

City of Loretto
Budget Workshop
Tuesday, August 30, 2022, 6:00 p.m.
AGENDA

1. CALL TO ORDER 6:00 p.m.
2. PLEDGE OF ALLEGIANCE
3. SET AGENDA
4. DEFINITIONS
5. BUDGET GOALS OF COUNCIL 6:05
 - a. Review 2023 Proposed Wages
 - b. Notary Services
 - c. Review Proposed Capital Improvement Plan and Maintenance and Repairs Spreadsheets
 - 1) Microphones for use at Council Meetings
 - 2) Street Project Estimates Not Included in Budget
 - 3) Pickleball Courts at Lions Park
 - 4) Bandshell at Lions Park
 - 5) Water Project Estimates Not Included in Budget
 - 6) Remote Meter Read Technology
 - d. Review Consultant Expenses for 2023
 - 1) Civil Attorney
 - 2) Criminal Attorney
 - 3) Planning
 - 4) Engineering
6. 2023 BUDGET PROPOSAL 7:05
7. REVIEW PROPOSED FEE SCHEDULES
8. FIRE DEPARTMENT WAGE CONTRIBUTION
9. AMERICAN RESCUE PLAN ACT (ARPA - COVID RELIEF)
10. ADJOURN 7:30 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

TO: HONORABLE MAYOR AND MEMBERS OF THE LORETTO CITY COUNCIL
FROM: MARY SCHNEIDER, CITY CLERK TREASURER
CC: JEFF LEUER, PUBLIC WORKS DIRECTOR
DATE: FRIDAY, AUGUST 26, 2022
RE: 2023 BUDGET WORKSHOP OF AUGUST 30, 2022 – 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 13th council meeting.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

4. DEFINITIONS

General Revenue Levy is the amount of money needed to balance the budget from what we anticipate other revenue to be during the year.

Debt Service Levy or “Bonded Indebtedness” is the certified amount the city must collect to pay the principal and interest on the 2021 Street Improvement bonds or the “debt service” for that fiscal year. There is a schedule for the life of the loan (included in your packet) that has been certified with 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 2023 Proposed Wages

Included in your packet is a **Proposed 2023 Wages** spreadsheet detailing the numbers and allocations. This proposal includes an 8% cost of living adjustment (COLA) for all staff. Last year’s 3% COLA was well below the actual cost of living seen in 2022.

Also included is the addition of a Temporary Public Works position budgeted for 520 hours at \$18/hour and split between the Water and Wastewater Funds. Jeff requested this additional employee to assist with the installation of the MXU radio read boxes that were approved for purchase in 2022.

b. Notary Services

It would cost the city about \$250 every five years for me to get certified as a notary. Since the cost is minimal, I think this would be a good addition to services provided to our residents. I did some research into how other local cities do this. Most provide notary services for free to their residents and charge \$1 to non-residents. I included this item in the General Fund **Dues and Subscriptions** budget.

- c. **Review Proposed Capital Improvement and Maintenance and Repairs Spreadsheets**
Included in your packet are breakdown documents for the Capital Improvement Plan (**Proposed 2023 CIP**) and the Maintenance and Repairs Schedule (**Proposed 2023 Maintenance and Repairs**).

How to read the **Proposed 2023 CIP**:

- Public Works Equipment (PWE) projects are first listed in total amounts for each project (top of CIP, shaded in **blue**), then in the Fund breakdown 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.
- Line items shaded in **orange** are not included in the budget. These items are only included to show the estimates that Jeff has obtained.
- Line items shaded in **green** are included in the budget, but need more discussion.

CAPITAL IMPROVEMENT PLAN (CIP)

1) Microphones for use at Council Meetings

Jim with the LMCC is recommending the city purchase gooseneck condenser microphones. These would be higher quality than the ones the LMCC brings for our meetings. They capture a person's voice better, and don't pick up other ambient noises as much, noises such as papers rustling on the tables, HVAC sounds, etc. I'm estimating a cost of about \$3,000 based on the estimate from Z Systems, Inc., the same company that installed the pan/tilt/zoom camera recording system earlier this year. Theirs was by far the best quote received.

2) Street Project Estimates Not Included in Budget

Jeff provided estimates for three projects that we haven't included in the current budget:

- Finish Quiet Zone and Replace Pavers, estimated at \$125,000
- Sidewalk West Side of CR19, estimated at \$80,000
- Railroad Costs for Sidewalk West Side of CR19, estimated at \$21,000

Jeff will have more information at the meeting.

If the council chooses to add these projects to the budget, the levy increase would need to be higher than the 6% currently figured into this budget proposal.

Depending on where the billing comes in from CP Rail for the completed part of the Quiet Zone project, there may be funds available in the 225 Street Capital Fund.

3) Pickleball Courts at Lions Park

Jeff estimated \$50,000 for a pickleball court. In order to fit this into the budget with a 6% levy increase, I spread this out over 4 years. Maybe this is something the Lions Club would be interested in partnering with the city to build?

4) Bandshell at Lions Park

Greg asked me to include this on the agenda for discussion. If the council wants staff to pursue this, they should direct Jeff to get estimates for future CIP workshop discussions. This project is not included in the **Proposed 2023 CIP**.

5) Water Project Estimates Not Included in Budget

- **Water Plant Upgrades – Engineering, estimated at \$49,200**
- **Watermain Replacement under RR Tracks, estimated at \$320,000** (this would be a project the city could bond for, if council decided to pursue.)

Jeff will have more information at the meeting.

If the council chooses to add these projects to the budget, the water user fee increase would need to be higher than the 8% currently figured into this budget proposal.

6) Remote Meter Read Technology

Jeff proposed budgeting for this new technology earlier this year. Core and Main reps also gave a presentation at the May council meeting. The full amount to be budgeted is \$24,800. I split that evenly between the Water and Wastewater Funds as a capital expense. I was able to balance the Wastewater Fund including that expense, but the inclusion of this expense leaves the Water Fund short by \$7,500. Options to cover this shortage:

- A. Use funds from the Water Capital Fund (611) to cover this shortage. The Water Capital Fund has a current balance of \$80,100. These funds have been set aside for future capital improvements, which this would be.
- The council approved using \$32,143 from the 611 Fund in 2022 for the purchase of new MXU radio read boxes
 - Due from Other Funds: the council approved an interfund loan in 2021 for the Lions Park Shelter project. The 225 Capital Fund will be paying back this loan with a \$10,000 payment annually for 4 years. The first payment is due this year and will be included in the 2022 year-end transfers.

Figuring in these two bullet points, the 611 Fund has about \$60,000 available. In addition to that, we budgeted \$24,800 in the 2022 budget for depreciation that will be transferred into this fund with the 2022 year-end transfers. Covering the remaining \$7,500 from the 611 Fund is a viable option.

- B. Increase water user fees 11% instead of the current 8%. Below is a table showing the impact on monthly user fees and examples of how the change would impact users on their monthly bills. Keep in mind that this only shows the water fees, which are a portion of the overall utility bill. In the current budget, Wastewater user fees are being reduced by 5%.

	Current rates	8% increase	11% increase
base fee (up to 4000gl)	39.94	43.14	44.33
per 1000gl over 4000	9.98	10.78	11.08
	Current water charges	water charges with 8% increase	Water charges with 11% increase
Example 1: 6000gl used	59.90	64.69	66.49
Example 2: 8000gl used	79.86	86.25	88.64

- C. The Council could choose to leave the Remote Meter Read Technology out of the budget and not move forward with the upgrade. If this were removed from the Water Fund budget, the user rates increase could be reduced to 5.5%. If removed from the Wastewater Fund budget, the user rates could be reduced further than the current 5% reduction.

d. Review Consultant Expenses for 2023

1) Civil Attorney

I decreased the budgeted amount for Jared from \$18,000 to \$8,000 based on actuals. I estimated this year’s amount high anticipating a few legal issues, but we didn’t need his services as much as I had anticipated. Having Jared not attend council meetings routinely is also helping to keep costs down.

2) Criminal Attorney

I increased the budgeted amount for Steve Tallen to \$3,000 based on actuals. His fees are usually pretty steady and low, but they’re a little higher this year due to more activity.

3) Planning

I reduced the planning budget to \$4,000 based on actuals.

4) Engineering

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

Fund	2023 Proposed	Explanation
General (streets)	\$10,000	General street engineering needs
Water	\$5,000	water treatment plant engineering
Sewer	\$5,000	wastewater engineering
Stormwater	\$10,000	MS4/permit renewal and next pond cleanout engineering

6. 2023 BUDGET PROPOSAL

Included in your packet is the **2023 Budget Summary Memo** document, which shows the 2023 revenue and expenditure totals as laid out in this budget proposal.

Also included in your packet is the **2023 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 comments or questions you may have about any of the line items. We will not be going through each line item of the **2023 Budget Proposal Explanation** 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
Per the schedule approved by the Council in 2021, I figured in a 5% increase.

- Fee Schedule
Water User Fees – 8% increase.
Wastewater User Fees – 5% decrease
Stormwater User Fees – 1% increase

8. FIRE DEPARTMENT WAGE CONTRIBUTION

Jeff's current employee contract with the city allows him to dedicate 22% of his full-time hours to Fire Department Administrative work. In return, the LFD contributes \$20,000 toward his wages annually. The LFD is looking to move toward a full-time Fire Chief in 2023. Jeff would like to discuss his options with the Council.

With the General Fund budget as proposed, we would need to increase the levy to 10% if we no longer had the \$20,000 contribution from the LFD. If there's doubt about whether or not the contribution will be received in 2023, I recommend setting the Proposed Levy at 10% increase. By December we may know more and could reduce the Final Levy at that time. Reminder that the Proposed Levy, set in September, cannot be increased in December, only decreased.

9. AMERICAN RESCUE PLAN ACT (ARPA - COVID RELIEF)

The city has received its full ARPA allocation of \$72,563.40. There has been discussion about using these funds to cover the remaining portion of the Quiet Zone, after the \$350,000 legislative grant is depleted. No decision about this needs to be made at the budget workshop. When I have the invoices, I will bring this to the council for a decision.

10. ADJOURN

City of Loretto, Minnesota

Agenda # 4

\$920,000 General Obligation Bonds, Series 2021A
Street Improvement

105% Levy

Debt Service Levy

Date	Total P+I	105% Levy	Less: Special Assessment Revenue*	Net Levy	Levy Year	Collection Year
02/01/2022	-	-	-	-		
02/01/2023	71,856.89	75,449.73	16,611.28	58,838.45	2021	2022
02/01/2024	68,680.00	72,114.00	16,611.27	55,502.73	2022	2023
02/01/2025	68,405.00	71,825.25	16,611.28	55,213.97	2023	2024
02/01/2026	73,130.00	76,786.50	16,611.27	60,175.23	2024	2025
02/01/2027	72,620.00	76,251.00	16,611.27	59,639.73	2025	2026
02/01/2028	72,110.00	75,715.50	16,611.28	59,104.22	2026	2027
02/01/2029	71,600.00	75,180.00	16,611.27	58,568.73	2027	2028
02/01/2030	70,400.00	73,920.00	16,611.28	57,308.72	2028	2029
02/01/2031	69,200.00	72,660.00	16,611.27	56,048.73	2029	2030
02/01/2032	73,000.00	76,650.00	16,611.27	60,038.73	2030	2031
02/01/2033	71,700.00	75,285.00	16,611.28	58,673.72	2031	2032
02/01/2034	70,400.00	73,920.00	16,611.26	57,308.74	2032	2033
02/01/2035	69,100.00	72,555.00	16,611.28	55,943.72	2033	2034
02/01/2036	72,800.00	76,440.00	16,611.26	59,828.74	2034	2035
02/01/2037	71,400.00	74,970.00	16,611.27	58,358.73	2035	2036
Total	\$1,066,401.89	\$1,119,721.98	\$249,169.09	\$870,552.89		

*Special assessment revenue is based on assessments totaling \$201,250 assessed at a rate of 2.75% (1% over the true interest cost, rounded to the nearest 0.25%), with equal annual payments over 15 years.

PROPOSED 2023 WAGES
CITY OF LORETTO

Agenda item 5.a

Represents 8% wage increase for all staff and includes 8% increase to additional compensation. Add temp employee 520 hours @ \$18/hr										
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										
Name	Hours/ week	Hours/ Year	Wage Per Hour	Total	PERA (City)	PERA (Empl)	Net	SS	Medicare	Total
			8%							
PWD (JL)	40	2270	\$ 38.87	\$ 88,234.90	\$ 6,617.62	\$ 5,735.27	\$ 82,499.63	5470.56	\$ 1,279.41	\$ 101,602.49
JL ADD COMP	40	2080	\$ 3.12	\$ 6,489.60	\$ 486.72	\$ 421.82	\$ 6,067.78	402.36	\$ 94.10	\$ 7,472.77
PW PPT-1	32	1829	\$ 23.22	\$ 42,469.38	\$ 3,185.20	\$ 2,760.51	\$ 39,708.87	2633.10	\$ 615.81	\$ 48,903.49
PPT-1 ADD COMP	32	1664	\$ 3.12	\$ 5,191.68	\$ 389.38	\$ 337.46	\$ 4,854.22	321.88	\$ 75.28	\$ 5,978.22
PW PPT-2	32	1829	\$ 20.67	\$ 37,805.43	\$ 2,835.41	\$ 2,457.35	\$ 35,348.08	2343.94	\$ 548.18	\$ 43,532.95
PPT-2 ADD COMP	32	1664	\$ 3.12	\$ 5,191.68	\$ 389.38	\$ 337.46	\$ 4,854.22	321.88	\$ 75.28	\$ 5,978.22
TEMP PW	20	520	\$ 18.00	\$ 9,360.00			\$ 9,360.00	580.32	\$ 135.72	\$ 10,076.04
Clerk	35	1820	\$ 26.78	\$ 48,739.60	\$ 3,655.47	\$ 3,168.07	\$ 45,571.53	3021.86	\$ 706.72	\$ 56,123.65
Clerk ADD COMP	35	1820	\$ 3.12	\$ 5,678.40	\$ 425.88	\$ 369.10	\$ 5,309.30	352.06	\$ 82.34	\$ 6,538.68
Utility Clerk	15	880	\$ 19.44	\$ 17,107.20	\$ 1,283.04	\$ 1,111.97	\$ 15,995.23	1060.65	\$ 248.05	\$ 19,698.94
Council	770/ meeting	18	\$ 800.00	\$ 14,400.00	\$ 720.00	\$ 720.00	\$ 13,680.00	892.80	\$ 208.80	\$ 16,221.60
				\$ 280,667.87	\$ 19,988.09	\$ 17,419.01		17401.41	4069.68	
					test	\$ 322,127.05				
								Total Wages/Benefits		\$ 322,127.05
Pera rates for 2021 = employee 6.5% - employer - 7.5% (increase of .25% in both employee and employer rates effective 1/1/15)								2022 Approved:	\$ 290,155.14	
SS & Medicare Employer rates are 6.2% & 1.45%, employee rates are 6.2% for SS (starting in 2013)								Increase =	\$ 31,971.91	
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										
2022										
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%										
TEMP PW allocated 50% to water, 50% to wastewater										
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%										
								**includes 100 hours for covering office hrs for Mary		

**PROPOSED 2023 WAGES
CITY OF LORETTO**

	Park (Gen)	Street (Gen)	Fire (Gen)	Water	Wastewater		Garbage/Recy	Stormwater	Clerk (Gen)	Total	
JL	\$ 8,726.02	27,268.82	\$ 23,996.56	\$ 18,542.79	\$ 26,178.06			4363.01		\$ 109,075.26	
PW PPT-1	\$ 8,232.26	26,343.22		\$ 6,585.81	\$ 11,525.16			2195.27		\$ 54,881.71	
PW PPT-2	\$ 4,951.12	19,804.47		\$ 9,902.23	\$ 12,872.90			1980.45		\$ 49,511.17	
TEMP PW				\$ 5,038.02	\$ 5,038.02					\$ 10,076.04	
										\$ -	
Clerk				\$ 8,772.73	\$ 11,279.22		\$ 6,266.23	5012.99	\$ 31,331.16	\$ 62,662.33	
Utility Clerk				\$ 3,151.83	\$ 3,939.79		\$ 2,363.87	1575.92	\$ 8,667.53	\$ 19,698.94	
Council	\$ 16,221.60									\$ 16,221.60	
									Total	\$ 322,127.05	
PW Total	\$ 21,909.39	73,416.51	\$ 23,996.56	\$ 51,993.41	\$ 70,833.15		\$ 8,630.11	15127.63	\$ 39,998.70	\$ 322,127.05	
Council	\$ 16,221.60										
Total for all Funds	General			Water	Sewer		Garbage/Recy	Stormwater		Total	
	\$ 175,542.76			\$ 51,993.41	\$ 70,833.15		\$ 8,630.11	15127.63		\$ 322,127.05	
	Wage	Clerk	Water	Wastewater	Garbage/Recycling		Stormwater	Total			
Mary	\$ 54,418.00	27209.00	\$ 7,618.52	\$ 9,795.24	\$ 5,441.80		\$ 4,353.44	54,418.00			
Benefits	\$ 8,244.33	4122.16	\$ 1,154.21	\$ 1,483.98	\$ 824.43		\$ 659.55	8,244.33			
								62,662.33			
Connie	\$ 17,107.20	7527.17	\$ 2,737.15	\$ 3,421.44	\$ 2,052.86		\$ 1,368.58	17107.20			
Benefits	\$ 2,591.74	1140.37	\$ 414.68	\$ 518.35	\$ 311.01		\$ 207.34	2591.74			
								19698.94			
Budget		101-41400	601-41400	602-41400	603-41400		604-41400				
Clerk wages - 100		34736.17	\$ 10,355.67	\$ 13,216.68	\$ 7,494.66		\$ 5,722.02	71525.20			
Clerk benefits - 120		5262.53	\$ 1,568.88	\$ 2,002.33	\$ 1,135.44		\$ 866.89	10836.07			
		39998.70	11924.56	15219.01	8630.11		\$ 6,588.90	\$ 82,361.27			
			For Budget Breakdown - Rounding purposes						82361.27	Actual	
		101-41400	601-41400	602-41400	603-41400		604-41400				
	100	34740.00	\$ 10,360.00	\$ 13,220.00	\$ 7,490.00		\$ 5,720.00				
	120	5260.00	\$ 1,570.00	\$ 2,000.00	\$ 1,140.00		\$ 870.00				
	Budgeted	40000.00	\$ 11,930.00	\$ 15,220.00	\$ 8,630.00		\$ 6,590.00	82370.00	Budgeted		

**PROPOSED 2023 WAGES
CITY OF LORETTO**

		Park	Street	Fire	Water		Wastewater	Stormwater	Total		
Jeff	\$ 94,724.50	7577.96	\$ 23,681.13	\$ 20,839.39	\$ 16,103.17		\$ 22,733.88	3788.98	\$ 94,724.50		
Benefits	\$ 14,350.76	1148.06	\$ 3,587.69	\$ 3,157.17	\$ 2,439.63		\$ 3,444.18	574.03	\$14,350.76		
									\$ 109,075.26		
		Park	Street	Fire	Water		Wastewater	Stormwater	Total		
PW PPT-1	\$ 47,661.06	7149.16	\$ 22,877.31	\$ -	\$ 5,719.33		\$ 10,008.82	1906.44	\$ 47,661.06		
Benefits	\$ 7,220.65	1083.10	\$ 3,465.91	\$ -	\$ 866.48		\$ 1,516.34	288.83	\$7,220.65		
									\$ 54,881.71		
		Park	Street	Fire	Water		Wastewater	Stormwater	Total		
PW PPT-2	\$ 42,997.11	4299.71	\$ 17,198.84		\$ 8,599.42		\$ 11,179.25	1719.88	\$42,997.11		
Benefits	\$ 6,514.06	651.41	\$ 2,605.62		\$ 1,302.81		\$ 1,693.66	260.56	\$6,514.06		
									\$49,511.17		
		Park	Street	Fire	Water		Wastewater	Stormwater	Total		
TEMP PW	\$ 9,360.00				\$ 4,680.00		\$ 4,680.00		\$ 9,360.00		
Benefits	\$ 716.04				\$ 358.02		\$ 358.02		\$ 716.04		
		Park	Street	Fire	Water		Wastewater	Stormwater	Total		
		101-45200	101-43100	101-42200	601-49400		602-49450	604-49600			
		Park	Street	Fire	Water		Wastewater	Stormwater			
Wages - 100		19026.83	\$ 63,757.28	\$ 20,839.39	\$ 35,101.91		\$ 48,601.95	7415.31	\$ 194,742.67		
Benefits -120		2882.56	\$ 9,659.23	\$ 3,157.17	\$ 4,966.94		\$ 7,012.20	1123.42	\$ 28,801.51		
		21909.39	\$ 73,416.51	\$ 23,996.56	\$ 40,068.85		\$ 55,614.15	\$ 8,538.73	\$ 223,544.18	Actual	
			For Budget Breakdown for Rounding purposes								
		101-45200	101-43100	101-42200	601-49400		602-49450	604-49600			
	100	19030.00	\$ 63,760.00	\$ 20,840.00	\$ 35,100.00		\$ 48,600.00	\$ 7,420.00			
	120	2880.00	\$ 9,660.00	\$ 3,160.00	\$ 4,970.00		\$ 7,010.00	\$ 1,120.00			
		21910.00	\$ 73,420.00	\$ 24,000.00	\$ 40,070.00		\$ 55,610.00	\$ 8,540.00	\$ 223,550.00	Budgeted	
Council	101-41110										
Wages-100	\$ 14,400.00	300.00	750		320		520	260.00	\$ 322,140.00	Budgeted total	
Benefits-120	\$ 1,820.00								\$ 322,127.05	Actual total	
	\$ 16,220.00	\$ 16,221.60	Line K17							from Line K16	

PROPOSED 2023 CIP

Agenda item 5.c

Department Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Public Works Equipment (PWE)										
4 x 4 Pickup replace 2002 & 2015	\$15,000	\$8,000				\$5,000	\$5,000	\$5,000		
Cat Tractor and Mower Replacement	\$10,000									
Power Washer			\$5,000							
Ford 550 with Snow Plow and Sander						\$10,000	\$10,000	\$10,000		
Lawn Mower		\$4,000			\$4,000	\$4,000	\$4,000			
Skidsteer	\$4,500	\$4,500	\$11,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		
Public Works Equipment sub-total*	\$29,500	\$16,500	\$16,000	\$5,000	\$9,000	\$24,000	\$24,000	\$20,000		
Administrative - 101-41570-500										
	CS repl	JL repl	MS repl	CS repl	JL repl	MS repl	CS repl	JL repl		
Computer (desktop) upgrade	\$1,600	\$1,700	\$1,800	\$2,000	\$2,000	\$2,500	\$2,000	\$2,000		
Laptop computer upgrades	\$1,500	\$500	\$500	\$1,000	\$500	\$500	\$500	\$500		
Microphones for council meetings				\$3,000						
Adminstrative sub-total	\$3,100	\$2,200	\$2,300	\$6,000	\$2,500	\$3,000	\$2,500	\$2,500		
Attorney - 101-41610-500										
Code updates	\$3,000	\$3,000	\$3,000	\$2,000	\$2,000	\$2,000	\$2,000			
Attorney sub-total	\$3,000	\$3,000	\$3,000	\$2,000	\$2,000	\$2,000	\$2,000			
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	\$5,000					
Civil Defense sub-total	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000					
Streets - 101-43100-500										
Finish Quiet Zone and Replace Pavers				\$25,000	\$25,000	\$25,000	\$25,000	\$25,000		
Replace Pavers along bike path										
Sidewalk West Side of CR 19				\$20,000	\$20,000	\$20,000	\$20,000			
Railroad Costs for sidewalk west side of 19				\$5,000	\$5,000	\$5,000	\$6,000			
4x4 Pickup (PWE)	\$3,000	\$1,000				\$1,000	\$1,000	\$1,000		
Power Washer (PWE)			\$1,500							
Cat Tractor and Mower Replacement (PWE)	\$1,000									
Ford F550 with Snow Plow and Sander (PWE)						\$7,000	\$7,000	\$7,000		
Skidsteer (PWE)	\$2,000	\$2,000	\$5,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500		
Lawn mower (PWE)		\$1,000								
PWE portion total for Streets	\$6,000	\$4,000	\$6,500	\$2,500	\$2,500	\$10,500	\$10,500	\$10,500		
Streets sub-total	\$6,000	\$4,000	\$6,500	\$2,500	\$52,500	\$60,500	\$61,500	\$35,500		

items highlighted in orange are not included on the proposed budget. Need further discussion

PROPOSED 2023 CIP

Department Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Parks - 101-45200-500										
Walkway between Arnold Klaers/Bob Koch fields	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000					
Overlay around softball concession	\$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	\$10,000	\$10,000	\$10,000				
Bathrooms at softball field	\$4,000	\$4,000	\$4,000	\$4,000						
Playgrnd equip at Highlands & Lions Parks	\$4,000	\$4,000	\$4,000		if over 2 years, 12,000 impact on 2023 budget					
Pickleball Courts				\$12,500	\$12,500	\$12,500	\$12,500			
Saving for Shelters/Concrete Pads (Ponds Park)	\$3,000									
Dog Park fencing at Lions Park			\$6,000	\$6,000	\$6,000					
Vortex Athletic Complex Improvements			\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	
Bandshell at Lions Park										
4x4 Pickup (PWE)	\$3,000	\$1,000				\$1,000	\$1,000	\$1,000		
Power Washer (PWE)			\$1,000							
Ford F550 with Snow Plow and Sander (PWE)						\$1,000	\$1,000	\$1,000		
Skid Steer (PWE)	\$1,000	\$1,000	\$2,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
Lawn mower (PWE)		\$1,000								
PWE portion total for Parks	\$4,000	\$3,000	\$3,000	\$1,000	\$1,000	\$3,000	\$3,000	\$3,000	\$3,000	
Parks sub-total	\$35,000	\$31,000	\$44,000	\$50,500	\$46,500	\$39,500	\$24,500	\$12,000		
Water - 601-49400-500										
Future Infrastructure Projects	\$4,300	\$10,000 already saving through depreciation fee								
Water Plant Upgrades - engineering				49200	could spread out over a few years, save up as future project					
Watermain Replacement Under RR Tracks				320000	this would be a project we could bond for					
HandHeld Reader	\$2,500	\$2,500							\$2,500	
Remote Meter Read Technology				\$12,400						
Service Wells #2 & #3 (replace pumps & booster)	\$5,000	\$6,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
4x4 Pickup (PWE)	\$3,000	\$2,000				\$1,000	\$1,000	\$1,000		
Power Washer (PWE)			\$1,000							
Ford F550 with Snow Plow and Sander (PWE)						\$1,000	\$1,000	\$1,000		
Skid Steer (PWE)	\$500	\$500	\$2,000	\$500	\$500	\$500	\$500	\$500		
Lawn mower (PWE)		\$1,000								
PWE portion total for Water	\$3,500	\$3,500	\$3,000	\$500	\$500	\$2,500	\$2,500	\$2,500	\$2,500	
Water sub-total	\$15,300	\$22,000	\$8,000	\$17,900	\$5,500	\$7,500	\$7,500	\$10,000		
Wastewater 602-49450-500										
Future Infrastructure Projects		\$60,000	\$10,000							
Remote Meter Read Technology				\$12,400						
Aereator	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		
Wastewater continued on next page										

PROPOSED 2023 CIP

Department Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Wastewater 602-49450-500 CONTINUED										
I & I Issues (Two manholes per year)		Future hookup issues								
4x4 Pickup (PWE)	\$3,000	\$2,000				\$1,000	\$1,000	\$1,000		
Power Washer (PWE)			\$1,500							
Cat Tractor and Mower Replacement (PWE)	\$9,000									
Ford F550 with Snow Plow and Sander (PWE)						\$1,000	\$1,000	\$1,000		
Skid Steer (PWE)	\$1,000	\$1,000	\$2,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
Lawn mower (PWE)		\$1,000								
PWE portion total for Wastewater	\$13,000	\$4,000	\$3,500	\$1,000	\$1,000	\$3,000	\$3,000	\$3,000		
Wastewater sub-total	\$23,020	\$73,021	\$18,500	\$18,400	\$6,000	\$8,000	\$8,000	\$8,000	\$0	\$0
Stormwater - 604-49600-500										
LSWMP** (See Breakout sheet)	\$30,750	\$30,850	\$30,850	\$27,350	\$30,350	\$30,350	\$30,350	\$29,850	\$29,850	\$29,850
4 x 4 Pickup truck (PWE)	\$3,000	\$2,000				\$1,000	\$1,000	\$1,000		
PWE portion total for Stormwater	\$3,000	\$2,000	\$0	\$0	\$0	\$1,000	\$1,000	\$1,000		
Stormwater sub-total	\$33,750	\$32,850	\$30,850	\$27,350	\$30,350	\$31,350	\$31,350	\$30,850	\$29,850	\$29,850
PWE portion (verify same amount above)	\$29,500	\$16,500	\$16,000	\$5,000	\$5,000	\$20,000	\$20,000	\$20,000	\$0	\$0
TOTAL CIP FOR ALL FUNDS	\$124,170	\$173,071	\$118,150	\$129,650	\$150,350	\$151,850	\$137,350	\$98,850	\$29,850	\$29,850

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

** Local Surface Water Management Plan

PROPOSED 2023 LSWMP

YEAR	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Stormwater - 604-49600-500										
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	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
5.3.1.5 - Stormwater Ponds	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
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
Total Water Quality	\$27,200	\$27,200	\$27,200	\$24,200	\$27,200	\$27,200	\$27,200	\$27,200	\$27,200	\$27,200
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									
Total Flooding & Stormwater	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
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
Total Erosion & Sedimentation	\$0	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
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
Total Impact Land Use Practice & Developments	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350
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 pro	\$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
Total additions from 2017 LSWMP CIP	\$3,100	\$3,100	\$3,100	\$2,600	\$2,600	\$2,600	\$2,100	\$2,100	\$2,100	\$2,100
Stormwater Total	\$30,750	\$30,850	\$30,850	\$27,350	\$30,350	\$30,350	\$29,850	\$29,850	\$29,850	\$29,850

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
101-41900-433									
MN Association of Small Cities	420	420	420	420					
Delano Herald/Local Publication	290	300	320	350					
Crow River News/Local Publication		90		80					
League of MN Cities	820	860	900	930					
MN Mayors Association (through League)		30	30	30					
Delano Seniors	1,800	1,900	1,900	1,960					
Hwy 55 Corridor (Wright County)	250	250	250	250					
NW Hennepin League of Municipalities	200	200	200	200					
MCFOA and IIMC	260	260	270	270					
Notary Public				250	renews every five years				250
General Fund Total	4,040	4,310	4,290	4,740					
601-49400-433									
MN DNR (Water Fee)	200	200	200	200					
MN Dept of Health (Connection Fee - pd quarterly)	2,520	2,520	2,530	2,530					
MN Dept of Public Safety - Hazard Fee	50	50	50	50					
MN Rural Water Association	100	100	100	115					
Employee dues	50	50	50	50					
Water meter reader software support (HD Supply)	2,300	2,400	2,500	2,500					
Hach Annual Contract				650					
Water Fund Total	5,220	5,320	5,430	6,095					
602-49450-433									
MPCA (Annual Permit)	505	505	505	505	960	960	960	960	
Employee dues	50	50	50	50					
MN Dept of Public Safety - Hazard fee	25	25	25	25					
MN Pollution Control Agency (every 5 years)	1,400	**Renews every five years - next in 2025				1400			
MN Rural Water Association	200	200	200	220					
Wastewater Fund Total	2,180	780	780	800					
604-49600-433									
Pioneer-Sarah Creek	5,700	5,800	5,800	5,800					
Stormwater Coalition	425	425	425	425					
Medina Stormwater Charges	1,900	2,100	2,100	2,150					
MPCA annual MS4 fee - upcoming					150	150	150	150	
MPCA (renewal of application fee)				400	renews every five years				400
Stormwater Fund Total	8,025	8,325	8,325	8,775					
TOTAL ALL FUNDS	19,465	18,735	18,825	20,410					

PROPOSED 2023 Maintenance and Repairs

Agenda item 5.c

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
Administrative - 101-41570-400											
Purchasing	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800		
Adminstrative sub-total	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800		
Streets - 101-43100-400											
2022 used \$18,000 Small City Assistance = \$22,000 total for Crack filling/Overlay/Patching											
Shared compost & brush pile		\$8,500	\$9,000	\$14,000	14000						
Crack filling/Overlay/Patching	\$20,000	\$20,000	\$4,000	\$24,000	\$24,000	\$26,000	\$26,000	\$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	\$10,000	Replace pavers along bike path				
On going repairs/maintenance	\$12,000	\$13,000	\$14,000	\$15,000	\$16,000	\$17,000	\$18,000	\$19,000	\$20,000		
Streets sub-total	\$43,500	\$53,000	\$67,500	\$93,700	\$51,700	\$54,700	\$76,000	\$79,000	\$80,000		
Parks 101-45200-400											
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		
New roof on baseball concession stand	\$3,000										
Parks sub-total	\$20,000	\$22,000	\$23,000	\$24,000	\$19,000	\$20,000	\$15,000	\$21,000	\$16,000		
Water - 601-49400-400											
Ongoing Repairs/Maintenance	\$25,000	\$26,000	\$27,000	\$28,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000		
Reservoir Inspection/Cleaning											
Water sub-total	\$25,000	\$26,000	\$27,000	\$28,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000		
Wastewater - 602-49450-400											
Ongoing repairs/maintenance	\$23,000	\$24,000	\$27,000	\$28,000	\$30,000	\$30,000	\$33,000	\$33,000	\$35,000		
Televise I & I program											
Wastewater sub-total	\$23,000	\$24,000	\$27,000	\$28,000	\$30,000	\$30,000	\$33,000	\$33,000	\$35,000		

PROPOSED 2023 Maintenance and Repairs

Department Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Stormwater -604-49600-400											
Maintenance	\$10,000	\$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	\$4,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
Stormwater sub-total	\$14,000	\$14,000	\$14,000	\$15,000	\$14,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	
TOTAL MAINTENANCE ALL FUND:	\$127,300	\$140,800	\$160,300	\$190,500	\$146,500	\$151,500	\$170,800	\$179,800	\$176,000		

TO: HONORABLE MAYOR AND MEMBERS OF THE LORETTO CITY COUNCIL
 CC: PUBLIC WORKS DIRECTOR JEFF LEUER
 FROM: CITY CLERK TREASURER MARY SCHNEIDER
 DATE: Friday, August 26, 2022
 RE: 2023 PROPOSED BUDGET SUMMARY MEMO for the August 30th Budget Workshop

The following is a summary of the overall budget proposal by FUND. Detailed explanations of each Fund can be found in the **2023 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.

GENERAL FUND (101)		2023 Budget	
General Fund Revenues		707,295	6% levy increase
General Fund Expenditures		707,295	
	Difference	-	
2021 STREET PROJECT BOND FUND (352)			
2021 Street Project Bond Fund Revenues		72,114	105% Debt levy + special assessments
2022 Street Project Bond Fund Expenditures		68,680	
	Difference	3,434	
ENTERPRISE FUNDS			
WATER FUND (601)			
Water Fund Revenues		248,130	8% rate increase
Water Fund Expenditures		255,630	
	Difference	(7,500)	
WASTEWATER FUND (602)			
Wastewater Fund Revenues		194,280	5% rate decrease
Wastewater Fund Expenditures		194,280	
	Difference	-	
GARBAGE/RECYCLING FUND (603)			
Garbage/Recycling Fund Revenues		59,300	no change in fees
Garbage/Recycling Fund Expenditures		59,770	
	Difference	(470)	
STORMWATER FUND (604)			
Stormwater Fund Revenues		81,800	1% rate increase
Stormwater Fund Expenditures		81,955	
	Difference	(155)	
ENTERPRISE CAPITAL FUNDS		CURRENT BALANCE	
<hr/>		<hr/>	
WATER CAPITAL FUND (611)		80,100	
WASTEWATER CAPITAL FUND (612)		203,654	
STORMWATER CAPITAL FUND (614)		85,729	

2023 BUDGET PROPOSAL EXPLANATION
For 08.30.22 Budget Workshop

Agenda 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 amount, the net increase or (decrease), and an explanation. 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	500,830	530,880	30,050	This is the LEVY amount that would 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. This is a 6% increase over last year's final levy.
Liquor License	15,000	15,000	-	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	9,000	9,000	-	This amount goes up and down each year and can be difficult 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	-	-	-	
Local Government Aid	43,660	45,215	1,555	This is the certified LGA number provided by MN Department of Revenue.
State Fire Aid	40,000	45,000	5,000	From the state. There is an expense side equal to this amount. This goes straight to the Loretto FD. Increased based on actuals.
PERA Aid	-	-	-	This aid is no longer in effect.
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	500	700	200	Fees we collect from various permits (driveway, right-of-way, etc.) Varies greatly year to year. Increased based on actuals.
Zoning & Subdivision Fees	300	300	-	Fees for zoning applications.
Park Fees	9,600	10,000	400	Fees for use of the athletic complex fields and the Lions Park rentals. Increased 5% based on fee schedule increase schedule approved in 2021. See 2023 PROPOSED FEE SCHEDULES 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.

2023 BUDGET PROPOSAL EXPLANATION

For 08.30.22 Budget Workshop

Court Fines	3,000	3,000	-	This amount is generated from the Medina Police Dept stopping/charging people while in the city of Loretto.
Interest Earnings	2,000	5,000	3,000	Earned interest. Increased based on projected interest rates.
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. Jeff has requested a discussion at the workshop regarding next year's situation.
Insurance Dividends	1,000	3,000	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.
Revenue Totals:	665,090	707,295	42,205	

General Fund Expenditures

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Council				
Wages	14,400	14,400	-	Council salary for the year. Normally paid in December, 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.
Benefits	1,820	1,820	-	Council benefits. Includes Social Security, Medicare and PERA.
Workers Comp	140	140	-	
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.
Administration/General Government				
Legal Notices Publishing	400	300	(100)	Public notice publishing requirements for public hearings regarding the General Fund.
Wages	32,200	34,740	2,540	Mary & Connie's wages allocated across all funds. This number reflects an 8% increase. See Proposed 2023 Wages and Budget Workshop Memo for more details.
Benefits	4,880	5,260	380	PERA, SS & Medicare
Workers Comp	500	500	-	
Training and Instruction	1,000	1,000	-	For clerk/treasurer/utility clerk training classes. Reduced as many trainings are now offered virtually at no cost or lower cost.

2023 BUDGET PROPOSAL EXPLANATION

For 08.30.22 Budget Workshop

Mileage Reimbursement	200	200	-	Reimbursement for Mary & Connie for driving to meetings/training/errands etc. Reduced based on actuals
Elections	3,650	1,000	(2,650)	decreased because there's no election in 2023.
Auditing	6,500	6,800	300	Cost of the city's audit split with the Water Fund. Increased based on expected increase in service contract.
Prof. Services - assessing	9,000	9,500	500	Contract agreement between the city and Hennepin County for assessing services. Increased based on estimate for 2023 services.
Office Supplies	1,800	1,800	-	Split across all funds with General Fund covering larger percentage.
Computer Software/Hardwa	3,900	4,240	340	Split across all funds with General Fund covering larger percentage. Increased based on actuals and needed IT support.
Telephone	1,060	1,060	-	Split across all funds with General Fund covering larger percentage.
Postage	1,550	1,750	200	Split across all funds with General Fund covering larger percentage. Increased based on higher postage fees.
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	2,300	6,000	3,700	For computer replacements. Added \$3,000 for purchase of microphones for use at council meetings, as recommended by the LMCC. See Proposed 2023 CIP for more details.
Legal Fees (Civil)	18,000	8,000	(10,000)	For civil attorney fees (Jared Shepherd). Decreased based on actuals and projected need. Having Jared not attending most council meetings has made a big difference.
Capital Outlay	3,000	2,000	(1,000)	Saving up for city code overhaul.
Legal Fees (Criminal)	2,000	3,000	1,000	This is for criminal attorney fees (Steve Tallen).
Insurance	12,600	8,000	(4,600)	Property/casualty insurance split across funds. Decreased based on actuals and recent appraisals done by LMCIT.
Dues and Subscriptions	4,290	4,740	450	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. This year I added the cost of getting myself certified as a notary. See last page of Proposed 2023 CIP spreadsheet and the Budget Workshop Memo for more details.
Prof. Services (Planner)	4,500	4,000	(500)	This is for planning services.
Rentals	27,200	28,800	1,600	\$18,800 is for office/council chamber/storage space rental (lease agreement runs till 03/31/2027); \$10,000 is for Public Works storage space rented from Medina Mini Storage.
Prof. Services (Police)	63,735	66,900	3,165	This is for contracted services of the Medina Police. Increased 5% based on CPI and maximum increase per contract.
Fire				

2023 BUDGET PROPOSAL EXPLANATION

For 08.30.22 Budget Workshop

Wages	19,300	20,840	1,540	Reflects an 8% increase for Jeff's fire department allocated wages.
Benefits	2,920	3,160	240	PERA, SS & Medicare
Workers Comp	1,700	1,800	100	
Motor Fuels	1,300	1,800	500	Fuel - split across funds. Increased 40% based on actuals and projected need.
Fire Contract	54,240	57,910	3,670	Loretto's 2023 FD contract amount.
Fire Aid	40,000	45,000	5,000	This is a pass-through. There is a matching revenue line item. Increased based on actuals.
Building Inspection				
Prof. Services (Building Inspector)	4,000	4,000	-	This is the amount to be paid out to the Building Inspector. They receive 40% of the fees we take in from building permits, so this number is 40% of the budgeted revenues for building permits.
Building Permit Surcharges	400	400	-	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)	500	500	-	For Code Enforcement services. Todd Geske with Metro West is our code enforcement officer.
Civil Defense				
Capital Outlay	5,000	5,000	-	Saving for siren replacement. Estimated need is \$35,000. Current saved is \$25,000.
Streets				
Wages	59,040	63,760	4,720	For the public works crew, reflects an 8% increase. See Proposed 2023 Wages spreadsheet and the Budget Workshop Memo for more details.
Benefits	8,940	9,660	720	PERA, SS & Medicare
Workers Comp	5,200	4,800	(400)	reduced based on actuals and projected need.
Training and Instruction	400	500	100	Safety training split across funds.
Motor Fuels	1,800	2,500	700	Fuel - split across funds. Increased 40% based on actuals and projected need.
Engineering	10,000	10,000	-	General Fund and/or streets engineering needs.
Utility Services	18,000	20,000	2,000	Street lights as billed by Xcel. Increased based on a study of actuals and projected need.
Repairs & Maintenance	67,500	93,700	26,200	All repairs/maintenance for streets will go into this category. See Proposed 2023 Maintenance and Repairs spreadsheet for details.
Capital Outlay	6,500	2,500	(4,000)	See Proposed 2023 CIP spreadsheet for details.
Street Maintenance Material	8,000	10,000	2,000	For snowplowing/salt/sand. Increased 25%
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.
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

2023 BUDGET PROPOSAL EXPLANATION

For 08.30.22 Budget Workshop

Parks				
Wages	17,620	19,030	1,410	For the public works crew, same 8% increase.
Benefits	2,670	2,880	210	PERA, SS & Medicare
Workers Comp	1,100	1,300	200	
Training and Instruction	400	500	100	For safety training
Motor Fuels	1,800	2,500	700	Fuel - split across funds. Increased 40% 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	7,500	12,000	4,500	Electric utilities for parks premises. Increased based on a study of actuals and projected need. There has been a 63% increase in usage at parks premises.
Repairs & Maintenance	23,000	24,000	1,000	See Proposed 2023 Repairs & Maintenance spreadsheet for details.
Capital Outlay	44,000	50,500	6,500	See Proposed 2023 CIP spreadsheet for details.
Miscellaneous				
Miscellaneous	835	1,005	170	This is kept for unexpected expenses that may come up over the year that don't fit into another category.
Operating Transfers	11,000	0	(11,000)	In the past two years, funds were budgeted for transfer to the Stormwater Fund to help cover operating costs. This isn't needed for 2023.
Expenditure totals:	665,090	707,295	42,205	

2023 Gen Fund Rev	707,295
2023 Gen Fund Exp	707,295
	-

2023 BUDGET PROPOSAL EXPLANATION

For 08.30.22 Budget Workshop

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
Administrative	3,813	3,813	This is the amount left over from hail damage insurance claim after all reroofs completed.
Elections	1,400	1,400	Saving up for future equipment purchases.
Attorney	10,098	10,098	Saving up for future code book overhaul.
Planning	16,886	16,886	Saved for future redevelopment expenses.
Civil Defense	25,000	25,000	Saving up for future siren replacement.
Streets	73,439	421,416	\$401,432 of Streets Capital is currently reserved for Quiet Zone Work; remainder of \$19,984 for miscellaneous street capital projects not specifically named. One project discussed is replacing the pavers along the bike path. CP Rail has not been paid yet, so final numbers are not known.
Fun Fest/Beautification	1,000	1,000	saved as a reserve for Fun Fest and/or city beautification expenses.
Holiday Train	1,763	1,763	Saved as a reserve for Holiday Train and/or city beautification expenses.
Parks	76,946	75,939	saved up for park capital projects. There is a detailed allocation breakdown available.
Lions	629	629	Remaining proceeds of Lions sign sale (\$2901 to cover Prelim eng overages, \$969.55 for Sand Pro Groomer)
Interest	10,444	12,702	This includes interest earned as of 08/12/22.
Total:	221,418	570,646	MORE DETAIL ON EACH CAPITAL ACCOUNT AVAILABLE UPON REQUEST

2023 BUDGET PROPOSAL EXPLANATION

For 08.30.22 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	58,838	55,503	(3,335)	Certified debt levy amount to be collected through Loretto residents' and business owners' 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 through the county.
Revenue totals:	58,838	72,114	13,276	

2021 Street Project Bond Fund Expenditures

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Debt Service Principal	50,000	61,840	11,840	Amount of principal due on the bonds during the next fiscal period (for the street portion of the project.)
Interest	21,857	6,840	(15,017)	Amount of interest due on the bonds during the next fiscal period (for the street portion of the project.).
Expenditure totals:	71,857	68,680	(3,177)	

2023 St Proj Bond Fund Rev	72,114
2023 St Proj Bond Fund Exp	68,680
	<u>3,434</u>

2023 BUDGET PROPOSAL EXPLANATION

For 08.30.22 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	25,960	28,000	2,040	Monthly fee per account increased by 6.5% to support debt service and increased operating expenses. See Proposed 2023 Fee Schedule for details. This is to cover the depreciation of assets.
Interest Earnings	300	1,000	700	Earned interest.
Water Sales	199,650	215,600	15,950	Rate increase of 6.5% to support debt service and operating expenses. See Proposed 2023 Fee Schedule and expenditure details below for more information.
MN Dept. of Health Annual Fees	2,530	2,530	-	This is a pass through we pay back 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 Penalty	1,000	1,000	-	Penalty fees collected on delinquent accounts.
			-	
Water Revenue Totals:	229,440	248,130	18,690	

Water Expenditures

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Wages	9,590	10,360	770	Mary & Connie's wages allocated across all funds. This number reflects an 8% increase. See Proposed 2023 Wages and Budget Workshop Memo for more details.
Benefits	1,450	1,570	120	PERA, Medicare and SS.
Auditing & Accounting	6,500	6,500	-	This is the water portion of what we pay the auditor - the other portion is covered in the General Fund.
Debt Srv Principal	62,000	63,000	1,000	Scheduled principal payment on the water booster station loan and the Water Fund's portion of the 2021 Street Project bonds.
Bond Interest	14,480	9,820	(4,660)	Scheduled interest payment on the water booster station loan and the Water Fund's portion of the 2021 Street Project bonds.

2023 BUDGET PROPOSAL EXPLANATION

For 08.30.22 Budget Workshop

Wages	28,170	35,100	6,930	For the public works crew, same 8% increase plus the addition of a temporary employee to assist with the installation of MXU radio read boxes. The additional wages are split evenly between the water and wastewater funds.
Benefits	4,270	4,970	700	PERA, Medicare and SS.
Workers Comp	1,200	1,400	200	increased based on actuals.
Office Supplies	300	300	-	Allocated across funds with the General Fund covering majority.
Training and Instruction	1,000	1,500	500	Training requirements
Computer Software/Hardware	1,560	1,700	140	Split across all funds with General Fund covering majority.
Motor Fuels	1,800	2,500	700	Fuel - split across funds. Increased 40% based on actuals and projected need.
Chemicals	6,000	6,000	-	This is for chemicals needed to keep the water quality at recommended levels.
Engineering Fees	5,000	5,000	-	For general engineering needs in the water department.
Legal Fees	-	-	-	Legal fees covered through General Fund.
Telephone	240	240	-	Split across all funds with General Fund covering majority.
Postage	370	455	85	Split across all funds with General Fund covering majority.
Legal Notice Publishing	50	50	-	For any required notices that may need to be published.
Insurance	2,500	4,400	1,900	Property/casualty insurance. Increased based on actuals and projected need.
Electric Utilities	17,000	22,000	5,000	Mainly electric for the booster station. Increased based on a study of actuals and projected need.
Repairs/Maintenance	27,000	28,000	1,000	See Proposed 2023 Repairs & Maintenance spreadsheet for details.
Depreciation	24,800	26,770	1,970	Similar line item on the revenue side - to cover depreciation of assets.
Dues and Subscriptions	5,430	6,095	665	Required dues for operating water system. See last page of Proposed 2023 CIP spreadsheet for more details.
Capital Outlay	8,000	17,900	9,900	Includes \$12,400 for the Remote Meter Reading technology. This is half of the budget need for the project. The other half is budgeted in the Wastewater Fund. See Proposed 2023 CIP spreadsheet for details.
			-	
Water Expenditure Totals:	228,710	255,630	26,920	

2023 Water Fund Rev	248,130
2023 Water Fund Exp	255,630
	(7,500)

2023 BUDGET PROPOSAL EXPLANATION

For 08.30.22 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	400	1,000	600	
Sewer Sales	202,400	192,280	(10,120)	5% decrease based on actual revenues and solid numbers we've been able to determine after the transition to MCES. See Proposed 2023 Fee Schedule and expenditure details below.
Sewer Penalty	1,000	1,000	-	
			-	
WW Revenue Total:	203,800	194,280	(9,520)	

Wastewater Expenditures

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Wages	12,240	13,220	980	Mary & Connie's wages allocated across all funds. This number reflects an 8% increase. See Proposed 2023 Wages and Budget Workshop Memo for more details.
Benefits	1,850	2,000	150	PERA, medicare and SS.
Wages	40,670	48,600	7,930	For the public works crew, same 8% increase plus the addition of a temporary employee to assist with the installation of MXU radio read boxes. The additional wages are split evenly between the water and wastewater funds.
Benefits	6,160	7,010	850	PERA, medicare and SS.
Workers Comp	1,900	1,900	-	
Office Supplies	300	300	-	Split across all funds with General Fund covering majority.
Training and Instruction	1,000	1,000	-	Safety training required.
Computer Software/Hardware	1,560	1,700	140	Split across all funds with General Fund covering majority.
Motor Fuels	1,800	2,500	700	Fuel - split across funds. Increased 40% based on actuals and projected need.
Chemicals	5,000	5,000	-	For chemicals needed at sewer ponds remaining.
Engineering Fees	10,000	5,000	(5,000)	Expected engineering needs.
Legal Fees	-	-	-	Legal covered by the General Fund.

2023 BUDGET PROPOSAL EXPLANATION

For 08.30.22 Budget Workshop

Telephone	240	240	-	Split across all funds with General Fund covering majority.
Postage	370	455	85	Split across all funds with General Fund covering majority.
Publishing	50	50	-	For any required notices that may need to be published.
Insurance	4,000	3,000	(1,000)	Property/casualty insurance for Wastewater Fund. Reduced based on actuals.
Utility Services	25,000	20,000	(5,000)	Decreased based on a study of actuals and projected need.
Sewer Availability Charge (SAC)	35,000	27,000	(8,000)	SAC fees to be collected in 2023, paid to MCES in 2024.
Repairs & Maintenance	27,000	28,000	1,000	See Proposed 2023 Repairs & Maintenance spreadsheet for details.
Dues and Subscriptions	780	800	20	See last page of Proposed 2023 CIP spreadsheet for more details.
Capital Outlay	18,500	18,400	(100)	See Proposed 2023 CIP spreadsheet for details.
Debt Service Principal	5,000	5,000	-	Scheduled principal payment for the Wastewater portion of the 2021 Street Project bonds.
Interest	4,772	3,105	(1,667)	Scheduled interest payment for the Wastewater portion of the 2021 Street Project bonds.
WW Expenditure Total:	203,192	194,280	(8,912)	

2023 WW Fund Rev	194,280
2023 WW Fund Exp	194,280
	-

2023 BUDGET PROPOSAL EXPLANATION

For 08.30.22 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	1,200	1,500	300	This is the residential ReTRACK recycling and organics grant we apply for and receive from the county. Increased based on actuals.
Interest Earnings	-	-	-	
Garbage Charges	39,200	40,000	800	User fees collected. Current rates are \$1.25 above what we are charged by Randy's. Increased based on actuals.
Recycling Charges	16,400	17,200	800	User fees collected. Residential and organics recycling combined. Increased based on actuals.
Penalties	600	600	-	Penalties paid on delinquent accounts
			-	
G/R Revenue Totals:	57,400	59,300	1,900	

Garbage/Recycling Expenditures

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Wages	6,940	7,490	550	Mary & Connie's wages allocated across all funds. This number reflects an 8% increase. See Proposed 2023 Wages and Budget Workshop Memo for more details.
Benefits	1,050	1,140	90	PERA, medicare and SS.
Mileage Reimbursement	-	-	-	This was for meetings I attended as the city's recycling coordinator (meetings run by Hennepin County with the intention of educating cities in recycling initiatives.) I am able to attend remotely now.
Office Supplies	300	300	-	Split across all funds with General Fund covering majority.
Computer Software/Hardware	390	420	30	Split across all funds with General Fund covering majority.
Legal Fees	-	-	-	Legal covered by the General Fund.
Independent Contractor	35,000	36,000	1,000	This is for our contracted garbage service. Increased based on actuals.
Postage	400	420	20	Split across all funds with General Fund covering majority.

2023 BUDGET PROPOSAL EXPLANATION

For 08.30.22 Budget Workshop

Publishing	50	-	(50)	publishing covered by the General Fund.
Independent Contractor	13,500	14,000	500	For residential recycling and organics services combined. Increased based on actuals.
			-	
G/R Expenditure Totals:	57,630	59,770	2,140	

2023 G/R Fund Rev	59,300
2023 G/R Fund Exp	59,770
	(470)

2023 BUDGET PROPOSAL EXPLANATION

For 08.30.22 Budget Workshop

STORMWATER FUND (FUND 604)

Stormwater Revenues

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Interest	100	200	100	Interest earned.
Stormwater Charges	80,100	80,900	800	1% increase as recommended in the LTFP. See Proposed 2023 Fee Schedule for more details.
Penalties	700	700	-	
Interfund Operating Transfer	11,000	-		Last year we did a transfer from the General Fund to help cover operating costs. I am not recommending that for 2023.
			-	
SW Revenue Totals:	91,900	81,800	(10,100)	

Stormwater Expenditures

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Wages	5,300	5,720	420	Mary & Connie's wages allocated across all funds. This number reflects an 8% increase. See Proposed 2023 Wages and Budget Workshop Memo for more details.
Benefits	800	870	70	PERA, medicare and SS.
Wages	6,870	7,420	550	For the public works crew, same 8% increase.
Benefits	1,040	1,120	80	PERA, medicare and SS.
Workers Comp	400	400	-	
Office Supplies	300	300	-	Split across all funds with General Fund covering majority.
Computer Software/Hardware	390	420	30	Split across all funds with General Fund covering majority.
Motor Fuels	1,800	2,500	700	Fuel - split across funds. Increased 40% based on actuals and projected need.
Engineering Fees	20,000	10,000	(10,000)	For MS4 permit renewal and next pond cleanout.
Legal Fees	-	-	-	Legal covered by the General Fund.
Telephone	160	160	-	Split across all funds with General Fund covering majority.
Postage	400	420	20	Split across all funds with General Fund covering majority.

2023 BUDGET PROPOSAL EXPLANATION

For 08.30.22 Budget Workshop

Publishing	50	-	(50)	Publishing covered by the General Fund.
Insurance	1,300	1,500	200	Property/casualty insurance.
Repairs & Maintenance	14,000	15,000	1,000	See Proposed 2023 Repairs & Maintenance spreadsheet for details.
Dues and Subscriptions	8,325	8,775	450	See last page of Proposed 2023 CIP spreadsheet for more details.
Capital Outlay	30,850	27,350	(3,500)	See Proposed 2023 CIP and Proposed 2023 LSWMP (2nd last page of CIP) spreadsheets for details.
			-	
SW Expenditure Totals:	91,985	81,955	(10,030)	

2023 SW Fund Rev	81,800
2022 SW Fund Exp	81,955
	(155)

WATER CAPITAL FUND (FUND 611)

Current Cash Balance: 80,100 Saving up for infrastructure/water booster station repairs/maintenance/replacement.

WASTEWATER CAPITAL FUND (FUND 612)

Current Cash Balance: 203,654 Saving up for wastewater capital projects.

STORMWATER CAPITAL FUND (FUND 614)

Current Cash Balance: 85,729 Saving up for stormwater capital projects.

ORDINANCE 2022-01
 EXHIBIT B
 CITY OF LORETTO
 SCHEDULE OF PARK FIELD USE RENTAL FEES

Agenda 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*	\$42 \$44/field	5% increase per schedule
Practice Field**	\$24 \$25/field	5% increase per schedule
League and Tournament Rates	Fees calculated on case by case basis	
On-call fees for rechalking and dragging fields between games on nights and weekends	\$75 \$100	34% increase, no increase since 2017

*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.

CITY OF LORETTO - SCHEDULE OF LICENSES, PERMITS, AND FEES

CODE SECTION	DESCRIPTION	AMOUNT	COMMENTS
120:00	Park Field Use Rentals	(See City of Loretto Park Field Use Rental Fees)	5% increase for 2023
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	\$3,000.00 \$2,000.00 \$1,750.00 \$1,250.00 \$4,000.00 \$2,500.00	Minimum Minimum
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	39.94 \$43.14 9.98 \$10.78 \$10.00/1000 gal 8.67 9.36/month/account 39.22 \$37.26 13.92 13.22	8% increase for 2023 Per 1,000gl - 8% increase for 2023 Plus \$20.00 8% increase for 2023 5% decrease for 2023 Per 1,000gl - 5% decrease for 2023
410:35 Subd 3(a)	Storm Water Base Rate per REF value	21.42 21.63	1% increase for 2023
535:15	Garbage Collection Monthly Service Rates	\$1.25 Over Cost of Randy's	\$0.25 increase for 2022
536:10	Recycling Collection Monthly Service Rate (includes organics recycling)	\$6.00/Residence	\$0.25 increase for 2022
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	\$150.00	Plus Expenses*
	Interim Use permit	\$150.00	Plus Expenses* Added 2/8/11
420:80	Zoning/Land Use Amendment	\$200.00	Plus Expenses*
	Administrative Zoning Review	\$100.00	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	Preliminary Plat/Subdivision & Large Lot Divisions	\$250.00 + \$25.00/lot in excess of 3 lots	Plus Expenses*
430:00Subd 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)	\$35.00	
	MnWARN Equipment Rates: Cat 90 HP Utility Trailer	\$95/hour	New in 2011
	Skid Steer w/operator	\$105/hr	New in 2011
515:20 Subd 3	Driveway Permit	\$25.00	Plus expenses*
	Right-of Way Permit	\$100.00	new in 2011

ORDINANCE 2022-01
EXHIBIT A
CITY OF LORETTO - SCHEDULE OF LICENSES, PERMITS, AND FEES

CODE SECTION	DESCRIPTION	AMOUNT	COMMENTS
600:10	Dog Licenses (Kennel) Chicken License (Annual)	\$50.00 \$25.00	increase for 2011 from \$25 new in 2010
800:10 Subd 9	Tobacco License (Annual)	\$100.00	
805:05	Mechanical Amusement Device	\$15.00	
810:15	Bingo License (Annual)	\$25.00	
815:25	Gambling License (Annual)	\$25.00	
820:35	Peddler, Solicitor, Transient Merchant Lic.	\$50.00	
835:30	Fireworks Sales License (Annual)	\$50.00	
830:35 Subd 1	Adult Establishment License (Annual)	\$3,500.00	
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 Off-Sale Sunday 2 AM Closing Wine 3.2 Beer	\$3,500.00 \$100.00 \$200.00 \$200.00 \$500.00 \$100.00	
902:50	Investigation Fee - Liquor License	\$500.00	increased in 2010
902:30	Liquor License Fees - Temporary 3.2 Beer Intoxicating Liquor	\$25.00 \$100.00	2022 Increases to cover inspection costs
	Site Development Escrow - Residential Site Development Escrow - Commercial Site Modification Escrow - Residential Site Modification Escrow - Commercial	\$1,500.00 \$4,000.00 \$1,000.00 \$2,000.00	** ** ** **
	Special Meeting of Council	\$1,100.00	Plus Expenses* Increased in 2015
	Assessment Search	\$25.00	
	Notary (not available)	N/A	

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, 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.