minimum of a \$200 fee), No sand or dirt (a minimum of a \$200 fee), A \$75 per hour excessive clean up fee (example cake, soda, popcorn, food, confetti, face paint, other substances).*

4. While the ride is in operation, the operator should always watch the riders. No tumbling, flipping, wrestling, chasing, or piling on others. No Rough Play inside the inflatable units. Guests should not take unnecessary risks. Participants should not sit or lay down while others are bouncing around them, as a jumping child could fall on top of a sitting or lying child. You can only use the inflatable the way it was intended to be used. We take safety very seriously, you should too. Persons not following these safety rules should be immediately instructed to exit the inflatable. The operator must strictly enforce rules for safety of all riders.

5. Do not play near the entrance or exit. Do not jump against, climb or play near the sides or walls. Riders are not allowed to bounce or jump on entrance ramp. Do not climb on the exterior of the inflatable or climb on the window mesh/screening of any inflatable on the inside or outside.

6. No one is allowed on the ride while it is being inflated or deflated. Inspect the inflatable before each use and hourly during usage. If anchors come loose from jumping, grab a hammer and make sure they are securely and firmly into the ground. Unit must be anchored prior to and during operation.

7. Always follow all directions for use that are posted on the unit itself.

8. If winds exceed 15 mph, lightning occurs, or it begins to rain please clear everyone from the inflatable. After all participants are out, unplug the blower from the power outlet, and wait for the weather to subside. After the weather has passed, wipe the unit and motor dry, and re-inflate the unit as previously instructed by the USA Inflatables employee during set-up. Wait for the unit to fully inflate, and then use towels to dry the inside of the bounce house to avoid any slipping. Please keep in mind the inflatables become very slippery when wet. We know everyone wants to get back to playing, but safety is always the priority.

9. Should the blower stop for any reason, instruct all participants to exit the unit calmly and safely as previously instructed during set-up. Most often the cause is an overloaded circuit or a piece of debris in front of the blower intake. Reset the circuit breaker and ensure that the blower is on a dedicated circuit. Clear any debris away from the blower intake prior to turning the blower on.

10. NO pets inside or on the inflatable.

11. Slides - *Children must be able to climb up themselves (no carrying, push or pulling a child up)* Water slides, Dry slides and combo bouncer with slides, only one slider at a time. NO Jumping down a slide surface. Not jumping or flipping at the top of the slide. Correct sliding method is seated, feet in front of you. Do not slide head first or with multiple people. The landing area of a slide must be clear before the next person begins to slide down. Only use designated steps to climb up the top platform Do not climb back up the slide from the sliding area. Parents/guardians may not hold or accompany the rider while sliding. Slip and Slide correct sliding method is on your stomach, hands in front of you. For all units with a pool the pool must be filled prior to using the equipment and sliding down.

12. Bouncers and Combos - Do not allow children in the bounce house whose heights and weights greatly differ. Ensure that children inside the bounce house are similar in age, height and weight Obey all manufactures safety guidelines. Do not overload each inflatable has a capacity chart posted on the inflatable near the entrance. The maximum rider capacity should never be exceeded, and all rules posted must be followed.

Children should bounce in compatible age groups as follows:

*Ages 8 & under - 8 or less kids*

*Ages 9 to 13 - 6 or less kids*

*Ages 14 - Adult 5 or less*



13. All Inflatables are physically challenging. Any person with a health impairment, disease, high blood pressure, back, neck or other bone/joint problems, Pregnant or any other conditions that might cause problems when physically challenged should not be allowed in any of our inflatables.

14. Always Keep persons away from the blower. Do not allow anyone to put fingers/hands or any objects into the fan intake, motor, motor housing or outlet when running.

15. Do not spray water on the ride for any reason. Excluding water slide.

16. Additional Safety Rules: Never play, jump or enter a partially inflated/deflated unit. Never allow the users to climb or play on the outside or inside walls of the unit, columns, netting or roof of unit. Always follow the number of riders and rules posted on the unit itself (if not posted no more than 6 riders). Do not plug or unplug the motor repeatedly as this will cause the unit to burn up and you will be responsible for any resulting damage. Never allow more users than the maximum number of users per age group as described within this Lease and on the unit itself. Do not allow horseplay on, in, or around the unit. Always follow the directions for use on the unit itself.

17. **Warning! If at any time during your rental, you are unable to provide the proper adult supervision that our equipment requires, you must stop using and turn off the equipment until such time that proper supervision is again present. Never leave inflatable running unattended. Do not allow children to supervise the use of the inflatable.**

18. In the event of an emergency, dial 911 immediately.

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

[sales@usainflatables.com](mailto:sales@usainflatables.com)

*Wind or Rain operations: Do not use the inflatable during periods of rain, If winds exceed 15 mph or lightning occurs please clear everyone from the inflatable. After all users are out, unplug the blower from the power outlet, and wait for the weather to subside. DO NOT allow re-entry until the weather clears and inflatable is DRY. After the weather has passed, wipe the unit and motor dry, and re-inflate the unit. Wait for the unit to fully inflate, and then use towels to dry the inside of the bounce house to avoid any slipping. Please keep in mind the inflatables become very slippery when wet. We know everyone wants to get back to playing, but safety is always the priority. Leaving a unit up in strong winds, or strong thunderstorms could cause the unit to blow away. Remember Lessee is responsible for the unit while it is being rented.*

*Disclaimer of Warranties: Lessor makes no warranty of any kind, either express or implied, as to the condition of or performance of any of the Equipment and Lessee agrees to immediately cease use of the Equipment and contact Lessor at 763-506-0400 if any of the Equipment develops any indication of defect or improper working conditions. Lessee agrees to use the Equipment at Lessee's own risk. Lessor will provide clean and properly working Equipment and if the Equipment is not working immediately call our office 763-506-0400 and we will replace the defective Equipment or issue a full refund for the item not working properly*

*Breach and Remedy: In the event that Lessee breaches any of the terms of this Lease, Lessee will pay for all consequential damages and further indemnify Lessor for all costs incurred by Lessor in enforcing the terms of this Lease or in defending any claim or lawsuit arising out of the operation of the Equipment, including the amount of any judgment, attorney's fees and costs. If Lessor determines, within its own discretion, that Lessee has failed, in any way, to observe or comply with the conditions of this Lease, Lessor may exercise any of the following remedies: termination of this Lease; reenter property and retake the Equipment; declare any outstanding rent and charges immediately due and payable and initiate whatever legal proceedings necessary to recover said Equipment or monies.*

*Please be aware USA Inflatables will use stakes to secure the inflatable. **USA Inflatables and its delivery personnel are not responsible for any broken water, power, communication or gas lines. It is the customer's responsibility to know where the lines are and notify USA Inflatables prior to set up.** Sand bags are required for asphalt and cement set ups and you must notify USA Inflatables prior to delivery to have these added to your order. There is an additional fee of \$10.00 per sandbag. No refunds will be given if you can't use your inflatable because sand bags were not ordered - There is also additional fee's for elevator deliveries, steps and steep hills*

**Cancellation:** *If your plans change for any reason there is no fee to cancel or reschedule, however we do require a 24-hour notice for cancellations. The payment amount will be converted into a credit available for use within 1 year of the Effective Date (no refunds are given). For cancellations less than 24 hours from the delivery date the payment will be forfeited.*

**BY SIGNING MY NAME ON THIS CONTRACT I, BEING THE LESSEE, CONTACT PERSON, LESSEE REPRESENTATIVE, OR OTHER INDIVIDUAL ASSUMING THE ROLE OF LESSEE, ACKNOWLEDGE THAT I HAVE COMPLETELY READ AND UNDERSTAND THIS CONTRACT AND ANY AND ALL ACCOMPANIED ADDENDUM(S). I HAVE BEEN FULLY INSTRUCTED BY LESSOR PERSONNEL AS A TRAINED OPERATOR FOR THE AFOREMENTIONED EQUIPMENT AND HAVE HAD ALL OF MY QUESTIONS ANSWERED TO MY SATISFACTION. I UNDERSTAND THAT I AM SOLELY RESPONSIBLE FOR ADHERING TO THE TERMS SET FORTH BY THIS RENTAL CONTRACT AGREEMENT AND ANY AND ALL ACCOMPANIED ADDENDUM(S).**

PLEASE MAKE SURE YOU PRINT A COPY OF THIS LEASE FOR YOUR RECORDS

SIGNATURE

eCT159370-Mary K. Schneider PRINT NAME eCT159370-Mary K. Schneider DATE 2024-07-03 13:58:39

Consent e.



4071 SUNSET DRIVE ■ BOX 385 ■ SPRING PARK, MN 55384-0385 ■ 952.471.7125 ■ FAX 952.471.9151 ■ lmcc@lmcc-tv.org

8/14/24

To: All LMCC Member Cities  
From: Jim Lundberg, Operations Manager  
Reason: LMCC's 2025 Budget

DEEPHAVEN

EXCELSIOR

GREENWOOD

INDEPENDENCE

LONG LAKE

LORETTO

MINNETONKA  
BEACH

ST. BONIFACIUS

SHOREWOOD

SPRING PARK

WOODLAND

Attached, please find a copy of the Lake Minnetonka Communications Commission's 2025 Budget. The Budget was unanimously approved last Thursday night at our August 8th Full Commission meeting. Our 2025 budget is balanced with the use of reserve funds to cover our capital purchases and a deficit due to cord cutting.

I ask that you bring our budget to your Council for approval. Also, please feel free to call or e-mail me or your LMCC Commissioner if you have any questions

Sincerely,

A handwritten signature in blue ink that reads 'Jim Lundberg'. The signature is written in a cursive style and is positioned above the printed name and title.

Jim Lundberg  
Operations Manager  
LMCC  
952-471-7125 x104

	B	C	D	E	F	G	H
2	<b>Lake Minnetonka Communications Commission</b>						
3	<b>Approved 2025 LMCC Budget</b>						
4				<b>2023</b>	<b>2024</b>		<b>2025</b>
5			<b>Code #:</b>	<b>Actuals</b>	<b>Budget</b>		<b>Budget</b>
6							
7	<b>Budget Revenues</b>						
8	Franchise fees		<b>990.1</b>	\$ 194,533.20	\$ 182,000.00		\$ 169,359.89
9	PEG fees		<b>915.2</b>	\$ 50,120.50	\$ 54,600.00		\$ 41,897.09
10	Commercial & VOD Services		<b>930.2</b>	\$ 6,883.98	\$ 3,000.00		\$ 6,500.00
11	<b>Total Budgeted revenues</b>			<b>\$ 251,537.68</b>	<b>\$ 239,600.00</b>		<b>\$ 217,756.98</b>
12							
13	Franchise Salaries	Franchise	<b>101</b>	\$ 113,408.29	\$ 91,911.00	x.03	\$ 94,668.33
14	PEG Production Salaries	PEG	<b>102</b>	\$ 75,854.65	\$ 60,000.00	x.03	\$ 61,800.00
15	Franchise PERA Contributions	Franchise	<b>121</b>	\$ 8,385.00	\$ 6,800.00	x.03	\$ 7,004.00
16	PEG Production PERA Contributions	PEG	<b>120</b>	\$ 5,809.26	\$ 4,500.00	x.03	\$ 3,939.00
17	Franchise FICA Contributions	Franchise	<b>122</b>	\$ 8,043.33	\$ 6,500.00	x.03	\$ 4,635.00
18	PEG Production FICA Contributions	PEG	<b>123</b>	\$ 4,913.21	\$ 4,200.00	x.03	\$ 4,326.00
19	Franchise Health Insurance	Franchise	<b>131</b>	\$ 18,028.13	\$ 12,500.00		\$ 14,878.80
20	PEG Production Health Insurance	PEG	<b>132</b>	\$ 9,223.93	\$ 5,600.00		\$ 6,140.04
21	Franchise Worker's Compensation Insurance	Franchise	<b>151</b>	\$ 551.50	\$ 541.00		\$ 561.50
22	PEG Prod. Worker's Compensation Insurance	PEG	<b>152</b>	\$ 551.50	\$ 541.00		\$ 561.50
23	<b>Total Budget - Personnel Expenses</b>			<b>\$ 244,768.80</b>	<b>\$ 193,093.00</b>		<b>\$ 198,514.17</b>
24							
25	Office Supplies	Franchise	<b>200</b>	\$ 851.71	\$ 1,100.00		\$ 1,000.00
26	Repairs & Maintenance Supplies	PEG	<b>220</b>	\$ 52.53	\$ 100.00		\$ 100.00
27	Studio Expendables	PEG	<b>221</b>	\$ 111.84	\$ 200.00		\$ 200.00
28	Audit/Accounting Fees	Franchise	<b>301</b>	\$ 8,370.00	\$ 8,200.00		\$ 9,700.00
29	Access Contractors	PEG	<b>302</b>	\$ 17,993.42	\$ 30,000.00		\$ 30,000.00
30	Legal Fees	Franchise	<b>304</b>	\$ 3,066.50	\$ 4,500.00		\$ 4,500.00
31	Payroll Services	Franchise	<b>314</b>	\$ 3,230.12	\$ 3,200.00		\$ 3,250.00
32	Janitorial Services	Franchise	<b>318</b>	\$ 2,824.17	\$ 3,250.00		\$ -
33	Security Services	Franchise	<b>319</b>	\$ 331.09	\$ 300.00		\$ 335.00
34	Telephone/Communications	Franchise	<b>321</b>	\$ 1,705.59	\$ 1,700.00		\$ 1,750.00
35	Postage	Franchise	<b>322</b>	\$ 342.90	\$ 300.00		\$ 350.00
36	Computer Consulting	Franchise	<b>325</b>	\$ 570.00	\$ 300.00		\$ 500.00
37	Mileage	Franchise	<b>332</b>	\$ 283.60	\$ 750.00		\$ 300.00
38	Insurance	Franchise	<b>360</b>	\$ 5,531.00	\$ 5,700.00		\$ 5,250.00
39	Utilities	Franchise	<b>380</b>	\$ 9,299.47	\$ 9,500.00		\$ -
40	Refuse & Recycling	Franchise	<b>384</b>	\$ 1,791.18	\$ 1,657.00		\$ 1,850.00
41	Contracted Building Repair	PEG	<b>401</b>	\$ 5,897.70	\$ 2,500.00		\$ -
42	Building Rent	Franchise	<b>412</b>	\$ -	\$ -		\$ 15,000.00
43	Van Operation	PEG	<b>441</b>	\$ 1,243.98	\$ 1,500.00		\$ 1,500.00
44	Web streaming/Broadband	Franchise	<b>442</b>	\$ 3,730.80	\$ 4,000.00		\$ 4,000.00
45	Licenses	Franchise	<b>443</b>	\$ 1,639.00	\$ 1,650.00		\$ 1,650.00
46	Other Expenses / Contingency	Franchise	<b>740</b>		\$ -		\$ -
47							
48	<b>Expenses Total</b>			<b>\$ 68,866.60</b>	<b>\$ 80,407.00</b>		<b>\$ 81,235.00</b>
49							
50	<b>Capital equipment expenditures budget</b>	PEG	<b>720</b>	\$ 665.32	\$ 5,000.00		\$ 5,000.00
51	<b>Capital Software</b>	PEG	<b>722</b>	\$ 2,563.87	\$ 2,500.00		\$ 2,600.00
52	<b>Total Capital Expenses</b>			<b>\$ 3,229.19</b>	<b>\$ 7,500.00</b>		<b>\$ 7,600.00</b>
53							
54	<b>Total All Expenses</b>			<b>\$ 316,864.59</b>	<b>\$ 281,000.00</b>		<b>\$ 287,349.17</b>
55							
56							
57	<b>Total Income</b>			<b>\$ 251,537.68</b>	<b>\$ 254,284.90</b>		<b>\$ 217,756.98</b>
58	<b>Total All Expenses</b>			<b>(\$316,864.59)</b>	<b>\$ 281,000.00</b>		<b>\$ (287,349.17)</b>
59	<b>Annual Funding Balance after All Expenses</b>			<b>\$ (65,326.91)</b>	<b>\$ (29,562.29)</b>		<b>\$ (69,592.19)</b>
60	<b>Transfer from cash reserves</b>				<b>\$ 29,562.29</b>		<b>\$ 69,592.19</b>
61	<b>Total after transfer from cash reserves</b>				<b>\$ -</b>		<b>\$ -</b>

City of Loretto  
Minutes of Regular City Council Meeting  
279 N. Medina Street, Council Chambers  
July 9, 2024

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, Greg Elsen, Melissa Markham, and Ben Scanlon.

Also present: Stantec 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**

Medina Public Safety Sergeant Kevin Boecker presented the June report, noting one hundred total calls for service, of which seventy-nine were general patrols.

5. OPEN FORUM

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

6. CONSENT AGENDA

- a. Resolution 2024-16, Fun Fest Donations
- b. Ratifying CPKC Rail Utility Occupancy Agreement
- c. Fun Fest Fireworks Agreement, PC Pyrotechnics
- d. Fun Fest Henna Tattoo Artist Agreement, Mehndi Made Memories
- e. Fun Fest Caricature Artist Agreement, Jonny Borgen
- f. City Council Minutes of June 11, 2024
- g. July Bills
- h. Monthly Balance Sheet

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

7. ACTION/PLANNING

- a. Resolution 2024-17, Cannabis Registration and Compliance Consent to Hennepin County

On a motion by Markham, seconded by Daniels, to approve Resolution 2024-17, A RESOLUTION PROVIDING CONSENT FOR HENNEPIN COUNTY TO REGISTER CANNABIS BUSINESSES AND TO PERFORM COMPLIANCE CHECKS OF SUCH BUSINESSES ON BEHALF OF THE CITY OF LORETTO IN ACCORDANCE WITH MINNESOTA STATUTES SECTION 342.22.

**Motion carried unanimously.**

- b. CR19 Watermain Project Update

Stantec Engineer Nick Wyers reported the focus has moved to the watermain portion of the project and stated he and Public Works Director Jake Leuer met with the contractor to come up with a plan

to minimize the impact on local businesses. Wyers stated that the goal is to keep the water shut down to one day, replacing the nonfunctional valves. When these are working properly, there will be the ability to isolate water service to portions of the city as necessary. Wyers stated the shutdown date is Monday, July 22<sup>nd</sup>, and that a Monday was chosen because most of the restaurants in town are closed on Mondays.

Leuer stated he is writing up a letter to go out to all Loretto property owners notifying them of the shutdown. Clerk Treasurer Schneider stated she will send a public works alert notification as well.

Wyers stated they are preparing to do the work under the railroad, digging pits on either side on July 22<sup>nd</sup>, in preparation for the work to start on July 29<sup>th</sup>. After the watermain work is completed, then work on the sidewalks and pedestrian ramps will begin.

Wyers stated that the schedule is weather dependent.

c. 2023 Street Project Update, Meadow Drive and Hillview Lane South

Wyers reported the contractor is close to the Meadow Drive, Hillview Lane South intersection, having finished the work in the loop. Wyers stated there will be about a week where no work will be done, then starting about July 17<sup>th</sup>, work will begin on the water valve repairs in the intersection. Wyers stated that during this work there will be no access to the streets south of the intersection during work hours.

Schneider reported there have been multiple complaints about the volume and speed of traffic on Hillview Lane and that she has requested additional police patrols in the area. Medina Police have offered to place the portable speed sign on this street to hopefully slow drivers down. Schneider stated she did some research and the city can place advisory speed limits in work zones without getting approval from the state.

Council consensus was to see if the portable speed sign improved the speeding situation on Hillview Lane, and if not, to have advisory speed signs posted through the contractor.

d. 2023 Street Project Pay Request #2

On a motion by Daniels, seconded by Scanlon, to approve the 2023 Street Project Pay Request #2 in the amount of \$183,936.35  
Motion carried unanimously.

e. Water Valve Replacement at Meadow/Hillview Intersection

On a motion by Scanlon, seconded by Markham, to give Public Works Director Jake Leuer authority to approve the change order to replace and repair the watermain and valves in the intersection of Meadow Drive and Hillview Lane South.  
Motion carried unanimously.

8. INFORMATIONAL ITEMS

a. Fun Fest Report

Schneider reported that she and Utility Clerk Becky Coyle have been working on booking inflatables, KRWC Roadshow and henna tattoo, face paint and caricature artists. Schneider also reported she spoke to the restaurant owners about offering food specials during the event, since the committee plans to only bring in dessert food vendors and encourage people to go to the restaurants for the specials. Schneider stated that Coyle is working on getting dessert food vendors committed to coming to the event.

Council Member Markham stated she will send some information she found about sweet treat vendors for events to Schneider.

9. MONTHLY STAFF REPORTS

a. City Hall

Schneider stated the State Primary Election is coming up on August 13<sup>th</sup>, with polls open from 7:00 a.m. till 8:00 p.m. She noted that absentee voting is currently open. Lastly, Schneider stated that the candidate filing period for local elections begins on July 30<sup>th</sup> and ends on August 13<sup>th</sup>. There are two council member positions and the mayor position up for election.

b. Streets

1) CenterPoint Energy Grant Award

On a motion by Koch, seconded by Daniels, to approve the purchase of one solar speed sign, Option No. 1 as presented by Leuer, up to \$4,500, using \$2,500 in grant funds and up to \$2,000 budgeted capital improvement funds.  
Motion carried unanimously.

c. Water

No items were brought forward.

d. Wastewater

1) Sewer Blockage Repair Costs, June Bills

No items were brought forward.

2) Sewer Blockage Repair Costs, 2022 to Date

No items were brought forward.

e. Parks

1) Grants

Mayor Koch reported Loretto was not awarded the Hennepin Youth Sports grant for a mower to be used at Arnold Klaers Field.

Schneider reported she requested a deadline extension for the \$20,000 equipment grant, due to delayed shipping on one of the pieces of equipment. Schneider stated the Hennepin County representative for the grant program stated she would send an amendment to the grant agreement to extend the deadline.

2) Park Improvement Priority List

Council discussed items they would like to see included in the 2025 Capital Improvement Plan for parks, including aluminum bleachers, a wall-mounted drinking fountain and bottle filler at the softball complex and additional shade trees at both the softball complex and the Lions Park. Leuer stated he would get estimates for the aluminum bleachers and the drinking fountain.

Koch noted that many of the improvements needed at the Highland, Pondview and Lions Parks have been completed over the last few years, including playground improvements, the new community building, gazebos, and grills.

Koch also stated that the city of Medina is adding two pickleball courts to their Maple Park, just a mile south of Loretto and if this happens, the Council could consider removing pickleball courts from the Capital Improvement Plan.

f. Stormwater

1) **2025 Operating Budget, Pioneer-Sarah Creek Watershed Management Commission**

On a motion by Markham, seconded by Daniels, to approve the Pioneer-Sarah Creek Watershed Management Commission 2025 Operating Budget.

Motion carried unanimously.

10. MAYOR AND COUNCIL REPORTS

Koch reported that he will be attending the HWY 55 Corridor Coalition meeting next week where they plan to discuss restructuring membership dues. Koch noted that it has been a long time **since these were increased and that Loretto's dues may double from \$250 to \$500 per year.**

11. ADJOURN

On a motion by Daniels, seconded by Scanlon, to adjourn at 8:17 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

08/15/24 1:15 PM

Page 1

**\*Check Summary Register©**

Checks 25824-25894

Name	Check Date	Check Amt	
<b>10100 Checking Account</b>			
25824	AMAZON CAPITAL SERVICES	7/19/2024	\$82.32 gas cap for F250
25825	CAMPBELL KNUTSON PA	7/19/2024	\$208.00 June civil legal
25826	CARGILL, INCORPORATED	7/19/2024	\$120.00 2024 salt storage
25827	CINTAS CORP #470	7/19/2024	\$136.26 uniforms and rr supplies
25828	COORDINATED BUSINESS SYST	7/19/2024	\$131.51 VOIP monthly charges
25829	CORE & MAIN LP	7/19/2024	\$13,424.12 AMI sensus analytics setup
25830	FEDERATED CO-OPS INC	7/19/2024	\$1,712.08 bulk fuel
25831	Gertens Greenhouses Inc - 4461	7/19/2024	\$349.62 HYSG grass seed LionsPark
25832	GOPHER ACE HARDWARE	7/19/2024	\$35.05 HYSG drinking fountain install
25833	GOPHER STATE ONE-CALL	7/19/2024	\$27.00 20 locates
25834	GRAINGER, Inc.	7/19/2024	\$4,017.59 phase monitor relay well #3
25835	HAMEL BUILDING CENTER, INC.	7/19/2024	\$89.40 HYSG sonatube rainguard forms
25836	HAWKINS, INC.	7/19/2024	\$3,174.22 mini bulk azone
25837	HENNEPIN COUNTY INFORMATI	7/19/2024	\$111.12 June radio fee
25838	HENNEPIN COUNTY TREASURE	7/19/2024	\$544.71 solid waste management fee
25839	HIGHWAY 55 RENTAL & SALES, I	7/19/2024	\$101.15 HYSG concrete mixer Lions Park
25840	JAYPRO SPORTS LLC	7/19/2024	\$10,781.19 HSYG foul poles PR5073
25841	KOCHS KORNER, LLC	7/19/2024	\$168.36 PW cases of water
25842	MAGIC TURF	7/19/2024	\$618.50 LCAA field maintenance
25843	MENARDS	7/19/2024	\$337.04 HYSG concrete supplies LionsPark
25844	REPUBLIC SERVICES #894	7/19/2024	\$5,461.99 city cleanup day charges
25845	TOSHIBA AMERICAN BUSINESS	7/19/2024	\$98.78 copy machine lease
25846	TRACTOR SUPPLY CREDIT PLA	7/19/2024	\$143.52 hoses and connectors
25847	USA INFLATABLES	7/19/2024	\$800.79 inflatables deposit Fun Fest
25848	ACOWSAY FILM COMPANY	8/9/2024	\$500.00 return of Fun Fest donation
25849	CHURCH OF SAINTS PETER & P	8/9/2024	\$25.00 return of Loretto Market vendor fee
25850	GARRETT LARSON INS AGENCY	8/9/2024	\$250.00 return of Fun Fest donation
25851	KOCH, MARY JOYCE	8/9/2024	\$100.00 return of Fun Fest donation
25852	MEDINA JUST FOR KIX	8/9/2024	\$25.00 return of Loretto Market vendor fee
25853	BRAUN INTERTEC CORPORATIO	8/20/2024	\$480.00 Rail monitoring CR19 watermain
25854	BULLSEYE PROPERTY MANAGE	8/20/2024	\$1,571.30 monthly office lease CAM fees
25855	CAMPBELL KNUTSON PA	8/20/2024	\$512.00 July '23 Street Project legal
25856	CARGILL, INCORPORATED	8/20/2024	\$2,987.51 salt
25857	CHA CONSULTING INC	8/20/2024	\$3,250.00 Geotech Review - CPKC Loretto MN
25858	CINTAS CORP #470	8/20/2024	\$204.39 uniforms and rr supplies
25859	CITY OF MEDINA	8/20/2024	\$5,739.79 Monthly Police per contract
25860	COORDINATED BUSINESS SYST	8/20/2024	\$131.51 VOIP monthly charges
25861	CORE & MAIN LP	8/20/2024	\$794.98 VB key.wrenches
25862	CROW RIVER NEWS	8/20/2024	\$104.60 Crow River news Rec'd 8/12/24
25863	GOPHER ACE HARDWARE	8/20/2024	\$199.98 supplies, fittings
25864	GOPHER STATE ONE-CALL	8/20/2024	\$36.45 27 locates July
25865	GRAINGER, Inc.	8/20/2024	\$493.06 speed limit 30 traffic sign
25866	GREGERSON, ROSOW, JOHNSO	8/20/2024	\$593.97 July Criminal legal
25867	Guidance Point Tech.	8/20/2024	\$726.43 trend micro security renewal
25868	HACH COMPANY	8/20/2024	\$504.64 water sample testing
25869	HAUGO GEOTECHNICAL SERVI	8/20/2024	\$536.00 geotech-2023 street proj
25870	HENNEPIN COUNTY INFORMATI	8/20/2024	\$111.12 July radio fee
25871	HENNEPIN COUNTY TREASURE	8/20/2024	\$594.89 solid waste management fee
25872	HERALD JOURNAL PUBLISHING	8/20/2024	\$45.44 election published notices
25873	HIGHWAY 55 RENTAL & SALES, I	8/20/2024	\$256.48 trencher rental
25874	HOMESERVE USA	8/20/2024	\$218.00 July leak protection plan
25875	KD & COMPANY RECYCLING	8/20/2024	\$516.78 black dirt
25876	LANO EQUIPMENT	8/20/2024	\$1,044.10 excavator rental
25877	MENARDS	8/20/2024	\$149.53 weld helmet, draintile Meadow

CITY OF LORETTO

**\*Check Summary Register©**

Checks 25824-25894

	<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>	
25878	METROPOLITAN COUNCIL	8/20/2024	\$4,580.00	METC MWC monthly fees
25879	MOTLEY AUTO SERVICE LLC	8/20/2024	\$526.48	F250 maintenance
25880	PROLAWNS	8/20/2024	\$3,963.12	Rec complex, emeral ash treatment
25881	QUILL	8/20/2024	\$93.98	city logo envelopes
25882	REPUBLIC SERVICES #894	8/20/2024	\$4,487.76	garbage service
25883	STANTEC CONSULTING SERVIC	8/20/2024	\$30,534.40	2023 street proj. engineering
25884	TIREWIZ, LLC	8/20/2024	\$1,332.72	F250 truck tires
25885	TOSHIBA AMERICAN BUSINESS	8/20/2024	\$98.78	copy machine lease
25886	TOSHIBA AMERICAN BUSINESS	8/20/2024	\$129.25	Final bill toshiba 2515AC
25887	TRACTOR SUPPLY CREDIT PLA	8/20/2024	\$50.96	plants & grease
25888	VISA	8/20/2024	\$767.27	Queen holding court, facepainter for Fun Fest
25889	VISA	8/20/2024	\$550.51	Home Depot, thermostat lower elem.
25890	WRUCK SEWER AND PORTABL	8/20/2024	\$379.00	June biff rental
25891	WSB & ASSOCIATES, INC	8/20/2024	\$70.00	June planning assistance
25892	YAGER, TODD	8/20/2024	\$132.84	refund of utility overpayment on final, Lorelie's
25893	ZIEGLER INC.	8/20/2024	\$1,787.38	Cat tractor repairs - wobble drive
25894	OMANN CONTRACTING COMPA	8/20/2024	\$257,678.29	Pay request 3 2023 Street Proj
	<b>Total Checks</b>		<b>\$372,540.01</b>	

FILTER: [Check Nbr] between 25824 and 25894 and [Cash Act]='10100'

**\*Check Summary Register©**

July to August 2024

*Consent g.*

Name	Check Date	Check Amt	
<b>10100</b>	<b>Checking Account</b>		
Paid Chk# 4863e	EMPLOYEE 121	11-Jul-24	\$584.85 payroll 071124
Paid Chk# 4864e	EMPLOYEE 111	11-Jul-24	\$2,125.47 payroll 071124
Paid Chk# 4865e	EMPLOYEE 120	11-Jul-24	\$1,399.90 payroll 071124
Paid Chk# 4866e	EMPLOYEE 110	11-Jul-24	\$2,066.10 payroll 071124
Paid Chk# 4867e	EMPLOYEE 108	11-Jul-24	\$2,545.56 payroll 071124
Paid Chk# 4868e	PERA	11-Jul-24	\$1,735.83 payroll retirement 071124
Paid Chk# 4869e	EFTPS	11-Jul-24	\$3,112.90 payroll fed tax dep 071124
Paid Chk# 4870e	STORAGE SENSE-HAMEL	09-Jul-24	\$769.00 March rent PW unit B55
Paid Chk# 4871e	MEDIACOM BUSINESS	25-Jul-24	\$256.94 internet service
Paid Chk# 4872e	WH SECURITY	15-Jul-24	\$33.95 wellhead security well #2
Paid Chk# 4873e	WH SECURITY	15-Jul-24	\$33.95 wellhead security well #3
Paid Chk# 4874e	MN DEPT. OF REVENUE	17-Jul-24	\$936.00 June sales tax
Paid Chk# 4875e	MN DEPT OF LABOR & INDUSTRY	15-Jul-24	\$10.50 Q2 Building permit surcharge
Paid Chk# 4876e	21st Century Bank	31-Aug-24	\$25.00 cash management services
Paid Chk# 4877e	EMPLOYEE 121	25-Jul-24	\$649.06 payroll 072524
Paid Chk# 4878e	EMPLOYEE 111	25-Jul-24	\$1,797.68 payroll 072524
Paid Chk# 4879e	EMPLOYEE 120	25-Jul-24	\$1,544.64 payroll 072524
Paid Chk# 4880e	EMPLOYEE 110	25-Jul-24	\$2,233.11 payroll 072524
Paid Chk# 4881e	EMPLOYEE 901	22-Jul-24	\$1,367.42 payroll 072524
Paid Chk# 4882e	EMPLOYEE 108	25-Jul-24	\$2,892.70 payroll 072524
Paid Chk# 4883e	PERA	25-Jul-24	\$1,808.99 payroll retirement 072524
Paid Chk# 4884e	EFTPS	25-Jul-24	\$3,447.06 payroll fed tax dep 072524
Paid Chk# 4885e	AFLAC	25-Jul-24	\$244.80 payroll contributions 072524
Paid Chk# 4886e	MN DEPT. OF REVENUE	25-Jul-24	\$1,196.16 payroll state tax dep 072524
Paid Chk# 4887e	CENTERPOINT ENERGY	20-Aug-24	\$10.83 City Garage utility
Paid Chk# 4888e	CENTERPOINT ENERGY	20-Aug-24	\$32.95 Wellhouse
Paid Chk# 4889e	CENTERPOINT ENERGY	20-Aug-24	\$30.32 Lift Station utility
Paid Chk# 4890e	VERIZON WIRELESS	13-Aug-24	\$65.08 PW tablet data plan
Paid Chk# 4891e	XCEL ENERGY	09-Aug-24	\$6,378.15 electric utility
Paid Chk# 4892e	STORAGE SENSE-HAMEL	01-Sep-24	\$769.00 PW storage unit B55
Paid Chk# 4893e	EMPLOYEE 121	08-Aug-24	\$541.93 payroll 080824
Paid Chk# 4894e	EMPLOYEE 111	08-Aug-24	\$2,065.09 payroll 080824
Paid Chk# 4895e	EMPLOYEE 120	08-Aug-24	\$1,706.41 payroll 080824
Paid Chk# 4896e	EMPLOYEE 110	08-Aug-24	\$2,222.68 payroll 080824
Paid Chk# 4897e	EMPLOYEE 108	08-Aug-24	\$2,565.99 payroll 080824
Paid Chk# 4898e	PERA	08-Aug-24	\$1,818.71 payroll retirement 080824
Paid Chk# 4899e	EFTPS	08-Aug-24	\$3,290.78 payroll fed tax dep 080824
Paid Chk# 4900e	MN PUBLIC FACILITIES AUTHORITY	07-Aug-24	\$50,143.45 water booster principal + interest
Paid Chk# 4901e	MN DEPT. OF REVENUE	09-Aug-24	\$829.00 July sales tax
Paid Chk# 4902e	MEDIACOM BUSINESS	25-Aug-24	\$256.94 internet service
			\$105,544.88

Paper check total: \$372,540.01  
 Electronic check total: \$105,544.88  
**Grand Total: \$478,084.89**

**CITY OF LORETTO**  
**Monthly Balance Sheet**  
**Current Period: August 2024**

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
<b>101 GENERAL FUND</b>						
G 101-10100 Cash	\$549,782.63	\$52,724.32	\$33,686.94	\$460,617.85	\$528,034.37	\$482,366.11
G 101-10200 Petty Cash	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G 101-25300 Unreserved Fund Balance	-\$549,832.63	\$33,686.94	\$52,724.32	\$528,034.37	\$460,617.85	-\$482,416.11
<b>101 GENERAL FUND</b>	<b>\$0.00</b>	<b>\$86,411.26</b>	<b>\$86,411.26</b>	<b>\$988,652.22</b>	<b>\$988,652.22</b>	<b>\$0.00</b>
<b>225 CAPITAL IMPROVEMENT FUND</b>						
G 225-10100 Cash	\$205,435.17	\$925.77	\$0.00	\$7,239.92	\$2,009.99	\$210,665.10
G 225-20711 Due to Water Capital Fund	-\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$20,000.00
G 225-25300 Unreserved Fund Balance	-\$185,435.17	\$0.00	\$925.77	\$2,009.99	\$7,239.92	-\$190,665.10
<b>225 CAPITAL IMPROVEMENT FUND</b>	<b>\$0.00</b>	<b>\$925.77</b>	<b>\$925.77</b>	<b>\$9,249.91</b>	<b>\$9,249.91</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	\$0.00	\$3,897.85	\$29,655.90	\$1,217,226.39	\$359,901.58	\$857,324.81
G 228-25300 Unreserved Fund Balance	\$0.00	\$29,655.90	\$3,897.85	\$359,901.58	\$1,217,226.39	-\$857,324.81
<b>228 2023 ST IMP PROJECT FUND</b>	<b>\$0.00</b>	<b>\$33,553.75</b>	<b>\$33,553.75</b>	<b>\$1,577,127.97</b>	<b>\$1,577,127.97</b>	<b>\$0.00</b>
<b>352 2021 ST PROJECT BOND FUND</b>						
G 352-10100 Cash	\$108,382.39	\$410.62	\$0.00	\$54,460.22	\$69,403.44	\$93,439.17
G 352-25300 Unreserved Fund Balance	-\$108,382.39	\$0.00	\$410.62	\$69,403.44	\$54,460.22	-\$93,439.17
<b>352 2021 ST PROJECT BOND FUND</b>	<b>\$0.00</b>	<b>\$410.62</b>	<b>\$410.62</b>	<b>\$123,863.66</b>	<b>\$123,863.66</b>	<b>\$0.00</b>
<b>353 2023 ST PROJECT BOND FUND</b>						
G 353-10100 Cash	\$0.00	\$167.99	\$0.00	\$38,229.42	\$0.00	\$38,229.42
G 353-25300 Unreserved Fund Balance	\$0.00	\$0.00	\$167.99	\$0.00	\$38,229.42	-\$38,229.42
<b>353 2023 ST PROJECT BOND FUND</b>	<b>\$0.00</b>	<b>\$167.99</b>	<b>\$167.99</b>	<b>\$38,229.42</b>	<b>\$38,229.42</b>	<b>\$0.00</b>
<b>601 WATER FUND</b>						
G 601-10100 Cash	\$101,182.52	\$4,919.71	\$62,262.47	\$1,114,562.31	\$1,044,065.67	\$171,679.16
G 601-11500 Accounts Receivable	\$20,730.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,730.00
G 601-12200 Special Assess Rec-Delinquent	\$795.00	\$0.00	\$0.00	\$0.00	\$0.00	\$795.00
G 601-12300 Special Assess Rec-Deferred	\$35,246.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,246.00
G 601-15699 Deferred Outflows of Pension R	\$6,979.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,979.00
G 601-16300 Improvements Other Than Bldg	\$1,279,871.73	\$0.00	\$0.00	\$0.00	\$0.00	\$1,279,871.73
G 601-16400 Fixed Asset-Equip/Machinery	\$67,909.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67,909.00

CITY OF LORETTO

Monthly Balance Sheet

Current Period: August 2024

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
G 601-16410 Fixed Asset-Equip Depreciation	-\$417,734.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$417,734.00
G 601-20200 Accounts Payable	-\$2,239.00	\$0.00	\$0.00	\$2,239.00	\$0.00	\$0.00
G 601-21500 Accrued Interest Payable	-\$3,436.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,436.00
G 601-21600 Accrued Wages & Salaries Paya	-\$694.00	\$0.00	\$0.00	\$694.00	\$0.00	\$0.00
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	\$202.45	\$454.00	\$43.31	\$2,518.46	\$2,562.37	\$158.54
G 601-22299 Deferred Inflows of Pension Re	-\$8,972.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$8,972.00
G 601-22400 Unamortized Premium Bonds S	-\$5,100.15	\$0.00	\$0.00	\$0.00	\$42,823.05	-\$47,923.20
G 601-22520 Special Assess Bonds Payable	-\$64,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$64,000.00
G 601-22530 Revenue Bonds Payable	-\$410,000.00	\$49,000.00	\$0.00	\$49,000.00	\$890,000.00	-\$1,251,000.00
G 601-23999 Pension Liability	-\$28,955.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$28,955.00
G 601-25300 Unreserved Fund Balance	-\$569,704.55	\$12,808.47	\$4,876.40	\$998,547.21	\$188,109.89	\$240,732.77
<b>601 WATER FUND</b>	<b>\$0.00</b>	<b>\$67,182.18</b>	<b>\$67,182.18</b>	<b>\$2,167,560.98</b>	<b>\$2,167,560.98</b>	<b>\$0.00</b>
<b>602 WASTEWATER FUND</b>						
G 602-10100 Cash	\$109,440.04	\$3,092.97	\$10,519.05	\$134,038.29	\$145,277.45	\$98,200.88
G 602-11500 Accounts Receivable	\$16,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,564.00
G 602-12200 Special Assess Rec-Delinquent	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$540.00
G 602-12300 Special Assess Rec-Deferred	\$23,931.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,931.00
G 602-15699 Deferred Outflows of Pension R	\$9,788.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,788.00
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	\$80,478.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,478.00
G 602-16410 Fixed Asset-Equip Depreciation	-\$177,470.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$177,470.00
G 602-20200 Accounts Payable	-\$1,414.00	\$0.00	\$0.00	\$1,414.00	\$0.00	\$0.00
G 602-21500 Accrued Interest Payable	-\$1,294.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,294.00
G 602-21600 Accrued Wages & Salaries Paya	-\$967.00	\$0.00	\$0.00	\$967.00	\$0.00	\$0.00
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	-\$12,584.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$12,584.00
G 602-22400 Unamortized Premium Bonds S	-\$2,567.05	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,567.05
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	-\$175,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$175,000.00
G 602-23999 Pension Liability	-\$40,612.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$40,612.00
G 602-25300 Unreserved Fund Balance	-\$31,198.99	\$14,846.05	\$7,419.97	\$149,604.45	\$140,746.29	-\$22,340.83
<b>602 WASTEWATER FUND</b>	<b>\$0.00</b>	<b>\$17,939.02</b>	<b>\$17,939.02</b>	<b>\$286,023.74</b>	<b>\$286,023.74</b>	<b>\$0.00</b>
<b>603 GARBAGE/RECYCLING FUND</b>						
G 603-10100 Cash	\$2,706.31	\$427.92	\$5,866.65	\$44,786.49	\$51,333.35	-\$3,840.55
G 603-11500 Accounts Receivable	\$5,787.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,787.00
G 603-15699 Deferred Outflows of Pension R	\$1,398.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,398.00
G 603-20200 Accounts Payable	-\$5,128.00	\$0.00	\$0.00	\$5,128.00	\$0.00	\$0.00

**CITY OF LORETTO**  
**Monthly Balance Sheet**  
**Current Period: August 2024**

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
G 603-21600 Accrued Wages & Salaries Paya	-\$209.00	\$0.00	\$0.00	\$209.00	\$0.00	\$0.00
G 603-21650 Compensated Absences-Curren	-\$503.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$503.00
G 603-21820 Garbage State Sales Tax	-\$103.73	\$375.00	\$24.08	\$2,789.13	\$2,813.68	-\$128.28
G 603-21830 County SWM Fee	\$654.77	\$594.89	\$38.21	\$4,426.86	\$4,467.20	\$614.43
G 603-22299 Deferred Inflows of Pension Re	-\$1,798.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,798.00
G 603-23999 Pension Liability	-\$5,804.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$5,804.00
G 603-25300 Unreserved Fund Balance	\$2,999.65	\$4,896.76	\$365.63	\$44,117.36	\$42,842.61	\$4,274.40
<b>603 GARBAGE/RECYCLING FUND</b>	<b>\$0.00</b>	<b>\$6,294.57</b>	<b>\$6,294.57</b>	<b>\$101,456.84</b>	<b>\$101,456.84</b>	<b>\$0.00</b>
<b>604 STORM WATER FUND</b>						
G 604-10100 Cash	\$21,853.43	\$1,010.75	\$2,948.70	\$54,594.94	\$32,655.11	\$43,793.26
G 604-11500 Accounts Receivable	\$8,948.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,948.00
G 604-15699 Deferred Outflows of Pension R	\$2,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,320.00
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	-\$33,227.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$33,227.00
G 604-20200 Accounts Payable	-\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00
G 604-21600 Accrued Wages & Salaries Paya	-\$262.00	\$0.00	\$0.00	\$262.00	\$0.00	\$0.00
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	-\$2,982.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,982.00
G 604-23999 Pension Liability	-\$9,623.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$9,623.00
G 604-25300 Unreserved Fund Balance	-\$266.43	\$2,948.70	\$1,010.75	\$32,655.11	\$56,356.94	-\$23,968.26
<b>604 STORM WATER FUND</b>	<b>\$0.00</b>	<b>\$3,959.45</b>	<b>\$3,959.45</b>	<b>\$89,012.05</b>	<b>\$89,012.05</b>	<b>\$0.00</b>
<b>611 WATER CAPITAL FUND</b>						
G 611-10100 Cash	\$71,169.40	\$35.66	\$0.00	\$1,317.74	\$64,373.24	\$8,113.90
G 611-13101 Due from other funds	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
G 611-16400 Fixed Asset-Equip/Machinery	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
G 611-20300 Retainage Payable	-\$62,400.00	\$0.00	\$0.00	\$62,400.00	\$0.00	\$0.00
G 611-25300 Unreserved Fund Balance	-\$34,769.40	\$0.00	\$35.66	\$1,973.24	\$1,317.74	-\$34,113.90
<b>611 WATER CAPITAL FUND</b>	<b>\$0.00</b>	<b>\$35.66</b>	<b>\$35.66</b>	<b>\$65,690.98</b>	<b>\$65,690.98</b>	<b>\$0.00</b>
<b>612 SEWER CAPITAL FUND</b>						
G 612-10100 Cash	\$113,615.60	\$436.57	\$0.00	\$3,770.18	\$18,047.13	\$99,338.65
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	-\$1,226,903.60	\$0.00	\$436.57	\$18,047.13	\$3,770.18	-\$1,212,626.65
<b>612 SEWER CAPITAL FUND</b>	<b>\$0.00</b>	<b>\$436.57</b>	<b>\$436.57</b>	<b>\$21,817.31</b>	<b>\$21,817.31</b>	<b>\$0.00</b>
<b>614 STORMWATER CAPITAL FUND</b>						
G 614-10100 Cash	\$157,608.09	\$253.70	\$0.00	\$3,468.42	\$103,346.05	\$57,730.46

**CITY OF LORETTO**

**Monthly Balance Sheet**

**Current Period: August 2024**

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
G 614-16300 Improvements Other Than Bldg	\$21,710.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,710.00
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	-\$185,318.09	\$0.00	\$253.70	\$103,346.05	\$3,468.42	-\$85,440.46
614 STORMWATER CAPITAL FUND	\$0.00	\$253.70	\$253.70	\$106,814.47	\$106,814.47	\$0.00
	\$0.00	\$217,570.54	\$217,570.54	\$5,575,499.55	\$5,575,499.55	\$0.00

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



*Action a.*

279 Medina Street North, Suite 260  
P.O. Box 207  
Loretto, MN 55357  
763-479-4305  
mschneider@ci.loretto.mn.us  
www.ci.loretto.mn.us

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**CITY OF LORETTO**

Memo

To: Mayor Koch and Council Members

From: Jake Leuer, Public Works Director

CC: Mary Schneider, City Clerk

Date: 8/12/2024

Re: Asphalt and Concrete Repair Quotes

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Mayor Koch and Council Members:

Attached are quotes for asphalt and concrete repairs on our streets for 2024.

I am requesting the city council to approve the quote from DMJ Contracting Companies Inc. for \$13,800.00 for asphalt repairs around town.

Also, I am requesting the city council to approve the quote from Twin City Outdoors Services for \$22,481.00 for concrete repairs around town.

I will be at the council meeting if you have any questions.

Thanks,

Jake Leuer  
City of Loretto  
Public Works Director

Mayor Kent Koch  
Council Members Brenda Daniels, Greg Elsen, Melissa Markham, Ben Scanlon  
City Clerk Treasurer Mary K. Schneider





*A THIRD GENERATION CONTRACTOR*

*2392 Pioneer Trail*

*P.O. Box 299*

*Medina, MN 55340*

*763.478.6878 \* Fax 763.478.2329*

*Email: brandon@dmjasphalt.com*

August 5, 2024

Mr. Jake Leuer  
City of Loretto  
279 N. Medina Street  
Loretto, MN 55357

Dear Mr. Leuer,

Thank you for giving DMJ Asphalt Inc. the opportunity to bid on your asphalt project. We respectfully submit the following proposal:

Bid based on a total of 300 s.y. **2" inch mill** and over lay (42 spots), 15 l.f. of asphalt curb:

1. **Mill patch areas to a depth of two (2") inches**, 260 s.y. Haul millings off site and recycle.
2. Sweep and apply tack coat.
3. Patch with Minnesota Department of Transportation Specification SPWEA240B asphalt **and compact to a depth of two (2") inches.**
4. Install 15 l.f. hand formed asphalt curb

Total price furnished and installed is \$13,800.00.

If you have any questions, need references or any additional information, please call me at 763-478-6878.

Sincerely,

Brandon Snetsinger  
DMJ Asphalt Inc.



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# TCOS

## TWIN CITY OUTDOOR SERVICES

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## 2024 Curb and Apron Replacemet Proposal

City of Loretto  
Loretto MN Misc Locations  
Misc Locations  
Loretto, Minnesota 55357

Pricing Expiration Date:  
9/6/2024

**Sam Bjorklund**  
(952) 258-9995  
763-235-2418  
sbjorklund@tcoscorp.com

COMMERCIAL SNOW REMOVAL / CONCRETE / LANDSCAPING

TCOSCORP.COM



**Bid Description: 2024 Curb and Apron Replacemet Proposal**

**Point 35**

**Concrete Curb Replacement**

Service Description: Concrete Curb Replacement



	Quantity	Units	Unit Price	Price
PROJECT TOTAL	1	PROJECT	\$1,000.00	\$1,000.00

**Total Estimated Cost of Service \$1,000.00**

Service Comments: 6' at 127 Hillview

**Point 36**

**Concrete Curb Replacement**

Service Description: Concrete Curb Replacement



	Quantity	Units	Unit Price	Price
PROJECT TOTAL	43	LN FT	\$65.00	\$2,795.00

**Total Estimated Cost of Service \$2,795.00**

Service Comments: 43' at 167 Summit

**Point 37**

**Concrete Curb Replacement**

Service Description: Concrete Curb Replacement



	Quantity	Units	Unit Price	Price
PROJECT TOTAL	52	LN FT	\$65.00	\$3,380.00

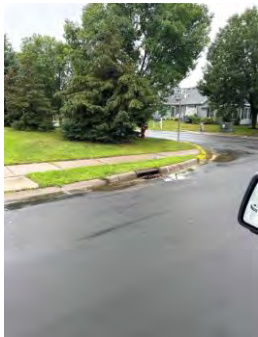
**Total Estimated Cost of Service \$3,380.00**

Service Comments: 52' at 157 Summit

**Point 38**

**Concrete Curb Replacement**

Service Description: Concrete Curb Replacement



	Quantity	Units	Unit Price	Price
PROJECT TOTAL	1	PROJECT	\$1,000.00	\$1,000.00

**Total Estimated Cost of Service \$1,000.00**

Service Comments: 13' at 137 Summit

**Point 40**

**Concrete Curb Replacement**

Service Description: Concrete Curb Replacement



	Quantity	Units	Unit Price	Price
PROJECT TOTAL	28	LN FT	\$65.00	\$1,820.00

**Total Estimated Cost of Service \$1,820.00**

Service Comments: 28' at 505 Sunnyfield

**Point 41**

**Concrete Curb Replacement**

Service Description: Concrete Curb Replacement



	Quantity	Units	Unit Price	Price
PROJECT TOTAL	18	LN FT	\$65.00	\$1,170.00
PROJECT TOTAL	96	SQ FT	\$18.00	\$1,728.00

**Total Estimated Cost of Service \$2,898.00**

Service Comments: 18' curb and 16'x6 apron at 525 Sunnyfield

**Point 42**

**Concrete Curb Replacement**

Service Description: Concrete Curb Replacement



	Quantity	Units	Unit Price	Price
PROJECT TOTAL	30	LN FT	\$65.00	\$1,950.00

**Total Estimated Cost of Service \$1,950.00**

Service Comments: 30' at 155 Crestview

**Point 43**

**Concrete Curb Replacement**

Service Description: Concrete Curb Replacement



	Quantity	Units	Unit Price	Price
PROJECT TOTAL	1	PROJECT	\$1,000.00	\$1,000.00

**Total Estimated Cost of Service \$1,000.00**

Service Comments: 7' at 135 Mallard

**Point 44**

**Concrete Curb Replacement**

Service Description: Concrete Curb Replacement



	Quantity	Units	Unit Price	Price
PROJECT TOTAL	40	LN FT	\$65.00	\$2,600.00
PROJECT TOTAL	66	SQ FT	\$18.00	\$1,188.00

**Total Estimated Cost of Service \$3,788.00**

Service Comments: Apron is 22x 3 and 40' curb at 210 Mallard

**Point 45**

**Concrete Curb Replacement**

Service Description: Concrete Curb Replacement



	Quantity	Units	Unit Price	Price
PROJECT TOTAL	1	PROJECT	\$1,000.00	\$1,000.00

**Total Estimated Cost of Service \$1,000.00**

Service Comments: 8' at 200 Lily Pond

**Asphalt Patching**

**Asphalt Patching**

**Service Description: Asphalt Patching**

	Quantity	Units	Unit Price	Price
PROJECT TOTAL	1	PROJECT	\$1,850.00	\$1,850.00

**Total Estimated Cost of Service \$1,850.00**

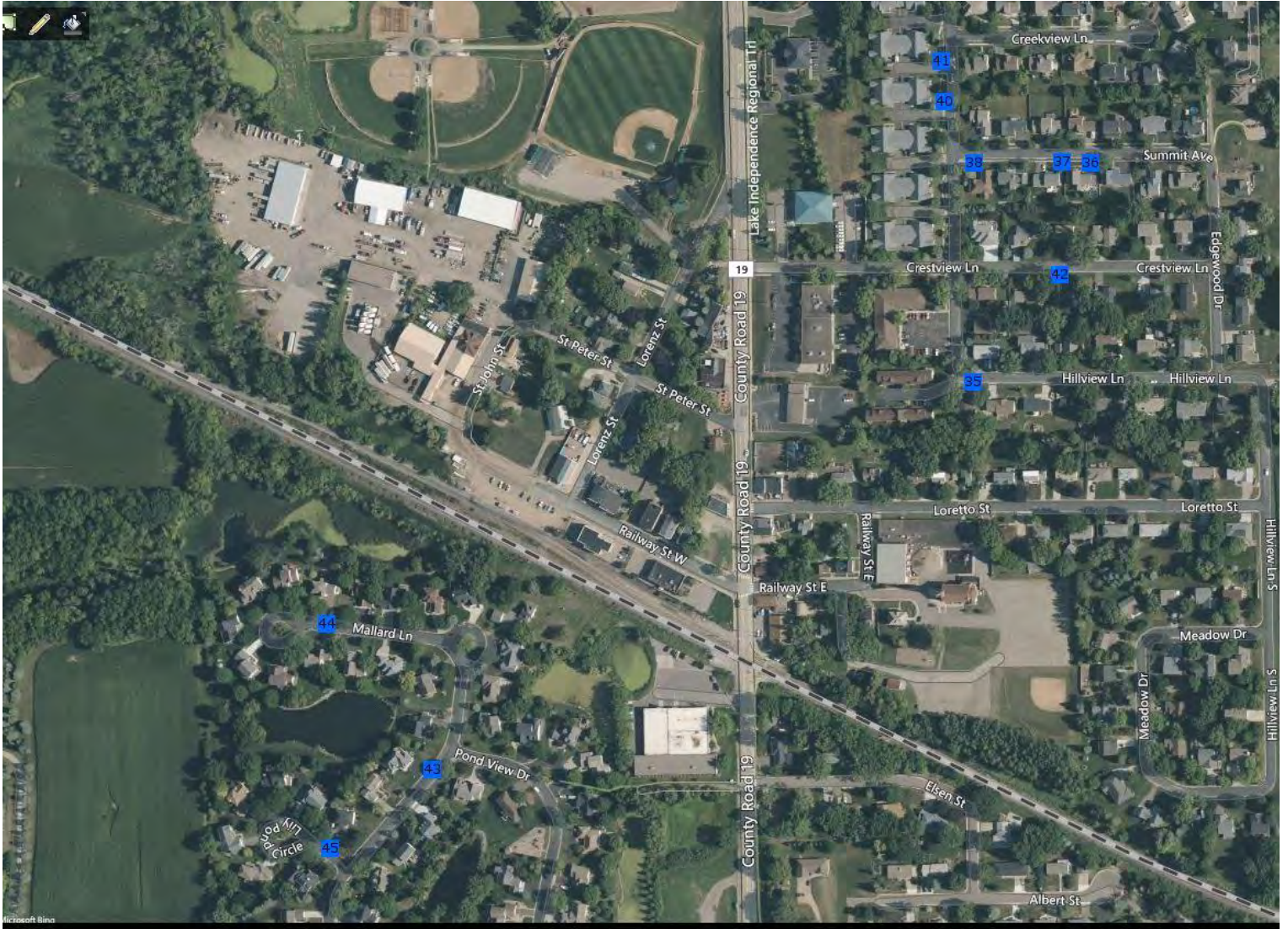
**Service Comments: Patch along new curb as needed.**

**Total Estimated Cost of Bid: \$22,481.00**



**Bid Comments:**

**CONCRETE CURB REPLACEMENT includes: Removing the existing deteriorated curb sections, installing forms and pouring new curb sections. This service does not include repainting the curb.**



# PURCHASE AGREEMENT

**\* TCOS will hold the pricing for this project through 9/6/2024.**

**All work is to be completed in accordance with standard construction practices. Unless otherwise noted, concrete is assumed 4 inches thick with adequate base material and does not contain any reinforcement material. If any of these assumptions are incorrect, additional charges may be incurred.**

**A minimum \$500 mobilization fee may be charged if TCOS cannot start or complete the project due to the work area not being available. One mobilization is included unless otherwise specified.**

**Before work begins, property ownership or management must mark all private buried utilities. This includes but is not limited to electrical for lighting, gas lines for generators, irrigation mainline, irrigation wires, heated water lines and similar buried utilities that would not be marked by OneCall Services.**

**Under no circumstances will TCOS be liable for any damage or responsible for any repairs to the above listed utilities, wires, lines, or any other underground utilities that are not clearly marked by the customer, property management, or property owner. Physical marking, flagging or detailed mapping must be done in advance of the project start date. Verbal descriptions on the part of the customer will not suffice or in any way be considered adequate notice. Any damage incurred because of improper marking, inaccurate maps or outdated construction drawings will not be the responsibility of TCOS.**

**TCOS will always take great care and make all reasonable efforts to avoid any damage. However, by signing below, I am acknowledging that even when marked, encountering electrical, water or gas lines for generators, irrigation or other water line or wires or any existing structures within the work area could occur. TCOS cannot be responsible unless there is clear and obvious negligence.**

**Irrigation systems must have heads flagged, box valves marked, and main lines marked. Irrigation breakage and need for repair and or modification is very common for any project where there is excavation. TCOS will take care to limit damage to the systems. Restoration and modifications needed to return irrigation systems to working order will be billed to the customer on a time and materials basis.**

**All sprinklers must be turned off a minimum of 24 hours prior to scheduled work time and remain off for a minimum of 40 hours after construction completion unless otherwise noted.**

**This proposal does not include any special permits fees or licenses.**

**The pricing in this proposal does not include any prevailing wage requirements unless stated above. If the project requires prevailing wages to be paid a price adjustment may apply.**

**If applicable, doors will be closed for 24 hours and minor door threshold adjustments may be needed after concrete work is completed. Those adjustments will not be performed by TCOS.**

**Unless otherwise noted in an existing Master Service Agreement, payment is due upon receipt of the invoice. Outstanding balances over 30 days past due will be accessed a 1.5% monthly interest charge.**

---

Signature of Purchaser

Date

# STREAMLINING OUTDOOR PROPERTY SERVICES



**THANK YOU. WE LOOK FORWARD TO BEING YOUR  
YEAR-ROUND OUTDOOR PROPERTY MAINTENANCE PARTNER.**

**Sam Bjorklund**

14430 21st Ave. N.  
Plymouth, MN 55447

C (952) 258-9995  
O 763-235-2418  
E [sbjorklund@tcoscorp.com](mailto:sbjorklund@tcoscorp.com)

**[TCOSCORP.COM](http://TCOSCORP.COM)**

**TCOS**  
TWIN CITY OUTDOOR SERVICES

**ARPA FUND SUMMARY**

*Action b.*

<b>BALANCE TRACKING</b>		
<b>TOTAL ARPA FUNDS RECEIVED</b>		<b>72,563.40</b>
microphone expenditure	(3,395.49)	resolution 2023-08
water treatment engineering	(9,399.50)	resolution 2023-38
water treatment engineering	(14,847.55)	resolution 2023-38
water treatment engineering	(953.20)	resolution 2023-38
water treatment engineering	(2,151.60)	resolution 2023-38
siren installation Ready Watt Electric	(6,403.41)	resolution 2023-38
OBLIGATED for bathroom upgrades at sb park	(16,500.00)	
OBLIGATED additional amount for bathroom upgrades (4/9/24)	(12,443.00)	
<b>ALLOCATION for west sidewalk plank extension</b>	<b>(5,000.00)</b>	
<b>ALLOCATIONS must be "obligated" by 12/31/2024</b>		<b>1,469.65</b>
total water treatment engineering spent to date		(27,351.85)
<b>total unspent and NOT OBLIGATED to date</b>		<b>6,469.65</b>

**Final Rule definition for "obligated" means the city has entered into a contract, placed an order for services or property or entered into a transaction which requires payment.**



Memo

To: City of Loretto From: Nick Wyers, PE  
 Kent Torve, PE City Engineer  
 Project/File: 227705283 Date: August 14, 2024  
 Subject: 2023 Street Improvements Project – Pay Request #3

**Council Action Requested**

Staff is recommending the City Council Approve Pay Application #3 for the 2023 Street Improvement Project to Omann Contracting Companies, Inc. in the amount of \$257,678.29

**Summary**

The amount brings the total approved to date to 60% of the total project value before withholding the 5% retainage. The requested amount is related to storm sewer installation and road construction.

The signed payment request form and pay application is attached for review. Below is a summary of the work completed to date:

Total Contract Value to Date	\$933,677.50
Work Completed to Date	\$568,823.44
5% Retainage	\$28,441.17
Amount Paid to Date	\$282,703.97
Total Pay App #3	\$257,678.29

**Financing**

This project is funded through a combination of City funds (bonding) and special assessments.

**Engineer’s Recommendation**

We recommend approving Pay Request #3 to Omann Contracting Companies, Inc. in the amount of \$257,678.29

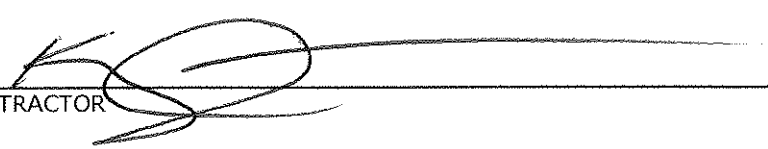
**SECTION 00 62 76**  
**APPLICATION FOR PAYMENT FORM**

OWNER: City of Loretto  
PROJECT: 2023 Street Improvements  
CONTRACTOR: Omann Contracting Companies, Inc.

PAY ESTIMATE NO.     3    

Original Contract Amount:	<u>\$ 933,677.59</u>
Contract Changes approved to Date (List Change Order Numbers):	<u>N/A</u>
Revised Contract Price :	<u>\$ 933,677.59</u>
Work Completed to Date (attached):	<u>\$ 568,823.44</u>
Retainage to Date, 5%:	<u>\$ 28,441.17</u>
Work Completed to Date Less Retainage to Date:	<u>\$ 540,382.27</u>
Total Amount Previously Certified:	<u>\$ 282,703.97</u>
Payment Request This Estimate:	<u>\$ 257,678.29</u>


I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid.

  
\_\_\_\_\_  
CONTRACTOR

**Project No. 227705283**

**CERTIFICATE OF CONTRACTOR**

I hereby certify that the work and the materials supplied to date, as shown on the request for payment, represents the actual value of accomplishment under the terms of the contract dated 03/15/2024 between between the City of Loretto (OWNER) and Omann Contracting Companies, Inc. (CONTRACTOR) and all authorized changes therto:

By   
Title President

Approval:

(CONTRACTOR) Omann Contracting Co. Date 8/14/24

STANTEC CONSULTING SERVICES, INC. Richard Pyle Date 8/14/2024

CITY OF LORETTO \_\_\_\_\_ Date \_\_\_\_\_

END OF SECTION

**Project No. 227705283**





A1.3	SELECT GRANULAR BORROW (MODIFIED)	TON	2260	\$ 17.15	\$ 38,759.00	1510	\$ 25,896.50	0	\$ -	1510	\$ 25,896.50
<b>SUBTOTAL ALTERNATE 1</b>				<b>\$</b>	<b>56,579.00</b>	<b>\$</b>	<b>36,696.50</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>36,696.50</b>

<b>ALTERNATE #2 - SEED</b>											
A2.1	HYDROMULCH MNDOT SEED MIX 25-151	SQ YD	3100	\$2.32	\$7,192.00		\$ -	0	\$ -	0	\$ -
<b>SUBTOTAL ALTERNATE 1</b>				<b>\$</b>	<b>7,192.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

<b>TOTAL CONTRACT AMOUNT</b>				<b>\$</b>	<b>933,677.59</b>	<b>\$</b>	<b>568,823.44</b>	<b>\$</b>	<b>297,583.13</b>	<b>\$</b>	<b>271,240.31</b>
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<b>CHANGE ORDER #1 - WATERMAIN REPAIR</b>											
CO1.1	WATERMAIN REPAIR	LS	1	\$ 23,994.24	\$ 23,994.24	1	\$ 23,994.24	0	\$ -	1	\$ 23,994.24
<b>SUBTOTAL CHANGE ORDER #1</b>				<b>\$</b>	<b>23,994.24</b>	<b>\$</b>	<b>23,994.24</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>23,994.24</b>

<b>TOTAL REVISED CONTRACT AMOUNT</b>				<b>\$</b>	<b>957,671.83</b>	<b>\$</b>	<b>592,817.68</b>	<b>\$</b>	<b>297,583.13</b>	<b>\$</b>	<b>295,234.55</b>
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**CONTRACT SUMMARY**

			<b>COMPLETED TO DATE</b>	<b>LESS PREVIOUS PAYMENTS</b>	<b>PAYMENT REQUEST 3</b>
ORIGINAL CONTRACT AWARD AMOUNT	\$933,677.59		\$ 568,823.44	\$ 297,583.13	\$ 271,240.31
CHANGE ORDER	\$ 23,994.24		\$ 28,441.17	\$ 14,879.16	\$ 13,562.02
<b>TOTAL REVISED CONTRACT AMOUNT</b>	<b>\$957,671.83</b>		<b>\$ 540,382.27</b>	<b>\$ 282,703.97</b>	<b>\$ 257,678.29</b>

**ORDINANCE NO. 2024-02**

**CENTERPOINT ENERGY FRANCHISE AGREEMENT**

**CITY OF LORETTO  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**AN ORDINANCE GRANTING CENTERPOINT ENERGY RESOURCES CORP. d/b/a CENTERPOINT ENERGY MINNESOTA GAS (“CENTERPOINT ENERGY”), ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE FRANCHISE TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN FACILITIES AND EQUIPMENT FOR THE TRANSPORTATION, DISTRIBUTION, MANUFACTURE AND SALE OF GAS ENERGY FOR PUBLIC AND PRIVATE USE AND TO USE THE PUBLIC WAYS AND GROUNDS OF THE CITY OF LORETTO, HENNEPIN COUNTY, MINNESOTA, FOR SUCH PURPOSE; AND, PRESCRIBING CERTAIN TERMS AND CONDITIONS THEREOF**

**THE CITY COUNCIL OF THE CITY OF LORETTO, HENNEPIN COUNTY, MINNESOTA, ORDAINS:**

**SECTION 1. DEFINITIONS**

For purposes of this Ordinance, the following capitalized terms listed in alphabetical order shall have the following meanings:

**City.** The City of Loretto, County of Hennepin, State of Minnesota.

**City Utility System.** Facilities used for providing public utility service owned or operated by City or agency thereof, including sewer, storm sewer, water service, street lighting and traffic signals, but excluding facilities for providing heating, lighting, or other forms of energy.

**Commission.** The Minnesota Public Utilities Commission, or any successor agency or agencies, including an agency of the federal government, which preempts all or part of the authority to regulate gas retail rates now vested in the Minnesota Public Utilities Commission.

**Company.** CenterPoint Energy Resources Corp. d/b/a CenterPoint Energy Minnesota Gas its successors and assigns including all successors or assigns that own or operate any part or parts of the Gas Facilities subject to this Franchise.

**Gas Energy.** Gas Energy includes both retail and wholesale natural, manufactured or mixed gas.

**Gas Facilities.** Gas transmission and distribution pipes, lines, ducts, fixtures and all necessary equipment and appurtenances owned or operated by the Company for the purpose of providing Gas Energy for retail or wholesale use.

**Notice.** A writing served by any party or parties on any other party or parties. Notice to Company shall be mailed to CenterPoint Energy, Minnesota Division Vice President, 505 Nicollet Mall, Minneapolis, Minnesota, 55402. Notice to the City shall be mailed to City of Loretto, P.O. Box 207, Loretto, MN 55357. Any party may change its respective address for the purpose of this Ordinance by written Notice to the other parties.

**Ordinance.** This gas franchise ordinance, also referred to as the Franchise.

**Public Way.** Any highway, street, alley or other public right-of-way within the City.

**Public Ground.** Land owned or otherwise controlled by the City for utilities, parks, trails, walkways, open spaces or other public property, which is held for use in common by the public or for public benefit.

## **SECTION 2. ADOPTION OF FRANCHISE**

2.1 **Grant of Franchise.** City hereby grants Company, for a period of ten (10) years from the date this Ordinance is passed and approved by the City, the right to import, manufacture, distribute and sell Gas Energy for public and private use within and through the limits of the City as its boundaries now exist or as they may be extended in the future and also the right to transport Gas Energy through the limits of the City for use outside of the City limits. For these purposes, Company may construct, operate, repair and maintain Gas Facilities in, on, over, under and across the Public Ways and Public Grounds, subject to the provisions of this Ordinance. Company may do all reasonable things necessary or customary to accomplish these purposes, subject, however, to such reasonable regulations as may be imposed by the City pursuant to city code or state law.

2.2 **Effective Date; Written Acceptance.** This Franchise shall be in force and effect from and after the passage of this Ordinance and publication as required by law and its acceptance in writing by Company. For purposes of this Section, email shall be considered “in writing.”

If the Company does not file a written acceptance with the City within 60 days after the date the City Council adopts this Ordinance, or otherwise informs the City within 60 days of the adoption of this Ordinance that the Company does not accept this franchise, the City Council by resolution may revoke this franchise, seek its enforcement in a court of competent jurisdiction or pursue other remedies in law or in equity.

2.3. **Service and Gas Rates.** The terms and conditions of service and the rates to be charged by Company for Gas Energy in City are subject to the exclusive jurisdiction of the Commission.

2.4. **Publication Expense.** Company shall pay the expense of publication of this Ordinance.

2.5. **Dispute Resolution.** If either party asserts that the other party is in default in the performance of any obligation hereunder, the complaining party shall notify the other party of the default and the desired remedy. The notification shall be written. Representatives of the parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute. If the dispute is not resolved within thirty (30) days of the written Notice, the parties may jointly select a mediator to facilitate further discussion. The parties will equally share the fees and expenses of this mediator. If a mediator is not used or if the parties are unable to resolve the dispute within thirty (30) days after first meeting with the selected mediator, either party may commence an

action in District Court to interpret and enforce this Franchise or for such other relief as may be permitted by law or equity.

2.6. **Continuation of Franchise.** If the City and the Company are unable to agree on the terms of a new franchise by the time this Franchise expires, this Franchise will remain in effect until a new franchise is agreed upon, or until ninety (90) days after the City or the Company serves written Notice to the other party of its intention to allow Franchise to expire. However, in no event shall this franchise continue for more than one year after expiration of the ten (10) year term set forth in Section 2.1.

### **SECTION 3. LOCATION, OTHER REGULATIONS**

3.1. **Location of Facilities.** Gas Facilities shall be located, constructed, and maintained so as not to interfere with the safety and convenience of ordinary travel along and over Public Ways and so as not to disrupt normal operation of any City Utility System. Gas Facilities may be located on Public Grounds in a location to be mutually agreed by the City and the Company. The location and relocation of Gas Facilities shall be subject to reasonable regulations of the City consistent with authority granted the City to manage its Public Ways and Public Grounds under state law, to the extent not inconsistent with a specific term of this Franchise.

3.2. **Street Openings.** Company shall not open or disturb the surface of any Public Way or Public Ground for any purpose without first having obtained a permit from the City, if required by a separate ordinance, for which the City may impose a reasonable fee. Permit conditions imposed on Company shall not be more burdensome than those imposed on other public right-of-way users for similar facilities or work. Company may, however, open and disturb the surface of any Public Way or Public Ground without a permit if (i) an emergency exists requiring the immediate repair of Gas Facilities and (ii) Company gives telephone, email or similar Notice to the City before commencement of the emergency repair, if reasonably possible. Within two (2) business days after commencing the repair, Company shall apply for any required permits and pay any required fees.

3.3. **Restoration.** After undertaking any work requiring the opening of any Public Way or Public Ground, the Company shall restore the Public Ways or Public Grounds in accordance with Minnesota Rules, 7819.1100. Company shall restore the Public Ground to as good a condition as formerly existed, and shall maintain the surface in good condition for six (6) months thereafter. All work shall be completed as promptly as weather permits, and if Company shall not promptly perform and complete the work, remove all dirt, rubbish, equipment and material, and put the Public Ground in the said condition, the City shall have, after demand to Company to cure and the passage of a reasonable period of time following the demand, but not to exceed five (5) days, the right to make the restoration of the Public Ways or Public Grounds at the expense of Company. Company shall pay to the City the cost of such work done for or performed by the City. This remedy shall be in addition to any other remedy available to the City for noncompliance with this Section 3.3. The Company shall not be required to post a construction performance bond.

3.4. **Avoid Damage to Gas Facilities.** The Company must take reasonable measures to prevent the Gas Facilities from causing damage to persons or property. The Company must take reasonable measures to protect the Gas Facilities from damage that could be inflicted on the Gas Facilities by persons, property or

the elements. The Company and the City will comply with all applicable laws, the City Code, and regulations, including Minnesota Statutes chapter 216D, when performing work near the Gas Facilities.

3.5. **Notice of Improvements to Streets.** The City will give Company reasonable written Notice of plans for improvements to Public Ways and Public Grounds where the City has reason to believe that Gas Facilities may affect or be affected by the improvement. The Notice will contain: (i) the nature and character of the improvements, (ii) the Public Ways or Public Grounds upon which the improvements are to be made, (iii) the extent of the improvements, (iv) the time when the City will start the work, and (v) if more than one Public Way or Public Grounds is involved, the order in which the work is to proceed. The Notice will be given to Company a minimum of eight (8) weeks time, considering seasonal working conditions, in advance of the actual commencement of the work to permit Company to make any additions, alterations or repairs to its Gas Facilities Company deems necessary.

3.6 **Mapping Information.** If requested by City, Company must promptly provide complete and accurate mapping information for any of its Gas Facilities in accordance with the requirements of Minnesota Rules 7819.4000 and 7819.4100.

3.7. **Emergency Response.** As emergency first responders, when a public safety concern exists both the City and Company shall respond to gas emergencies within the City.

#### **SECTION 4. RELOCATIONS**

4.1. **Relocation in Public Ways.** The Company and City shall comply with the provisions of Minnesota Rules 7819.3100 and with applicable City ordinances with respect to requests for the Company to relocate Gas Facilities located in Public Ways.

4.2 **Relocation in Public Grounds.** City may require Company at Company's expense to relocate or remove its Gas Facilities from Public Grounds upon a finding by City that the Gas Facilities have become or will become a substantial impairment to the existing or proposed public use of the Public Grounds. Nothing in this Section 4.2 shall be construed so as to invalidate or impair any existing company easements in Public Grounds.

4.3. **Projects with Federal Funding.** Relocation, removal or rearrangement of any Company Gas Facilities made necessary because of the extension into or through City of a federally aided highway project shall be governed by the provisions of Minnesota Statutes §§ 161.45 and 161.46.

#### **SECTION 5. INSURANCE & INDEMNIFICATION**

5.1. **Insurance of the Facilities.** The Company shall maintain insurance of all Gas Facilities consistent with state law.

5.2 **Indemnity of City.** Company shall indemnify and hold the City harmless from any and all liability, on account of injury to persons or damage to property occasioned by the construction, maintenance, repair, inspection, the issuance of permits or the operation of the Gas Facilities located in the Public Ways and Public Grounds. The City shall not be indemnified for losses or claims occasioned through its own negligence

or otherwise wrongful act or omission except for losses or claims arising out of or alleging the City's negligence as to the issuance of permits for, or inspection of, Company's plans or work.

5.3. **Defense of City.** In the event a suit is brought against the City under circumstances where this agreement to indemnify applies, Company at its sole cost and expense shall defend the City in such suit if written Notice thereof is promptly given to Company within a period wherein Company is not prejudiced by lack of such Notice. If Company is required to indemnify and defend, it will thereafter have control of such litigation, but Company may not settle such litigation without the consent of the City, which consent shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City. The Company, in defending any action on behalf of the City, shall be entitled to assert in any action every defense or immunity that the City could assert in its own behalf. This Franchise agreement shall not be interpreted to constitute a waiver by the City of any of its defenses of immunity or limitations on liability under Minnesota Statutes, Chapter 466.

## **SECTION 6. VACATION OF PUBLIC WAYS AND PUBLIC GROUNDS**

The City shall give Company at least two weeks prior written Notice of a proposed vacation of a Public Ways or Public Grounds. The City and the Company shall comply with Minnesota Rules 7819.3100 and 7819.3200 with respect to any request for vacation.

## **SECTION 7. CHANGE IN FORM OF GOVERNMENT**

Any change in the form of government of the City shall not affect the validity of this Ordinance. Any governmental unit succeeding the City shall, without the consent of Company, succeed to all of the rights and obligations of the City provided in this Ordinance.

## **SECTION 8. FRANCHISE FEE**

8.1. **Form.** During the term of the franchise hereby granted, the City may charge the Company a franchise fee. The Company will administer the collection and payment of franchise fees to City in lieu of permit fees or other fees that may otherwise be imposed on the Company in relation to its operations as a public utility in the City. The franchise fee will be collected on a flat fee per account basis, or by some other method that is mutually acceptable to both City and Company for each retail customer account within the corporate limits of the City. The amount of the fee collected may differ for each customer class. The City shall seek to use a formula that provides a stable and predictable amount of fees, without placing the Company at a competitive disadvantage. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City and be consistent with the Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970. If the Company claims that the City required fee formula is discriminatory or otherwise places the Company at a competitive disadvantage, the Company will provide a formula that will produce a substantially similar fee amount to the City. If the City and Company are unable to agree, the disagreement shall be subject to the Dispute Resolution provisions of this Ordinance.

8.2. **Separate Ordinance.** The franchise fee shall be imposed by separate ordinance duly adopted by the City Council. The effective date of the franchise fee ordinance shall be no less than ninety (90) days after written Notice enclosing a copy of the duly adopted and approved ordinance has been served upon the

Company by Certified mail. The Company is not required to collect a franchise fee if the terms of the fee agreement are inconsistent with this franchise or state law, provided the Company notifies the City Council of the same within the ninety (90) day period.

8.3. **Condition of Fee.** The separate ordinance imposing the fee shall not be effective against the Company unless it lawfully imposes a fee of the same or substantially similar amount on the sale of energy within the City by any other energy supplier, provided that, as to such supplier, the City has the authority or contractual right to require a franchise fee or similar fee through an agreed-upon franchise.

8.4. **Collection of Fee.** The franchise fee shall be payable not less than quarterly during complete billing months of the period for which payment is to be made. The franchise fee formula may be changed from time to time, however, the change shall meet the same Notice and acceptance requirements and the fee may not be changed more often than annually. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City and be consistent with Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970. Such fee is subject to subsequent reductions to account for uncollectibles and customer refunds incurred by the Company. The Company shall not be responsible to pay City fees that Company is unable to collect under Commission rules or order. Company agrees to make available for inspection by City at reasonable times all records necessary to audit Company's determination of the franchise fee payments.

8.5. **Continuation of Franchise Fee.** If this franchise expires and the City and the Company are unable to agree upon terms of a new franchise, the franchise fee, if any being imposed by the City at the time this franchise expires, will remain in effect until a new franchise is agreed upon. However, the franchise fee will not remain in effect for more than one (1) year after the franchise expires as stated in Section 2.6 of this Franchise. If for any reason the franchise terminates, the franchise fee will terminate at the same time.

## **SECTION 9. ABANDONED FACILITIES**

The Company shall comply with Minn. Stat. § 216D.01 et seq., Minnesota Rules, Part 7819.3300, and applicable city code provisions, as these may be amended from time to time, with respect to abandoned facilities in Public Ways. The Company shall maintain records describing the location of all abandoned and retired Gas Facilities within the Public Ways and Public Grounds, produce such records at the City's request and comply with the location requirements of Minnesota Statutes § 216D.04 with respect to all Gas Facilities located in Public Ways and Public Grounds, including abandoned and retired facilities.

## **SECTION 10. PROVISIONS OF ORDINANCE**

10.1. **Severability.** Every section, provision or part of this Ordinance is declared separate from every other section, provision or part; and if any section, provision or part shall be held invalid, it shall not affect any other section, provision or part. Where a provision of any other City ordinance is inconsistent with the provisions of this Ordinance, the provisions of this Ordinance shall prevail.

10.2. **Limitation on Applicability.** This Ordinance constitutes a franchise agreement between City and Company as the only parties. No provisions herein shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third-party beneficiary



of this Ordinance or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

**SECTION 11. AMENDMENT-PROCEDURE**

Either party may propose at any time that this Franchise Ordinance be amended. The Franchise Ordinance may be amended at any time by the City passing a subsequent ordinance declaring the provisions of the amendment, which amendatory ordinance shall become effective upon the filing of Company's written consent thereto with the City Clerk within ninety (90) days after the effective date of the amendatory ordinance. This amendatory procedure is subject, however, to the City's police power and franchise rights under Minnesota Statutes, Sections 216B.36 and 301B.01, which rights are not waived hereby.

Passed and adopted by the City Council of the City of Loretto this 20th day of August 2024.

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Kent Koch, Mayor of the City of Loretto, Minnesota

Attest:

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Mary K. Schneider, City Clerk Treasurer, Loretto, Minnesota

(Ordinance Summary)

**ORDINANCE NO. 2024-02**

**CITY OF LORETTO**

AN ORDINANCE GRANTING CENTERPOINT ENERGY RESOURCES CORP., d/b/a CENTERPOINT ENERGY MINNESOTA GAS ("CENTERPOINT ENERGY"), ITS SUCCESSORS AND ASSIGNS, A NON-EXCLUSIVE FRANCHISE TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN A GAS DISTRIBUTION SYTEM INCLUDING NECESSARY GAS MAINS, PIPES AND EQUIPMENT FOR THE TRANSPORTATION, DISTRIBUTION AND SALE OF GAS FOR PUBLIC AND PRIVATE USE AND TO USE PUBLIC WAYS AND PUBLIC GROUNDS OF THE CITY OF LORETTO FOR SUCH PURPOSES; AND PRESCRIBING CERTAIN TERMS AND CONDITIONS THEREOF.

The following is the official summary of Ordinance No. 2024-02 approved by the Loretto City Council on August 20, 2024. The purpose of the ordinance is to grant CenterPoint Energy a ten (10) year non-exclusive franchise to operate, repair and maintain a natural gas distribution system within the city limits of the City of Loretto. The terms and conditions of service and the rates to be charged by CenterPoint Energy for natural gas energy are subject to the exclusive jurisdiction of the Minnesota Public Utilities Commission. The ordinance provides for a method of dispute resolution if either the City of Loretto or CenterPoint Energy asserts that the other party has defaulted in the terms of the gas franchise ordinance. The ordinance provides that all gas facilities shall be located, constructed, and maintained so as not to interfere with the safety and convenience of ordinary travel along and over public ways.

The ordinance also provides that CenterPoint Energy shall indemnify and hold the City of Loretto harmless from liability on account of injury to persons or damage to property occasioned by the construction, maintenance, repair, inspection, the issuance of permits, or the operations of the Gas Facilities located in the City of Loretto's public rights of way and public grounds.

A printed copy of Ordinance 2024-02 is available for inspection and copying by any person, during regular office hours at the Loretto City Hall, at 279 Medina Street North, Suite 260, Loretto, MN 55357.

Dated: August 20, 2024

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



*Informational b.*  
**WEST SUBURBAN**  
**FIRE DISTRICT**

**Station 1:** 259 N. Medina Street, PO Box 22 Loretto, MN 55357

**Phone:** 763-479-3036

**Web:** [www.westsuburbanfire.org](http://www.westsuburbanfire.org)

**2025 Budget Information**

**8/1/2024**

**Expenditures**

**Operational Budget Increase 8.7%**

Friday and Saturday Night Duty Crews - Due to staffing shortages during these times.

5% Wage Increase -Members have not had wage increases since 2021

Medical Supplies -North Memorial Ambulance would replace any supplies used on a scene. In 2024 they no longer provide these supplies to fire departments. We must purchase them now separately.

Personal Protective Equipment costs have increased significantly.

General Liability Insurance increased 25%

**Capital Budget Increase 6.7%**

Engine 12 Refurb – Engine 12 Refurb estimated cost is \$ 250,000. Engine 12 is 25 years old and purchased in 1999. This refurb will extend the life usage of the truck by approximately 10- 15 years. The replacement of the truck is over \$1,000,000.

**Pension**

No money is budgeted for a pension increase in 2025.

**Revenue**

We continue to see an increase in donations, grants and our charitable gambling. These make up nearly 10% of our overall budget revenue.

**Firefighter Fund**

This fund is donations not designated to specific items and is used at the firefighter's designation. In 2024, the members requested portions of this fund designated to new uniforms. The cost of the uniforms to date is \$ 39, 667.27. This money was not used from the 2024 Operational budget and saved the cities a significant amount of money.

(The majority of the fund is funded by the Hamel Rodeo proceeds. Approx \$50, 000+ annually. The West Suburban Fire District works many hours a year on this event helping the community.)

**Reserve Fund**

In 2024, we purchased new air packs for Station 2 to match the Station 1 air packs. This was considered a major safety concern of the members being the air packs were not compatible. The cost of these air packs was \$122,000 an the money was used from our department reserves. We are in the process of selling the old air packs. The good news is that the WSFD won't need new air packs for 15 years.

Best Regards, Jeff Leuer

Fire Chief

West Suburban Fire District

## 2025 West Suburban Fire District Budget

Code	Description	2024 Budget	2025 Budget	July 1st YTD
101	Fire Chief Salary	\$110,000.00	\$115,000.00	\$ 41,973.34
150	Fire Chief Benefits	\$12,000.00	\$12,000.00	\$ 6,010.44
155	Training Officer Salary		\$13,000.00	\$ -
175	Admin Salary	\$40,000.00	\$67,600.00	\$ 37,909.31
180	Duty Crew		\$50,000.00	\$ -
190	FF Salaries	\$200,000.00	\$250,000.00	\$ 191,972.72
121	FICA	\$45,000.00	\$60,000.00	\$ 73,541.45
151	Workers Comp. Insurance	\$11,000.00	\$10,000.00	\$ 4,941.00
175	Recruitment & Retention	\$2,500.00	\$1,500.00	
200	Office Supplies	\$1,500.00	\$1,000.00	\$ 285.44
205	Computer Software	\$9,000.00	\$10,000.00	\$ 7,374.33
208	Training Supplies	\$16,000.00	\$24,000.00	\$ 21,198.57
209	Uniforms	\$40,000.00	\$5,000.00	\$ 39,667.27
210	Equipment	\$29,000.00	\$30,000.00	\$ 5,237.80
211	PPE Supplies	\$45,000.00	\$55,000.00	\$ 13,193.11
212	Motor Fuels	\$17,500.00	\$20,000.00	\$ 11,434.40
216	Pancake Breakfast	\$6,500.00	\$7,000.00	\$ 8,120.57
217	Fire Prevention	\$6,500.00	\$6,000.00	\$ 829.16
218	Medical Supplies	\$4,500.00	\$15,000.00	\$ 15,277.44
219	Safety Supplies	\$300.00	\$500.00	\$ -
300	Professional Services	\$7,500.00	\$8,000.00	\$ 7,579.50
305	Medical Services	\$8,000.00	\$5,000.00	\$ 4,302.57
310	Fitness Memberships	\$5,000.00	\$3,000.00	\$ 505.37
321	Internet, Phone and TV	\$12,300.00	\$14,000.00	\$ 7,248.05
322	Postage	\$400.00	\$500.00	\$ 700.64
325	Pagers - Fire Department	\$7,500.00	\$6,000.00	\$ -
331	Mileage & Travel	\$1,500.00	\$1,000.00	\$ -
350	Printing	\$500.00	\$500.00	\$ 556.01
361	General Liability	\$33,112.00	\$45,000.00	\$ 40,683.00
371	Life/Income/Impairment	\$2,500.00	\$2,700.00	\$ -
375	PAR 360 - Mental Health	\$15,000.00	\$15,000.00	\$ -
381	Electricity	\$6,500.00	\$6,500.00	\$ 2,636.15
383	Gas Service	\$5,300.00	\$8,000.00	\$ 3,821.67
401	Office Rent	\$15,900.00	\$17,100.00	\$ 9,654.19
402	Building Maintenance/Repair	\$50,000.00	\$40,000.00	\$ 7,137.10
405	General Supplies	\$50,000.00	\$50,000.00	\$ 47,018.57
409	Other Equipment Repair	\$75,000.00	\$75,000.00	\$ 26,777.55
418	Radio Rental	\$54,000.00	\$50,000.00	\$ 22,035.83
433	Dues & Subscriptions	\$15,000.00	\$20,000.00	\$ 17,842.17
434	Conferences & Schools	\$25,000.00	\$25,000.00	\$ 4,641.20
450	Donations	\$1,000.00	\$1,000.00	\$ 593.30
500	Capital Outlay	\$108,330.00	\$160,000.00	\$ 45,986.02
503	Fire Related Expenses			\$ 7,373.00
550	Property Expense	\$5,000.00	\$4,000.00	\$ 3,602.11
600	Pension	\$30,000.00	\$30,000.00	\$ -
650	Rental Space - Medina Storage	\$10,000.00	\$10,000.00	\$ 4,627.00
700	Other Payroll Expense	\$10,000.00	\$10,000.00	\$ 1,400.00
	<b>Total Budget - Expenses</b> All	<b>\$1,150,642.00</b>	<b>\$1,359,900.00</b>	<b>\$745,687.35</b>

**LORETTO FIRE DEPARTMENT 2025 BUDGET - BREAKDOWN**

<u>Budget</u>	<u>Break Down</u>				
	Operational	\$1,012,312.00	\$1,169,900.00	\$	699,719.33
	Capital	\$108,330.00	\$160,000.00	\$	45,986.02
	Pension	\$30,000.00	\$30,000.00	\$	-

**LORETTO FIRE DEPARTMENT BUDGET - REVENUE**

	<u>Income</u>	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>July 1st YTD</u>
	City Contracts	\$1,000,000.00	\$1,160,000.00	\$ 500,000.00
	Donations	\$15,000.00	\$25,000.00	\$ 21,255.77
	Donation (Charitable Gambling)	\$30,000.00	\$60,000.00	\$ 36,000.00
	Pancake Br & Open H Donat.	\$15,000.00	\$10,000.00	\$ 7,373.00
	Interest	\$50.00	\$50.00	\$ 42.04
	City of Loretto (Office Space)	\$3,900.00	\$3,900.00	\$ -
	Fire Inspector (Medina)		\$5,000.00	\$ -
	Refunds	\$100.00	\$100.00	\$ 788.00
	Grants	\$10,000.00	\$15,000.00	\$ 14,366.75
	Capital Payments from Medina	\$80,000.00	\$80,000.00	\$ 39,998.01
	<b>Total</b>	<b>\$1,154,050.00</b>	<b>\$1,359,050.00</b>	<b>\$619,823.57</b>

<u>City Amount</u>	<u>Budget</u>	<u>Difference</u>	<u>2024</u>	<u>2025</u>	<u>Increase</u>
Operational	\$1,012,312.00	\$1,169,900.00	8.7%		
Capital	\$108,330.00	\$160,000.00	6.7%		
Pension	\$30,000.00	\$30,000.00	0%		

**2025 Contract City Amounts**

**Cities Budget Amount \$1,160,000.00**

**Operation and Capital Budgets**

<b>Contract Area</b>	<b>2025</b>	<b>%</b>
Loretto	100,617,600	2.34%
Greenfield	254,349,100	5.90%
Corcoran	1,049,848,900	24.37%
Medina	2,578,001,200	59.85%
Independence	324,967,600	7.54%
	<b>4,307,784,400</b>	<b>100.00%</b>

**2025      Yearly      Quarterly**

Loretto	\$67,402.83	\$16,850.71
Greenfield	\$88,860.59	\$22,215.15
Corcoran	\$234,460.05	\$58,615.01
**Medina**	\$719,595.13	\$179,898.78
Independence	\$129,677.39	\$32,419.35

<b>Call Hours</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Total</b>	<b>Usage</b>
Loretto	536	396	912	1844	9.29%
Greenfield	573	627	670	1870	9.42%
Corcoran	947	1029	1212	3188	16.05%
Medina	3124	2996	3895	10015	50.43%
Independence	1063	896	983	2942	14.81%
				<b>19859</b>	

<b>Contract Area</b>	<b>Market Value</b>	<b>%</b>	<b>Contract Area</b>	<b>Call Hours</b>	<b>Usage</b>
Loretto	\$13,547.15	2.34%	Loretto	\$53,855.68	9.29%
Greenfield	\$34,245.56	5.90%	Greenfield	\$54,615.04	9.42%
Corcoran	\$141,351.63	24.37%	Corcoran	\$93,108.41	16.05%
Medina	\$347,102.03	59.85%	Medina	\$292,497.10	50.43%
Independence	\$43,753.63	7.54%	Independence	\$85,923.76	14.81%
	<b>\$580,000.00</b>			<b>\$580,000.00</b>	

<b>Actual Payments to Fire</b>	<b>MV</b>	<b>CH</b>	<b>2025 Amount</b>	<b>2024 Amount</b>	<b>2025 Amount</b>	<b>Increase/ Decrease from 2024</b>	
Loretto	\$13,547.15	\$53,855.68	<b>\$67,402.83</b>	\$55,938.11	\$67,402.83	\$11,464.72	17.0%
Greenfield	\$34,245.56	\$54,615.04	<b>\$88,860.59</b>	\$95,112.53	\$88,860.59	(\$6,251.93)	-7.0%
Corcoran	\$141,351.63	\$93,108.41	<b>\$234,460.05</b>	\$204,781.71	\$234,460.05	\$29,678.33	12.7%
**Medina**	\$347,102.03	\$292,497.10	<b>\$639,599.13</b>	\$544,585.94	\$639,599.13	\$95,013.19	14.9%
Independence	\$43,753.63	\$85,923.76	<b>\$129,677.39</b>	\$109,246.20	\$129,677.39	\$20,431.19	15.8%
	<b>\$580,000.00</b>	<b>\$580,000.00</b>	<b>\$1,160,000.00</b>	<b>\$1,000,000.00</b>	<b>\$1,160,000.00</b>		

**\*\* City of Medina - \$79,996.00 Additional for Capital reimbursment.\*\***

**\*2025 City of Medina Total Amount - \$ 719,595.13\***

PARK IMPROVEMENT PRIORITY LIST

estimates in red are from 2017

City Hall 1)

Lion's Park

Priority	Description	Cost Low Range	Cost High Range	saved balance	Notes
1	Bathroom upgrades <b>NEEDS PLANS/QUOTES</b>	\$25,000	\$30,000		
2	Driveway/Parking Lot improvements				
3	Shade trees	\$1,000	\$5,000		depending on size/type/number
4	Band Shell				
	Basketball hoop				idea brough forward by a resident
	Pickleball courts		\$50,000	\$6,000	Medina plans to add 2 pickleball courts to Maple Park, about 1 mile south of Loretto
	Dog Park (project not supported by Lions Club)			\$6,000	council reallocated towards Pickleball Courts at 6/13/23 meeting
in-progress	Playground improvements		\$59,293	\$14,993	HYSG grant awarded for \$45,293 July 2023
Completed 2021	Community Building				funded by Lions Donations and city funds
Completed 2023	Concrete sidewalk from Lorenz St. parking lot to Community Building				funded by city funds
Completed 2023	Lions Signs				paid by Lions, constructed and installed by Drew Nielsen, Eagle Scout Project
	<b>Total</b>	<b>\$26,000</b>	<b>\$144,293</b>		

**PARK IMPROVEMENT PRIORITY LIST**

estimates in red are from 2017

**Arnold Klaers Baseball Field**

Priority	Description	Cost Low Range	Cost High Range	Saved Balance	Notes
1	Concession Stand/Press Box	\$ 15,000	\$ 40,000		
2	Back wall replacement	\$ 40,000	\$ 50,000		
3	Fencing and gates	\$ 5,000	\$ 10,000		
4	Home Plate Halo - 10'	\$ 10,000	\$ 15,000		
5	Parking Lot Improvements				
in-progress	Foul poles/batting cage post padding/ batting cage L screen net replacement/ batting cage sock net replacement (HYSG awarded)		\$ 10,950		funded by HSYG/LCAA/city
	<b>Total</b>	<b>\$ 70,000</b>	<b>\$ 125,950</b>		

**Athletic & Recreational Park**

Priority	Description	Cost Low Range	Cost High Range	Saved Balance	Notes
1	asphalt overlay		\$ 65,000	\$ 31,420	saving since 2009
2	Walkway between fields		\$ 25,000	\$ 20,000	saving since 2019
3	Fencing and gates	\$ 10,000	\$ 20,000		
4	Parking Lot Improvements/Lighting				
5	aluminum bleachers	\$ 20,000	\$ 40,000		Uline 21' - 4 level bleacher \$20,000 for 6 bleachers; high estimate for bleachers with back at the top.
6	wall-mount drinking fountain/bottle filler	\$ 3,000	\$ 6,000		depends on #gl held, at what temp, whether filtered - ARPA - do this in 2024?
7	Shade trees	\$ 1,000	\$ 5,000		depending on size/type/number
completed 2023	Backstop pads/punch out pockets/tarps (HYSG awarded)		\$ 10,500		funded by HYSG/Vortex/City
completed 2024	Dugout improvements (facility grant awarded)		\$ 75,000		funded by HYSG/Vortex/City
in-progress	Dugout helmet.bat storage/base sets (HYSG awarded)		\$ 11,237		funded by HYSG/Vortex/City
in-progress	bathroom upgrades		\$ 46,140	\$ 17,197	28,943 allocated ARPA; saving since 2017
	<b>Total</b>	<b>\$ 34,000</b>	<b>\$ 303,877</b>	<b>\$ 68,617</b>	



**PARK IMPROVEMENT PRIORITY LIST**

estimates in red are from 2017

**Highland Park**

Priority	Description	Cost Low Range	Cost High Range	saved balance	Notes
Completed 2018	Pollinator garden				paid through city funds, installed and maintained by Veronica Shafer and Loretto Garden Club members
Completed 2019	Picnic Shelter with grill				paid through city funds saved
Completed 2019	Trees - 3 flowering crab trees				paid through city funds saved
Completed 2022	Playground improvements				paid through city funds saved and HYSG
	<b>Total</b>	\$ -	\$ -	\$ -	

**Ponds Park**

Priority	Description	Cost Low Range	Cost High Range	saved balance	Notes
Completed 2018	Playground improvements				paid through city funds saved and HYSG
Completed 2020	Picnic Shelter with grill				paid through city funds, constructed by Dylan Scheibe, Eagle Scout Project
	<b>Total</b>	\$ -	\$ -	\$ -	

PROPOSED 2025 CIP

City Hall 1)

Department Description	year started	saved balance	estimate	2023	2024	2025	2026	2027	2028	2029	2030
<b>Public Works Equipment (PWE)</b>											
4 x 4 Pickup replace 2002 & 2015						\$5,000	\$5,000	\$5,000			
Salt and sand spreader					\$6,500						
Gater replacement					\$6,800	\$6,800	\$6,800				
Ford 550 with Snow Plow and Sander						\$10,000	\$10,000	\$10,000			
Lawn Mower					\$4,000	\$4,000	\$4,000				
Skidsteer				\$5,000	\$6,500	\$7,700	\$6,500	\$6,500			
<b>Public Works Equipment sub-total*</b>				<b>\$5,000</b>	<b>\$23,800</b>	<b>\$33,500</b>	<b>\$32,300</b>	<b>\$21,500</b>			
<b>Administrative - 101-41570-500</b>											
				Utility Clerk	Public Works	City Clerk	Utility Clerk	Public Works	City Clerk	Utility Clerk	
Computer (desktop) replacements	ongoing	see below	ongoing	\$2,000	\$2,000	\$2,500	\$2,500	\$2,500	\$3,500	\$3,000	
Laptop computer upgrades	ongoing	see below	ongoing	\$1,000	\$0	\$500	\$500	\$500	500	500	
Podium					\$500						
<b>Adminstrative sub-total</b>		<b>4,813</b>		<b>\$3,000</b>	<b>\$2,500</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$4,000</b>	<b>\$3,500</b>	
<b>Attorney - 101-41610-500</b>											
Code updates	2012	13,098	15,000	\$2,000	\$0	\$3,000					
<b>Attorney sub-total</b>				<b>\$2,000</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Planning - 101-41910-500</b>											
Grants to match for RAC											
<b>Planning sub-total</b>		<b>16,887</b>									
<b>Civil Defense - 101-42500-500</b>											
Siren Replacement	2016	16,850		allocated \$5286 ARPA funds			siren purchased in 2022				
<b>Civil Defense sub-total</b>											
<b>Streets - 101-43100-500</b>											
Finish Quiet Zone and Replace Pavers		just under 40,000 saved for street			\$5,000		removed \$5000 from 2025, 2026, 2027 completed with CR19 proj				
Solar Speed Sign on CR19 heading south					\$2,000	\$2,000	\$2,000				
PWE portion for Streets				\$2,500	\$10,250	\$14,700	\$13,700	\$12,000			
<b>Streets sub-total</b>				<b>\$2,500</b>	<b>\$17,250</b>	<b>\$16,700</b>	<b>\$15,700</b>	<b>\$12,000</b>			

**PROPOSED 2025 CIP**

Department Description	year started	saved balance	estimate	2023	2024	2025	2026	2027	2028	2029	2030
<b>Parks - 101-45200-500</b>											
Walkway between Arnold Klaers/Bob Koch	2019	20,000	25,000	\$5,000	\$5,000						
Overlay around softball concession	2009	31,420	65,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Lions Park Building Revamp (2022-2025 repay Interfund Loan)		-		\$10,000	\$10,000	\$10,000					
Aluminum bleachers at softball fields (6)	2025		20,000			\$5,000	\$5,000	\$5,000	\$5,000		
Bathrooms at softball field (done 2024)	2017	17,197	25,000	\$0	\$10,000	use estimated \$16,500 ARPA funds					
Bathroom upgrades at Lions Park	2025		25,000			\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
wall-mount drink fount/bottle filler softball	2025		2,000			\$1,000	\$1,000	\$1,000	reallocate 6000 saved for PickleBC ?		
Pickleball Courts	2023	6,000	50,000		\$12,500		removed \$12,500 from 2025, 2026, 2027 Maple Park courts				
Shade trees at softball and Lions parks	2025					\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Lions east parking lot blacktop			8,250			\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Baseball dugout plumbing rehab			need quote			\$1,000	\$1,000	\$1,000	\$1,000		
Basketball half court?											
Vortex Athletic Complex Improvements	2022	7,000	ongoing	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000			
Bandshell at Lions Park			need overall plan for Lions Park to determine feasibility								
PWE portion for Parks				\$1,000	\$5,350	\$6,800	\$6,700	\$3,000			
<b>Parks sub-total</b>				<b>\$28,000</b>	<b>\$54,850</b>	<b>\$43,800</b>	<b>\$33,700</b>	<b>\$30,000</b>			
<b>Water - 601-49400-500</b>											
Future Infrastructure Projects					\$11,000	\$10,000					
iPearl Meter Replacements						\$10,000	\$10,000	\$10,000	\$10,000		
Portable Colorimeter					\$2,500						
Meter reading pole					\$5,000						
Remote Meter Read Technology			to be purchased in 2023	\$0	\$0 split funding in 611/612						
Water Treatment Pilot Study							Estimate 40-50K Look into Federal technical grants				
Service Wells #2 & #3 (replace pumps & booster)		ongoing	ongoing	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
Valve replace Railway W/Lorenz St	2025		25,000			\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
PWE portion for Water				\$500	\$3,350	\$4,700	\$4,700	\$2,500			
<b>Water sub-total</b>				<b>\$5,500</b>	<b>\$26,850</b>	<b>\$34,700</b>	<b>\$24,700</b>	<b>\$22,500</b>			

**PROPOSED 2025 CIP**

<b>Department Description</b>	<b>year started</b>	<b>saved balance</b>	<b>estimate</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
<b>Wastewater 602-49450-500</b>											
Quad City Capacity Improvements				\$0	\$20,000	\$25,700	\$25,700	\$25,700	25700		
Meter reading pole					\$5,000						
Remote Meter Read Technology	to be purchased in 2023			\$12,500	split funding in 611/612						
Aerator	ngoing	ongoing	ongoing	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
I & I Issues (Two manholes per year)											
Replace sewer line south of RR tracks	2025 need engineering etc					\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
PWE portion for Wastewater				\$1,000	\$4,850	\$6,300	\$6,200	\$3,000			
<b>Wastewater sub-total</b>				<b>\$18,500</b>	<b>\$34,850</b>	<b>\$47,000</b>	<b>\$46,900</b>	<b>\$43,700</b>			
<b>Stormwater - 604-49600-500</b>											
LSWMP** (See Breakout sheet)				\$27,350	\$30,350	\$39,350	\$30,350	\$29,850			
PWE portion for Stormwater				\$0	\$0	\$1,000	\$1,000	\$1,000			
<b>Stormwater sub-total</b>				<b>\$27,350</b>	<b>\$30,350</b>	<b>\$40,350</b>	<b>\$31,350</b>	<b>\$30,850</b>			
PWE total (verify same amount above)				\$5,000	\$23,800	\$33,500	\$32,300	\$21,500			
<b>TOTAL CIP FOR ALL FUNDS</b>				<b>\$86,850</b>	<b>\$166,650</b>	<b>\$188,550</b>	<b>\$155,350</b>	<b>\$142,050</b>			

All sub-totals (except PWE) should equal the Capital Improvements (object code #500) in the budget.

\*\* Local Surface Water Management Plan

**Mary Schneider**

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**From:** Hennepin County <hennepin@public.govdelivery.com>  
**Sent:** Monday, July 29, 2024 10:02 AM  
**To:** Mary Schneider  
**Subject:** REMINDER - Fall 2024 grant updates and opportunities

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## Upcoming funding opportunities

The Hennepin County Youth Activities Grants (HCYAG) program is combining Facility and Playground grant opportunities into one application this fall.

This combined grant opportunity will be called the **Play Area** grant.

Applications for the following grant opportunities will be posted to the Hennepin County Supplier Portal on August 1, 2024.

- **Play Area grants:** \$1.7 million allocated with awards up to \$300,000
- **Equipment grants:** \$125,000 allocated with awards up to \$10,000

All applications must be submitted by **October 1, 2024**.

### Questions? Need technical assistance?

Contact Sarah Breyette, HCYAG Program Coordinator, at [youth.grants@hennepin.us](mailto:youth.grants@hennepin.us) or 612-348-8172.

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The Hennepin County Youth Activities Grants (HCYAG) program, formerly known as the Hennepin Youth Sports Program, has three grant initiatives: youth sports, arts and music, and water safety. To be eligible to apply, you must be a local government unit defined as a municipal district, park district, school district, or watershed district located in Hennepin

County. Local government units are encouraged to partner with non-profits, businesses, community-based organizations and youth associations when applying for funding.


Learn more at [Hennepin County Youth Activities Grants | Hennepin County](#).

### Contact us

[youth.grants@hennepin.us](mailto:youth.grants@hennepin.us)  
[hennepin.us/youth-grants](https://hennepin.us/youth-grants)

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CITY OF LORETTO  
STORMWATER POLLUTION PREVENTION PLAN (SWPPP) PUBLIC HEARING  
REPORTING ON 2023 ACTIVITIES

OVERVIEW

For the year 2023, 53 hours were put in administratively; 42 hours of Operations and Maintenance and 251 hours of technical assistance.

Information regarding Loretto's SWPPP is kept in a binder at City Hall. Anyone interested in reviewing the information is welcome to do so.

ADMINISTRATIVE

A large portion of administrative hours (23) were spent at the Pioneer Sarah Creek Watershed meetings by Council Member Daniels.

Clerk Treasurer Schneider's hours were spent completing the MS4 Annual Report, developing educational initiatives, working on MS4 renewal requirements including ordinance amendments, preparing this annual public report and documenting completed tasks. Utility Clerks Sheibe and Palmer's hours were spent developing educational articles for the city's quarterly newsletter.

Educational information is published on the website and in our quarterly newsletters. The city's high priority issues are 1) illicit discharge detection and elimination; and 2) phosphorous in lawn fertilizers.

OPERATION AND MAINTENANCE

2023 operation and maintenance hours were spent assessing drainage issues; inspecting stockpiles and material storage; gathering data on the efficiency of stormwater ponds; working with engineering on stormwater pond sediment investigation and ditch cleanouts; inspecting structural pollution control devices, outfalls, and high priority areas for illicit discharges; coordinating ditch cleanouts; and completing stormwater and illicit discharge detection and elimination training.

TECHNICAL ASSISTANCE

Technical assistance was provided by Stantec/Wenck Engineers Nicolas Cantarero, Ben Otto, Connor Johnson, Alicia Stone, Daniel Schaible, Isaac Eichmann, Jamie Sanchez, Katherine Kemmitt, Katherine Keller-Miller, Sylvia Doerr, Ryan Workman, Adam Garfield, Kent Torve, and Nick Wyers including the following:

- General MS4 assistance.
- Wetland annual reporting.
- Watershed TAC meeting representation.
- MS4 permit rules compliance.
- Stormwater pond and ditch cleanout engineering (the majority of the hours were spent here.)
- MS4 Smartsheet maintenance, to assist city staff with tracking MS4 permit requirements.

CITY OF LORETTO  
STORMWATER POLLUTION PREVENTION PLAN (SWPPP) PUBLIC HEARING  
REPORTING ON 2023 ACTIVITIES

**GOALS FOR 2024**

Public works goals include continuing to train staff on best practices for stormwater pollution prevention and illicit discharge detection and elimination; inspecting stockpiles, material handling and storage areas quarterly; inspecting outfalls and structural pollution control devices; inspecting high priority areas for illicit discharges.

From the Administrative Department's perspective, goals include continuing to educate the residents and business owners on best management practices through the newsletter and website; providing stormwater pollution prevention information at Fun Fest city booth; tracking MS4 permit requirements using the MS4 Smartsheet. Council representatives will continue to attend and participate in the Pioneer Sarah Creek Watershed Commission meetings.