

City of Loretto  
Budget Workshop  
Tuesday, August 27, 2024, 6:00 p.m.  
AGENDA

1. CALL TO ORDER 6:00 p.m.
2. PLEDGE OF ALLEGIANCE
3. SET AGENDA
4. BUDGET WORKSHOP - DEFINITIONS
5. BUDGET GOALS OF COUNCIL 6:20
  - a. Review 2025 Proposed Wages
  - b. Review Proposed Capital Improvement Plan and Maintenance and Repairs Spreadsheets
    - 1) ARPA Considerations
    - 2) Small City Assistance Funds
  - c. Review Consultant Expenses for 2025
    - 1) Civil Attorney
    - 2) Criminal Attorney
    - 3) Planning
    - 4) Engineering
6. 2025 BUDGET PROPOSAL 6:40
  - a. Interfund Operating Transfer to Water Fund
  - b. Setting the Proposed Levy
  - c. Wastewater Fund, Municipal Wastewater Charges to MCES
  - d. Long Term Financial Plan Recommendations
7. REVIEW PROPOSED FEE SCHEDULES
8. ADJOURN 7:00 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 23, 2024  
RE: 2025 BUDGET WORKSHOP OF AUGUST 27, 2024 – 6 PM MEETING TIME

The goal of this meeting is to give direction to staff to resolve budgeting issues before the Proposed Levy Certification is set at the September 10<sup>th</sup> council meeting.

## 1. CALL TO ORDER

## 2. PLEDGE OF ALLEGIANCE

## 3. SET AGENDA

## 4. BUDGET WORKSHOP - DEFINITIONS

**General Revenue Levy** is the amount of revenue needed to balance the budget from what we anticipate other revenue to be during the year vs. the estimated expenditures. The General Revenue Levy is certified to the county to be collected as property taxes.

**Debt Service Levy or “Bonded Indebtedness”** is the certified amount the city must collect to pay the principal and interest on outstanding bonds or the “debt service” for that fiscal year. There are schedules for the lives of the loans that have been certified to the county. We must levy that exact amount each year. If at some point during the life of the bonds the Debt Service Fund has an accumulated fund balance high enough, the city could pass a resolution setting the Debt Service Levy at a lower amount.

**Proposed Levy Certification** is the total of the General Revenue Levy and the Debt Service Levy. We can always lower a proposed levy (only the general revenue part) but can never increase it after it is set in September. The final levy and budget are set at the December council meeting. This is what our residents and business owners will pay as a portion of their property taxes.

## 5. BUDGET GOALS OF COUNCIL

### a. Review 2025 Proposed Wages

The **2025 Proposed Pay Grade/Step Structure**, approved by the council in 2023, is included in your packet. Each staff member’s wage has been increased to the next step.

In addition to the wages on this document, I’ve added Additional Compensation at the bottom of the page. Employees who work an average of 30 hours or more per week are eligible for this benefit. This benefit is in lieu of health insurance. I’m proposing to add this to the Pay Grade/Step Structure to have a 3% increase annually, in an effort to keep up with rising healthcare and insurance costs.

Also included in your packet is a **Proposed 2025 Wages** spreadsheet detailing the numbers and allocations for the 2025 Budget. This proposal includes the addition of a temporary public works employee at 32 hours per week for 15 weeks at \$20 per hour. Jake is unsure if he’ll need someone in 2025, but we felt it is best to include the position so we’re prepared.

**b. Review Proposed Capital Improvement and Maintenance and Repairs Spreadsheets**

Included in your packet is a **Proposed 2025 CIP Budget Packet**. This includes the Proposed 2025 CIP, Public Works Equipment (PWE) Breakdowns, Maintenance and Repairs, Local Surface Water Management Plan (LSWMP), and the Dues and Subscriptions spreadsheets. Also included is the **Park Improvements Priority List**.

**1) ARPA considerations**

When reviewing the CIP, I would ask the council to consider how it wishes to obligate the final \$6,469.65 remaining ARPA funds.

**2) Small City Assistance Funds**

In the Maintenance and Repairs proposal, under Streets, staff proposes to use \$20,000 available from the 2024 Small City Assistance for Crackfilling/Overlay/Patching. These funds are restricted for street maintenance and repair use.

**c. Review Consultant Expenses for 2025**

**1) Civil Attorney**

I decreased the budgeted amount for city attorney from \$12,000 to \$7,000 based on actuals and anticipated need. We had the number high in 2024 anticipating civil legal work with the construction projects.

**2) Criminal Attorney**

I increased the budgeted amount for Steve Tallen from \$5,700 to \$7,700 based on actuals.

**3) Planning**

I reduced the planning budget slightly from \$2,600 to \$2,500 based on actuals.

**4) Engineering**

Engineering expenditures are broken out amongst four funds (see table below.)

<b>Fund</b>	<b>2025 Proposed</b>	<b>Explanation</b>
General (streets)	\$15,000	General street engineering needs, no change from 2024
Water	\$4,000	water treatment plant engineering, no change from 2024
Sewer	\$3,000	wastewater engineering, no change from 2024
Stormwater	\$13,000	MS4/permit renewal and next pond cleanout engineering, no change from 2024

**6. 2025 BUDGET PROPOSAL**

Included in your packet is the **2025 Budget Summary Memo** document, which shows the 2025 revenue and expenditure fund totals as laid out in this budget proposal.

Also included in your packet is the **2025 Budget Proposal DETAIL**. 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.

**a. Interfund Operating Transfer to Water Fund**

Included in the General Fund Expenditures is a \$38,000 interfund operating transfer for the Water Fund. 2025 is the last year of debt service for the Water Booster Station Loan and the first year of debt service for the CR19 Watermain Project. To avoid raising water rates 20% in

2025, then reducing the rates in 2026 when we no longer have \$50,000+ debt service, we can raise the water rates 5% in 2025 and raise the General Revenue Levy enough to cover the additional \$38,000 needed. This will create a more even water rate increase year over year. I consulted with our auditors on this and was advised that this is a viable strategy and common practice amongst cities.

\*The total debt service in the water fund:

\$72,667 in 2024 (water booster station, 2021 Street Project)

\$119,590 in 2025 (booster station, 2021 Street Project, CR19 Watermain Project)

\$88,754 in 2026 (2021 Street Project, CR19 Watermain Project)

This creates a \$47,000 jump from 2024 to 2025, and a \$31,000 drop from 2025 to 2026

**b. Setting the Proposed Levy**

In September, the city must certify the Proposed Levy. As mentioned in the Definitions section of this memo, the Proposed Levy can be lowered in December, when the Final Levy is certified, but it cannot be raised. It is common practice amongst cities to elevate the Proposed Levy, leaving room for changes should anything come up between September and December that would require a levy increase. The budget as proposed today includes a 6% levy increase over the 2024 Final Levy of \$578,700. Below are some options.

2024 budget levy		% levy		
		increase	levy amt	\$ increase over 6%
\$	578,700	7%	619,209	5,809
		8%	624,996	11,596
		9%	630,783	17,383
		10%	636,570	23,170

I'm looking for direction on what levy number the council would like me to include in the budget as brought to the September council meeting, to be certified to the county.

**c. Wastewater Fund, Municipal Wastewater Charges (MWC) to MCEs**

We are still waiting on MCEs's proposal for an alternative to the 2025 MWC estimate of \$89,282. If this amount is lowered, the council could consider lowering the increase to the wastewater rates.

**d. Long Term Financial Plan (LTFP) Recommendations**

On the 2025 Proposed Budget Summary Memo, I included the LTFP recommendations for rate increases, as analyzed by our financial planners. Staff is asking for direction on whether or not council wishes to maintain these recommendations.



Please review the budget documents and be ready with any comments or questions you may have about any of the line items. We will not be going through each line item of the 2025 Budget Proposal DETAIL at the meeting, only the totals and the issues already mentioned above.

## 7. Review Proposed Fee Schedules

Included in your packet are two proposed fees schedules. On both schedules, items that have a proposed change are **shown in red font**:

- Park Field Use Rental Fees

The Park Field Use Rental Fee schedule includes a 5% increase. In 2021, the council approved a plan for a 5% increase annually. In 2024, the rates were increased 15% to account for increased chalking requested by Vortex.

- Fee Schedule

- Water User Fees – 5% increase.
- Wastewater User Fees – 20% increase.
- Stormwater User Fees – 10% increase.

## 8. ADJOURN

**CITY OF LORETTO  
2025 PROPOSED PAY GRADE/STEP STRUCTURE**

*Item 5 a.*

<b>Pay Grade</b>	<b>Minimum</b>										<b>Maximum</b>
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	
<b>1</b>	\$22.00	\$22.66	\$23.34	\$24.04	\$24.76	\$25.50	\$26.27	\$27.06	\$27.87	\$28.71	
<b>2</b>	\$24.20	\$24.93	\$25.67	\$26.44	\$27.24	\$28.05	\$28.90	\$29.76	\$30.66	\$31.58	
<b>3</b>	\$26.62	\$27.42	\$28.24	\$29.09	\$29.96	\$30.86	\$31.79	\$32.74	\$33.72	\$34.73	
<b>4</b>	\$29.28	\$30.16	\$31.07	\$32.00	\$32.96	\$33.95	\$34.96	\$36.01	\$37.09	\$38.21	
<b>5</b>	\$32.21	\$33.18	\$34.17	\$35.20	\$36.25	\$37.34	\$38.46	\$39.61	\$40.80	\$42.03	
<b>6</b>	\$35.43	\$36.49	\$37.59	\$38.72	\$39.88	\$41.07	\$42.31	\$43.58	\$44.88	\$46.23	
<b>7</b>	\$38.97	\$40.14	\$41.35	\$42.59	\$43.87	\$45.18	\$46.54	\$47.93	\$49.37	\$50.85	
<b>8</b>	\$42.87	\$44.16	\$45.48	\$46.85	\$48.25	\$49.70	\$51.19	\$52.73	\$54.31	\$55.94	
<b>9</b>	\$47.16	\$48.57	\$50.03	\$51.53	\$53.08	\$54.67	\$56.31	\$58.00	\$59.74	\$61.53	
<b>10</b>	\$51.87	\$53.43	\$55.03	\$56.69	\$58.39	\$60.14	\$61.94	\$63.80	\$65.71	\$67.68	
<b>11</b>	\$57.06	\$58.77	\$60.54	\$62.35	\$64.22	\$66.15	\$68.14	\$70.18	\$72.28	\$74.45	

<b>Pay Grade</b>	<b>Minimum</b>										<b>Maximum</b>
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	
<b>Position</b>											
Utility Clerk (Becky)	1										
Public Works Maint Level 1 (Dave)	1										
Public Works Maint Level 2 (Aaron)	4										
Public Works Director (Jake)	6										
City Clerk Treasurer (Mary)	6										

**Pay Grade/Step Structure Characteristics:**

10% difference between GRADES  
3% increase per STEPS

	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>
<b>Additional Compensation</b>	\$3.12	\$3.21	\$3.31	\$3.41	\$3.51	\$3.62	\$3.73	\$3.84

**PROPOSED 2025 WAGES**  
CITY OF LORETTO

Wages adjusted to be more competitive with neighboring cities										
City Clerk Treasurer moved to full time										
Includes 520 hours for on-call benefits, split between 3 PW staff (no change from 2022).						On call hours split: PWD 190, PW PPT-1 165 and PW PPT-2 165				
Temp PW - 15 weeks - May 19-Sept 1 Without this position, the increase is \$4,300										
Name	Hours/ week	Hours/ Year	Wage Per Hour	Total	PERA (City)	PERA (Empl)	Net	SS	Medicare	Total
PWD	40	2270	\$ 36.49	\$ 82,832.30	\$ 6,212.42	\$ 5,384.10	\$ 77,448.20	5135.60	\$ 1,201.07	\$ 95,381.39
PWD ADD COMP	40	2080	\$ 3.21	\$ 6,676.80	\$ 500.76	\$ 433.99	\$ 6,242.81	413.96	\$ 96.81	\$ 7,688.34
PWM-FT-2	40	2245	\$ 30.16	\$ 67,709.20	\$ 5,078.19	\$ 4,401.10	\$ 63,308.10	4197.97	\$ 981.78	\$ 77,967.14
PWM-FT2 ADD COM	40	2080	\$ 3.21	\$ 6,676.80	\$ 500.76	\$ 433.99	\$ 6,242.81	413.96	\$ 96.81	\$ 7,688.34
PWM FT-1	32	1829	\$ 27.06	\$ 49,492.74	\$ 3,711.96	\$ 3,217.03	\$ 46,275.71	3068.55	\$ 717.64	\$ 56,990.89
PWM-FT1 ADD COM	32	1664	\$ 3.21	\$ 5,341.44	\$ 400.61	\$ 347.19	\$ 4,994.25	331.17	\$ 77.45	\$ 6,150.67
PW retired		12	\$ 1,500.00	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00	1116.00	\$ 261.00	\$ 19,377.00
PW temp	32	480	\$ 20.00	\$ 9,600.00	\$ -	\$ -	\$ 9,600.00	595.20	\$ 139.20	\$ 10,334.40
Clerk	40	2080	\$ 41.07	\$ 85,425.60	\$ 6,406.92	\$ 5,552.66	\$ 79,872.94	5296.39	\$ 1,238.67	\$ 98,367.58
Clerk ADD COMP	40	2080	\$ 3.21	\$ 6,676.80	\$ 500.76	\$ 433.99	\$ 6,242.81	413.96	\$ 96.81	\$ 7,688.34
Utility Clerk	15	880	\$ 26.27	\$ 23,117.60	\$ 1,733.82	\$ 1,502.64	\$ 21,614.96	1433.29	\$ 335.21	\$ 26,619.92
Council	\$5000 annual max; \$80 additional meeting max			\$ 17,000.00	\$ 850.00	\$ 850.00	\$ 16,150.00	1054.00	\$ 246.50	\$ 19,150.50
				\$ 378,549.28	\$ 25,896.20	\$ 22,556.70		23470.06	5488.96	
								<b>Total Wages/Benefits</b>		<b>\$ 433,404.50</b>
					<b>test</b>	<b>\$ 433,404.50</b>				
Pera rates for 2024 = employee 6.5% - employer - 7.5% (increase of .25% in both employee and employer rates effective 1/1/15)								2024 Approved:		<b>\$ 417,091.76</b>
SS & Medicare Employer rates are 6.2% & 1.45%, employee rates are 6.2% for SS (since 2013)								Increase =		<b>\$ 16,312.73</b>
Council wage is \$170/month for Mayor and \$150/month for Council + \$40/80 per additional meeting (depending on time) as a designated representative										
Minimum compensation for each is set at \$1,800, maximum each is \$5,000 per year.										
<b>Breakdown by Departments</b>										
<b>2024</b>										
PWD time is divided into 6 areas: Park 15%, Streets 40%, Water 20%, Wastewater 20%, Stormwater 5%										
PWM FT-2 is average of Park 32%, Street 30%, Water 15%, Wastewater 18%, Stormwater 5%										
PWM FT-1 divided into Park 35%, Street 30%, Water 15%, Wastewater 15%, Stormwater 5%										
PW retired divided into Park 20%, Street 40%, Water 15%, Wastewater 20%, Stormwater 5%										
Temp PW divided into Parks 50%, Street 40%, Water 3%, Wastewater 4%, Stormwater 3%										
Clerk is divided into 5 areas: Clerk 60%, Water 14%, Wastewater 14%, Garbage/recycling 8% and Stormwater 4%										
Utility Clerk: Clerk 60%, Water 14%, Wastewater 14%, Garbage/recycling 8% and Stormwater 4%							**includes 100 hours for covering office hrs for Mary			

**PROPOSED 2025 WAGES  
CITY OF LORETTO**

	Park (Gen)	Street (Gen)		Water	Wastewater		Garbage/Recy	Stormwater	Clerk (Gen)	Total	
PWD	\$ 15,460.46	41,227.89		\$ 20,613.95	\$ 20,613.95			5153.49		\$ 103,069.73	
PWM FT2	\$ 27,409.75	25,696.64		\$ 12,848.32	\$ 15,417.99			4282.77		\$ 85,655.48	
PWM FT1	\$ 22,099.55	18,942.47		\$ 9,471.23	\$ 9,471.23			3157.08		\$ 63,141.56	
PW retired	\$ 3,875.40	\$ 7,750.80		\$ 2,906.55	\$ 3,875.40			\$ 968.85		\$ 19,377.00	
PW temp	\$ 5,167.20	\$ 4,133.76		\$ 310.03	\$ 413.38			\$ 310.03		\$ 10,334.40	
Clerk				\$ 14,847.83	\$ 14,847.83		\$ 8,484.47	4242.24	\$ 63,633.55	\$ 106,055.91	
Utility Clerk				\$ 3,726.79	\$ 3,726.79		\$ 2,129.59	1064.80	\$ 15,971.95	\$ 26,619.92	
Council	\$ 19,150.50									\$ 19,150.50	
									<b>Total</b>	<b>\$ 433,404.50</b>	
<b>PW + Admin Total</b>	<b>\$ 74,012.36</b>	<b>97,751.56</b>		<b>\$ 64,724.70</b>	<b>\$ 68,366.56</b>		<b>\$ 10,614.07</b>	<b>19179.25</b>	<b>\$ 79,605.50</b>	<b>\$ 433,404.50</b>	
<b>Council</b>	<b>\$ 19,150.50</b>										
<b>Total for all Funds</b>	<b>General</b>			<b>Water</b>	<b>Sewer</b>		<b>Garbage/Recy</b>	<b>Stormwater</b>		<b>Total</b>	
	<b>\$ 270,519.92</b>			<b>\$ 64,724.70</b>	<b>\$ 68,366.56</b>		<b>\$ 10,614.07</b>	<b>19179.25</b>		<b>\$ 433,404.50</b>	
	Wage	Clerk	Water	Wastewater	Garbage/Recycling	Stormwater	Total				
Mary	\$ 92,102.40	55261.44	\$ 12,894.34	\$ 12,894.34	\$ 7,368.19	\$ 3,684.10	92,102.40				
Benefits	\$ 13,953.51	8372.11	\$ 1,953.49	\$ 1,953.49	\$ 1,116.28	\$ 558.14	13,953.51				
							106,055.91				
Becky	\$ 23,117.60	13870.56	\$ 3,236.46	\$ 3,236.46	\$ 1,849.41	\$ 924.70	23117.60				
Benefits	\$ 3,502.32	2101.39	\$ 490.32	\$ 490.32	\$ 280.19	\$ 140.09	3502.32				
							26619.92				
Budget		101-41400	601-41400	602-41400	603-41400		604-41400				
Clerk wages - 100		69132.00	\$ 16,130.80	\$ 16,130.80	\$ 9,217.60		\$ 4,608.80	115220.00			
Clerk benefits - 120		10473.50	\$ 2,443.82	\$ 2,443.82	\$ 1,396.47		\$ 698.23	17455.83			
		79605.50	18574.62	18574.62	10614.07		\$ 5,307.03	\$ 132,675.83			
			<b>For Budget Breakdown - Rounding purposes</b>						132675.83	Actual	
		101-41400	601-41400	602-41400	603-41400		604-41400				
	100	69130.00	\$ 16,130.00	\$ 16,130.00	\$ 9,220.00		\$ 4,610.00				
	120	10480.00	\$ 2,440.00	\$ 2,440.00	\$ 1,400.00		\$ 700.00				
	Budgeted	79610.00	\$ 18,570.00	\$ 18,570.00	\$ 10,620.00		\$ 5,310.00	132680.00	Budgeted		



**PROPOSED 2025 WAGES  
CITY OF LORETTO**

		Park	Street	Water	Wastewater	Stormwater	Total	
PWD	\$ 89,509.10	13426.37	\$ 35,803.64	\$ 17,901.82	\$ 17,901.82	4475.46	\$ 89,509.10	
Benefits	\$ 13,560.63	2034.09	\$ 5,424.25	\$ 2,712.13	\$ 2,712.13	678.03	\$13,560.63	
							\$ 103,069.73	
		Park	Street	Water	Wastewater	Stormwater	Total	
PWM FT-2	\$ 74,386.00	23803.52	\$ 22,315.80	\$ 11,157.90	\$ 13,389.48	3719.30	\$ 74,386.00	
Benefits	\$ 11,269.48	3606.23	\$ 3,380.84	\$ 1,690.42	\$ 2,028.51	563.47	\$11,269.48	
							\$ 85,655.48	
		Park	Street	Water	Wastewater	Stormwater	Total	
PWM FT-1	\$ 54,834.18	19191.96	\$ 16,450.25	\$ 8,225.13	\$ 8,225.13	2741.71	\$54,834.18	
Benefits	\$ 8,307.38	2907.58	\$ 2,492.21	\$ 1,246.11	\$ 1,246.11	415.37	\$8,307.38	
							\$63,141.56	
		Park	Street	Water	Wastewater	Stormwater	Total	
PW retired	\$ 18,000.00	3600.00	\$ 7,200.00	\$ 2,700.00	\$ 3,600.00	900.00	\$18,000.00	
Benefits	\$ 1,377.00	275.40	\$ 550.80	\$ 206.55	\$ 275.40	68.85	\$1,377.00	
							\$19,377.00	
		Park	Street	Water	Wastewater	Stormwater	Total	
PW temp	\$ 9,600.00	\$ 4,800.00	\$ 3,840.00	\$ 288.00	\$ 384.00	\$ 288.00	\$ 9,600.00	
Benefits	\$ 734.40	\$ 367.20	\$ 293.76	\$ 22.03	\$ 29.38	\$ 22.03	\$ 734.40	
							\$ 10,334.40	
		Park	Street	Water	Wastewater	Stormwater	Total	
		101-45200	101-43100	601-49400	602-49450	604-49600		
		Park	Street	Water	Wastewater	Stormwater	Total	
Wages - 100		64821.85	\$ 85,609.69	\$ 40,272.85	\$ 43,500.43	12124.46	\$ 246,329.28	
Benefits -120		9190.51	\$ 12,141.87	\$ 5,877.24	\$ 6,291.51	1747.76	\$ 35,248.89	
		74012.36	\$ 97,751.56	\$ 46,150.08	\$ 49,791.94	\$ 13,872.22	\$ 281,578.17	Actual
			<b>For Budget Breakdown for Rounding purposes</b>					
		101-45200	101-43100	601-49400	602-49450	604-49600		
	100	64820.00	\$ 85,610.00	\$ 40,270.00	\$ 43,500.00	\$ 12,120.00		
	120	9190.00	\$ 12,140.00	\$ 5,880.00	\$ 6,300.00	\$ 1,750.00		
		<b>74010.00</b>	<b>\$ 97,750.00</b>	<b>\$ 46,150.00</b>	<b>\$ 49,800.00</b>	<b>\$ 13,870.00</b>	\$ 281,580.00	Budgeted
		300.00	750	320	520	260.00	\$ 433,410.00	Budgeted total
							\$ 433,404.50	Actual total
Council	<b>101-41110</b>							from Line K16
Wages-100	\$ 17,000.00							
Benefits-120	\$ 2,150.00	2150.50	Council benefits					
	\$ 19,150.00	\$ 19,150.50	Line K17					

PROPOSED 2025 CIP

Item 5 b.

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	\$2,000					
<b>Attorney sub-total</b>				<b>\$2,000</b>	<b>\$0</b>	<b>\$2,000</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									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 p		\$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	\$5,000	\$5,000	\$5,000	\$5,000	\$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			
OTHER (unallocated)	2023	6,000									
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>\$42,350</b>	<b>\$48,800</b>	<b>\$38,700</b>	<b>\$35,000</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	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			
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**

Department Description	year started	saved balance	estimate	2023	2024	2025	2026	2027	2028	2029	2030
<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	ngoing	ngoing	\$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>\$154,150</b>	<b>\$192,550</b>	<b>\$160,350</b>	<b>\$147,050</b>			

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

\*\* Local Surface Water Management Plan

## PROPOSED 2025 PWE Breakdowns

Department Description	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	same as F55	\$6,500						
Gater replacement	4 split	\$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 Total</b>	<b>\$5,000</b>	<b>\$23,800</b>	<b>\$33,500</b>	<b>\$32,300</b>	<b>\$21,500</b>			
<b>STREETS PORTION</b>								
4x4 Pickup portion			\$1,000	\$1,000	\$1,000			
Salt and sand spreader portion		\$4,550						
Gater replacement portion		\$1,700	\$1,700	\$1,700				
Ford F550 with Snow Plow and Sander portion			\$7,000	\$7,000	\$7,000			
Skidsteer portion	\$2,500	\$4,000	\$5,000	\$4,000	\$4,000			
Lawn mower portion								
<b>PWE portion total for Streets</b>	<b>\$2,500</b>	<b>\$10,250</b>	<b>\$14,700</b>	<b>\$13,700</b>	<b>\$12,000</b>			
<b>PARKS PORTION</b>								
4x4 Pickup portion			\$1,000	\$1,000	\$1,000			
Salt and sand spreader portion		\$650						
Gater replacement portion		\$1,700	\$1,700	\$1,700				
Ford F550 with Snow Plow and Sander portion			\$1,000	\$1,000	\$1,000			
Skid Steer portion	\$1,000	\$1,000	\$1,100	\$1,000	\$1,000			
Lawn mower portion		\$2,000	\$2,000	\$2,000				
<b>PWE portion total for Parks</b>	<b>\$1,000</b>	<b>\$5,350</b>	<b>\$6,800</b>	<b>\$6,700</b>	<b>\$3,000</b>			
<b>WATER PORTION</b>								
4x4 Pickup portion			\$1,000	\$1,000	\$1,000			
Salt and sand spreader portion		\$650						
Gater replacement portion		\$1,700	\$1,700	\$1,700				
Ford F550 with Snow Plow and Sander portion			\$1,000	\$1,000	\$1,000			
Skid Steer portion	\$500	\$500	\$500	\$500	\$500			
Lawn mower portion		\$500	\$500	\$500				
<b>PWE portion total for Water</b>	<b>\$500</b>	<b>\$3,350</b>	<b>\$4,700</b>	<b>\$4,700</b>	<b>\$2,500</b>			
<b>WASTEWATER PORTION</b>								
4x4 Pickup portion			\$1,000	\$1,000	\$1,000			
Salt and sand spreader portion		\$650						
Gater replacement portion		\$1,700	\$1,700	\$1,700				
Ford F550 with Snow Plow and Sander portion			\$1,000	\$1,000	\$1,000			
Skid Steer portion	\$1,000	\$1,000	\$1,100	\$1,000	\$1,000			
Lawn mower portion		\$1,500	\$1,500	\$1,500				
<b>PWE portion total for Wastewater</b>	<b>\$1,000</b>	<b>\$4,850</b>	<b>\$6,300</b>	<b>\$6,200</b>	<b>\$3,000</b>			
<b>STORMWATER PORTION</b>								
4x4 Pickup portion			\$1,000	\$1,000	\$1,000			
<b>PWE portion total for Stormwater</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>			
<b>PWE Total (verify same amount above)</b>	<b>\$5,000</b>	<b>\$23,800</b>	<b>\$33,500</b>	<b>\$32,300</b>	<b>\$21,500</b>			

## PROPOSED 2025 Maintenance and Repairs

Repairs and Maint. All sub-totals should equal the Repairs & Maintenance (400 object code) in the budget.

Department Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Administrative - 101-41570-400</b>											
Purchasing	1,800	1,800	1,800	1,800	1,800	1,800	2,000	2,000	2,300	2,300	2,300
<b>Adminstrative sub-total</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>2,000</b>	<b>2,000</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>
<b>Streets - 101-43100-400</b>						reduced Crack filling - use Small City Assistance funds (\$20,000 avail. 2024)					
Shared compost & brush pile		8,500	9,000	14,000	25,000	25,000	25,000	25,000	25,000		
Crack filling/Overlay/Patching	20,000	20,000	4,000	24,000	24,000	10,000	10,000	28,000	28,000		
Sealcoating			29,000	29,000			30,000	30,000	30,000		
Sign Replacements	1,500	1,500	1,500	1,700	1,700	1,700	2,000	2,000	2,000		
Sidewalk Repair/Reconstruction	10,000	10,000	10,000	10,000	10,000		Replace pavers along bike path		remove-done		
On going repairs/maintenance	12,000	13,000	14,000	15,000	16,000	17,000	18,000	19,000	20,000		
<b>Streets sub-total</b>	<b>43,500</b>	<b>53,000</b>	<b>67,500</b>	<b>93,700</b>	<b>76,700</b>	<b>53,700</b>	<b>85,000</b>	<b>104,000</b>	<b>105,000</b>		
<b>Parks 101-45200-400</b>											
Baseball & Softball Fields											
Softball and Baseball Fencing	5,000	5,000	5,000	5,000	5,000						
Concession Stand - Sewer repair											
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	1,250	1,250		1,250		1,250			
The Highlands											
Playground area		1,250	1,250	1,250		1,250		1,250			
Overall ongoing repairs/maintenance	12,000	12,000	13,000	14,000	14,000	15,000	15,000	16,000	16,000		
Infield maintenance							5,000		5,000		5,000
<b>Parks sub-total</b>	<b>17,000</b>	<b>22,000</b>	<b>23,000</b>	<b>24,000</b>	<b>19,000</b>	<b>20,000</b>	<b>20,000</b>	<b>21,000</b>	<b>21,000</b>	<b>-</b>	<b>5,000</b>

## PROPOSED 2025 Maintenance and Repairs

Department Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Water - 601-49400-400</b>											
Ongoing Repairs/Maintenance	\$25,000	\$26,000	\$27,000	\$28,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000		
Reservoir Inspection/Cleaning											
<b>Water sub-total</b>	<b>\$25,000</b>	<b>\$26,000</b>	<b>\$27,000</b>	<b>\$28,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>		
<b>Wastewater - 602-49450-400</b>						*5000 for sewer jetting in 2022 pd out to Nelson Sanitation					
Ongoing repairs/maintenance	\$23,000	\$24,000	\$27,000	\$28,000	\$25,000	\$30,000	\$33,000	\$33,000	\$35,000		
Sewer Jetting					\$11,100	\$11,500	contract/quote with Empire Pipe Services, 2025 is last year of 3 yr				
Televise I & I program											
<b>Wastewater sub-total</b>	<b>\$23,000</b>	<b>\$24,000</b>	<b>\$27,000</b>	<b>\$28,000</b>	<b>\$36,100</b>	<b>\$41,500</b>	<b>\$33,000</b>	<b>\$33,000</b>	<b>\$35,000</b>		
<b>Stormwater -604-49600-400</b>											
Maintenance	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000		
Street Sweeping	\$4,000	\$4,000	\$4,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		
<b>Stormwater sub-total</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>		
<b>TOTAL MAINTENANCE ALL FUND</b>	<b>\$124,300</b>	<b>\$140,800</b>	<b>\$160,300</b>	<b>\$190,500</b>	<b>\$178,600</b>	<b>\$162,000</b>	<b>\$185,000</b>	<b>\$205,000</b>	<b>\$208,300</b>		

**PROPOSED 2025 LSWMP**

<b>YEAR</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
<b>Stormwater - 604-49600-500</b>										
Water Quality 5.3.1.1										
5.3.1.1 - Fertilizers - Newsletters/education	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
5.3.1.2 - Non-degradation policy										
5.3.1.3 - WWTF	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
5.3.1.4 - Lake Sarah Ditches	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
5.3.1.5 - Stormwater Ponds	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000
5.3.1.6 - Lake Sarah Phosphorus										
5.3.1.7 - Private Drainage Systems	\$10,000	\$10,000	\$10,000	\$7,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Water Quality</b>	<b>\$27,200</b>	<b>\$27,200</b>	<b>\$27,200</b>	<b>\$24,200</b>	<b>\$27,200</b>	<b>\$36,200</b>	<b>\$36,200</b>	<b>\$36,200</b>	<b>\$36,200</b>	<b>\$36,200</b>
Flooding & Stormwater Rate Control 5.3.2.1										
5.3.2.1 - Runoff- Newsletters/education	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
5.3.2.2 - Private draitile - education	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
5.3.2.3 - Flooding in park (see 5.3.1.6)										
5.3.2.4 - WWTF - I & I information in 2009	\$0									
<b>Total Flooding &amp; Stormwater</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
Erosion & Sedimentation Problems 5.3.3										
5.3.3.1 - Construction erosion-Ord. #2005-12	\$0	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
5.3.3.2 - Commercial activities-Ord. #2005-12	\$0	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
<b>Total Erosion &amp; Sedimentation</b>	<b>\$0</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
Impact of Land Use Practices & Developments 5.3.4										
5.3.4.1 - Impacts on wildlife	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
5.3.4.2 - Conservation & restoration - Wetland Plan	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
5.3.4.3 - Change impervious coverage flow	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
<b>Total Impact Land Use Practice &amp; Developments</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>
Additions from 2017 LSWMP Updated CIP										
Buffer education for selected businesses	\$100	\$100	\$100	100	100	100	100	100	100	100
Develop policy to address SW drainage onto private pr	\$400	\$400	\$400							
Develop & post signage in ballfields RE pollution preven	\$100	\$100	\$100							
Obtain easements or maintenance agreements for stor	\$500	\$500	\$500	500	500	500				
PSCWM TMDL tasks	\$2,000	\$2,000	\$2,000	2000	2000	2000	2000	2000	2000	2000
<b>Total additions from 2017 LSWMP CIP</b>	<b>\$3,100</b>	<b>\$3,100</b>	<b>\$3,100</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$2,100</b>	<b>\$2,100</b>	<b>\$2,100</b>	<b>\$2,100</b>
<b>Stormwater Total</b>	<b>\$30,750</b>	<b>\$30,850</b>	<b>\$30,850</b>	<b>\$27,350</b>	<b>\$30,350</b>	<b>\$39,350</b>	<b>\$38,850</b>	<b>\$38,850</b>	<b>\$38,850</b>	<b>\$38,850</b>



DUES/SUBSCRIPTIONS FOR THE CITY OF LORETTO									
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	2020	2021	2022	2023	2024	2025	2026	2027	2028
<b>101-41900-433</b>									
MN Association of Small Cities	420	420	420	420	420	420			
Delano Herald/Local Publication	290	300	320	350	350	400			
Crow River News/Local Publication		90		80	100	110			
League of MN Cities	820	860	900	930	1,000	990			
MN Mayors Association (through League)		30	30	30	40	40			
Delano Seniors	1,800	1,900	1,900	1,960	2,000	2000			
Hwy 55 Corridor (Wright County)	250	250	250	250	250	500			
NW Hennepin League of Municipalities	200	200	200	200	200	200			
MCFOA and IIMC	260	260	270	270	240	240			
Notary Public				250	renews every five years				250
<b>General Fund Total</b>	<b>4,040</b>	<b>4,310</b>	<b>4,290</b>	<b>4,740</b>	<b>4,600</b>	<b>4900</b>			
<b>601-49400-433</b>									
MN DNR (Water Fee)	200	200	200	200	500	500			
MN Dept of Health (Connection Fee - pd quarterly)	2,520	2,520	2,530	2,530	2,580	2580			
MN Dept of Public Safety - Hazard Fee	50	50	50	50	50	50			
MN Rural Water Association	100	100	100	115	220	220			
Employee dues	50	50	50	50	50	50			
AMI meter read software support (Core&Main)	2,300	2,400	2,500	2,500	4,700	2320			
AMI cellular data						300			
Hach Annual Contract				650					
<b>Water Fund Total</b>	<b>5,220</b>	<b>5,320</b>	<b>5,430</b>	<b>6,095</b>	<b>8,100</b>	<b>6,020</b>			
<b>602-49450-433</b>									
MPCA (Annual Permit)	505	505	505	505	1,000	1,000	1,000	1,000	
Employee dues	50	50	50	50	50	50			
MN Dept of Public Safety - Hazard fee	25	25	25	25	25	25			
MN Pollution Control Agency (every 5 years)	1,400	**Renews every five years - next in 2025				1400			
AMI meter read software support (Core&Main)	2,300	2,400	2,500	2,500	4,700	2320			
AMI cellular data						300			
MN Rural Water Association	200	200	200	220	225	225			
<b>Wastewater Fund Total</b>	<b>4,480</b>	<b>3,180</b>	<b>3,280</b>	<b>3,300</b>	<b>6,000</b>	<b>5,320</b>			
<b>604-49600-433</b>									
Pioneer-Sarah Creek	5,700	5,800	5,800	5,800	5,600	5,500			
Stormwater Coalition (LMC)	425	425	425	425	500	600			
Medina Stormwater Charges	1,900	2,100	2,100	2,150	2,100	2100	200	200	
MPCA annual MS4 fee - upcoming					200	200			400
MPCA (renewal of application fee)				400	renews every five years				
<b>Stormwater Fund Total</b>	<b>8,025</b>	<b>8,325</b>	<b>8,325</b>	<b>8,775</b>	<b>8,400</b>	<b>8,400</b>			
<b>TOTAL ALL FUNDS</b>	<b>21,765</b>	<b>21,135</b>	<b>21,325</b>	<b>22,910</b>	<b>27,100</b>	<b>24,640</b>			

PARK IMPROVEMENT PRIORITY LIST

estimates in red are from 2017

Item 5 b.

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
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>\$94,293</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>	\$ -	\$ -	\$ -	

**ARPA FUND SUMMARY**

*Item 5 b. (1)*

		<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)	
ALLOCATION for west sidewalk plank extension		(5,000.00)	
	<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.**

TO: HONORABLE MAYOR AND MEMBERS OF THE LORETTO CITY COUNCIL  
 CC: PUBLIC WORKS DIRECTOR JAKE LEUER  
 FROM: CITY CLERK TREASURER MARY SCHNEIDER  
 DATE: Friday, August 23, 2024  
 RE: 2025 PROPOSED BUDGET SUMMARY MEMO for the August 27th Budget Workshop

The following is a summary of the overall budget proposal by FUND. Detailed explanations of each Fund can be found in the **2025 Budget Proposal Explanation** document.

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

<b>GENERAL FUND (101)</b>		<b>2025 Budget</b>	
General Fund Revenues		<b>782,100</b>	6% levy increase
General Fund Expenditures		<b>782,100</b>	
	Difference	-	
<b>2021 STREET PROJECT BOND FUND (352)</b>			
2021 Street Project Bond Fund Revenues		<b>76,786</b>	105% Debt levy + special assessments
2021 Street Project Bond Fund Expenditures		<b>68,270</b>	
	Difference	<b>8,516</b>	
<b>2023 STREET PROJECT BOND FUND (353)</b>			
2023 Street Project Bond Fund Revenues		<b>111,983</b>	105% Debt levy + special assessments
2023 Street Project Bond Fund Expenditures		<b>63,560</b>	
	Difference	<b>48,423</b>	
<b>ENTERPRISE FUNDS</b>			
<b>WATER FUND (601)</b>			
Water Fund Revenues		<b>336,230</b>	5% rate increase
Water Fund Expenditures		<b>336,110</b>	5% recommended in
	Difference	<b>120</b>	Long Term Financial Plan
<b>WASTEWATER FUND (602)</b>			
Wastewater Fund Revenues		<b>290,000</b>	20% rate increase
Wastewater Fund Expenditures		<b>290,512</b>	20% recommended in
	Difference	<b>(512)</b>	Long Term Financial Plan
<b>GARBAGE/RECYCLING FUND (603)</b>			
Garbage/Recycling Fund Revenues		<b>62,300</b>	no change in fees
Garbage/Recycling Fund Expenditures		<b>62,320</b>	
	Difference	<b>(20)</b>	
<b>STORMWATER FUND (604)</b>			
Stormwater Fund Revenues		<b>100,400</b>	10% increase
Stormwater Fund Expenditures		<b>100,490</b>	15% recommended in
	Difference	<b>(90)</b>	Long Term Financial Plan
<b>ENTERPRISE CAPITAL FUNDS</b>		<b>CURRENT BALANCE</b>	8/20/2024
WATER CAPITAL FUND (611)		8,114	
WASTEWATER CAPITAL FUND (612)		99,339	
STORMWATER CAPITAL FUND (614)		57,730	

**2025 BUDGET PROPOSAL DETAIL  
FOR 08.27.24 BUDGET WORKSHOP**

*Item 6*

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 proposed amount, the net increase or (decrease), and a detailed description. At the end of each Fund, the totals for Revenue and Expenditure are summarized 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	578,700	613,400	34,700	This is the LEVY amount that will be collected from Loretto residents and business owners through property taxes collected by Hennepin County and remitted to the city in the months of July, October and December. <b>This is a 6% increase over last year's final levy.</b>
Liquor License	15,500	15,800	300	This is the amount that we take in from our liquor licensing fees.
Tobacco Licenses	-	-	-	There are no establishments in Loretto that sell tobacco products at this time.
Building Permits	10,000	10,000	-	The city keeps 60% of building permit fees and pays the building inspector (Metro West Inspections) 40% of permit fees.
State Grants and Aids	20,000	19,000	(1,000)	small city assistance for streets. This is a new dedicated funding the city can expect from year to year. This is the projected amount Loretto will receive in 2025.
Local Government Aid	55,100	55,100	-	This is the certified LGA number provided by MN Department of Revenue.
State Fire Aid	45,000	-	(45,000)	State Fire Aid is no longer run through the city.
County Grants/Aid for HWY	1,500	1,500	-	This is grant money we apply for/receive from the county for street improvements (CAM).
Charges for Services	1,000	1,000	-	Fees we collect from various permits (driveway, right-of-way, etc.)
Zoning & Subdivision Fees	300	300	-	Fees for zoning applications.
Park Fees	11,500	13,000	1,500	Fees for use of the athletic complex fields and the Lions Park rentals. Increased based on actuals. See <b>2025 PROPOSED FEE SCHEDULES</b> for details.
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. This varies greatly year to year, but balances out on the expenditure side.
Court Fines	4,000	3,000	(1,000)	This amount is generated from the Medina Police Dept stopping/charging people while in the city of Loretto. Decreased based on actuals.

**2025 BUDGET PROPOSAL DETAIL  
FOR 08.27.24 BUDGET WORKSHOP**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Interest Earnings	20,000	15,000	(5,000)	Earned interest. Decreased based on projected interest rates.
Refunds/Reimbursements	-	-	-	None are anticipated.
Insurance Dividends	3,000	2,000	(1,000)	Dividends received from the League of MN Cities in December. Decreased based on actuals.
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	14,000	14,000	-	This is half the one-time public safety aid the city received in December 2023. This is to offset the police and fire contracts. We used half in 2024 and now the second half in 2025.
<b>Revenue Totals:</b>	<b>798,600</b>	<b>782,100</b>	<b>(16,500)</b>	Removing the \$45,000 State Fire Aid causes this year's overall budget to be less than last year.

**General Fund Expenditures**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
<b>Council</b>				
Wages	17,000	17,000	-	Council compensation increased in 2023.
Benefits	2,150	2,150	-	Council benefits. Includes Social Security, Medicare and PERA.
Workers Comp	200	200	-	
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 insurance.
<b>Administration/General Government</b>				
Legal Notices Publishing	600	600	-	Public notice publishing requirements for public hearings.
Wages	65,280	69,130	3,850	Admin department wages allocated across all funds. 3% wage increase as laid out in the Pay Grade/Step Structure. See <b>Proposed 2025 Wages</b> and <b>Budget Workshop Memo</b> for more details.
Benefits	9,890	10,480	590	PERA, SS & Medicare
Workers Comp	1,000	1,000	-	
Training and Instruction	1,000	1,000	-	For clerk/treasurer/utility clerk training classes



**2025 BUDGET PROPOSAL DETAIL  
FOR 08.27.24 BUDGET WORKSHOP**

<b>Account Description</b>	<b>Last year's amount</b>	<b>This year's proposed amount</b>	<b>Increase or (decrease)</b>	<b>Explanation</b>
Mileage Reimbursement	200	200	-	Reimbursement for admin dept for driving to meetings/training/errands etc.
Elections	5,500	1,500	(4,000)	no elections in 2025, only need to budget for equipment maintenance.
Auditing	8,300	10,000	1,700	Cost of the city's audit split with the Water Fund. Increased based on expected increase in service contract.
Prof. Services - assessing	10,000	-	(10,000)	In 2024, the city entered into an agreement with Hennepin County for assessing services at no cost to the city. This is a new policy for HC, to offer this service at no cost to smaller cities.
Office Supplies	2,000	2,700	700	Split across all funds with General Fund covering larger percentage.
Computer Software/Hardwa	6,200	7,400	1,200	Split across all funds with General Fund covering larger percentage. Increased based on actuals and needed IT support.
Telephone	1,060	1,200	140	Split across all funds with General Fund covering larger percentage.
Postage	1,500	2,300	800	Split across all funds with General Fund covering larger percentage.
Repairs & Maintenance	1,800	1,800	-	Copy machine lease and the cost of copies. Split across all funds with General Fund covering larger percentage.
Capital Outlay	2,500	3,000	500	For computer replacements.
Legal Fees (Civil)	12,000	7,000	(5,000)	For civil attorney fees (Campbell Knutson). Decreased based on actuals and projected need.
Capital Outlay	-	2,000	2,000	Saving up for city code overhaul. Currently have \$13,098 saved up.
Legal Fees (Criminal)	5,700	7,700	2,000	This is for criminal attorney fees (Steve Tallen). Increased based on actuals.
Insurance	9,200	10,000	800	Property/casualty insurance split across funds. Increased based on actuals.
Dues and Subscriptions	4,600	4,900	300	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 <b>Proposed 2025 Dues and Subscriptions</b> spreadsheet for details.
Prof. Services (Planner)	2,600	2,500	(100)	This is for planning services. Reduced based on actuals and projected need.
Rentals	31,800	32,400	600	\$19,000 is for office/council chamber/storage space rental (lease agreement runs till 03/31/2027); \$9,500 is for Public Works storage space rented from Storage Sense Hamel and \$3,900 for PW office space rental from the FD.
Prof. Services (Police)	70,200	72,300	2,100	This is for contracted services of the Medina Police. Increased 3% based on CPI and maximum increase per contract.

**2025 BUDGET PROPOSAL DETAIL  
FOR 08.27.24 BUDGET WORKSHOP**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
<b>Fire</b>				
Fire Contract	51,700	67,400	15,700	Loretto's 2025 FD contract amount. Increase due to the volume of fire calls (two big fires in Loretto at Gary's and the apartment in town being large contributors. Loretto also received a break on it's 2024 contract amount.
Fire Aid	45,000	-	(45,000)	This is no longer run through the city. It used to be a pass-through that the city received from the state then passed on to the fire department.
<b>Building Inspection</b>				
Prof. Services (Building Inspector)	4,000	3,000	(1,000)	This is the amount to be paid out to the Building Inspector. They receive 40% of the fees we take in from building permits. Decreased based on actuals.
Building Permit Surcharges	400	500	100	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)	300	200	(100)	For Code Enforcement services. Mike Rosenau with Metro West is our code enforcement officer. Decreased based on actuals.
<b>Civil Defense</b>				
Capital Outlay	-	-	-	Siren purchase and installation completed in 2023/2024.
<b>Streets</b>				
Wages	81,880	85,610	3,730	Reflects PW 3% wage increases and addition of a temp position, 15 weeks/32 hours per week/\$20 per hour See <b>Proposed 2025 Wages</b> spreadsheet and the <b>Budget Workshop Memo</b> for more details.
Benefits	11,860	12,140	280	PERA, SS & Medicare
Workers Comp	7,000	6,500	(500)	decreased based on actuals (overcompensated last year.)
Training and Instruction	700	700	-	Safety training split across funds.
Motor Fuels	3,400	3,000	(400)	Fuel - split across funds. Decreased based on actuals and projected need.
Engineering	15,000	15,000	-	General Fund and/or streets engineering needs.
Utility Services	20,000	20,000	-	Street lights as billed by Xcel.
Repairs & Maintenance	76,700	53,700	(23,000)	All repairs/maintenance for streets will go into this category. See <b>Proposed 2025 Maintenance and Repairs</b> spreadsheet for details.
Capital Outlay	17,250	16,700	(550)	See <b>Proposed 2025 CIP</b> spreadsheet for details.
Street Maintenance Material	10,000	10,000	-	For snowplowing/salt/sand.

**2025 BUDGET PROPOSAL DETAIL  
FOR 08.27.24 BUDGET WORKSHOP**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
<b>Civic Events</b>				
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.
Miscellaneous (Holiday Train)	1,500	1,500	-	For the Holiday Train civic event. Sponsored by the city, Loretto community members, Canadian Pacific Railway, Loram, Doboszanski & Sons, Lions Club and 21st Century Bank
<b>Parks</b>				
Wages	61,030	64,820	3,790	Reflects PW 3% wage increases and addition of a temp position, 15 weeks/32 hours per week/\$20 per hour See <b>Proposed 2025 Wages</b> spreadsheet and the <b>Budget Workshop Memo</b> for more details.
Benefits	8,980	9,190	210	PERA, SS & Medicare
Workers Comp	1,500	4,000	2,500	Increased due to actuals and wage increases.
Training and Instruction	700	700	-	For safety training
Motor Fuels	3,400	3,000	(400)	Fuel - split across funds. Decreased based on actuals and projected need.
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	13,000	10,000	(3,000)	Electric utilities for parks premises. Decreased based on actuals.
Repairs & Maintenance	19,000	20,000	1,000	See <b>Proposed 2025 Repairs &amp; Maintenance</b> spreadsheet for details.
Capital Outlay	54,850	48,800	(6,050)	See <b>Proposed 2025 CIP</b> spreadsheet for details.
<b>Miscellaneous</b>				
Miscellaneous	670	680	10	This is kept for unexpected expenses that may come up over the year that don't fit into another category.
Operating Transfers	0	38,000	38,000	Transfer to Water Fund to help cover debt service. This is a one-time transfer. The Water Booster Station Loan payments will end in 2025. This will remove \$50,000+ from the Water Fund budget. By using this operating transfer, we avoid a huge increase in 2025, then a reduction in 2026.
<b>Expenditure totals:</b>	<b>798,600</b>	<b>782,100</b>	<b>(16,500)</b>	

<b>2025 Gen Fund Rev</b>	<b>782,100</b>
<b>2025 Gen Fund Exp</b>	<b>782,100</b>

-

**2025 BUDGET PROPOSAL DETAIL  
FOR 08.27.24 BUDGET WORKSHOP**

**LEVY CONSIDERATIONS**

2024 budget levy		% levy increase	levy amt	\$ increase over 6%
\$	578,700	7%	619,209	5,809
		8%	624,996	11,596
		9%	630,783	17,383
		10%	636,570	23,170

**CAPITAL IMPROVEMENT FUND (FUND 225)**

The practice of past councils has been to capture any unused Capital Outlay funds and move them to this fund in December (by city council motion.) The philosophy 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-end balance	Current Balance	Notes
<b>Administrative</b>	4,813	2,803	for admin capital projects including computer replacements.
<b>Elections</b>	1,400	1,400	for election related capital expenditures.
<b>Attorney</b>	13,098	13,098	for future code book overhaul.
<b>Planning</b>	16,886	16,886	for redevelopment expenses.
<b>Civil Defense</b>	-	-	Purchased siren and installed siren in 2023.
<b>Streets</b>	41,045	41,045	39,984 is available for street projects.
<b>Fun Fest/Beautification</b>	1,000	1,000	saved as a reserve for Fun Fest and/or city beautification expenses.
<b>Holiday Train</b>	1,763	1,763	Saved as a reserve for Holiday Train and/or city beautification expenses.
<b>Parks</b>	97,610	97,610	saved up for park capital projects. There is a detailed allocation breakdown available.
<b>Lions</b>	629	629	Remaining proceeds from old Lions electronic sign sale .
<b>Interest</b>	27,064	34,304	This includes interest earned as of 8/20/24.
<b>Total:</b>	<b>205,308</b>	<b>210,538</b>	<b>MORE DETAIL ON EACH CAPITAL ACCOUNT AVAILABLE UPON REQUEST</b>

**2025 BUDGET PROPOSAL DETAIL  
FOR 08.27.24 BUDGET WORKSHOP**

**2021 STREET PROJECT BOND FUND (352)**

**2021 Street Project Bond Fund Revenues**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Current Ad Valorem Taxes	55,214	60,175	4,961	Certified debt levy amount to be collected through property taxes. Calculated at 105% of the principal and interest due during the next fiscal period. Can only be changed by resolution. This would be a rare occasion in the future if the fund ever had enough to pay the next fiscal year's amount due.
Special Assessments	16,611	16,611	-	Special assessment amounts to be collected by the county as property tax.
<b>Revenue totals:</b>	<b>71,825</b>	<b>76,786</b>	<b>4,961</b>	

**2021 Street Project Bond Fund Expenditures**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Debt Service Principal	55,000	55,000	-	Amount of principal due on the bonds during the next fiscal period (for the street portion of the project.)
Interest	13,543	13,270	(273)	Amount of interest due on the bonds during the next fiscal period (for the street portion of the project.).
<b>Expenditure totals:</b>	<b>68,543</b>	<b>68,270</b>	<b>(273)</b>	

2025 '21 St Proj Bond Fund Rev	<b>76,786</b>
2025 '21 St Proj Bond Fund Exp	<b>68,270</b>
	<b>8,516</b>

2025 BUDGET PROPOSAL DETAIL  
FOR 08.27.24 BUDGET WORKSHOP

**2023 STREET PROJECT BOND FUND (353)**

**2023 Street Project Bond Fund Revenues**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Current Ad Valorem Taxes		111,983	111,983	Certified debt levy amount to be collected through property taxes. Calculated at 105% of the principal and interest due during the next fiscal period. Can only be changed by resolution. This would be a rare occasion in the future if the fund ever had enough to pay the next fiscal year's amount due.
Special Assessments			-	Special assessment amounts to be collected by the county as property tax. The special assessments for this project won't go into effect until next year, first year collectable will be 2026.
<b>Revenue totals:</b>	-	<b>111,983</b>	111,983	

**2023 Street Project Bond Fund Expenditures**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Debt Service Principal			-	Amount of principal due on the bonds during the next fiscal period (for the street portion of the project.)
Interest		63,560	63,560	Amount of interest due on the bonds during the next fiscal period (for the street portion of the project.).
<b>Expenditure totals:</b>	-	<b>63,560</b>	63,560	

2025 '23 St Proj Bond Fund Rev	<b>111,983</b>
2025 '23 St Proj Bond Fund Exp	<b>63,560</b>
	<b>48,423</b>

**2025 BUDGET PROPOSAL DETAIL  
FOR 08.27.24 BUDGET WORKSHOP**

**WATER FUND (FUND 601)**

**Water Revenues**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Depreciation Fee	32,200	33,810	1,610	5% increase.
Interest Earnings	5,000	5,000	-	Earned interest. Increased based on projected interest rates after consultation with banking advisor Michael Gallagher with 21st Century Bank.
Water Sales	241,000	253,050	12,050	Rate increase of 5% to support debt service and operating expenses. See <b>Proposed 2025 Fee Schedule</b> and expenditure details below for more information.
MN Dept. of Health Annual Fees	2,530	2,530	-	This is a pass through we pay to the state for connection fees for all properties in the city. Loretto accounts are billed in January each year, then we pay the state on a quarterly basis.
Water Leak Protection	2,640	2,640	-	New line item, insurance program. There is an equal line item on the expenditure side.
Water Penalty	1,200	1,200	-	Penalty fees collected on delinquent accounts.
Interfund Operating Transfer		38,000		The one-time transfer from the General Fund.
<b>Water Revenue Totals:</b>	<b>284,570</b>	<b>336,230</b>	<b>51,660</b>	

**Water Expenditures**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Wages	15,230	16,130	900	Admin department wages allocated across all funds. 3% wage increase as laid out in the Pay Grade/Step Structure. See <b>Proposed 2025 Wages</b> and <b>Budget Workshop Memo</b> for more details.
Benefits	2,310	2,440	130	PERA, Medicare and SS.
Auditing & Accounting	8,300	8,000	(300)	This is the water portion of what we pay for the annual audit - the other portion is covered in the General Fund.
Debt Srv Principal	49,000	50,000	1,000	Scheduled principal payment on the water booster station loan - FINAL PRINCIPAL PAYMENT
Bond Interest	2,290	1,160	(1,130)	Scheduled principal payment on the water booster station loan - FINAL INTEREST PAYMENT
Wages	40,040	40,270	230	Reflects PW 3% wage increases and addition of a temp position, 15 weeks/32 hours per week/\$20 per hour See <b>Proposed 2025 Wages</b> spreadsheet and the <b>Budget Workshop Memo</b> for more details.
Benefits	5,860	5,880	20	PERA, Medicare and SS.

**2025 BUDGET PROPOSAL DETAIL  
FOR 08.27.24 BUDGET WORKSHOP**

<b>Account Description</b>	<b>Last year's amount</b>	<b>This year's proposed amount</b>	<b>Increase or (decrease)</b>	<b>Explanation</b>
Workers Comp	2,000	1,800	(200)	Decreased based on actuals.
Office Supplies	400	400	-	Allocated across funds with the General Fund covering majority.
Training and Instruction	1,800	1,800	-	Training requirements
Computer Software/Hardware	2,450	1,800	(650)	Split across all funds with General Fund covering majority.
Motor Fuels	2,500	1,000	(1,500)	Fuel - split across funds, reduced based on actuals and projected needs.
Chemicals	6,000	8,000	2,000	This is for chemicals needed to keep the water quality at recommended levels. Increased based on actuals.
Engineering Fees	4,000	4,000	-	For general engineering needs in the water department.
Telephone	240	170	(70)	Split across all funds with General Fund covering majority.
Postage	400	200	(200)	Split across all funds with General Fund covering majority.
Insurance	5,400	5,000	(400)	Property/casualty insurance. Decreased based on actuals and projected need.
Leak Protection Insurance	2,640	2,640	-	equal line item on revenue side.
Electric Utilities	20,000	19,500	(500)	Mainly electric for the booster station.
Repairs/Maintenance	30,000	30,000	-	See <b>Proposed 2025 Repairs &amp; Maintenance</b> spreadsheet for details.
Depreciation	26,800	26,800	-	Similar line item on the revenue side - to cover depreciation of assets.
Dues and Subscriptions	8,000	6,020	(1,980)	Required dues for operating water system. See last page of <b>Proposed 2025 CIP</b> spreadsheet for more details.
Capital Outlay	26,850	34,700	7,850	See <b>Proposed 2025 CIP</b> spreadsheet for more details.
Debt Srv Principal	15,000	15,000	-	This is for the water fund's portion of the 2021 Street Project bonds. In future years, the principal debt service payment for the CR19 Watermain bonds will be included in this line. There is no principal payment in 2025. See note below*
Debt srv interest	6,380	53,400	47,020	This is for the water fund's debt service portion of the 2021 Street Project bonds, and the debt service for the CR19 Watermain Project
			-	
<b>Water Expenditure Totals:</b>	<b>283,890</b>	<b>336,110</b>	<b>52,220</b>	

<b>2025 Water Fund Rev</b>	<b>336,230</b>
<b>2025 Water Fund Exp</b>	<b>336,110</b>
	<b>120</b>

\*The total debt service in the water fund:

- \$72,667 in 2024 (water booster station, 2021 Street Project)
- \$119,590 in 2025 (booster station, 2021 Street Project, CR19 Watermain Project)
- \$88,754 in 2026 (2021 Street Project, CR19 Watermain Project)



**2025 BUDGET PROPOSAL DETAIL  
FOR 08.27.24 BUDGET WORKSHOP**

**WASTEWATER FUND (FUND 602)**

**Wastewater Revenues**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Interest Earnings	5,000	5,000	-	Earned interest.
Refunds/Reimbursements		7,000		Ende Septic dumping fees
Sewer Sales	230,700	276,800	46,100	20% increase based on need. See <b>Proposed 2025 Fee Schedule</b> and expenditure details below. Two big hits to the Wastewater budget: the increased MCES Municipal Wastewater Charges and the Quad City capacity improvements. 20% increase was recommended in our Long Term Financial Plan (LTFP)
Sewer Penalty	1,200	1,200	-	
			-	
<b>WW Revenue Total:</b>	<b>236,900</b>	<b>290,000</b>	53,100	

**Wastewater Expenditures**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Wages	15,230	16,130	900	Admin department wages allocated across all funds. 3% wage increase as laid out in the Pay Grade/Step Structure. See <b>Proposed 2025 Wages</b> and <b>Budget Workshop Memo</b> for more details.
Benefits	2,310	2,440	130	PERA, medicare and SS.
Wages	43,110	43,500	390	Reflects PW 3% wage increases and addition of a temp position, 15 weeks/32 hours per week/\$20 per hour See <b>Proposed 2025 Wages</b> spreadsheet and the <b>Budget Workshop Memo</b> for more details.
Benefits	6,260	6,300	40	PERA, medicare and SS.
Workers Comp	1,400	1,400	-	
Office Supplies	300	200	(100)	Split across all funds with General Fund covering majority.
Training and Instruction	1,000	1,000	-	Safety training required.
Computer Software/Hardwa	2,400	1,500	(900)	Split across all funds with General Fund covering majority.
Motor Fuels	2,500	1,300	(1,200)	Fuel - split across funds.
Chemicals	5,000	4,200	(800)	For chemicals needed at sewer ponds remaining.

**2025 BUDGET PROPOSAL DETAIL  
FOR 08.27.24 BUDGET WORKSHOP**

<b>Account Description</b>	<b>Last year's amount</b>	<b>This year's proposed amount</b>	<b>Increase or (decrease)</b>	<b>Explanation</b>
Engineering Fees	3,000	3,000	-	to cover engineering needs.
Telephone	240	170	(70)	Split across all funds with General Fund covering majority.
Postage	400	200	(200)	Split across all funds with General Fund covering majority.
Insurance	3,000	3,000	-	Property/casualty insurance for Wastewater Fund.
Utility Services	15,000	15,000	-	
Sewer Availability Charge (SA	55,000	89,282	34,282	Annual Municipal Wastewater Charge to be paid to MCES in 2025. This may go down.
Repairs & Maintenance	36,100	41,500	5,400	See <b>Proposed 2025 Repairs &amp; Maintenance</b> spreadsheet for details.
Dues and Subscriptions	1,300	5,320	4,020	See last page of <b>Proposed 2025 CIP</b> spreadsheet for more details.
Capital Outlay	34,850	47,000	12,150	See <b>Proposed 2025 CIP</b> spreadsheet for details.
Debt Service Principal	5,000	5,000	-	Scheduled principal payment for the Wastewater portion of the 2021 Street Project bonds.
Interest	3,100	3,070	(30)	Scheduled interest payment for the Wastewater portion of the 2021 Street Project bonds.
<b>WW Expenditure Total:</b>	<b>236,500</b>	<b>290,512</b>	<b>54,012</b>	

<b>2025 WW Fund Rev</b>	<b>290,000</b>
<b>2025 WW Fund Exp</b>	<b>290,512</b>
	<b>(512)</b>

**2025 BUDGET PROPOSAL DETAIL  
FOR 08.27.24 BUDGET WORKSHOP**

**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	3,000	3,500	500	This is the SCORE recycling and organics grant we apply for and receive from the county. Increased based on actuals.
Interest Earnings	200	200	-	
Garbage Charges	40,000	40,000	-	User fees collected. Current rates are \$1.25 above what we are charged by Randy's.
Recycling Charges	18,000	18,000	-	User fees collected. Residential and organics recycling combined.
Penalties	600	600	-	Penalties paid on delinquent accounts
			-	
<b>G/R Revenue Totals:</b>	<b>61,800</b>	<b>62,300</b>	<b>500</b>	

**Garbage/Recycling Expenditures**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Wages	8,700	9,220	520	Admin department wages allocated across all funds. 3% wage increase as laid out in the Pay Grade/Step Structure. See <b>Proposed 2025 Wages</b> and <b>Budget Workshop Memo</b> for more details.
Benefits	1,320	1,400	80	PERA, medicare and SS.
Office Supplies	300	300	-	Split across all funds with General Fund covering majority.
Computer Software/Hardware	600	800	200	Split across all funds with General Fund covering majority.
Independent Contractor	36,000	36,000	-	This is for our contracted garbage service.
Postage	400	600	200	Split across all funds with General Fund covering majority.
Independent Contractor	14,000	14,000	-	For residential recycling and organics services combined.
			-	
<b>G/R Expenditure Totals:</b>	<b>61,320</b>	<b>62,320</b>	<b>1,000</b>	

<b>2025 G/R Fund Rev</b>	<b>62,300</b>
<b>2025 G/R Fund Exp</b>	<b>62,320</b>
	<b>(20)</b>

2025 BUDGET PROPOSAL DETAIL  
FOR 08.27.24 BUDGET WORKSHOP

**STORMWATER FUND (FUND 604)**

**Stormwater Revenues**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Interest	1,400	1,400	-	Interest earned.
Stormwater Charges	89,100	98,000	8,900	10% increase. See <b>Proposed 2025 Fee Schedule</b> for more details.
Penalties	1,000	1,000	-	
Interfund Operating Transfer	-			
			-	
<b>SW Revenue Totals:</b>	<b>91,500</b>	<b>100,400</b>	8,900	

**Stormwater Expenditures**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Wages	4,350	4,610	260	Admin department wages allocated across all funds. 3% wage increase as laid out in the Pay Grade/Step Structure. See <b>Proposed 2025 Wages</b> and <b>Budget Workshop Memo</b> for more details.
Benefits	660	700	40	PERA, medicare and SS.
Wages	11,900	12,120	220	Reflects PW 3% wage increases and addition of a temp position, 15 weeks/32 hours per week/\$20 per hour See <b>Proposed 2025 Wages</b> spreadsheet and the <b>Budget Workshop Memo</b> for more details.
Benefits	1,730	1,750	20	PERA, medicare and SS.
Workers Comp	400	400	-	
Office Supplies	300	300	-	Split across all funds with General Fund covering majority.
Computer Software/Hardware	600	600	-	Split across all funds with General Fund covering majority.
Motor Fuels	2,500	1,300	(1,200)	Fuel - split across funds. Decreased based on actuals and projected needs.
Engineering Fees	13,000	13,000	-	For MS4 permit renewal and next pond cleanout.
Telephone	160	160	-	Split across all funds with General Fund covering majority.
Postage	400	200	(200)	Split across all funds with General Fund covering majority.
Insurance	1,600	1,600	-	Property/casualty insurance.
Repairs & Maintenance	15,000	15,000	-	See <b>Proposed 2025 Repairs &amp; Maintenance</b> spreadsheet for details.

**2025 BUDGET PROPOSAL DETAIL  
FOR 08.27.24 BUDGET WORKSHOP**

<b>Account Description</b>	<b>Last year's amount</b>	<b>This year's proposed amount</b>	<b>Increase or (decrease)</b>	<b>Explanation</b>
Dues and Subscriptions	8,400	8,400	-	See last page of <b>Proposed 2025 CIP</b> spreadsheet for more details.
Capital Outlay	30,350	40,350	10,000	See <b>Proposed 2025 CIP</b> and <b>Proposed 2025 LSWMP</b> (2nd last page of CIP) spreadsheets for details.
			-	
<b>SW Expenditure Totals:</b>	<b>91,350</b>	<b>100,490</b>	<b>9,140</b>	

<b>2025 SW Fund Rev</b>	<b>100,400</b>
<b>2025 SW Fund Exp</b>	<b>100,490</b>
	<b>(90)</b>

8/20/2024

**WATER CAPITAL FUND (FUND 611)**

**Current Cash Balance:** 8,114 Saving up for infrastructure/water booster station repairs/maintenance/replacement.  
SEE PROJECT FUNDING WORKSHEET FOR INFORMATION ON FUNDS AVAILABLE

**WASTEWATER CAPITAL FUND (FUND 612)**

**Current Cash Balance:** 99,339 Saving up for wastewater capital projects.  
SEE PROJECT FUNDING WORKSHEET FOR INFORMATION ON FUNDS AVAILABLE

**STORMWATER CAPITAL FUND (FUND 614)**

**Current Cash Balance:** 57,730 Saving up for stormwater capital projects.  
SEE PROJECT FUNDING WORKSHEET FOR INFORMATION ON FUNDS AVAILABLE

ORDINANCE 2024-xx  
EXHIBIT B  
CITY OF LORETTO  
SCHEDULE OF PARK FIELD USE RENTAL FEES

Item 7

**The Loretto Ballfields consists of three baseball/softball fields.**

**Those wishing to use the Arnold Klaers Baseball Field must contact the LCAA for field use agreements.**

*Field use fees are based on a 2 hour time slot. If additional time is needed you will be charged for an additional 2 hour time slot.*

**Baseball and Softball Field Use**

Game Ready Field*	<del>\$51</del> \$53.50/field
Practice Field**	<del>\$29</del> \$30.50/field
League and Tournament Rates	Fees calculated on case by case basis
SECURITY DEPOSIT***	\$500/field reservation or \$800/Tournament or League
On-call fees for rechalking and dragging fields between games on nights and weekends	\$100

\*These fees cover the city's cost to have the field game ready, including having it dragged and chalked on the day of reservation. Renter is responsible for any dragging or chalking needed between games on the same day.

\*\*Practice Field will not be dragged or chalked.

\*\*\*SECURITY DEPOSIT: The applicant, having fulfilled the obligations under the field reservation agreement, and after a post-event inspection by the Public Works Department, will have their Security Deposit refunded.

1. a full security deposit will be returned to the applicant upon having left no financial obligation to the City and having caused no damage beyond ordinary wear and tear.
2. A percent of the security deposit will be retained by the City pending:
  - a. any financial obligation to the City,
  - b. the percent of damages to the facilities beyond the ordinary wear and tear.
3. Ten percent of the original amount of the damage deposit will be retained by the city for each instance of the ballfield lights being left on overnight.

ORDINANCE 2024-xx  
EXHIBIT A  
CITY OF LORETTO - SCHEDULE OF LICENSES, PERMITS, AND FEES

Item 7

CODE SECTION	DESCRIPTION	AMOUNT	COMMENTS
120:00	Park Field Use Rentals	(See City of Loretto Park Field Use Rental Fees)	15% increase for 2024
405:10	Building Permits	(See City of Loretto Building Permit Fees and MetroWest 1994 Fee Schedule)	Amended in 2015
410:10 & 410:15	Water & Sewer Availability Charge/Conn FeeOrd Water - R-1 & PUD Districts Sewer - R-1 & PUD Districts Water - R-2 (per unit) Sewer - R-2 (per unit) Water - TC, GC, & I Districts Sewer - TC, GC, & I Districts	\$3450 \$3600 \$2400 \$2800 \$2000 \$2100 \$4500 \$1800 \$4600 \$4800 \$3000 \$3600	5% increase for 2025 20% increase for 2025 5% increase for 2025 20% increase for 2025 5% increase for 2025 20% increase for 2025
410:25 Subd 1	Water & Sewer Monthly Service Rates Water - Minimum (up to 4,000 gal) Water - Above 4,000 gallons Water from City Hydrant  Depreciation fee  Sewer - Minimum (up to 4,000 gal) Sewer - Above 4,000 gallons	\$48.23 \$50.64 \$12.05 \$12.65 \$11.50 \$12.00/1000 gal  \$40.76 \$11.30/month/account  \$44.71 \$53.65 \$15.86 \$19.03	5% increase for 2025 Per 1,000gl - 5% increase for 2025 Plus \$20.00 hookup fee 5% increase for 2025  5% increase for 2025  20% increase for 2025 Per 1,000gl - 20% increase for 2025
410:35 Subd 3(a)	Storm Water Base Rate per REF value	\$23.82 \$26.20	10% increase for 2025
535:15	Garbage Collection Monthly Service Rates	\$1.25 Over Cost of Republic	update contractor name 2023
536:10	Recycling Collection Monthly Service Rate (includes organics recycling)	\$1.25 over cost of Republic	updated 2023
410:25 Subd 10	Water & Sewer Reconnection Charge	\$50.00	
410:25 Subd 8	Water Meter Purchase	At Cost	
410:30 Subd 5	Water Meter Test	At Cost	
412:115	Grading, Erosion, & Sediment Control Permit	\$100.00	Plus Expenses*
420:61 Subd 2	Variance	\$150.00	Plus Expenses*
420:70 Subd 3	Conditional Use Permit Interim Use permit	\$150.00 \$150.00	Plus Expenses* Plus Expenses* Added 2/8/11
420:80	Zoning/Land Use Amendment Administrative Zoning Review	\$200.00 \$100.00	Plus Expenses* new in 2011
412:85	Public Works Director	\$72.31	new in 2012
Administrative/Staff Fees	City Clerk	\$68.24	new in 2012
	Public Works Employee	\$43.20	new in 2012
	Office Assistant	\$32.00	new in 2012
	Grounds keeper	\$21.92	new in 2012
430:00 Subd 2a ii	Preliminary Plat/Subdivision & Large Lot Divisions	\$250.00 + \$25.00/lot in excess of 3 lots	Plus Expenses*
430:00 Subd 3a	Final Plat	\$150.00	Plus Expenses*
430:00 Subd 4	Simple Lot Divisions & Division and Rearrangement	\$100.00	Plus Expenses*
435:10 Subd 3	Sign Permit	\$50.00	Plus Expenses* & Building Permit
505:00	Returned Check Charge (M.S. 609.535)	\$30.00	Updated 2024
	MnWARN Equipment Rates: Cat 90 HP Utility Trailer Skid Steer w/operator	\$95/hour \$105/hr	New in 2011 New in 2011
515:20 Subd 3	Driveway Permit Right-of Way Permit	\$25.00 \$100.00	Plus expenses* new in 2011

ORDINANCE 2024-xx  
EXHIBIT A  
CITY OF LORETTO - SCHEDULE OF LICENSES, PERMITS, AND FEES

CODE SECTION	DESCRIPTION	AMOUNT	COMMENTS
600:10	Dog Licenses (Kennel)	\$50.00	Plus expenses*
	Chicken License (Annual)	\$25.00	Plus expenses*
800:10 Subd 9	Tobacco License (Annual)	\$100.00	Plus expenses*
805:05	Mechanical Amusement Device	\$15.00	Plus expenses*
810:15	Bingo License (Annual)	\$25.00	Plus expenses*
815:25	Gambling License (Annual)	\$25.00	Plus expenses*
820:35	Peddler, Solicitor, Transient Merchant Lic.	\$50.00	Plus expenses*
835:30	Fireworks Sales License (Annual)	\$50.00	Plus expenses*
830:35 Subd 1	Adult Establishment License (Annual)	\$3,500.00	Plus expenses*
830:35 Subd 2	Investigation Fee - Adult Establishment	\$500.00	increased for 2011 from \$300
902:45 Subd 1	Liquor License Fees - Annual		
	On-Sale	\$3,500.00	
	Off-Sale	\$100.00	
	Sunday	\$200.00	
	2 AM Closing	\$200.00	
	Wine	\$500.00	
	3.2 Beer	\$100/fee waived for holder of Wine License	new in 2023
902:50	Investigation Fee - Liquor License	\$500.00	increased in 2010
902:30	Liquor License Fees - Temporary		
	3.2 Beer	\$25.00	
	Intoxicating Liquor	\$100.00	2022 Increase to cover inspection costs
	Site Development Escrow - Residential	\$3,000.00	** increased for 2024
	Site Development Escrow - Commercial	\$8,000.00	** increased for 2024
	Site Modification Escrow - Residential	\$2,000.00	** increased for 2024
	Site Modification Escrow - Commercial	\$4,000.00	** increased for 2024
	Special Meeting of Council	\$1,500.00	Plus Expenses* Increase for 2024
	Assessment Search	\$25.00	
	Notary	free to residents \$1 for non-residents	new in 2023 new in 2023

Other inquiries to the City requiring legal, engineering, planning, or clerk time outside of the regular scope of duties will be billed at cost. Additional costs--such as postage, photocopies, publication, notification, and supplies--will also be billed at cost.

\*Expenses may include--but are not limited to--legal, engineering, planning, council and clerk time, publication, office costs, notification, investigation and supplies.

\*\*Applicant deposits escrow in the required amount and agrees to pay all expenses related to the request, including any expenses in excess of the escrow. The City will refund any excess escrow.