

City of Loretto
Budget Workshop Special Meeting
Wednesday, August 22, 2018, 6:00 p.m.
279 N. Medina Street, Council Chambers
AGENDA

NOTE: Agenda times are approximate and subject to change according to length of discussion. To ensure that you are present for items of interest, please arrive at 6:00 p.m.

1. CALL TO ORDER 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

4. ACTION/PLANNING
 - a. Resolution 2018-33, CRJ Request for Letter of Credit (LOC) Reduction
 - b. Arnold Klaers Field HYFG - Quote for Infield Sod
 - c. Arnold Klaers Field HYFG - Quote for Outfield Top Dress

5. BUDGET GOALS OF COUNCIL - DISCUSSION POINTS 6:15
 - a. ALTERNATIVE REVENUE SOURCES
 - 1) TIF Revenue
 - 2) Small City Transportation Aid
 - b. Review 2019 Proposed Wages
 - c. Review Proposed Capital Improvement and Maintenance Spreadsheets
 - d. Review Wenck's 20 Year CIP Proposal
 - e. Review Capital Projects List - Priorities Discussion
 - f. Storage Discussion
 - g. Capital Fund (225) Parks - How to Allocate Funds Spent on 2015 Ford Pickup Truck
 - h. Interfund Loan for Lions Park Building Preliminary Expenses
 - i. Review Consultant Expenses for 2019
 - 1) Civil Attorney
 - 2) Criminal Attorney
 - 3) Planning
 - 4) Engineering

6. 2019 BUDGET PROPOSAL 7:00

7. WATER FUND BUDGETING 7:20

8. ADJOURN 7:40 p.m.

TO: HONORABLE MAYOR AND MEMBERS OF THE LORETTO CITY COUNCIL
FROM: MARY SCHNEIDER, CITY CLERK TREASURER AND JEFF LEUER, PUBLIC WORKS DIRECTOR
DATE: 8/17/2018
RE: 8/22/18 2019 BUDGET SPECIAL MEETING MEMO

The goal of this meeting is to give direction to staff to resolve budgeting issues before the Proposed Levy (also known as the "Current Ad Valorem Taxes") is set at the September 11th meeting. The levy is the amount of money needed to balance the budget from what we anticipate other revenue to be during the year. The levy is what our residents and business owners pay as a portion of their property taxes. We can always lower a proposed levy but can never increase it after it is set in September. The final levy and budget are set at the December council meeting.

This meeting was changed to a SPECIAL MEETING due to a few ACTION/PLANNING agenda items that were requested to be added.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

4. ACTION/PLANNING

a. Resolution 2018-33, CRJ Request for Letter of Credit (LOC) Reduction

CRJ Properties/Chad Johnson is requesting a reduction of \$20,000 on his letter of credit held by the city because he has paid the \$20,000 water and sewer connection fees (WAC and SAC). Included in the packet is an email from Paula that includes the language from the PUD Agreement about how to request reductions in the LOC. The full amount of the LOC is \$316,181.

RECOMMENDATION: Motion to approve Resolution 2018-33, A RESOLUTION APPROVING REDUCTION IN LETTER OF CREDIT FOR CHIPPEWA ESTATES DEVELOPMENT as submitted.

b. Arnold Klaers Field HYFG - Quote for Infield Sod

Included in the packet is an estimate from Town & Country Landscaping of Rogers for infield sod replacement at the Arnold Klaers Field. This is part of the facilities grant. Jeff and Kent will be present at the meeting for questions.

RECOMMENDATION: Motion to approve Estimate #337 from Town & County Landscaping of Rogers in the amount of \$14,329.50.

c. Arnold Klaers Field HYFG - Quote for Outfield Top Dress

Included in the packet is an estimate from Town & Country Landscaping of Rogers for top dressing the outfield turf at the Arnold Klaers Field. This is part of the facilities grant. Jeff and Kent will be present at the meeting for questions.

RECOMMENDATION: Motion to approve Estimate #338 from Town & County Landscaping of Rogers in the amount of \$5,650.

5. BUDGET GOALS OF COUNCIL – DISCUSSION POINTS

a. ALTERNATIVE REVENUE SOURCES

1) TIF Revenue

In August 2016, the final Pay Go loan payment to Loretto Properties was made. From that point forward, TIF revenues may be used to pay back the Interfund Loan from the General Fund. Over the past few years, the typical payment to the General Fund has been \$5,000, which is what is included in this 2019 Budget Proposal. At the end of 2018, the amount due to the General Fund (with interest) will be \$92,945.

The council could increase this interfund loan payment. The amount available at this time is \$44,600

2) Small City Transportation Aid

In 2015, the City received \$13,022 in Small City Transportation Aid. The council approved using that amount to fund street patching in 2018.

In 2017, an additional \$8,188 was received and \$8,118 is certified for receipt in 2018, giving an amount of \$16,317 available to fund street repairs in the 2019 budget. Jeff and I recommend using these funds to cover the crack filling/overlay/patching needed in 2019.

Moving forward, the state has not identified a permanent funding source for this aid to small cities. According to the League, there is support to continue the program, but there is no aid guaranteed aid for 2019 at this time.

b. Review 2019 Proposed Wages

Included in your packet is a **2019 Proposed Wages** spreadsheet detailing the numbers and allocations:

- This proposal includes a 3% wage increase for all staff
- It includes an increase in hours for the administrative department. It has become more and more difficult to stay within our budgeted hours and give the proper attention to all the duties our department needs to cover. I propose the following changes:
 - **Mary** - budget an additional 50 hours for Field Scheduling and 50 hours for managing a Facebook page for the city. These would be used AS NEEDED. Regular hours would remain at 30 hours/week.
 - **Connie** - change from 13 hours/week to 15 hours/week. These would be scheduled hours on Monday/Wednesday/Friday and Connie would take over some of my duties, including chairing the Fun Fest and Holiday Train planning committees.

- It includes 450 hours for on-call budgeting – split equally between Jeff, Jake and Aaron (same as in the 2018 budget.)
- Budget for Council wages was increased. In the past we budgeted for 13 council meetings and 90 additional meetings. I recommend budgeting for 14 council meetings and 90 additional meetings. With the wastewater project getting more attention over the next year, it seems prudent to plan for additional meetings.

c. Review Proposed CIP and Maintenance and Repairs Spreadsheets

Included in your packet are breakdown documents for the Capital Improvement Plan **(2019 Proposed CIP)** and the Repairs and Maintenance Schedule **(2019 Proposed Maintenance and Repairs)**.

How to read the **2019 Proposed CIP**: Public Works Equipment (PWE) is first listed in total amounts for each line item (top of CIP), then in the next sections of the CIP, PWE is broken out/allocated among Streets, Parks, Water, Wastewater and Stormwater. The light blue line items are totaled in the dark blue line item. Hope this makes sense to everyone-it's working well for staff.

d. Review Wenck's 20 Year CIP Proposal

Included in your packet is a proposal from Wenck to create a 20 year Capital Improvement Plan for streets, water, sewer and stormwater. Jeff will be present at the meeting to give more information and answer questions. The cost estimates for each fund have been included in the current budget under engineering.

e. Review Capital Projects List - Priorities Discussion

Included in your packet is the spreadsheet Melissa presented at the August 8th council meeting. Council directed that prioritizing these projects should be discussed at the budget meeting.

f. Storage Discussion

Included in your packet is a memo from Jeff from our February 2018 council meeting that gives a breakdown of storage the city uses. One issue was the loss of public works storage at West Hennepin Auto and another was lack of storage for the administrative department. The consensus from that meeting was that secure storage was needed and would be discussed further at the budget planning meeting. I am of the opinion that administrative storage is workable and there is no need to pursue new storage at this time.

I'm not sure if Jeff will be ready to discuss public works storage at the meeting on Wednesday. With the election and everything going on, I didn't bring this up to him before he was done with work for the week on Friday. My apologies to the council for dropping the ball on this one. It has been a really busy and demanding few weeks.

g. Capital Fund (225) Parks - How to Allocate Funds Spent on 2015 Ford Pickup Truck

Over the last few months we've discussed the set-asides in the Parks Capital Fund (225) a few times, and it was identified that \$1200 was used for payment of the 2015 Ford Pickup Truck, but does not fit into the current allocations. I had asked for direction on which set-aside(s) to allocate the \$1200 and was directed to bring this to the budget meeting for discussion. In your packet is the set aside summary for your review.

h. Interfund Loan for Lions Park Building Preliminary Expenses

While preparing this budget, it has come to my attention that we have a bit of a problem with the interfund loans that were made from the Capital Fund Attorney (225) to the new Lions Park Building Fund (226) to complete the preliminary engineering/architectural work. The full amount loaned was \$13,800 (see copies of the resolutions included in your packet.) The idea had been to repay the Capital Fund (225) with bond proceeds. Since the project is not moving forward, there will not be any bond proceeds. I have reached out to our auditors to get advice on how to resolve this and hope to have an answer in time for the meeting on Wednesday.

i. Review Consultant Expenses for 2019

1) Civil Attorney

I decreased the budgeted amount for Paula from \$13,000 to \$11,000 based on actuals.

2) Criminal Attorney

I decreased the budgeted amount for Steve Tallen from \$7,000 to \$5,000 based on actuals.

3) Planning

I lowered the planning budget from \$10,000 to \$6,000. Last year was higher due to 2040 Comp Plan work. That will be done by the end of 2018. In 2019, the city will need to begin making zoning/city code changes based on what we put in our Comp Plan. We will be needing Bob's assistance for this work. In the coming years, once those changes are completed, we could go back down to a lower budget for planning.

4) Engineering

Engineering expenditures are broken out amongst four funds:

Fund	2019 Proposed	Explanation
General (streets)	\$8,500	\$7500 for the Wenck infrastructure CIP and \$1000 for other engineering work that may be needed for the General Fund departments.
Water	\$2,000	For the Wenck infrastructure CIP
Sewer	\$23,000	\$20,000 for wastewater hookup and \$3,000 for the Wenck infrastructure CIP
Stormwater	\$6,000	\$3,500 for the Wenck infrastructure CIP and \$2,500 for MS4/permit renewal assistance

6. 2019 BUDGET PROPOSAL

Included in your packet is the **FUNDS AT A GLANCE** document, which shows the 2019 revenues and expenditures totals as laid out in this budget proposal.

Also included in your packet is the **2019 Budget Proposal Explanation**. For each line item in the budget, this document shows the account description, the previous year's amount, this year's proposed amount, the increase or (decrease), and an explanation of the line item. At the end of each Fund, the totals for Revenue and Expenditure are laid out and highlighted.



Please review these documents and be ready with any questions you may have about any of the line items. We will not be going through each line item of the **2019 Budget Proposal Explanation** at the meeting, only the totals and the issues already mentioned above.

7. WATER FUND BUDGETING

I just wanted to bring to your attention that the Water Fund may need an increase in rates in the coming year. Jeff and I had to really work to get this enterprise fund to come in close to budget and Jeff had to cut some of his line items to make it work. This doesn't have to happen this year, but staff believes it will likely be necessary in 2019.

8. ADJOURN

Action a.

RESOLUTION NO. 2018-33

Motion By:
Seconded By:

**A RESOLUTION APPROVING REDUCTION IN LETTER OF CREDIT
FOR CHIPPEWA ESTATES DEVELOPMENT**

WHEREAS, the City of Loretto (the “City”) holds a Letter of Credit in its factor from Bank West as security for construction of improvements required by the Development Agreement of April 10, 2018 between the City and CRJ Properties MN, LLC (“CRJ”); and

WHEREAS, CRJ has paid \$20,000 to the City as required for the SAC and WAC charges.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Loretto, Minnesota that a reduction in the Letter of Credit by the amount of \$20,000 is hereby approved.

VOTING AYE

___ Daniels, Brenda
___ Koch, Kent
___ Markham, Melissa
___ Neumann, John
___ Sevigny, Brian

VOTING NAY

Daniels, Brenda__
Koch, Kent__
Markham, Melissa__
Neumann, John__
Sevigny, Brian__

**Whereupon, said Resolution is hereby declared passed on this
22nd day of August, 2018**

Kent Koch, Mayor

ATTEST:

Mary Kaye Schneider, City Clerk Treasurer

Mary Schneider

From: Paula Callies <pcallies@callies-law.com>
Sent: Thursday, August 09, 2018 10:47 AM
To: 'CRJ Properties MN'; Mary Schneider
Subject: RE: 8/9/18 Letter of Credit Reduction

Hello,

Below is the process for obtaining a reduction in the LOC from par.3.2, p. 6 of the Development Agreement. It will need to be placed on a council agenda. It may be possible to add this as an action item to the meeting on 8/22, otherwise September.

Reduction in the Security may be granted upon written request by the Developer based upon the value of the completed work at the time of the requested reduction. The amount of the reduction will be submitted to the City Council for action. The Security may not be reduced to less than 20% of the original amount until all work required of the Developer by this Agreement has been completed and accepted by the City. Prior to releasing any portion of the letter of credit or accepting another letter of credit in replacement, the City shall first be satisfied regarding the quality of the construction and that the Developer has taken such steps as may be necessary to ensure that no liens will attach to the Property.

Paula A. Callies
Callies Law, PLLC
5500 Wayzata Blvd., Suite 1000
Minneapolis, MN 55416
(763)546-8020
pcallies@callies-law.com

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From: CRJ Properties MN <crjpropertiesmn@gmail.com>
Sent: Thursday, August 9, 2018 7:20 AM
To: Paula Callies <pcallies@callies-law.com>; Mary Schneider <mschneider@ci.loretto.mn.us>
Cc: Craig Boysen <craigb@bankwestmn.com>
Subject: 8/9/18 Letter of Credit Reduction

Good morning. Can you send me a document stating that the letter of credit can be reduced by \$20,000.00 as the SAC & WAC Fees have been paid.

--

Thank You,

Chad Johnson
CRJ Properties MN LLC
612-770-0603

Town & Country Landscaping of Rogers,
 Inc.
 11920 Park Dr.
 Rogers, MN 55374

Action b.
Estimate

Date	Estimate #
8/10/2018	337

Name / Address
City of Loretto Loretto, MN 55357

			Project
Description	Qty	Cost	Total
If we were to do all proposed estimates: 334,335,336 it would look like this:			0.00
remove all sod from infield square, both foul territory turfs, left and right, and remove foul line area to remove paint build up.		6,000.00	6,000.00
Bluegrass Sod Roll @ yard	1,775	4.50	7,987.50
topsoil	18	19.00	342.00
Sales Tax		7.275%	0.00
Total			\$14,329.50

Customer Signature _____

Action C.

Estimate

Town & Country Landscaping of Rogers,
Inc.
11920 Park Dr.
Rogers, MN 55374

Date	Estimate #
8/10/2018	338

Name / Address
City of Loretto Loretto, MN 55357

Project

Description	Qty	Cost	Total
Top dress 5 end dumps or 125 ton of topdressing sand onto outfield turf after the field has been sliced.		5,500.00	5,500.00
After the topdressing the field will be deepened with the Agrivator aerator to work the sand into the profile.			
mobilization of men and equipment		150.00	150.00
Sales Tax		7.275%	0.00
		Total	\$5,650.00

Customer Signature _____

**PROPOSED 2019 WAGES
CITY OF LORETTO**

Discussion b.

				APPROVED Loretto Wages						
				2018						
Represents 3% increase for all. Includes 450 additional hours for call benefits, split between 3 PW staff.										
Increased Council wages to account for additional meetings (went over budget in 2017 and likely to go over in 2018)										
Increased Connie's hours to 15/week										
Budgeted extra 50 hours for Mary for Park Coordinator duties										
Name	Hours/ week	Hours/ Year	Wage Per Hour	Total	PERA (City)	PERA (Empl)	Net	SS	Medicare	Total
PWD (JL)	40	2230	\$ 32.93	\$ 73,433.90	\$ 5,507.54	\$ 4,773.20	\$ 68,660.70	4552.90	\$ 1,064.79	\$ 84,559.14
JL ADD COMP	40	2080	\$ 2.89	\$ 6,011.20	\$ 450.84	\$ 390.73	\$ 5,620.47	372.69	\$ 87.16	\$ 6,921.90
PW PPT-1	32	1814	\$ 19.67	\$ 35,681.38	\$ 2,676.10	\$ 2,319.29	\$ 33,362.09	2212.25	\$ 517.38	\$ 41,087.11
PPT-1 ADD COMP	32	1664	\$ 2.89	\$ 4,808.96	\$ 360.67	\$ 312.58	\$ 4,496.38	298.16	\$ 69.73	\$ 5,537.52
PW PPT-2	32	1814	\$ 17.51	\$ 31,763.14	\$ 2,382.24	\$ 2,064.60	\$ 29,698.54	1969.31	\$ 460.57	\$ 36,575.26
PPT-2 ADD COMP	32	1664	\$ 2.89	\$ 4,808.96	\$ 360.67	\$ 312.58	\$ 4,496.38	298.16	\$ 69.73	\$ 5,537.52
Clerk	30	1660	\$ 22.70	\$ 37,682.00	\$ 2,826.15	\$ 2,449.33	\$ 35,232.67	2336.28	\$ 546.39	\$ 43,390.82
Clerk ADD COMP	30	1560	\$ 2.89	\$ 4,508.40	\$ 338.13	\$ 293.05	\$ 4,215.35	279.52	\$ 65.37	\$ 5,191.42
Utility Clerk	15	880	\$ 15.30	\$ 13,464.00	\$ 1,009.80	\$ 875.16	\$ 12,588.84	834.77	\$ 195.23	\$ 15,503.80
Council	770/ meeting	18	\$ 800.00	\$ 14,400.00	\$ 720.00	\$ 720.00	\$ 13,680.00	892.80	\$ 208.80	\$ 16,221.60
				\$ 226,561.94	\$ 16,632.15	\$ 14,510.53				
										Total Wages/Benefits \$ 260,526.07
Pera rates for 2018 = employee 6.5% - employer - 7.5% (increase of .25% in both employee and employer rates effective 1/1/15)										
SS & Medicare Employer rates are 6.2% & 1.45%, employee rates are 6.2% for SS (starting in 2013)										
										2018 Approved: \$ 250,190.00
										Increase = \$ 10,336.07
Council wage is \$170/month for Mayor and \$150/month for Council + \$40/per additional meeting as a designated representative										
\$14,400 reflects 14 Council meetings @ \$770/meeting and 90 additional meetings @ \$40/meeting										
Minimum compensation for each is set at \$1,800, maximum each is \$3,600 per year.										
Breakdown by Departments										
2019										
PWD (JL) time is divided into 6 areas: Park 8%, Streets 25%, Fire 22%, Water 17%, Wastewater 24%, Stormwater 4%										
PW PPT-1 is average of Park 15%, Street 48%, Water 12%, Wastewater 21%, Stormwater 4%										
PW PPT-2 divided into Park 10%, Street 40%, Water 20%, Wastewater 26%, Stormwater 4%										
Allocations adjusted based on averages from 2012-2016										
Clerk is divided into 6 areas: Clerk 50%, Water 14%, Wastewater 18%, Garbage/recycling 10% and Stormwater 8%										
Utility Clerk: Clerk 44%, Water 16%, Wastewater 20%, Garbage/recycling 12% and Stormwater 8%										
										*incl 50 hrs for Park Coor duties + 50 hrs for Facebook
										**includes 100 hours for covering office hrs for Mary

**PROPOSED 2019 WAGES
CITY OF LORETTO**

	Park (Gen)	Street (Gen)	Fire (Gen)	Water	Wastewater		Garbage/Recy	Stormwater	Clerk (Gen)	Total	
JL	\$ 7,318.48	22,870.26	\$ 20,125.83	\$ 15,551.78	\$ 21,955.45			3659.24		\$ 91,481.03	
PW PPT-1	\$ 6,993.69	22,379.82		\$ 5,594.96	\$ 9,791.17			1864.99		\$ 46,624.63	
PW PPT-2	\$ 4,211.28	16,845.11		\$ 8,422.55	\$ 10,949.32			1684.51		\$ 42,112.77	
										\$ -	
Clerk				\$ 6,801.51	\$ 8,744.80		\$ 4,858.22	3886.58	\$ 24,291.12	\$ 48,582.25	
Utility Clerk				\$ 2,480.61	\$ 3,100.76		\$ 1,860.46	1240.30	\$ 6,821.67	\$ 15,503.80	
Council	\$ 16,221.60									\$ 16,221.60	
									Total	\$ 260,526.07	
PW Total	\$ 18,523.45	62,095.19	\$ 20,125.83	\$ 38,851.41	\$ 54,541.50		\$ 6,718.68	12335.62	\$ 31,112.79	\$ 260,526.07	
Council	\$ 16,221.60										
Total for all Funds	General			Water	Sewer		Garbage/Recy	Stormwater		Total	
	\$ 148,078.86			\$ 38,851.41	\$ 54,541.50		\$ 6,718.68	12335.62		\$ 260,526.07	
	Wage	Clerk	Water	Wastewater	Garbage/Recycling		Stormwater	Total			
Mary	\$ 42,190.40	21095.20	\$ 5,906.66	\$ 7,594.27	\$ 4,219.04		\$ 3,375.23	42,190.40			
Benefits	\$ 6,391.85	3195.92	\$ 894.86	\$ 1,150.53	\$ 639.18		\$ 511.35	6,391.85			
								48,582.25			
Connie	\$ 13,464.00	5924.16	\$ 2,154.24	\$ 2,692.80	\$ 1,615.68		\$ 1,077.12	13464.00			
Benefits	\$ 2,039.80	897.51	\$ 326.37	\$ 407.96	\$ 244.78		\$ 163.18	2039.80			
								15503.80			
Budget		101-41400	601-41400	602-41400	603-41400		604-41400				
Clerk wages - 100		27019.36	\$ 8,060.90	\$ 10,287.07	\$ 5,834.72		\$ 4,452.35	55654.40			
Clerk benefits - 120		4093.43	\$ 1,221.23	\$ 1,558.49	\$ 883.96		\$ 674.53	8431.64			
			For Budget Breakdown - Rounding purposes						64086.04	Actual	
		101-41400	601-41400	602-41400	603-41400		604-41400				
	100	27020.00	\$ 8,060.00	\$ 10,290.00	\$ 5,840.00		\$ 4,450.00				
	120	4090.00	\$ 1,220.00	\$ 1,560.00	\$ 890.00		\$ 670.00				
	Budgeted	31110.00	\$ 9,280.00	\$ 11,850.00	\$ 6,730.00		\$ 5,120.00	64090.00	Budgeted		

PROPOSED 2019 CIP

Discussion c.

Capital Outlay Plan

Department Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Public Works Equipment (PWE)										
4 x 4 Pickup	\$15,000					\$15,000	\$15,000			
Snow Plow for Tractor	\$15,000									
Power Washer		\$4,000								
Ford 550 with Snow Plow and Sander		\$26,000	\$26,000							
Lawn Mower			\$3,000	\$3,000	\$4,000					
Skidsteer	\$3,000	\$3,000	\$3,500	\$6,500	\$3,500	\$4,500	\$3,500			
Public Works Equipment sub-total*	\$30,000	\$33,000	\$32,500	\$9,500	\$7,500	\$19,500	\$18,500			
Administrative - 101-41570-500										
Computer upgrade		\$1,600				\$1,600	\$900	\$900	\$900	\$900
Office furnishings/SECURITY UPGRADES			\$3,000							
Adminstrative sub-total	\$0	\$1,600	\$3,000		\$0	\$1,600	\$900	\$900	\$900	\$900
Attorney - 101-41610-500										
Code updates	\$2,000	\$2,000	\$2,000	\$3,000	\$3,000	\$2,000				
Attorney sub-total	\$2,000	\$2,000	\$2,000	\$3,000	\$3,000	\$2,000	\$0	\$0	\$0	\$0
Planning - 101-41910-500										
Grants to match for RAC										
Planning sub-total										
Civil Defense - 101-42500-500										
Saving up for Siren Replacement			\$5,000	\$5,000	\$5,000	\$5,000				
Civil Defense sub-total			\$5,000	\$5,000	\$5,000	\$5,000				
Streets - 101-43100-500										
Quiet Zone		\$10,000								
Chippewa Road Overlay	\$30,000	\$0								
Snow blower (2017)/Pathway to CRJ Development (2019)				\$5,000		\$9,000				
Ford F550 with Snow Plow and Sander (PWE)			\$20,000							
Skid Steer (PWE)			\$1,000	\$4,000	\$1,500	\$2,000				
Lawn mower-2018/ 4 x 4 Pickup-2019 (PWE)					\$650	\$3,000				
PWE portion total for Streets	\$13,000	\$26,500	\$21,000	\$4,000	\$2,150	\$5,000				
Streets sub-total	\$43,000	\$36,500	\$21,000	\$9,000	\$2,150	\$14,000				

PROPOSED 2019 CIP

Department Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Parks - 101-45200-500										
<i>Baseball and Softball Fields (pre-2014)</i>										
<i>Blacktop drive off of Lorenz Street</i>										
<i>Concession Roof</i>										
<i>Fencing</i>										
<i>Retaining wall</i>										
<i>Walkway to lower fields (budget for?)</i>										
Walkway between Arnold Klaers/Bob Koch fields						\$5,000	\$5,000	\$6,000		
Overlay around softball concession	\$6,500	\$8,000	\$5,000	\$10,000		\$5,000	\$5,000	\$5,000	\$5,000	
Bridge over ditch at Gary's										
Bathrooms at baseball field										
Bathrooms at softball field				\$6,000						
Playground equipment at Ponds (2018) & Highlands (2019)parks					\$4,000	\$4,000				
Grills and trees at Highlands & Ponds parks				\$3,500						
Saving for Shelters/Concrete Pads (Highlands & Ponds Parks)			\$5,000	\$5,000		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Ford F550 with Snow Plow and Sander (PWE)			\$1,000							
Skid Steer (PWE)			\$1,000	\$1,000	\$500	\$1,000				
Lawn mower-2018/ 4 x 4 Pickup-2019 (PWE)			\$1,500	\$1,500	\$2,050	\$3,000				
PWE portion total for Parks	\$4,000	\$1,000	\$3,500	\$2,500	\$2,550	\$4,000				
Parks sub-total	\$10,500	\$9,000	\$13,500	\$27,000	\$6,550	\$16,000	\$13,000	\$14,000	\$8,000	\$3,000
Water - 601-49400-500										
HandHeld Reader		\$4,500								
Automatic Hydrant Flush (Highlands)										
Ford F550 with Snow Plow and Sander (PWE)			\$2,000							
Skid Steer (PWE)			\$500	\$500	\$500	\$500				
Lawn mower-2018/ 4 x 4 Pickup-2019 (PWE)			\$500	\$500	\$650	\$3,000				
PWE portion total for Water	\$4,000	\$2,500	\$3,000	\$1,000	\$1,150	\$3,500				
Water sub-total	\$4,000	\$7,000	\$3,000	\$1,000	\$1,150	\$3,500	\$0			
Wastewater 602-49450-500										
Aerator	\$6,000		\$6,000		\$6,000	\$5,000				
Flume meter (starting 2019)		\$5,500				\$2,000				
Line under County Road 19										
Correct dip in line	\$8,000									
I & I Issues (Two manholes per year)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000					Future hookup issues
I & I Machine										
Lift Station	\$2,500	\$5,000	\$5,000	\$7,000	\$7,000					Future hookup issues
MUSA Line	\$2,500	\$5,000	\$5,000							Future hookup issues

PROPOSED 2019 CIP

Department Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Wastewater 602-49450-500 CONTINUED										
Ford F550 with Snow Plow and Sander (PWE)			\$2,000							
Skid Steer (PWE)			\$1,000	\$1,000	\$1,000	\$1,000				
Lawn mower-2018/ 4 x 4 Pickup-2019 (PWE)			\$1,000	\$1,000	\$650	\$3,000				
PWE portion total for Wastewater	\$6,000	\$2,500	\$4,000	\$2,000	\$1,650	\$4,000				
Wastewater sub-total	\$32,014	\$25,015	\$25,000	\$14,000	\$19,650	\$11,000				
Stormwater - 604-49600-500										
Major Ditch cleaning	\$0				\$5,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Drainage Summit Avenue (starting 2019)	\$0									
LSWMP** (See Breakout sheet)	\$500	\$1,500	\$1,500	\$2,000	\$13,600	\$7,750				
4 x 4 Pickup truck			\$1,000			\$3,000				
PWE portion total for Stormwater	\$3,000	\$500	\$1,000		\$0	\$3,000				
Stormwater sub-total	\$3,500	\$2,000	\$2,500	\$2,000	\$18,600	\$14,750				
PWE portion (verify same amount above)	\$30,000	\$33,000	\$32,500	\$9,500	\$7,500	\$19,500				
TOTAL CIP FOR ALL FUNDS	\$93,014	\$81,115	\$75,000	\$61,000	\$56,100	\$67,850				

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

** = Local Surface Water Management Plan

PROPOSED 2019 LSWMP

YEAR	2015	2016	2017	2018	2019	2020	2021	2022
Stormwater - 604-49600-500								
Breakout for LSWMP Portion	\$1,500	\$1,500	\$2,000	\$13,600	\$7,750			
Water Quality 5.3.1.1								
5.3.1.1 - Fertilizers - Newsletters/education	\$50	\$50	\$100	\$100	\$50			
5.3.1.2 - Non-degradation policy	\$0	\$0						
5.3.1.3 - WWTF	\$150	\$150	\$200	\$500	\$150			
5.3.1.4 - Lake Sarah Ditches	\$50	\$50	\$100	\$100	\$50			
5.3.1.5 - Stormwater Ponds	\$0	\$0	\$100	\$6,000	\$5,000			
5.3.1.6 - Lake Sarah Phosphorus	\$0	\$0						
5.3.1.7 - Private Drainage Systems	\$0	\$0	\$100	\$100	\$0			
Total Water Quality	\$250	\$250	\$600	\$6,800	\$5,250			
Flooding & Stormwater Rate Control 5.3.2.1								
5.3.2.1 - Runoff- Newsletters/education	\$50	\$50	\$100	\$100	\$50			
5.3.2.2 - Private draintile - education	\$50	\$50	\$100	\$100	\$50			
5.3.2.3 - Flooding in park (see 5.3.1.6)	\$0	\$0						
5.3.2.4 - WWTF - I & I information in 2009	\$500	\$500	\$500	\$500	\$0			
Total Flooding & Stormwater	\$600	\$600	\$700	\$700	\$100			
Erosion & Sedimentation Problems 5.3.3								
5.3.3.1 - Construction erosion-Ord. #2005-12	\$0	0	\$0	\$50	\$50			
5.3.3.2 - Commercial activities-Ord. #2005-12	\$0	0	\$0	\$50	\$50			
Total Erosion & Sedimentation	\$0	\$0	\$0	\$100	\$100			
Impact of Land Use Practices & Developments 5.3.4								
5.3.4.1 - Impacts on wildlife	\$100	\$100	\$100	\$100	\$50			
5.3.4.2 - Conservation & restoration - Wetland Plan	\$500	\$500	\$500	\$500	\$250			
5.3.4.3 - Change impervious coverage flow	\$50	\$50	\$100	\$100	\$50			
Total Impact Land Use Practice & Developments	\$650	\$650	\$700	\$700	\$350			
Additions from 2017 LSWMP Updated CIP								
Buffer education for selected businesses				\$100	\$50			
Develop policy to address SW drainage onto private property or City streets				\$400	\$200			
Develop & post signage in ballfields RE pollution prevention				\$800	\$200			
Obtain easements or maintenance agreements for stormwater ponds				\$2,000	\$500			
PSCWM TMDL tasks				\$2,000	\$1,000			
Total additions from 2017 LSWMP CIP				\$5,300	\$1,950			
Stormwater Total	\$1,500	\$1,500	\$2,000	\$13,600	\$7,750			

DUES/SUBSCRIPTIONS FOR THE CITY OF LORETTO									
	Budget 2015	Budget 2016	Budget 2017	Budget 2018	Budget 2019	Budget 2020	Budget 2021	Budget 2022	Budget 2023
101-41900-433									
MN Association of Small Cities	415	415	420	420	420				
Delano Herald/Local Publication	250	250	300	270	290				
League of MN Cities	750	800	820	820	820				
Delano Seniors	1,500	1,600	1600	1700	1,750				
Hwy 55 Corridor (Wright County)	250	250	250	250	250				
NW Hennepin Leauge of Municipalities	200	200	200	200	200				
Canvas subscr. 1/5				75	-				
Other/Misc.	190	190	200	250	250				
General Fund Total	3,555	3,705	3,790	3985	3,980				
601-49400-433									
MN DNR (Water Fee)	300	300	250	250	200				
MN Dept of Health (Connection Fee - pd quarterly)	1,600	1,600	1600	1600	1,650				
MN Dept of Public Safety - Hazard Fee	50	50	50	50	50				
MN Rural Water Association	100	100	100	100	100				
Employee dues	50	50	50	50	50				
Water meter reader software support (HD Supply)			1920	2100	2,200				
Canvas subscription 1/5				75	75				
Water Fund Total	2,100	2,100	3,970	4225	4,325				
602-49450-433									
MPCA (Annual Permit)	505	505	505	505	505				
Employee dues	50	50	50	50	50				
MN Dept of Public Safety - Hazard fee	25	25	25	25	25				
MN Pollution Control Agency (every 5 years)	1400	**Renews every five years - next in 2020					1,400		
MN Rural Water Association	100	225	200	200	200				
Canvas Solutions Subscription 1/5			125	75	75				
Wastewater Fund Total	2080	805	905	855	855				
604-49600-433									
Pioneer-Sarah Creek	4900	5,200	5200	5000	5,000				
Stormwater Coalition	400	400	420	410	410				
Medina Stormwater Charges	1350	1,350	1800	1800	1,850				
MPCA (renewal of application fee)									400
Canvas subscription 1/5				75	75				
Stormwater Fund Total	6650	6,950	7,420	7285	7,335				
TOTAL ALL FUNDS	14,385	13,560	16,085	16,350	16,495				

PROPOSED 2019 Maintenance and Repairs

Discussion C.

Repairs and Maint. All sub-totals should equal the Repairs & Maintenance in the budget.

Department Description	2015	2016	2017	\$2,018	2019	2020	2021	2022	2023	2024	2025
Administrative - 101-41570-400											
Purchasing	\$ 750	\$ 1,100	\$1,300	\$1,500	\$1,800						
Adminstrative sub-total	\$750	\$ 1,100	\$1,300	\$1,500	\$1,800						
Streets - 101-43100-400											
Crack filling/Overlay/Patching	\$15,000	\$15,000	\$15,000	\$2,000	\$0	Use \$16,000 Small City Transportation Aid here					
Sealcoating		\$27,500	\$27,500	\$26,000	\$28,500			\$16,317 is available			
Sign Replacements	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000						
Sidewalk Repair/Reconstruction	\$3,000	\$3,000	\$3,000	\$10,000	\$10,000	\$10,000	\$10,000	Replace pavers along bike path			
On going repairs/maintenance	\$10,000	\$9,000	\$9,000	\$10,000	\$11,000						
Streets sub-total	\$29,000	\$55,500	\$55,500	\$49,000	\$50,500	\$22,000					
Parks 101-45200-400											
Baseball & Softball Fields											
Concession Stand - Sewer repair				\$28,000	(increased by \$13,000 to accommodate quotes received.)						
Playground area	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250						
Lion's Park											
Playground area	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250						
The Ponds											
Playground area					\$1,250						
The Highlands											
Playground area					\$1,250						
Overall ongoing repairs/maintenance	\$10,000	\$10,000	\$10,000	\$10,000	\$12,000						
New roof on baseball concession stand					\$2,000						
Parks sub-total	\$12,500	\$12,500	\$12,500	\$40,500	\$19,000						
Water - 601-49400-400											
Ongoing Repairs/Maintenance	\$21,000	\$25,000	\$24,000	\$25,000	\$23,000						
Reservoir Inspection/Cleaning	\$ 4,500		\$4,500								
Water sub-total	\$25,500	\$25,000	\$28,500	\$25,000	\$23,000						
Wastewater - 602-49450-400											
Ongoing repairs/maintenance	\$ 20,000	\$ 21,000	\$21,000	\$20,000	21000						
Televise I & I program	\$ 8,000										
Wastewater sub-total	\$28,000	\$ 21,000	\$21,000	\$20,000	\$21,000						

PROPOSED 2019 Maintenance and Repairs

Department Description	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Stormwater -604-49600-400											
Maintenance	\$5,000	\$5,000	\$5,000	\$5,000	5000						
Street Sweeping	\$3,500	\$5,000	\$3,500	\$3,500	3500						
Stormwater sub-total	\$8,500	\$10,000	\$8,500	\$8,500	\$8,500						
TOTAL MAINTENANCE ALL FUN	\$104,250	\$125,100	\$127,300	\$144,500	\$123,800						

alternative with 34,500 in Streets Sealcoating **\$95,300**

Engineer's Memo



Responsive partner.
Exceptional outcomes.

Discussion d.

20-Year Capital Improvement Plan

To: Jeff Leuer, Public Works Director

From: Kent Torve, PE

Date: August 15, 2018

Subject: 2019 CIP for Budget Meeting

The following list will move the City forward to completing a Capital Improvement Plan for streets, water, sewer and stormwater.

1.0 Streets

Provide a complete street quality analysis that defines

- ▲ Approximate age
- ▲ History of maintenance performed (typical)
- ▲ Visual inspection with Public Works
- ▲ Categorization and rankings of condition

- ▲ Cost estimate will be on per linear foot basis for replacement.
- ▲ Cost estimate will include full reconstruct of utilities also, (typically when a street is rebuilt the sewer and water are also rebuilt).

Street Condition Report and CIP Cost Estimate -- \$7,500

2.0 Stormwater

- ▲ Provide summary of stormwater features in the City, utilizing the Local Surface Water Management Plan
- ▲ Identify priority ponds for maintenance (cleaning) based on age, condition, water quality benefit, etc.
 - Note: High priority ponds will be individually analyzed for sediment depth, soil testing, and estimated cost outside of this report. Typically, a City will select the ponds/features to work on over a few years.
 - Winter of 2019 pond depths will be investigated as part of MS4

Stormwater pond cleaning prioritization -- \$3,500

3.0 Water

Recently City has started a review of its booster pump system for possible energy savings and that will be finalized outside of this study. This portion of the CIP study will look at next capital improvement.

- ▲ Cost estimate of a potential water quality treatment system (iron and manganese) at the Well House. Study will review flows, estimated treatment costs and land available for construction.
 - Note: Final bond payment is scheduled for 2025, so this will factored into the CIP.

Water Treatment CIP -- \$2,000

4.0 Sewer

- ▲ The main wastewater connection to MCES is underway with design and is well underway, therefore no WWTP analysis will be performed for this study.
- ▲ Cost estimate for replacing the main trunk sewer line along the railroad tracks.
 - Video inspection is scheduled for 2018 under normal maintenance. Analysis will use this video in cost estimating the replacement. Pipe bursting technology will be discussed.

Main Line Sewer Analysis -- \$3,000

5.0 Deliverable and Schedule

- ▲ The final deliverable will be a report with short term (5-year) and long term (20 year) CIP summary table with costs.
- ▲ Line item estimates for "annual maintenance" will also be placed in the table.
- ▲ Street analysis could begin this fall before snow cover delays work until April 2019.

Total cost for Sections 1.0 through 5.0 is \$16,000. The cost would be divided by utility or general fund for budget purposes and will be invoiced as described above.

Alternate 1-- Updated Maps

Wenck has provided a cost estimate for GIS system setup, and maps could be added as a line item to the GIS workplan or this CIP.

Discussion e.

2019 City Budget			
<u>WATER</u>	<u>AMOUNT</u>	<u>SUPPLIER</u>	<u>Category</u>
(1)Permanent Water Flusher	\$ 4,180.07	Core & Main	CIP
Water Flusher Installation	\$ 7,000.00	Burshville Construction	CIP
Boring for Auto Hydrant Flusher Discharge		Ernie Mayer	CIP
Move Fence at Well House	\$ 2,000.00	Dave Nelson	M&R
VFD's			
<u>WASTEWATER</u>			
Flume Meter	\$ 2,000.00	Brad White - First Technology Inc	CIP
MCES Engineering	\$ 20,000.00	Wenck	MCES
<u>Parks</u>			
Walkway between fields	\$ 16,500.00	Concrete, Asphalt or Wooden boardwalk	CIP
Highlands Playground Equip	\$ 30,000.00		CIP
Asphalt Softball Option #3	\$ 20,000.00	DMJ	CIP
Shelter PondsPark	\$ 8,000.00		CIP
Shelter Highlands Park	\$ 8,000.00		CIP
Concrete for Shelters (2)	\$ 6,000.00	Patnode Concrete	CIP
New Roof on Baseball Con	\$ 2,000.00		M&R
Picnic Tables			CIP
Replacing Community Bldg. w/covered patio			CIP
Lion's Park Bathroom: paint, new doors, replace concrete around it.			M&R
<u>Stormwater</u>			
Ditch Cleaning	\$ 10,000.00	Burshville Construction	M&R
Summit Ave Drain Tile	\$ 25,000.00	Ernie Mayer Boring	CIP
Pond Cleaning	\$ 10,000.00	Burshville Construction	CIP
	1		

2019 City Budget		Cont.	
<u>Streets</u>			
Albert Street Extention	\$ 33,402.00	Easement/MCES Project	MCES
Install Path way to CRJ	\$ 9,000.00	DMJ - Trail to Playground also.	CIP
Seal Coating #3 Area	\$ 28,500.00	Pearson Bros FOG add \$6000.00	M&R
Infrastructue Study		Wenck	ENGINEERING
<u>Other</u>			
Public Works Storage Space (Rental)	\$ 16,800.00		Rental
Garage Security System	\$975.00	WH Security	CIP

Discussion f.
~~Action e.~~

City of Loretto

Memo

To: Mayor Koch and Council Members
From: Jeff Leuer, Public Works Director
CC: Mary Schneider, City Clerk
Date: 1/30/2018
Re: Public Works Facilities

Mayor Koch and Council Members:

City Clerk Mary Schneider asked me to prepare an analysis on our current storage space being used by public works for the February city council meeting. Below is our current storage space:

- 1) **West Hennepin Auto – 1340 Sq. Feet.** This is used for the 1 ton truck, skid steer, skid steer attachments, snow plows, power washer, Cat Tractor and John Deere Gators during the summer months and misc. supplies. This space is donated to the City of Loretto by the Loretto Fire Department.
- 2) **Loretto Fire Department property building – 600 Sq. Feet.** This is used for storage on misc. supplies: Pallets – ballfield chalk, crack filling tar, black dirt act. It also houses holiday decorations, misc. tanks for: watering flowers, alum, weed spraying equipment, flower pots in winter, mowers in winter, wastewater pumps and hoses, Kiddie Train, etc. John Deere Gators during winter months. The City of Loretto pays the Loretto Fire Department \$400.00 per a month for this storage property.
- 3) **Well House #3 – 600 Sq. Feet.** This property is used for storing all water related supplies. Water meters, water valve keys, hydrant parts other supplies. City generator truck in the winter months. Road barricades, office records and other misc. supplies.
- 4) **Softball Building – 250 Sq. Feet.** Mower, field preparation equipment.
- 5) **City Garage – 600 Sq. Feet** - Repair and maintenance supplies. Tools, bolts, street signs, locating equipment, welders, grinder, drill press, refrigerator for storing wastewater samples and other misc. supplies.
- 6) **Current equipment being stored outside: 2 pickup trucks, 1 trailer, 1 field drag.**

Overall current storage being used is approxomently 3300 Sq. Feet.

I will be available at the February 13th, 2018 council meeting if you have any questions or you can contact me prior to the meeting.

Jeff Leuer
City of Loretto
Public Works

SET ASIDE SUMMARY		WITH APPROVED EXPENDITURES INCLUDED			
		Credits	Debits	RunningBalance	
Blacktop/Overlay		\$ 3,000.00		\$ 3,000.00	
			\$ (1,879.00)	\$ 1,121.00	
		\$ 4,000.00		\$ 5,121.00	
		\$ 4,000.00		\$ 9,121.00	
		\$ 10,000.00		\$ 19,121.00	
	Blacktopping approved 7/10/18		\$(19,121.00)	\$ -	\$ -
Fencing		\$ 3,000.00		\$ 3,000.00	
		\$ 4,000.00		\$ 7,000.00	
	Ponds playground funds approved		\$ (1,450.00)	\$ 5,550.00	
	Dog Park fencing approved 7/10/18		\$ (2,000.00)	\$ 3,550.00	\$ 3,550.00
Shelters/concrete pads		\$ 4,000.00		\$ 4,000.00	
		\$ 5,000.00		\$ 9,000.00	
	Ponds playground funds approved		\$ (1,450.00)	\$ 7,550.00	\$ 7,550.00
Grills & Trees @ neighborhood parks		\$ 3,500.00		\$ 3,500.00	
	5 trees purchased in May 2018		\$ (1,181.00)	\$ 2,319.00	
	Grill approved for Ponds Park		\$ (269.00)	\$ 2,050.00	
	Grill approved for Athletic Compl Park		\$ (269.00)	\$ 1,781.00	
	4 trees approved for Athl Compl Park		\$ (800.00)	\$ 981.00	\$ 981.00
Bathroom upgrades at SB concession		\$ 6,000.00		\$ 6,000.00	\$ 6,000.00
				Total set aside:	\$ 18,081.00
				Actual balance:	\$ 16,881.00

\$1200 difference due to payment for 2015 Ford Pickup truck

RESOLUTION NO. 2017-34
MOTION BY MEMBER: NEUMANN
SECONDED BY MEMBER: MARKHAM

**A RESOLUTION AUTHORIZING AN INTERFUND LOAN FROM THE CAPITAL
FUND FOR THE LIONS PARK BUILDING PROJECT PRELIMINARY
EXPENDITURES**

WHEREAS, the City of Loretto (“City”) has determined to begin work on a Lions Park Building Project for the purpose of providing a community building within the City; and

WHEREAS, the City is requesting a capital advance in the amount of \$10,000 from the Capital Fund (Fund 225) to the Lions Park Building Project Fund (Fund 226) as an interim financing source; and

WHEREAS, the City would like to repay the loan using bond proceeds; and

WHEREAS, it is deemed in the best interest of this community to approve the Interfund Loan to finance the preliminary expenditures.

NOW THEREFORE IT RESOLVED by the City Council of the City of Loretto:

That pursuant to Minnesota Statutes, Section 469.178, Subd 7, the City Council approves the Interfund Loan for the Lions Park Building Project preliminary expenditures, subject to the following requirements:

1. The principal amount of the Interfund Loan is \$10,000.
2. There will be no interest charged on the Interfund Loan.
3. The Interfund Loan will be repaid using bond proceeds in 2018.

VOTING AYE

Daniels, Brenda
 Koch, Kent
 Markham, Melissa
 Neumann, John
 Sevigny, Brian

VOTING NAY

Daniels, Brenda_
Koch, Kent_
Markham, Melissa_
Neumann, John_
Sevigny, Brian_

Whereupon, said Resolution is hereby declared passed
this 12th day of December, 2017.

Kent Koch, Mayor

ATTEST:

Mary K. Schneider, City Clerk Treasurer

RESOLUTION NO. 2018-07
MOTION BY MEMBER: NEUMANN
SECONDED BY MEMBER: DANIELS

**A RESOLUTION AUTHORIZING AN INTERFUND LOAN FROM THE CAPITAL
FUND FOR THE LIONS PARK BUILDING PROJECT PRELIMINARY
EXPENDITURES**

WHEREAS, the City of Loretto (“City”) has determined to begin work on a Lions Park Building Project for the purpose of providing a community building within the City; and

WHEREAS, the City is requesting a capital advance in the amount of \$3,800 from the Capital Fund (Fund 225) to the Lions Park Building Project Fund (Fund 226) as an interim financing source; and

WHEREAS, the City would like to repay the loan using bond proceeds; and

WHEREAS, it is deemed in the best interest of this community to approve the Interfund Loan to finance the preliminary expenditures.

NOW THEREFORE IT RESOLVED by the City Council of the City of Loretto:

That pursuant to Minnesota Statutes, Section 469.178, Subd 7, the City Council approves the Interfund Loan for the Lions Park Building Project preliminary expenditures, subject to the following requirements:

1. The principal amount of the Interfund Loan is \$3,800.
2. There will be no interest charged on the Interfund Loan.
3. The Interfund Loan will be repaid using bond proceeds in 2018.

VOTING AYE

_Daniels, Brenda
_Koch, Kent
_Markham, Melissa
_Neumann, John
_NP_Sevigny, Brian

VOTING NAY

Daniels, Brenda__
Koch, Kent__
Markham, Melissa__
Neumann, John__
Sevigny, Brian__

Whereupon, said Resolution is hereby declared passed
this 13th day of February, 2018.

Kent Koch, Mayor

ATTEST:

Mary K. Schneider, City Clerk Treasurer

NP = Not Present

2019 Budget Proposal

TO: HONORABLE MAYOR AND MEMBERS OF THE LORETTO CITY COUNCIL
 FROM: CITY CLERK TREASURER MARY SCHNEIDER & PUBLIC WORKS DIRECTOR JEFF LEUER
 DATE: 8/17/18
 RE: 2019 PROPOSED BUDGET FOR 08/22/18 Budget Workshop

Council direction at the July 10th council meeting was to bring a budget with a 5% levy increase for this first round of budget talks.

Reminder - the levy increase only applies to the GENERAL FUND (101). Revenues for the enterprise funds (Water, Wastewater, Garbage/Recycling and Stormwater) can only be increased by increasing user rates.

GENERAL FUND (101)	2019 Budget	
General Fund Revenues	544,209	
General Fund Expenditures	544,209	
	Difference	-
TIF FUND (200)		
TIF Fund Revenues	12,000	
TIF Fund Expenditures	12,000	
	Difference	-
CAPITAL FUND (225)		
Capital Fund Revenues	1,000	interest only
Capital Fund Expenditures	-	
	Difference	1,000
ENTERPRISE FUNDS		
WATER FUND (601)		
Water Fund Revenues	183,100	
Water Fund Expenditures	183,735	
	Difference	(635)
WASTEWATER FUND (602)		
Wastewater Fund Revenues	162,200	
Wastewater Fund Expenditures	154,215	
	Difference	7,985
GARBAGE/RECYCLING FUND (603)		
Garbage/Recycling Fund Revenues	49,080	
Garbage/Recycling Fund Expenditures	48,480	
	Difference	600
STORMWATER FUND (604)		
Stormwater Fund Revenues	53,650	
Stormwater Fund Expenditures	53,665	
	Difference	(15)
ENTERPRISE CAPITAL FUNDS	CURRENT BALANCE	
WATER CAPITAL FUND (611)	73,455	
WASTEWATER CAPITAL FUND (612)	99,362	
STORMWATER CAPITAL FUND (614)	21,482	

2019 BUDGET PROPOSAL EXPLANATION
For 08.22.18 Budget Special Meeting

2019 Budget Proposal

This document shows each account line item by Fund on both the Revenue and Expenditure side of the budget. Each line item shows an account description, the previous year's amount, this year's amount, the increase or (decrease), and an explanation. At the end of each Fund, the totals for Revenue and Expenditure are laid out and highlighted.

GENERAL FUND (101)				
General Fund Revenue				
Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Ad Valorem Taxes	383,480	402,654	19,174	This is the LEVY amount that will be collected from Loretto residents' and business owners' property taxes and remitted to the city in the months of June, October and December. Increased by 5% at this starting point, as directed by council at the July council meeting.
Liquor License	15,000	15,000	-	This is the amount that we take in from our liquor establishments.
Tobacco Licenses	-	-	-	There are no establishments in Loretto that sell tobacco products at this time.
Building Permits	4,000	4,000	-	This amount goes up and down each year, really no way to predict. The city keeps 60% of building permit fees and pays the building inspector (Metro West Inspections) 40% of permit fees.
State Grants and Aids	8,200	-	(8,200)	This is Small City Transportation Aid. According to the League, the state is trying to identify a permanent funding source for this aid, but hasn't done so at this time. No aid is guaranteed for 2019.
Local Government Aid	31,158	31,460	302	This is the certified amount from the state.
State Fire Aid	35,000	35,000	-	There is an expense side equal to this amount. This goes straight to the Loretto FD.
PERA Aid	95	95	-	From the state to help offset PERA
County Grants/Aid for HWY	1,200	1,200	-	This is grant money we apply for/receive from the county for street improvements (CAM)
Charges for Services	100	100	-	This is money we collect from various permits (driveway, right-of-way, etc.)
Zoning & Subdivision Fees	200	200	-	Fees that come in for zoning applications.
Park Fees	2,000	1,500	(500)	Fees that come in for use of the softball fields. I decreased this due to the decrease in user fees as set by the council.
Other Revenues	9,000	9,000	-	Revenue that comes in through the LCAA Operations and Maintenance Agreement, such as park supplies and electric utilities reimbursed to the city by the LCAA.

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Court Fines	5,000	5,000	-	This amount is generated from the Medina Police Dept stopping/charging people while in the city of Loretto. Actuals vary greatly year by year.
Interest Earnings	600	2,000	1,400	Earned interest has been up.
Refunds/Reimbursements	20,000	20,000	-	Per Jeff's employment contract, the Loretto Fire Department pays the city \$20,000 per year for allowing Jeff to work on fire dept administrative work and fire calls during his city hours.
Insurance Dividends	2,000	2,000	-	Dividends received from the League of MN Cities in December.
Fun Fest Fireworks Donation	10,000	10,000	-	The Fun Fest Committee asks for donations from community members and businesses to help offset the cost of the Fun Fest city celebration. There is an expenditure side of \$13,000, so the city is actually budgeting to spend \$3,000 on the event.
Interfund Operating Transfer	5,000	5,000	-	This is the TIF payment of interfund loan back to the General Fund. See Budget Workshop Memo for more detailed explanation.
Revenue Totals:	532,033	544,209	12,176	

General Fund Expenditures

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Council				
Wages	13,610	14,400	790	Council salary for the year. Normally paid after the December meeting, but this can be changed if the council desires to do so. This number reflects 14 council meetings @ \$770/meeting and 90 additional meetings @ \$40/meeting. I raised this due to actuals.
Benefits	1,720	1,820	100	Council benefits. Includes Social Security, Medicare and PERA.
Workers Comp	100	140	40	Increased slightly based on actuals.
Training and Instruction	500	500	-	This is for any training that the council may want to attend and for any mayor/staff meetings during the year.
Open Meeting Law Ins.	-	-	-	This is now included in our liability ins. across funds per Mark Lenz (insurance agent.)
Administration/General Government				
Legal Notices Publishing	300	400	100	Public notice publishing requirements for public hearings regarding the General Fund.
Wages	25,520	27,020	1,500	Mary & Connie's wages. Total wages are allocated across all funds. This number reflects a 3% increase for Mary and Connie and change in hours. See Budget Workshop Memo for more details.
Benefits	3,710	4,090	380	PERA, SS & Medicare
Workers Comp	700	520	(180)	Decreased due to actuals.

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Training and Instruction	1,400	1,400	-	For clerk/treasurer/utility clerk training classes.
Mileage Reimbursement	300	300	-	Reimbursement for Mary & Connie for driving to meetings/training/errands etc.
Elections	3,000	1,000	(2,000)	Decreased due to no election in 2019
Auditing	5,600	5,700	100	Cost of the city's audit split 50/50 with the Water Fund.
Prof. Services - assessing	7,000	7,200	200	Contract agreement between the city and Hennepin County for assessing services.
Office Supplies	1,800	1,800	-	Split across all funds with General Fund covering 60%.
Computer Software/Hardwa	2,500	2,550	50	Split across all funds with General Fund covering 50%.
Telephone	960	960	-	Split across all funds with General Fund covering 60%.
Postage	1,200	1,500	300	Split across all funds with General Fund covering 50%.
Repairs & Maintenance	1,500	1,800	300	Copy machine lease and the cost of copies. Split across all funds with General Fund covering 50%.
Capital Outlay	-	1,600	1,600	For computer replacement for clerk in 2019 (scheduled upgrade)
Legal Fees (Civil)	13,000	11,000	(2,000)	For Paula's civil legal fees. Reduced based on actuals.
Capital Outlay	3,000	2,000	(1,000)	This is for code amendments, have been building up a capital account for future overhaul of the city code. \$15,898 was set aside as of end of 2017. In 2018, interfund loans in the amount of \$13,800 were approved - funds used for Lions Park Building architect/engineering costs. See Budget Workshop Memo for further discussion.
Legal Fees (Criminal)	7,000	5,000	(2,000)	This is for Steve Tallen's services as criminal attorney. Reduced by \$2000 based on actuals and review of past few years.
Insurance	9,000	9,000	-	Property/casualty insurance for the city.
Dues and Subscriptions	3,990	3,980	(10)	This is for Delano Senior Center, NW League of Municipalities, League of MN Cities, HWY 55 Corridor, Association of Small Cities, and subscriptions to newspaper for council and office. See last page of 2018 Proposed CIP spreadsheet for more details.
Prof. Services (Planner)	10,000	6,000	(4,000)	This is for planning services. 2040 Comp Planning will be completed this year. Next step in 2019 will be to implement our Plan, which will require planning assistance.
Rentals	16,800	17,800	1,000	\$13,000 is for office/council chamber space rental (\$12,000 for standard lease and additional \$1,000 for the calculation they do at the end of the year for overages. This is part of our lease agreement which runs till 03/31/2022); \$4,800 is for Public Works storage space we rent from the Fire Department.
Prof. Services (Police)	55,620	57,200	1,580	This is for contracted services of the Medina Police. This is the amount for 2019 per contract.
Fire				
Wages	17,010	17,470	460	Reflects a 3% increase for Jeff's fire department wages. As mentioned above, the FD pays \$20,000 to the city to offset this expense.

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Benefits	2,580	2,640	60	PERA, SS & Medicare
Workers Comp	-	1,500	1,500	This is a new one added to more accurately reflect our workers comp wages/allocations.
Motor Fuels	1,300	1,300	-	Fuel for FD expense.
Fire Contract	35,790	43,100	7,310	This is the number provided by Jeff for Loretto's 2019 FD contract fees.
Fire Aid	35,000	35,000	-	This is based on a formula by the state - there is a matching revenue line item making this a pass-through.
Building Inspection				
Prof. Services (Building Inspector)	3,200	1,600	(1,600)	This is the amount to be paid to the Building Inspector. They receive 40% of the fees we take in from building permits, so this number is 40% of the budgeted revenues for building permits
Building Permit Surcharges	150	150	-	This surcharge is set by the state - \$1/fixed fee permit. Permits based on value are also figured into this number. Whatever we collect goes to the state.
Prof. Services (Code Enforcement)	1,000	1,000	-	For Code Enforcement services. Loren hadn't been charging the city for his services, but had to start doing so starting in 2018 because he sold his business and is billing his time as an employee of Metro West.
Civil Defense				
Capital Outlay	5,000	5,000	-	Saving for siren replacement. This would be the last year based on the estimate of \$20,000 for replacement.
Streets				
Wages	51,680	53,930	2,250	For the public works crew, reflects a 3% increase.
Benefits	7,830	8,170	340	PERA, SS & Medicare
Workers Comp	6,700	6,700	-	Kept same based on actuals.
Training and Instruction	400	400	-	Safety group training split across funds.
Motor Fuels	1,800	1,800	-	Fuels for street department
Engineering	3,500	8,500	5,000	\$7500 for the infrastructure CIP work and an additional \$1000 for other miscellaneous work needed.
Utility Services	18,000	18,000	-	Street lights as billed by Xcel.
Repairs & Maintenance	49,000	50,500	1,500	All repairs/maintenance for streets will go into this category. See 2019 Proposed Maintenance and Repairs spreadsheet for details.
Capital Outlay	2,150	14,000	11,850	See 2019 Proposed CIP spreadsheet for details.
Street Maintenance Material	7,000	7,000	-	For snowplowing/salt/sand
Civic Events				
Miscellaneous (Fun Fest)	13,000	13,000	-	For Loretto Fun Fest civic event. There is a revenue line item of \$10,000 in anticipation that the financial obligation for the city will be \$3,000.

2019 BUDGET PROPOSAL EXPLANATION

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Miscellaneous (Holiday Train	1,500	1,500	-	For the Holiday Train civic event. Sponsored by the city, Loretto community members, Canadian Pacific Railway, Loram, Doboszinski & Sons, Lions Club and 21st Century Bank
Parks				
Wages	16,640	16,090	(550)	For the public works crew, includes 3% increase.
Benefits	2,430	2,440	10	PERA, SS & Medicare
Workers Comp	1,800	1,100	(700)	Decreased based on actuals.
Training and Instruction	400	400	-	For safety training
Motor Fuels	1,800	1,800	-	Fuels for parks department
Other Operating Supplies	3,000	3,000	-	For supplies purchased for baseball field - per LCAA Operations and Maint. agreement, these expenditures are reimbursed by the LCAA at year-end. Part of the reimbursement is covered in the electric utility and water sales line items.
Utility Services	5,000	5,000	-	Electric utilities for parks premises
Repairs & Maintenance	40,500	19,000	(21,500)	See 2019 Proposed Repairs & Maintenance spreadsheet for details.
Capital Outlay	6,550	16,000	9,450	See 2019 Proposed CIP spreadsheet for details
Miscellaneous				
Miscellaneous	493	500	7	This is kept for unexpected expenses that may come up over the year that don't fit into another category.
			-	
Expenditure totals:	532,033	544,270	12,237	

2019 Gen Fund Revenues 544,209

2019 Gen Fund Expenditures 544,270

(61)

2019 BUDGET PROPOSAL EXPLANATION
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TIF DISTRICT 1 FUND (FUND 200)

TIF Fund Revenues

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Tax Increments	18,000	12,000	(6,000)	This is based off property taxes in the Tax Increment Financing District 1 (which is comprised of the properties where Montague's and Snap Fitness are located) and by the taxes paid on the properties by the land owners. I lowered this budget item to be closer to the actuals, although it doesn't really impact our budget in any way.
Revenue totals:	18,000	12,000	(6,000)	

TIF Fund Expenditures

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Auditing & Accounting Service	570	600	30	This is for fees charged by the county for processing the TIF district. Increased based on actuals.
Legal Notices Publishing	30	100	70	For publishing requirements - TIF Annual Disclosure Statement
Debt Service Principal	-	-	-	The Pay Go loan from Loretto Properties (John Laurent) was paid in full in 2016. Any further revenues will be paid back to the General Fund to satisfy the Interfund Loan (with interest.)
Interest	17,400	11,300	(6,100)	
Expenditure totals:	18,000	12,000	(6,000)	

2019 TIF Fund Revenues	12,000
2019 TIF Fund Expenditures	12,000
	-

2019 BUDGET PROPOSAL EXPLANATION

For 08.22.18 Budget Special Meeting

CAPITAL IMPROVEMENT FUND (FUND 225)

The practice has been to capture any unused Capital Outlay funds and move them to this fund in December (by city council motion.)

The philosophy of past councils has been to save the money and use it for future capital needs. There are various projects that the city has been saving for that are tracked year to year.

	Last year's	Current Balance	Notes
Administrative	-	-	
Elections	1,400	1,400	Saving up for future equipment purchases
Attorney	12,898	2,098	Saving up for future code book overhaul. Used funds (thru interfund loan) for Lions Park preliminary work. There needs to be a discussion on how to replace these funds.
Civil Defense	5,000	10,000	Saving up for future siren replacement
Streets	46,179	41,356	\$17,174 of Streets Capital is currently reserved for Quiet Zone Work; \$8,099 is reserved for Street maintenance-Transportation Aid to Small Cities received in 2015 and 2017; Unreserved amount = \$16,083.
Fun Fest/Beautification	5,500	5,500	Saved as a reserve for Fun Fest expenses and for city beautification projects.
Holiday Train	1,763	1,763	Saved as a reserve for Holiday Train expenses
Parks	43,421	42,240	In 2018, Council approved expenditures totaling \$25,359, leaving a balance of \$16,881. This amount is set aside for overlay around softball concession, fencing, shelters/concrete pads, grills and trees, and bathroom upgrades at SB concession.
Lions			Funds were used to purchase benches in october of 2015
Planning	16,886	16,886	Saving for possible redevelopment expenses
MISC (Interest)	1,919	3,124	This includes interest earned as of 8/17/18
Total:	134,966	124,367	MORE DETAIL ON EACH CAPITAL ACCOUNT AVAILABLE UPON REQUEST

CIP Fund Revenues	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Interest	400	1,000	600	Earned interest has been higher
CIP Fund Expenditures	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Budgeted Expenditures	-	-	-	
2019 CIP Fund Revenues	80	400		
2019 CIP Fund Expenditures	-	-		
	80	400		

2019 BUDGET PROPOSAL EXPLANATION
For 08.22.18 Budget Special Meeting

WATER FUND (FUND 601)

Water Revenues

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Depreciation Fee	22,500	22,500	-	Each utility account pays in \$7.50/month. This is to cover the depreciation of assets.
Interest Earnings	200	700	500	Earned interest has been higher.
Water Sales	156,500	156,500	-	
MN Dept. of Health Annual F	1,600	1,600	-	This is a pass through which we pay back to the state for connection fees for all properties in the city.
Water Penalty	1,800	1,800	-	Penalty fees collected on delinquent accounts.
			-	
Water Revenue Totals:	182,600	183,100	500	

Water Expenditures

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Wages	7,290	8,060	770	For Mary and Connie, same 3% increase and increase in hours.
Benefits	1,110	1,220	110	PERA, Medicare and SS.
Auditing & Accounting	5,600	5,700	100	This is half of what we pay the auditor - the other half is covered in the General Fund.
Debt Srv Principal	43,000	43,000	-	Scheduled principal payment on the water loan.
Bond Interest	8,550	7,600	(950)	Scheduled interest payment on the water loan.
Wages	24,700	25,680	980	For the public works crew, same 3% increase.
Benefits	3,740	3,890	150	PERA, Medicare and SS.
Workers Comp	2,000	1,400	(600)	Decreased based on actuals.
Office Supplies	300	300	-	Allocated across funds with the Water Fund covering 10%. (General Fund covers majority.)
Training and Instruction	1,000	1,000	-	Training requirements
Computer Software/Hardwa	1,000	1,020	20	Split across all funds with Water Fund covering 20%. (General Fund covers majority.)
Motor Fuels	1,800	1,800	-	Fuel
Chemicals	10,000	8,000	(2,000)	This is for chemicals needed to keep the water quality at recommended levels.

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Engineering Fees	-	2,000	2,000	This is the amount from Wenck's infrastructure CIP proposal. See Budget Workshop Memo for more details on engineering across all funds.
Legal Fees	200	200	-	Just in case legal work is needed.
Telephone	230	230	-	Split across funds with Water Fund covering 14%. (General Fund covers majority.)
Postage	300	360	60	Split across all funds with Water Fund covering 12%. (General Fund covers majority.)
Legal Notice Publishing	50	50	-	For any required notices that may need to be published.
Insurance	2,000	2,000	-	Property/casualty insurance.
Electric Utilities	15,000	17,000	2,000	Mainly electric for the booster station. Increased based on actuals.
Repairs/Maintenance	25,000	23,000	(2,000)	See 2019 Proposed Repairs & Maintenance spreadsheet for details.
Depreciation	22,400	22,400	-	Similar line item on the revenue side - to cover depreciation of assets.
Dues and Subscriptions	4,150	4,325	175	Required dues for operating water system. See last page of 2019 Proposed CIP spreadsheet for more details.
Capital Outlay	1,150	3,500	2,350	See 2019 Proposed CIP spreadsheet for details.
			-	
Water Expenditure Totals:	180,570	183,735	3,165	

2019 Water Fund Revenues	183,100
2019 Water Fund Expenditure	183,735
	(635)

2019 BUDGET PROPOSAL EXPLANATION

For 08.22.18 Budget Special Meeting

WASTEWATER FUND (FUND 602)

Wastewater Revenues

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Interest Earnings	150	500	350	Interest has been high
Sewer Sales	160,000	160,000	-	
Sewer Penalty	1,700	1,700	-	
			-	
WW Revenue Total:	161,850	162,200	350	

Wastewater Expenditures

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Wages	9,310	10,290	980	For Mary and Connie, same 3% increase and increase in hours.
Benefits	1,410	1,560	150	PERA, medicare and SS.
Wages	35,660	37,080	1,420	For the public works crew, same 3% increase.
Benefits	5,400	5,620	220	PERA, medicare and SS.
Workers Comp	4,000	2,200	(1,800)	decreased based on actuals.
Office Supplies	300	300	-	Split across all funds with Wastewater Fund covering 10%. (General Fund covers majority.)
Training and Instruction	700	700	-	Safety training required.
Computer Software/Hardware	1,000	1,020	20	Split across all funds with Wastewater Fund covering 20%. (General Fund covers majority.)
Motor Fuels	1,800	1,800	-	Fuel
Chemicals	18,000	18,000	-	This is for chemicals needed to keep the sewage pond at recommended levels.
Engineering Fees	22,000	23,000	1,000	This includes \$20,000 for wastewater hookup engineering and another \$3,000 for Wenck's proposed infrastructure CIP.
Legal Fees	100	100	-	Just in case legal work is needed.
Telephone	230	230	-	Split across funds with Wastewater Fund covering 14%. (General Fund covers majority.)

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Postage	300	360	60	Split across all funds with Wastewater Fund covering 12%. (General Fund covers majority.)
Publishing	100	100	-	For any required notices that may need to be published.
Insurance	2,500	2,000	(500)	Property/casualty insurance for Wastewater Fund. Decreased based on actuals.
Utility Services	17,000	17,000	-	
Repairs & Maintenance	20,000	21,000	1,000	See 2019 Proposed Repairs & Maintenance spreadsheet for details.
Dues and Subscriptions	1,180	855	(325)	See last page of 2019 Proposed CIP spreadsheet for more details.
Capital Outlay	19,650	11,000	(8,650)	See 2019 Proposed CIP spreadsheet for details.
			-	
WW Expenditure Total:	160,640	154,215	(6,425)	

2019 WW Fund Revenues	162,200
2019 WW Fund Expenditures	154,215
	7,985

2019 BUDGET PROPOSAL EXPLANATION
For 08.22.18 Budget Special Meeting

GARBAGE/RECYCLING FUND (FUND 603)

Garbage/Recycling Revenues

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Other County Grants/Aids	2,400	2,400	-	This is the residential recycling grant we apply for and receive from the county.
Interest Earnings	20	80	60	
Garbage Charges	35,000	35,000	-	Users fees collected. Rates are \$1 above what we are charged by Randy's
Recycling Charges	10,000	10,000	-	Users fees collected. Rates are \$.68 above what we are charged by Randy's. We charge less than \$1 over Randy's rates and Hennepin County grant funds off-set the difference.
Organics Charges	1,000	1,000	-	This is a pass through to residents who sign up for this service. Reduced to be more in line with actuals.
Penalties	600	600	-	Penalties paid by users with delinquent accounts
			-	
G/R Revenue Totals:	49,020	49,080	60	

Garbage/Recycling Expenditures

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Wages	5,270	5,840	570	For Mary and Connie, same 3% increase and increase in hours.
Benefits	800	890	90	PERA, medicare and SS.
Mileage Reimbursement	100	100	-	For meetings I attend as the city's recycling coordinator (meetings run by Hennepin County with the intention of educating cities in recycling initiatives.)
Office Supplies	300	300	-	Split across all funds with Garbage/Recycling Fund covering 10%. (General Fund covers majority.)
Computer Software/Hardwa	250	260	10	Split across all funds with Garbage/Recycling Fund covering 5%. (General Fund covers majority.)
Legal Fees	100	100	-	Just in case we have legal needs associated with this fund.
Independent Contractor	32,000	32,000	-	This is for our contracted garbage service.

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Postage	300	390	90	Split across all funds with Garbage/Recycling Fund covering 13%. (General Fund covers majority.)
Publishing	100	100	-	For any required notices that may need to be published.
Independent Contractor	7,500	7,500	-	For residential recycling services, per our contract with Randy's.
Organics	1,000	1,000	-	For organics recycling services. This is a pass-through with an equal line item on the revenue side.
			-	
G/R Expenditure Totals:	47,720	48,480	760	

2019 G/R Fund Revenues	49,080
2019 G/R Fund Expenditures	48,480
	600

2019 BUDGET PROPOSAL EXPLANATION
For 08.22.18 Budget Special Meeting

STORMWATER FUND (FUND 604)

Stormwater Revenues

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Interest	30	150	120	
Stormwater Charges	52,800	52,800	-	Increased based on actuals.
Penalties	700	700	-	
			-	
SW Revenue Totals:	53,530	53,650	120	

Stormwater Expenditures

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Wages	4,030	4,450	420	For Mary and Connie, same 3% increase and increase in hours.
Benefits	610	670	60	PERA, medicare and SS.
Wages	6,020	6,260	240	For the public works crew, same 3% increase.
Benefits	910	950	40	PERA, medicare and SS.
Workers Comp	400	400	-	
Office Supplies	300	300	-	Split across all funds with Stormwater Fund covering 10%. (General Fund covers majority.)
Computer Software/Hardwa	250	260	10	Split across all funds with Stormwater Fund covering 5%. (General Fund covers majority.)
Motor Fuels	1,800	1,800	-	
Engineering Fees	3,000	6,000	3,000	\$3,500 for Wenck's infrastructure CIP proposal and \$2,500 for MS4/permit renewal assistance
Legal Fees	300	300	-	Just in case legal work is needed.
Telephone	200	200	-	Split across funds with Stormwater Fund covering 12%. (General Fund covers majority.)
Postage	300	390	90	Split across all funds with Stormwater Fund covering 13%. (General Fund covers majority.)
Publishing	100	100	-	For any required notices that may need to be published.
Insurance	1,000	1,000	-	Property/casualty insurance.
Repairs & Maintenance	8,500	8,500	-	See 2019 Proposed Repairs & Maintenance spreadsheet for details.
Dues and Subscriptions	7,210	7,335	125	See last page of 2019 Proposed CIP spreadsheet for more details.

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Capital Outlay	18,600	14,750	(3,850)	See 2019 Proposed CIP spreadsheet for details.
			-	
SW Expenditure Totals:	53,530	53,665	135	

2019 SW Fund Revenues	53,650
2019 SW Fund Expenditures	53,665
	(15)

WATER CAPITAL FUND (FUND 611)

Current Balance: 73,455 Saving up for infrastructure/water booster station repairs/maintenance/replacement.

WASTEWATER CAPITAL FUND (FUND 612)

Current Balance: 99,362 For wastewater capital projects.

STORMWATER CAPITAL FUND (FUND 614)

Current Balance: 21,482 Saving up for stormwater capital projects.