

City of Loretto
Regular City Council Meeting
Tuesday, September 10, 2024 – 7 p.m.
Agenda

1. CALL TO ORDER 7:00 PM
2. PLEDGE OF ALLEGIANCE
3. SET AGENDA
4. MEDINA PUBLIC SAFETY REPORT 7:05
5. OPEN FORUM 7:10
*Anyone wishing to address the Council during Open Forum should complete an **Open Forum Comment Form** and present it to the Clerk **prior to the meeting**. Forms can be found on the city website and at the entrance to the Council Chambers. Open Forum is for issues not on this current agenda.*
6. CONSENT AGENDA 7:15
All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.
 - a. Resolution 2024-21, Fun Fest Donations
 - b. Resolution 2024-22, Vortex Donation for Dugout Improvement Project
 - c. Resolution 2024-23, National Pregnancy and Infant Loss Awareness Day, October 15, 2024
 - d. City Council Minutes of August 20, 2024 Regular Meeting
 - e. City Council Minutes of August 27, 2024 Budget Workshop
 - f. Resolution 2024-26, Gambling Premises Permit at Detour 19, Northwest Area Jaycees
 - g. September Bills
 - h. Monthly Balance Sheet
7. ACTION/PLANNING ITEMS 7:20
 - a. Resolution 2024-24, Certifying Delinquent Utilities
 - b. Resolution 2024-25, Setting Proposed Levy and Budget
 - c. Setting 2024 Truth in Taxation Hearing Date
 - d. Ordinance 2024-03, Assigning Street Address for City Garage Property
 - e. CR19 Watermain Project Update
 - f. 2023 Street Project Update, Meadow Drive and Hillview Lane South
 - g. 2023 Street Project, Change Order No. 1, Pay Request No. 4
 - h. Power Washer Allocation
 - i. Annual Skid Steer Replacement
8. INFORMATIONAL ITEMS
9. MONTHLY STAFF REPORTS 7:50
 - a. City Hall
 - 1) ARPA Funds
 - b. Streets
 - c. Water
 - d. Wastewater
 - 1) 2025 MCES Municipal Wastewater Charge
 - 2) Sewer Blockage Repair Costs, September
 - 3) Sewer Blockage Repair Costs, 2022 to Date
 - e. Parks
 - 1) Hennepin County Youth Activities Equipment Grant, Mower
 - 2) Resolution 2024-27, Hennepin County Youth Play Area Grant, Ballfield Renovation

City of Loretto
Regular City Council Meeting
Tuesday, September 10, 2024 – 7 p.m.
Agenda

- f. Stormwater
- 10. MAYOR AND COUNCIL REPORTS 8:00
- 11. ADJOURN 8:05 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

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, September 6, 2024
RE: Council Meeting of Tuesday, September 10, 2024

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

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

4. MEDINA PUBLIC SAFETY REPORT

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

5. OPEN FORUM

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

6. CONSENT AGENDA

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

a. Resolution 2024-21, Fun Fest Donations

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

b. Resolution 2024-22, Vortex Donation for Dugout Improvement Project

Vortex Softball Club donated \$12,096 toward the dugout improvement project. The majority of the funding for the project came from a Hennepin County Youth Facilities Grant award of \$49,500. The remaining \$24,192 was split between the city and Vortex, as this was the commitment of both when applying for the grant. Vortex volunteers also coordinated the project construction. All six dugouts at the Athletic Complex have been improved to be ADA compliant, with concrete floors, safety fencing protecting players from foul balls, and roofing on each dugout. Photos are included in your packet.

c. Resolution 2024-23, National Pregnancy and Infant Loss Awareness Day, October 15, 2024

This is an annual resolution recognizing October 15th as National Pregnancy and Infant Loss Awareness Day.

d. City Council Minutes of August 20, 2024 Regular Meeting

The minutes are included in your packet for review.

e. City Council Minutes of August 27, 2024 Budget Workshop

The minutes are included in your packet for review.

f. September Bills

Electronic checks #4903E – 4928E totaling \$37,658.74

Payments over \$1,000 include:

- two payrolls - \$10,667.36 and \$8,751.33
- two PERA payments - \$1,852.18 and \$1,740.25 (employee/employer retirement contributions)
- two EFTPS payments - \$3,556.42 and \$3,110.59 (bi-weekly federal payroll tax deposits)

- MN Dept of Revenue - \$1,256.83 (monthly payroll state tax deposit)
- Xcel Energy - \$5,480.60 (monthly electric)

Paper checks #25895 - 25928 totaling \$198,650.35

Payments over \$1,000 include:

- Acme Tools - \$1,453.97 (tools, parts and supplies)
- Bullseye Property Management - \$1,571.30 (Office lease and CAM fees)
- City of Medina - \$5,739.79 (monthly police services)
- City of Medina - \$3,985.90 (seal coating Chippewa Road)
- Metropolitan Council - \$4,580.00 (monthly **2024 SAC fees for city's 2023 flow calc**)
- Republic Services - \$4,490.51 (monthly garbage and recycling)
- Stantec Consulting - \$43,454.90 (2023 Street Project construction engineering \$22,222.00, CR19 Watermain construction engineering \$20,835.10, and MS4 Assistance \$397.80)
- Omann Contracting - \$126,708.15 – (pay request 4 for 2023 Street Project, Meadow Dr and Hillview Lane S)

g. Monthly Balance Sheet

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

RECOMMENDATION: Motion to approve the CONSENT AGENDA as submitted.

7. ACTION/PLANNING ITEMS

a. Resolution 2024-24, Certifying Delinquent Utilities

Included in your packet is a resolution to certify delinquent utility accounts to the county for **collection as property taxes. Exhibit A lists the accounts I'm recommending for certification.** There will be a ten percent penalty applied to the remaining balance on the accounts after September 25th, when the certified roll is finalized.

Affected property owners were mailed notice that the Council would consider certifying their delinquent accounts at this meeting and they have a right to speak during the meeting if they wish to dispute the delinquent charges.

Any property owner who is certified has until November 1st to pay off the delinquent charges before they are sent to the county to be collected in 2025 as property taxes.

RECOMMENDATION: Motion to approve Resolution 2024-24, A RESOLUTION DIRECTING DELINQUENT UTILITY CHARGES BE PLACED ON THE 2025 PROPERTY TAX ROLLS.

b. Resolution 2024-25, Setting Proposed Levy and Budget

Included in your packet are the following documents:

- Resolution to approve the Proposed Budget and Levy
- 2025 Proposed Budget Summary Memo
As directed at the Budget Workshop, the Proposed Budget and Levy includes a nine percent increase over the 2024 Final Levy. This can be reduced at the December council meeting when the final levy is set, but not increased.
- 2025 Proposed Budget Detail
The account line items highlighted in gray have been updated since the Budget Workshop.
- Proposed 2025 CIP Budget Packet
The only change from the Budget Workshop is the addition of General Government Buildings Capital Outlay with \$17,000 budgeted for 2025. If the Final Levy is reduced back to 6% in December, there would be nothing left for this line item. Below are some options if council wishes to start saving for this project. This can be decided in December.

Levy increase 6.5%	\$3,000
Levy increase 7%	\$5,000
Levy increase 7.5%	\$8,000
Levy increase 8%	\$11,000

Levy increase 8.5%	\$14,000
Levy increase 9%	\$17,000

The Proposed Levy must be certified to the county by September 30, 2024.

RECOMMENDATION: Motion to approve Resolution 2024-25, A RESOLUTION SETTING THE 2025 PROPOSED GENERAL FUND BUDGET AND APPROVING THE 2025 PROPOSED PROPERTY TAX LEVY, COLLECTIBLE IN 2025.

c. Setting 2024 Truth in Taxation Hearing Date

As part of the requirements of Truth in Taxation law, the Council must set and announce the date and time of the Truth in Taxation Public Meeting, which must be held after November 24th and no later than December 28th at 6pm or later.

We usually hold this public meeting during the regular December council meeting.

RECOMMENDATION: Motion to set the 2024 Truth in Taxation Public Meeting, a meeting during which the public may be heard, and the Final 2025 Budget and Levy will be set, for December 10th, 2024, at 7:00pm.

d. Ordinance 2024-03, Assigning Street Address for City Garage Property

Included in your packet is an Ordinance assigning a new street address for the city garage property. The **property is currently listed as "address unassigned."** This is the process necessary to have all agencies recognize the property address. Once this is adopted and published, I will notify the county property tax division, emergency dispatch, and post office.

RECOMMENDATION: Motion to adopt Ordinance 2024-03, AN ORDINANCE ASSIGNING STREET ADDRESS FOR THE CITY GARAGE PROPERTY.

e. CR19 Watermain Project Update

Nick will be present to give an update.

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

Nick will be present to give an update.

One issue to discuss is the boulevard restoration. The council could consider sending out a message to the project residents encouraging them to water the new grass and notifying them the city will keep their water charges at their average amount, so no impact on their utility bill.

g. 2023 Street Project, Change Order No. 1, Pay Request No. 4

A memo from Nick and Change Order No. 1/Pay Request No. 4 are included in your packet. Nick will be present to answer questions.

RECOMMENDATION: Motion to approve Change Order No. 1 in the amount of \$23,994.24 and Pay Request No. 4 to Omann Contracting Companies, Inc. for the total amount of \$126,708.15

h. Power Washer Allocation

Funds were set aside in 2022 for the purchase of a power washer, \$2,500. Per Jake, instead of purchasing a new one, the old one **was refurbished, leaving these funds available for other projects.** I'm looking for a council motion re-allocating the funds.

The funds could be allocated for a specific project, or could be **allocated generally for "street projects" or "park projects", etc.**

RECOMMENDATION: Motion to take the \$2,500 currently allocated for the purchase of a power washer, and re-allocate for _____

i. Annual Skid Steer Replacement

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

RECOMMENDATION: Motion to approve the annual skid steer replacement quote from Lano Equipment in the amount of \$6,700.

8. INFORMATIONAL ITEMS

9. MONTHLY REPORTS

a. City Hall

1) ARPA Funds

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

At the Budget Workshop, there was discussion about using the remaining funds on a Parks **Capital Improvement Plan. I've put in requests for a Scope of Work/cost estimate from WSB, our planning contractor, and from Stantec, our engineering contractor. I'm hoping to receive these before our meeting, to add to the September council agenda.**

b. Streets

There are no items in this section of the agenda.

c. Water

There are no items in this section of the agenda.

d. Wastewater

1) 2025 MCES Municipal Wastewater Charge

We haven't heard anything further from MCES to date.

2) Sewer Blockage Repair Costs, September Bills

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

3) Sewer Blockage Repair Costs, 2022 to Date

There's been no change to the summary of costs related to sewer blockages/repairs from 2022 to present.

e. Parks

1) Hennepin County Youth Activities Equipment Grant, Mower

Included in your packet is the application for a mower grant that is ready to be submitted.

RECOMMENDATION: Motion to approve the Hennepin County Youth Activities Equipment Grant application for a mower to be used at Arnold Klaers Field.

2) Resolution 2024-27, Hennepin County Youth Play Area Grant, Ballfield Renovation

This is a last-minute addition to the agenda and packet, requested by Kent. I put together some information from previous unsuccessful Ballfield Renovation grant applications for reference, from 2023 and 2022.

f. Stormwater

There are no items in this section of the agenda.

10. MAYOR AND COUNCIL REPORTS

11. ADJOURN

RESOLUTION NO. 2024-21

*MOTION BY MEMBER:
SECONDED BY MEMBER:*

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

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

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

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

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

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

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

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

August Donations 2024			
Residential Donators	Donation	Business Donations	Donation
Eugene Tormanen	\$ 20.00	DMJ Asphalt & KD & Company	\$ 500.00
Total	\$ 20.00	Total	\$ 500.00

Total August donations from residents and businesses: \$520.00

City of Loretto
County of Hennepin
State of Minnesota

PASSED AND ADOPTED THIS 10TH DAY OF SEPTEMBER 2024.

VOTING AYE

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

VOTING NAY

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

Kent Koch, Mayor

ATTEST:

Mary K. Schneider, City Clerk Treasurer

RESOLUTION NO. 2024-22

*MOTION BY MEMBER:
SECONDED BY MEMBER:*

**A RESOLUTION ACCEPTING A DONATION FROM THE
MINNESOTA VORTEX SOFTBALL CLUB**

WHEREAS, the Minnesota Vortex Softball Club has donated \$12,096 to the City of Loretto designating funds for the Athletic Complex Dugout Improvement Project; and

WHEREAS, the City Council appreciates the monetary donation.

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

PASSED AND ADOPTED THIS 10TH DAY OF SEPTEMBER 2024.

VOTING AYE

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

VOTING NAY

Daniels, Brenda___
Elsen, Greg___
Koch, Kent___
Markham, Melissa___
Scanlon, Ben___

ATTEST:

Kent Koch, Mayor

Mary K. Schneider, City Clerk Treasurer

Athletic Complex Dugout Improvement Project



Athletic Complex Dugout Improvement Project



RESOLUTION NO. 2024-23

MOTION BY MEMBER:

SECONDED BY MEMBER:

A RESOLUTION OF THE CITY OF LORETTO RECOGNIZING NATIONAL PREGNANCY AND INFANT LOSS AWARENESS DAY

WHEREAS, Infants Remembered In Silence, Inc. (IRIS) and many other nonprofit organizations work with thousands of parents all over Minnesota and across the United States who have experienced the death of a child during pregnancy through early childhood; and

WHEREAS, Many of these parents live in, deliver in, have a child die in, or bury a child in our community; and

WHEREAS, Infants Remembered In Silence (IRIS) a 501(c)(3) nonprofit organization was founded 1987, more than 35 years ago, to support parents whose child/children died from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, sudden unexplained death of a child (SUDC) sudden infant death syndrome (SIDS), birth defects, illness, accidents, and all other types of infant and early childhood death; and

WHEREAS, Bereaved parents around the world remember their children annually on October 15 with a candle lighting at 7 pm. Some will remember their child/children in their homes while others will remember them in small gatherings around the state, across the nation and around the world; and would unify these parents in tribute to their children; and

WHEREAS, In 1988, President Ronald Reagan proclaimed October as National Pregnancy and Infant Loss Awareness month; and

WHEREAS, In honor of the thousands of children that die each year in Minnesota, Infants Remembered In Silence, Inc. (IRIS) respectfully requests that October 15th, 2024 be recognized as Pregnancy and Infants Loss Remembrance Day.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Loretto that October 15th, 2024, be recognized as National Pregnancy and Infant Loss Awareness Day.

*City of Loretto
County of Hennepin
State of Minnesota*

PASSED AND ADOPTED THIS 10TH DAY OF SEPTEMBER 2024.

VOTING AYE

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

VOTING NAY

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

Kent Koch, Mayor

ATTEST:

Mary K. Schneider, City Clerk Treasurer

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
August 20, 2024

1. CALL TO ORDER

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

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

Also present: Stantec Engineer Joe Elsenpeter, Medina Police Officer Chris McGill, Public Works Director Jake Leuer, and City Clerk Treasurer Mary Schneider.

There were no people in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved as submitted.

4. MEDINA PUBLIC SAFETY REPORT

Officer McGill presented the July public safety report, noting one hundred thirteen total calls for service, of which ninety were general patrols.

5. OPEN FORUM

No one came forward to speak during the Open Forum.

6. CONSENT AGENDA

- a. Resolution 2024-18, Fun Fest Donations
- b. Resolution 2024-19, Fun Fest Donations Returned due to Event Cancellation
- c. Resolution 2024-20, Temporary On-sale Liquor License, Church of Saints Peter and Paul
- d. Ratifying Fun Fest Inflatables Agreement, USA Inflatables
- e. City Council Minutes of July 9, 2024
- f. August Bills
- g. Monthly Balance Sheet

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

7. ACTION/PLANNING

a. Concrete and Asphalt Repair Quotes

On a motion by Markham, seconded by Daniels, to approve the \$13,800 asphalt quote from DMJ Contracting and the \$22,481 concrete quote from Twin Cities Outdoor Services. Motion carried unanimously.

b. ARPA Funds

Clerk Treasurer Schneider stated the remaining \$6,469.65 ARPA funds must be obligated by December 31, 2024. Schneider noted that for the funds to be "obligated", per ARPA rules, the city must have entered into a contract, placed an order for services or property, or entered into a transaction which requires payment. Council directed Schneider to add this topic to the Budget Workshop agenda.

c. CR19 Watermain Project Update

Stantec Engineer Joe Elsenpeter gave the update, stating that the contractor is continuing to work on the watermain. When that is finished, the contractor will begin work on stormsewers along County Road 19, then start watermain work south of the tracks.

Council Member Elsen asked when the project is expected to be completed. Public Works Director Leuer stated the latest report suggests early to mid-October.

Leuer stated that much of the delay stems from not having as-built plans for the infrastructure. When digging up the watermain, the actual infrastructure does not match the plans from which the contractor is working.

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

Elsenpeter stated the first lift of paving is done and driveways and aprons are poured on the Meadow Drive loop. The contractor is currently working on restoration, placing topsoil and seeding in the disturbed areas. Elsenpeter stated the curb is poured on Meadow Drive and Hillview Lane South from Meadow Drive to Loretto Street, but work cannot be done beyond that point until Hillview Lane South is no longer the detour for the County Road 19 project.

e. 2023 Street Project, Pay Request #3

On a motion by Markham, seconded by Scanlon, to approve Pay Request #3 to Omann Contracting Companies, Inc. in the amount of \$257,678.29.

Motion carried unanimously.

f. Ordinance 2024-02, CenterPoint Energy Franchise Agreement

On a motion by Daniels, seconded by Markham, to approve Ordinance 2024-02, an ordinance of the city of Loretto, Minnesota adopting a franchise agreement with CenterPoint Energy and approve summary publication of the ordinance as submitted in the packet.

Motion carried unanimously.

8. INFORMATIONAL ITEMS

a. Fun Fest Report

Schneider reported that the September 14th Fun Fest event has been cancelled by the planning committee due to the delayed completion of the County Road 19 road project and related safety concerns. Schneider stated that all the vendors have been contacted, deposits either returned or held over for next year's event. Schneider reported that the only loss of funds was a portion of the face painting deposit, which was booked through a third-party vendor, and the cost to update the banner, which was completed prior to cancellation.

b. West Suburban Fire District 2025 Budget

Council reviewed. No action taken.

9. MONTHLY STAFF REPORTS

a. City Hall

1) Budget Discussion

The Council reviewed the Park Improvement Priority List and the Proposed 2025 Capital Improvement Plan. Council directed Schneider to remove Pickleball Courts from the plans, due to the planned construction of courts by Medina less than a mile from Loretto.

Council discussed the purchase of aluminum bleachers to replace the aging wooden bleachers at the Athletic Complex. Council directed staff to bring estimates to the Budget Workshop.

Council also discussed putting in a basketball hoop at the Lions Park and directed staff to bring more information to the Budget Workshop.

b. Streets

Schneider reported that county representatives confirmed that Loretto is eligible to receive additional quiet zone funding, up to \$52,378. This would be in addition to the \$45,012 that was previously approved, funds left over from the Medina quiet zone project. The new funds would be available if the Wayzata project has left over funding.

Mayor Koch reported that he attended a meeting with Leuer, Nick Wyers, and County, State and Federal representatives to discuss railroad crossing safety alternatives for a sidewalk on the west side of Couty Road 19. Koch stated that the State is willing to consider channelized gates and that he asked Wyers to investigate the option.

c. Water

No items were brought forward.

d. Wastewater

1) 2025 MCES Municipal Wastewater Charge

Schneider reported that she spoke with Kyle Colvin from MCES last week and that he stated that he and his staff are working on a proposal to reduce Loretto's Municipal Wastewater Charge. Schneider stated that the proposal did not come in time for this meeting.

Koch noted that he, Schneider and Leuer attended a meeting with MCES staff to discuss Loretto's estimated 2025 charges. Koch stated that the flow numbers used to calculate Loretto's charges resulted in a very large increase. Loretto's stance is that a significant portion of the flow numbers used includes surface water collected in the ponds, which the MCES requested we keep. Koch stated that Leuer provided metered inflow data to the MCES which they have evaluated and determined to be reasonable data.

2) Sewer Blockage Repair Costs, August Bills

No items were brought forward.

3) Sewer Blockage Repair Costs, 2022 to Date

No items were brought forward.

e. Parks

1) Grants

Schneider reported the Hennepin County Youth Activities Grant applications have been posted for the fall cycle. Council directed Schneider to resubmit an application for a mower to be used at the Arnold Klaers Field.

f. Stormwater

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

Council reviewed the Annual SWPPP report.

Mayor Koch opened the public hearing at 8:02 p.m.

No one came forward to speak during the public hearing.

On a motion by Daniels, seconded by Scanlon, to close the public hearing at 8:04 p.m. Motion carried unanimously.

10. MAYOR AND COUNCIL REPORTS

No reports were given.

11. ADJOURN

On a motion by Markham, seconded by Daniels, to adjourn at 8:05 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor

City of Loretto
Budget Workshop Meeting Notes
Tuesday, August 27, 2024, 6:00 p.m.
279 N. Medina Street, Council Chambers

1. CALL TO ORDER

Mayor Koch called the workshop to order at 6:00 p.m.

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

Also present: Public Works Director Jake Leuer and City Clerk Treasurer Mary Schneider.

There were no people in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved as submitted.

4. DEFINITIONS

Council reviewed. No action taken.

5. BUDGET GOALS OF COUNCIL – DISCUSSION POINTS

a. Review 2025 Proposed Wages

Council reviewed. Council consensus to proceed with the 2025 wage structure as proposed.

b. Review Proposed Capital Improvement and Maintenance and Repairs Spreadsheets

Council discussed the need for public works storage and directed staff to add a line item to the Capital Improvement Plan for this need.

Council discussed the need for an overall, long-term plan for city parks and directed staff to bring a scope of work and cost estimate for a feasibility study to a future council meeting.

c. Review Consultant Expenses for 2025

Council reviewed. No action taken.

6. 2025 BUDGET PROPOSAL

Schneider noted that the Proposed Levy, certified to the County in September, can be lowered, but cannot be raised when the Final Levy is certified in December. Council directed Schneider to bring the 2024 Budget with a Proposed General Fund Levy increase of nine percent to the September council meeting.

7. REVIEW PROPOSED FEE SCHEDULES

Council reviewed. No action taken.

8. ADJOURN

On a motion by Markham, seconded by Daniels, to adjourn at 7:35 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor

Consent f.

*City of Loretto
County of Hennepin
State of Minnesota*

RESOLUTION NO. 2024-26

*MOTION BY MEMBER:
SECONDED BY MEMBER:*

**A RESOLUTION APPROVING A NEW LAWFUL GAMBLING PREMISES FOR
NORTHWEST AREA JAYCEES FOR CHARITABLE GAMBLING ACTIVITIES**

Be it resolved by the City Council of the City of Loretto, County of Hennepin, State of Minnesota, that a new lawful gambling premises for Northwest Area Jaycees for charitable gambling activities to be conducted at Detour 19, located at 300 Medina Street North, is hereby approved.

PASSED AND ADOPTED THIS 10TH DAY OF SEPTEMBER 2024.

VOTING AYE

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

VOTING NAY

Daniels, Brenda___
Elsen, Greg___
Koch, Kent___
Markham, Melissa___
Scanlon, Ben___

Kent Koch, Mayor

ATTEST:

Mary K. Schneider, City Clerk Treasurer

CITY OF LORETTO

*Check Summary Register©

Checks 25895-25928

Name	Check Date	Check Amt	
10100 Checking Account			
25895	ACME TOOLS	9/10/2024	\$1,453.97 tools, parts & supplies
25896	BULLSEYE PROPERTY MANAGE	9/10/2024	\$1,571.30 October office lease and CAM fees
25897	CINTAS CORP #470	9/10/2024	\$204.39 uniforms and rr supplies
25898	CITY OF MEDINA	9/10/2024	\$5,739.79 Monthly Police Sept contract
25899	CITY OF MEDINA	9/10/2024	\$3,985.90 seal coating Chippewa Road
25900	COYLE, BECKY	9/10/2024	\$8.71 election Mileage reimbursement
25901	E.J. MAYERS INC.	9/10/2024	\$750.00 pot holes for power& fiber
25902	FISH & LABEAU SIGNS	9/10/2024	\$65.00 update Fun Fest banner
25903	Gertens Greenhouses Inc - 4461	9/10/2024	\$389.21 roundup & Ranger Pro
25904	GOPHER ACE HARDWARE	9/10/2024	\$120.94 green marking paint
25905	GOPHER STATE ONE-CALL	9/10/2024	\$29.70 22 locates
25906	HENNEPIN COUNTY TREASURE	9/10/2024	\$531.97 solid waste management
25907	HERALD JOURNAL PUBLISHING	9/10/2024	\$172.05 publish CenterPoint ordinance
25908	HOMESERVE USA	9/10/2024	\$218.00 August leak protection plan
25909	Klinkner, Myron	9/10/2024	\$200.00 utility refund after final billing
25910	KUIPERS, JUSTIN	9/10/2024	\$200.00 utility refund after final billing
25911	LANO EQUIPMENT	9/10/2024	\$31.98 commercial round line 280
25912	POSTMASTER	9/10/2024	\$219.00 3 rolls of postage stamps
25913	MAGIC TURF	9/10/2024	\$618.50 LCAA Arnold Klaers field maint
25914	METRO WEST INSPECTION SER	9/10/2024	\$250.68 Building Inspections
25915	METROPOLITAN COUNCIL	9/10/2024	\$4,580.00 METC MWC October fees
25916	MINNESOTA DEPARTMENT OF H	9/10/2024	\$626.00 Service Connection Fee
25917	MINNESOTA EQUIPMENT	9/10/2024	\$141.30 mower blades & oil filter
25918	PROLAWNS	9/10/2024	\$436.56 LCAA pest control Arnold Klaers field
25919	QUILL	9/10/2024	\$194.95 Newsletter paper
25920	REPUBLIC SERVICES #894	9/10/2024	\$4,490.51 August garbage
25921	Samuelson, Jordan	9/10/2024	\$18.45 utility refund after final billing
25922	SCHNEIDER, MARY K	9/10/2024	\$25.59 mileage to pick up newsletter supplies
25923	SHERWIN WILLIAMS	9/10/2024	\$661.70 field paint
25924	STANTEC CONSULTING SERVIC	9/10/2024	\$43,454.90 CR19 watermain engineering
25925	TRACTOR SUPPLY CREDIT PLA	9/10/2024	\$92.98 fuel oil and weed killer
25926	VISA	9/10/2024	\$41.27 Lunds & Byerlys Election day supplies
25927	WRUCK SEWER AND PORTABL	9/10/2024	\$416.90 Biffy rental and service July
25928	OMANN CONTRACTING COMPA	9/10/2024	\$126,708.15 Pay Request #4.Change Order #1
Total Checks			\$198,650.35

***Check Summary Register©**

August to September 2024

Name	Check Date	Check Amt	
10100	Checking Account		
Paid Chk# 4903e	WH SECURITY	15-Aug-24	\$33.95 wellhead security well #2
Paid Chk# 4904e	WH SECURITY	15-Aug-24	\$33.95 wellhead security well #3
Paid Chk# 4905e	EMPLOYEE 121	22-Aug-24	\$643.87 payroll 082224
Paid Chk# 4906e	EMPLOYEE 111	22-Aug-24	\$1,935.68 payroll 082224
Paid Chk# 4907e	EMPLOYEE 120	22-Aug-24	\$1,399.90 payroll 082224
Paid Chk# 4908e	EMPLOYEE 110	22-Aug-24	\$2,264.43 payroll 082224
Paid Chk# 4909e	EMPLOYEE 901	22-Aug-24	\$1,367.42 payroll 082224
Paid Chk# 4910e	EMPLOYEE 108	22-Aug-24	\$3,056.06 payroll 082224
Paid Chk# 4911e	PERA	22-Aug-24	\$1,852.18 payroll retirement 082224
Paid Chk# 4912e	EFTPS	22-Aug-24	\$3,556.42 payroll fed tax dep 082224
Paid Chk# 4913e	AFLAC	22-Aug-24	\$244.80 payroll contributions
Paid Chk# 4914e	MN DEPT. OF REVENUE	22-Aug-24	\$1,256.83 payroll state tax dep 082224
Paid Chk# 4915e	CENTERPOINT ENERGY	19-Sep-24	\$10.83 City Garage utility
Paid Chk# 4916e	CENTERPOINT ENERGY	18-Sep-24	\$30.45 Wellhouse utility
Paid Chk# 4917e	CENTERPOINT ENERGY	19-Sep-24	\$30.12 Lift Station utility
Paid Chk# 4918e	STORAGE SENSE-HAMEL	10-Sep-24	\$769.00 PW storage unit B55 October rent
Paid Chk# 4919e	21st Century Bank	30-Sep-24	\$25.00 cash management fee
Paid Chk# 4920e	EMPLOYEE 121	05-Sep-24	\$547.29 payroll 090524
Paid Chk# 4921e	EMPLOYEE 111	05-Sep-24	\$1,797.68 payroll 090524
Paid Chk# 4922e	EMPLOYEE 120	05-Sep-24	\$1,544.64 payroll 090524
Paid Chk# 4923e	EMPLOYEE 110	05-Sep-24	\$2,295.73 payroll 090524
Paid Chk# 4924e	EMPLOYEE 108	05-Sep-24	\$2,565.99 payroll 090524
Paid Chk# 4925e	PERA	05-Sep-24	\$1,740.25 payroll retirement 090524
Paid Chk# 4926e	EFTPS	05-Sep-24	\$3,110.59 payroll fed tax dep 090524
Paid Chk# 4927e	VERIZON WIRELESS	03-Sep-24	\$65.08 PW tablet data plan
Paid Chk# 4928e	XCEL ENERGY	11-Sep-24	\$5,480.60 July/August electric utility
			\$37,658.74

Payroll \$10,667.36

Payroll \$8,751.33

Paper check total: \$198,650.35
 Electronic check total: \$37,658.74
Grand Total: \$236,309.09

CITY OF LORETTO
Monthly Balance Sheet
Current Period: September 2024

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
101 GENERAL FUND						
G 101-10100 Cash	\$549,782.63	\$20,300.86	\$26,386.83	\$493,586.92	\$564,782.27	\$478,587.28
G 101-10200 Petty Cash	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G 101-25300 Unreserved Fund Balance	-\$549,832.63	\$26,386.83	\$20,300.86	\$564,782.27	\$493,586.92	-\$478,637.28
101 GENERAL FUND	\$0.00	\$46,687.69	\$46,687.69	\$1,058,369.19	\$1,058,369.19	\$0.00
225 CAPITAL IMPROVEMENT FUND						
G 225-10100 Cash	\$205,435.17	\$0.00	\$0.00	\$52,251.93	\$2,009.99	\$255,677.11
G 225-20711 Due to Water Capital Fund	-\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$20,000.00
G 225-25300 Unreserved Fund Balance	-\$185,435.17	\$0.00	\$0.00	\$2,009.99	\$52,251.93	-\$235,677.11
225 CAPITAL IMPROVEMENT FUND	\$0.00	\$0.00	\$0.00	\$54,261.92	\$54,261.92	\$0.00
227 2021 ST IMP PROJECT FUND						
G 227-10100 Cash	\$0.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.45
G 227-25300 Unreserved Fund Balance	-\$0.45	\$0.00	\$0.00	\$0.00	\$0.00	-\$0.45
227 2021 ST IMP PROJECT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
228 2023 ST IMP PROJECT FUND						
G 228-10100 Cash	\$0.00	\$0.00	\$148,930.15	\$1,217,226.39	\$766,510.02	\$450,716.37
G 228-25300 Unreserved Fund Balance	\$0.00	\$148,930.15	\$0.00	\$766,510.02	\$1,217,226.39	-\$450,716.37
228 2023 ST IMP PROJECT FUND	\$0.00	\$148,930.15	\$148,930.15	\$1,983,736.41	\$1,983,736.41	\$0.00
352 2021 ST PROJECT BOND FUND						
G 352-10100 Cash	\$108,382.39	\$0.00	\$0.00	\$54,460.22	\$69,403.44	\$93,439.17
G 352-25300 Unreserved Fund Balance	-\$108,382.39	\$0.00	\$0.00	\$69,403.44	\$54,460.22	-\$93,439.17
352 2021 ST PROJECT BOND FUND	\$0.00	\$0.00	\$0.00	\$123,863.66	\$123,863.66	\$0.00
353 2023 ST PROJECT BOND FUND						
G 353-10100 Cash	\$0.00	\$0.00	\$0.00	\$38,229.42	\$0.00	\$38,229.42
G 353-25300 Unreserved Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$38,229.42	-\$38,229.42
353 2023 ST PROJECT BOND FUND	\$0.00	\$0.00	\$0.00	\$38,229.42	\$38,229.42	\$0.00
601 WATER FUND						
G 601-10100 Cash	\$101,182.52	\$986.17	\$27,010.82	\$1,137,614.17	\$1,074,397.74	\$164,398.95
G 601-11500 Accounts Receivable	\$20,730.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,730.00
G 601-12200 Special Assess Rec-Delinquent	\$795.00	\$0.00	\$0.00	\$0.00	\$0.00	\$795.00
G 601-12300 Special Assess Rec-Deferred	\$35,246.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,246.00
G 601-15699 Deferred Outflows of Pension R	\$6,979.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,979.00
G 601-16300 Improvements Other Than Bldg	\$1,279,871.73	\$0.00	\$0.00	\$0.00	\$0.00	\$1,279,871.73
G 601-16400 Fixed Asset-Equip/Machinery	\$67,909.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67,909.00

CITY OF LORETTO

Monthly Balance Sheet

Current Period: September 2024

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
G 601-16410 Fixed Asset-Equip Depreciation	-\$417,734.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$417,734.00
G 601-20200 Accounts Payable	-\$2,239.00	\$0.00	\$0.00	\$2,239.00	\$0.00	\$0.00
G 601-21500 Accrued Interest Payable	-\$3,436.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,436.00
G 601-21600 Accrued Wages & Salaries Paya	-\$694.00	\$0.00	\$0.00	\$694.00	\$0.00	\$0.00
G 601-21650 Compensated Absences-Curren	-\$2,081.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,081.00
G 601-21800 Water State Sales Tax	\$202.45	\$372.00	\$7.69	\$2,890.46	\$2,897.01	\$195.90
G 601-22299 Deferred Inflows of Pension Re	-\$8,972.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$8,972.00
G 601-22400 Unamortized Premium Bonds S	-\$5,100.15	\$0.00	\$0.00	\$0.00	\$42,823.05	-\$47,923.20
G 601-22520 Special Assess Bonds Payable	-\$64,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$64,000.00
G 601-22530 Revenue Bonds Payable	-\$410,000.00	\$0.00	\$0.00	\$49,000.00	\$890,000.00	-\$1,251,000.00
G 601-23999 Pension Liability	-\$28,955.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$28,955.00
G 601-25300 Unreserved Fund Balance	-\$569,704.55	\$26,638.82	\$978.48	\$1,028,507.28	\$210,827.11	\$247,975.62
601 WATER FUND	\$0.00	\$27,996.99	\$27,996.99	\$2,220,944.91	\$2,220,944.91	\$0.00
602 WASTEWATER FUND						
G 602-10100 Cash	\$109,440.04	\$404.20	\$9,327.23	\$149,049.13	\$157,668.22	\$100,820.95
G 602-11500 Accounts Receivable	\$16,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,564.00
G 602-12200 Special Assess Rec-Delinquent	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$540.00
G 602-12300 Special Assess Rec-Deferred	\$23,931.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,931.00
G 602-15699 Deferred Outflows of Pension R	\$9,788.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,788.00
G 602-16300 Improvements Other Than Bldg	\$210,301.00	\$0.00	\$0.00	\$0.00	\$0.00	\$210,301.00
G 602-16400 Fixed Asset-Equip/Machinery	\$80,478.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,478.00
G 602-16410 Fixed Asset-Equip Depreciation	-\$177,470.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$177,470.00
G 602-20200 Accounts Payable	-\$1,414.00	\$0.00	\$0.00	\$1,414.00	\$0.00	\$0.00
G 602-21500 Accrued Interest Payable	-\$1,294.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,294.00
G 602-21600 Accrued Wages & Salaries Paya	-\$967.00	\$0.00	\$0.00	\$967.00	\$0.00	\$0.00
G 602-21650 Compensated Absences-Curren	-\$2,935.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,935.00
G 602-22299 Deferred Inflows of Pension Re	-\$12,584.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$12,584.00
G 602-22400 Unamortized Premium Bonds S	-\$2,567.05	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,567.05
G 602-22520 Special Assess Bonds Payable	-\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$5,000.00
G 602-22530 Revenue Bonds Payable	-\$175,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$175,000.00
G 602-23999 Pension Liability	-\$40,612.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$40,612.00
G 602-25300 Unreserved Fund Balance	-\$31,198.99	\$9,327.23	\$404.20	\$161,995.22	\$155,757.13	-\$24,960.90
602 WASTEWATER FUND	\$0.00	\$9,731.43	\$9,731.43	\$313,425.35	\$313,425.35	\$0.00
603 GARBAGE/RECYCLING FUND						
G 603-10100 Cash	\$2,706.31	\$203.07	\$5,770.13	\$50,379.28	\$57,590.68	-\$4,505.09
G 603-11500 Accounts Receivable	\$5,787.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,787.00
G 603-15699 Deferred Outflows of Pension R	\$1,398.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,398.00
G 603-20200 Accounts Payable	-\$5,128.00	\$0.00	\$0.00	\$5,128.00	\$0.00	\$0.00

CITY OF LORETTO
Monthly Balance Sheet
Current Period: September 2024

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
G 603-21600 Accrued Wages & Salaries Paya	-\$209.00	\$0.00	\$0.00	\$209.00	\$0.00	\$0.00
G 603-21650 Compensated Absences-Curren	-\$503.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$503.00
G 603-21820 Garbage State Sales Tax	-\$103.73	\$336.00	\$11.35	\$3,125.13	\$3,136.51	-\$115.11
G 603-21830 County SWM Fee	\$654.77	\$531.97	\$18.04	\$4,958.83	\$4,979.82	\$633.78
G 603-22299 Deferred Inflows of Pension Re	-\$1,798.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,798.00
G 603-23999 Pension Liability	-\$5,804.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$5,804.00
G 603-25300 Unreserved Fund Balance	\$2,999.65	\$4,902.16	\$173.68	\$49,506.72	\$47,599.95	\$4,906.42
603 GARBAGE/RECYCLING FUND	\$0.00	\$5,973.20	\$5,973.20	\$113,306.96	\$113,306.96	\$0.00
604 STORM WATER FUND						
G 604-10100 Cash	\$21,853.43	\$280.80	\$2,246.44	\$61,438.73	\$35,703.24	\$47,588.92
G 604-11500 Accounts Receivable	\$8,948.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,948.00
G 604-15699 Deferred Outflows of Pension R	\$2,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,320.00
G 604-16400 Fixed Asset-Equip/Machinery	\$15,488.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,488.00
G 604-16410 Fixed Asset-Equip Depreciation	-\$33,227.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$33,227.00
G 604-20200 Accounts Payable	-\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00
G 604-21600 Accrued Wages & Salaries Paya	-\$262.00	\$0.00	\$0.00	\$262.00	\$0.00	\$0.00
G 604-21650 Compensated Absences-Curren	-\$749.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$749.00
G 604-22299 Deferred Inflows of Pension Re	-\$2,982.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,982.00
G 604-23999 Pension Liability	-\$9,623.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$9,623.00
G 604-25300 Unreserved Fund Balance	-\$266.43	\$2,246.44	\$280.80	\$35,703.24	\$63,200.73	-\$27,763.92
604 STORM WATER FUND	\$0.00	\$2,527.24	\$2,527.24	\$98,903.97	\$98,903.97	\$0.00
611 WATER CAPITAL FUND						
G 611-10100 Cash	\$71,169.40	\$0.00	\$0.00	\$1,317.74	\$64,373.24	\$8,113.90
G 611-13101 Due from other funds	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
G 611-16400 Fixed Asset-Equip/Machinery	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
G 611-20300 Retainage Payable	-\$62,400.00	\$0.00	\$0.00	\$62,400.00	\$0.00	\$0.00
G 611-25300 Unreserved Fund Balance	-\$34,769.40	\$0.00	\$0.00	\$1,973.24	\$1,317.74	-\$34,113.90
611 WATER CAPITAL FUND	\$0.00	\$0.00	\$0.00	\$65,690.98	\$65,690.98	\$0.00
612 SEWER CAPITAL FUND						
G 612-10100 Cash	\$113,615.60	\$0.00	\$0.00	\$3,770.18	\$18,047.13	\$99,338.65
G 612-16300 Improvements Other Than Bldg	\$1,107,288.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,107,288.00
G 612-16400 Fixed Asset-Equip/Machinery	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
G 612-25300 Unreserved Fund Balance	-\$1,226,903.60	\$0.00	\$0.00	\$18,047.13	\$3,770.18	-\$1,212,626.65
612 SEWER CAPITAL FUND	\$0.00	\$0.00	\$0.00	\$21,817.31	\$21,817.31	\$0.00
614 STORMWATER CAPITAL FUND						
G 614-10100 Cash	\$157,608.09	\$0.00	\$0.00	\$3,468.42	\$103,346.05	\$57,730.46

CITY OF LORETTO

Monthly Balance Sheet

Current Period: September 2024

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
G 614-16300 Improvements Other Than Bldg	\$21,710.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,710.00
G 614-16400 Fixed Asset-Equip/Machinery	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
G 614-25300 Unreserved Fund Balance	-\$185,318.09	\$0.00	\$0.00	\$103,346.05	\$3,468.42	-\$85,440.46
614 STORMWATER CAPITAL FUND	\$0.00	\$0.00	\$0.00	\$106,814.47	\$106,814.47	\$0.00
	\$0.00	\$241,846.70	\$241,846.70	\$6,199,364.55	\$6,199,364.55	\$0.00

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

RESOLUTION 2024-24

*MOTION BY MEMBER:
SECONDED BY MEMBER:*

**A RESOLUTION DIRECTING DELINQUENT UTILITY CHARGES BE PLACED ON
THE 2025 PROPERTY TAX ROLLS**

WHEREAS, Loretto City Code provides for the City to place utility charges on the succeeding year property tax rolls for the specified properties; and

WHEREAS, the City Council has scheduled the consideration of the certification of such charges and has caused notice to be mailed to the affected property owners; and

WHEREAS, the City Council has considered such charges at its regular council meeting of September 10, 2024, and has made a determination that delinquent utility charges exist for the specified properties set forth in “Exhibit A” attached hereto and made a part hereof.

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

That the Hennepin County Taxpayer Services Department is hereby authorized to place the delinquent utility charges on the 2025 property tax rolls, payable in 2025, against the specified properties as set forth in “Exhibit A”.

PASSED AND ADOPTED THIS 10TH DAY OF SEPTEMBER 2024.

VOTING AYE

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

VOTING NAY

Daniels, Brenda___
Elsen, Greg___
Koch, Kent___
Markham, Melissa___
Scanlon, Ben___

Kent Koch, Mayor

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Delinquent Utilities to be Certified to Property Taxes

Resolution 2024-24

Exhibit A

Levy # 25080

PID #	Account Number	Account Balance	To Certify*
611823310006	01-037-007	1,399.06	1,538.97
611823310007	01-087-002	1,222.87	1,345.16
611823420008	01-102-000	3,358.47	3,694.32
611823340046	01-145-005	502.00	552.20
611823340059	01-147-007	701.80	771.98
611823430087	01-161-007	701.63	771.79
611823340064	01-180-002	837.68	921.45
611823340076	01-186-008	771.48	848.63
611823420122	01-230-004	966.20	1,062.82
Totals		10,461.19	11,507.31

*10% penalty applied after final assessment roll certified to County per City Code Section 410:25, Subd. 7(c)

RESOLUTION NO. 2024-25
MOTION BY MEMBER:
SECONDED BY MEMBER:

A RESOLUTION SETTING THE 2025 PROPOSED GENERAL FUND BUDGET AND APPROVING THE 2025 PROPOSED PROPERTY TAX LEVY, COLLECTIBLE IN 2025

Whereas, the City staff has presented to the City Council the 2025 Proposed General Fund Budget and the 2025 Proposed Property Tax Levy, collectible in 2025; and

Whereas, the City Council has met to review the proposed budget and property tax levy; and

Whereas, the City Council must approve and certify its 2025 Proposed Budget and 2025 Proposed Property Tax Levy, collectible in 2025, to the County Auditor by September 30th, 2024.

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

1. The 2025 Proposed General Fund Budget for expenditures is hereby set at \$799,480.
2. The following sums be levied in the current year, collectible in 2025, upon taxable property in the City of Loretto, for the following purposes:

General Fund Levy	\$ 630,780.00
Debt Levy	\$ 172,157.73
Special Levy (Market Value)	\$ 0
Total 2025 Proposed Levy, Collectible 2025:	\$ 802,937.73
3. The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Hennepin County, Minnesota.

PASSED AND ADOPTED THIS 10TH DAY OF SEPTEMBER 2024.

VOTING AYE

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

VOTING NAY

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

Kent Koch, Mayor

ATTEST:

Mary K. Schneider, City Clerk Treasurer

TO: HONORABLE MAYOR AND MEMBERS OF THE LORETTO CITY COUNCIL
 CC: PUBLIC WORKS DIRECTOR JAKE LEUER
 FROM: CITY CLERK TREASURER MARY SCHNEIDER
 DATE: Friday, September 6, 2024
 RE: 2025 PROPOSED BUDGET SUMMARY MEMO for the September 10th Council Meeting

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.

GENERAL FUND (101)		2025 Budget	
General Fund Revenues		799,480	9% levy increase
General Fund Expenditures		799,480	
	Difference	-	
2021 STREET PROJECT BOND FUND (352)			
2021 Street Project Bond Fund Revenues		76,786	105% Debt levy + special assessments
2021 Street Project Bond Fund Expenditures		68,270	
	Difference	8,516	
2023 STREET PROJECT BOND FUND (353)			
2023 Street Project Bond Fund Revenues		111,983	105% Debt levy + special assessments
2023 Street Project Bond Fund Expenditures		63,560	
	Difference	48,423	
ENTERPRISE FUNDS			
WATER FUND (601)			
Water Fund Revenues		336,230	5% rate increase
Water Fund Expenditures		336,110	5% recommended in
	Difference	120	Long Term Financial Plan
WASTEWATER FUND (602)			
Wastewater Fund Revenues		290,000	20% rate increase
Wastewater Fund Expenditures		290,512	20% recommended in
	Difference	(512)	Long Term Financial Plan
GARBAGE/RECYCLING FUND (603)			
Garbage/Recycling Fund Revenues		62,300	no change in fees
Garbage/Recycling Fund Expenditures		62,320	
	Difference	(20)	
STORMWATER FUND (604)			
Stormwater Fund Revenues		100,400	10% increase
Stormwater Fund Expenditures		100,490	15% recommended in
	Difference	(90)	Long Term Financial Plan
ENTERPRISE CAPITAL FUNDS		CURRENT BALANCE	as of 9/5/2024
<hr/>			
WATER CAPITAL FUND (611)		8,114	
WASTEWATER CAPITAL FUND (612)		99,339	
STORMWATER CAPITAL FUND (614)		57,730	

**2025 BUDGET PROPOSAL DETAIL
FOR 09.10.24 COUNCIL MEETING**

Action b.

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.

Account line items shaded in gray have been updated since the August 27th Budget Workshop.

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	630,780	52,080	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. This is a 9% increase over last year's final levy.
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 2025 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. 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 09.10.24 COUNCIL MEETING**

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.
Revenue Totals:	798,600	799,480	880	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
Council				
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.
Administration/General Government				
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 Proposed 2025 Wages and Budget Workshop Memo 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 09.10.24 COUNCIL MEETING**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
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 Proposed 2025 Dues and Subscriptions 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.
Government Buildings Capital Outlay	-	17,000	17,000	Saving up for Public Works Building. See PROPOSED 2025 CIP for details.

**2025 BUDGET PROPOSAL DETAIL
FOR 09.10.24 COUNCIL MEETING**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
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.
Fire				
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.
Building Inspection				
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/fixd 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.
Civil Defense				
Capital Outlay	-	-	-	Siren purchase and installation completed in 2023/2024.
Streets				
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 Proposed 2025 Wages spreadsheet and the Budget Workshop Memo 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 Proposed 2025 Maintenance and Repairs spreadsheet for details.
Capital Outlay	17,250	16,700	(550)	See Proposed 2025 CIP spreadsheet for details.
Street Maintenance Material	10,000	10,000	-	For snowplowing/salt/sand.

**2025 BUDGET PROPOSAL DETAIL
FOR 09.10.24 COUNCIL MEETING**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
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, Doboszanski & Sons, Lions Club and 21st Century Bank
Parks				
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 Proposed 2025 Wages spreadsheet and the Budget Workshop Memo 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 Proposed 2025 Repairs & Maintenance spreadsheet for details.
Capital Outlay	54,850	48,800	(6,050)	See Proposed 2025 CIP spreadsheet for details.
Miscellaneous				
Miscellaneous	670	1,060	390	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.
Expenditure totals:	798,600	799,480	880	

2025 Gen Fund Rev	799,480
2025 Gen Fund Exp	799,480

-

**2025 BUDGET PROPOSAL DETAIL
FOR 09.10.24 COUNCIL MEETING**

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	4,813	2,803	for admin capital projects including computer replacements.
Elections	1,400	1,400	for election related capital expenditures.
Attorney	13,098	13,098	for future code book overhaul.
Planning	16,886	16,886	for redevelopment expenses.
Civil Defense	-	-	Purchased siren and installed siren in 2023.
Streets	41,045	86,057	84,556.85 is available for street projects. The current balance includes the receipt of Quiet Zone funds of \$45,012.
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	97,610	97,610	saved up for park capital projects. There is a detailed allocation breakdown available.
Lions	629	629	Remaining proceeds from old Lions electronic sign sale .
Interest	27,064	34,304	This includes interest earned as of 8/20/24.
Total:	205,308	255,550	MORE DETAIL ON EACH CAPITAL ACCOUNT AVAILABLE UPON REQUEST

**2025 BUDGET PROPOSAL DETAIL
FOR 09.10.24 COUNCIL MEETING**

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.
Revenue totals:	71,825	76,786	4,961	

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.)
Expenditure totals:	68,543	68,270	(273)	

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

**2025 BUDGET PROPOSAL DETAIL
FOR 09.10.24 COUNCIL MEETING**

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.
Revenue totals:	-	111,983	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.).
Expenditure totals:	-	63,560	63,560	

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

2025 BUDGET PROPOSAL DETAIL
FOR 09.10.24 COUNCIL MEETING

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 Proposed 2025 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 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.
Water Revenue Totals:	284,570	336,230	51,660	

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 Proposed 2025 Wages and Budget Workshop Memo 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 Proposed 2025 Wages spreadsheet and the Budget Workshop Memo for more details.
Benefits	5,860	5,880	20	PERA, Medicare and SS.

**2025 BUDGET PROPOSAL DETAIL
FOR 09.10.24 COUNCIL MEETING**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
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 Proposed 2025 Repairs & Maintenance 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 Proposed 2025 CIP spreadsheet for more details.
Capital Outlay	26,850	34,700	7,850	See Proposed 2025 CIP 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
			-	
Water Expenditure Totals:	283,890	336,110	52,220	

2025 Water Fund Rev	336,230
2025 Water Fund Exp	336,110
	120

*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 09.10.24 COUNCIL MEETING**

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 Proposed 2025 Fee Schedule 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	-	
			-	
WW Revenue Total:	236,900	290,000	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 Proposed 2025 Wages and Budget Workshop Memo 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 Proposed 2025 Wages spreadsheet and the Budget Workshop Memo 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/Hardware	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 09.10.24 COUNCIL MEETING**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
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 Proposed 2025 Repairs & Maintenance spreadsheet for details.
Dues and Subscriptions	1,300	5,320	4,020	See last page of Proposed 2025 CIP spreadsheet for more details.
Capital Outlay	34,850	47,000	12,150	See Proposed 2025 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	3,100	3,070	(30)	Scheduled interest payment for the Wastewater portion of the 2021 Street Project bonds.
WW Expenditure Total:	236,500	290,512	54,012	

2025 WW Fund Rev	290,000
2025 WW Fund Exp	290,512
	(512)

**2025 BUDGET PROPOSAL DETAIL
FOR 09.10.24 COUNCIL MEETING**

GARBAGE/RECYCLING FUND (FUND 603)

Garbage/Recycling Revenues

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Other County Grants/Aids	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
			-	
G/R Revenue Totals:	61,800	62,300	500	

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 Proposed 2025 Wages and Budget Workshop Memo 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.
			-	
G/R Expenditure Totals:	61,320	62,320	1,000	

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

2025 BUDGET PROPOSAL DETAIL
FOR 09.10.24 COUNCIL MEETING

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 Proposed 2025 Fee Schedule for more details.
Penalties	1,000	1,000	-	
Interfund Operating Transfer	-			
			-	
SW Revenue Totals:	91,500	100,400	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 Proposed 2025 Wages and Budget Workshop Memo 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 Proposed 2025 Wages spreadsheet and the Budget Workshop Memo 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 Proposed 2025 Repairs & Maintenance spreadsheet for details.

**2025 BUDGET PROPOSAL DETAIL
FOR 09.10.24 COUNCIL MEETING**

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

2025 SW Fund Rev	100,400
2025 SW Fund Exp	100,490
	(90)

As of 9/5/2024

WATER CAPITAL FUND (FUND 611)

Current Cash Balance: 8,114 Saving up for infrastructure/water booster station repairs/maintenance/replacement.

WASTEWATER CAPITAL FUND (FUND 612)

Current Cash Balance: 99,339 Saving up for wastewater capital projects.

STORMWATER CAPITAL FUND (FUND 614)

Current Cash Balance: 57,730 Saving up for stormwater capital projects.

PROPOSED 2025 CIP

Action b.

Department Description	year started	saved balance	estimate	2023	2024	2025	2026	2027	2028	2029	2030
Public Works Equipment (PWE)											
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			
Public Works Equipment sub-total*				\$5,000	\$23,800	\$33,500	\$32,300	\$21,500			
Administrative - 101-41570-500											
				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						
Adminstrative sub-total		4,813		\$3,000	\$2,500	\$3,000	\$3,000	\$3,000	\$4,000	\$3,500	
Attorney - 101-41610-500											
Code updates	2012	13,098	15,000	\$2,000	\$0	\$2,000					
Attorney sub-total				\$2,000	\$0	\$2,000	\$0	\$0	\$0	\$0	
Planning - 101-41910-500											
Grants to match for RAC											
Planning sub-total		16,887									
General Government Buildings - 101-41940-500											
Public Works Building						\$17,000					
Civil Defense sub-total						\$17,000					
Streets - 101-43100-500											
Finish Quiet Zone and Replace Pavers		just under 40,000 saved for street			\$5,000						removed \$5000 from 2025, 2026, 2027 completed with CR19 proj
Solar Speed Sign on CR19 heading south					\$2,000	\$2,000	\$2,000				
PWE portion for Streets				\$2,500	\$10,250	\$14,700	\$13,700	\$12,000			
Streets sub-total				\$2,500	\$17,250	\$16,700	\$15,700	\$12,000			

PROPOSED 2025 CIP

Department Description	year started	saved balance	estimate	2023	2024	2025	2026	2027	2028	2029	2030
Parks - 101-45200-500											
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			
Parks sub-total				\$28,000	\$42,350	\$48,800	\$38,700	\$35,000			
Water - 601-49400-500											
Future Infrastructure Projects					\$11,000	\$10,000					
iPearl Meter Replacements						\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
Portable Colorimeter						\$2,500					
Meter reading pole						\$5,000					
Remote Meter Read Technology			to be purchased in 2023			\$0	\$0 split funding in 611/612				
Water Treatment Pilot Study							Estimate 40-50K Look into Federal technical grants				
Service Wells #2 & #3 (replace pumps & booster)			ongoing	ongoing	\$5,000	\$5,000	\$5,000	\$5,000			
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			
Water sub-total				\$5,500	\$26,850	\$34,700	\$24,700	\$22,500			

PROPOSED 2025 CIP

Department Description	year started	saved balance	estimate	2023	2024	2025	2026	2027	2028	2029	2030
Wastewater 602-49450-500											
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			
Wastewater sub-total				\$18,500	\$34,850	\$47,000	\$46,900	\$43,700			
Stormwater - 604-49600-500											
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			
Stormwater sub-total				\$27,350	\$30,350	\$40,350	\$31,350	\$30,850			
PWE total (verify same amount above)				\$5,000	\$23,800	\$33,500	\$32,300	\$21,500			
TOTAL CIP FOR ALL FUNDS				\$86,850	\$154,150	\$209,550	\$160,350	\$147,050			

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
Public Works Equipment (PWE)								
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			
Public Works Equipment Total	\$5,000	\$23,800	\$33,500	\$32,300	\$21,500			
STREETS PORTION								
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								
PWE portion total for Streets	\$2,500	\$10,250	\$14,700	\$13,700	\$12,000			
PARKS PORTION								
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				
PWE portion total for Parks	\$1,000	\$5,350	\$6,800	\$6,700	\$3,000			
WATER PORTION								
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				
PWE portion total for Water	\$500	\$3,350	\$4,700	\$4,700	\$2,500			
WASTEWATER PORTION								
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				
PWE portion total for Wastewater	\$1,000	\$4,850	\$6,300	\$6,200	\$3,000			
STORMWATER PORTION								
4x4 Pickup portion			\$1,000	\$1,000	\$1,000			
PWE portion total for Stormwater	\$0	\$0	\$1,000	\$1,000	\$1,000			
PWE Total (verify same amount above)	\$5,000	\$23,800	\$33,500	\$32,300	\$21,500			

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
Administrative - 101-41570-400											
Purchasing	1,800	1,800	1,800	1,800	1,800	1,800	2,000	2,000	2,300	2,300	2,300
Adminstrative sub-total	1,800	1,800	1,800	1,800	1,800	1,800	2,000	2,000	2,300	2,300	2,300
Streets - 101-43100-400						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		
Streets sub-total	43,500	53,000	67,500	93,700	76,700	53,700	85,000	104,000	105,000		
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		
Infield maintenance							5,000		5,000		5,000
Parks sub-total	17,000	22,000	23,000	24,000	19,000	20,000	20,000	21,000	21,000	-	5,000

PROPOSED 2025 Maintenance and Repairs

Department Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
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	\$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											
Wastewater sub-total	\$23,000	\$24,000	\$27,000	\$28,000	\$36,100	\$41,500	\$33,000	\$33,000	\$35,000		
Stormwater -604-49600-400											
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		
Stormwater sub-total	\$14,000	\$14,000	\$14,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000		
TOTAL MAINTENANCE ALL FUND	\$124,300	\$140,800	\$160,300	\$190,500	\$178,600	\$162,000	\$185,000	\$205,000	\$208,300		

PROPOSED 2025 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	\$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
Total Water Quality	\$27,200	\$27,200	\$27,200	\$24,200	\$27,200	\$36,200	\$36,200	\$36,200	\$36,200	\$36,200
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 draintile - 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									
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								
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									
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
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	\$39,350	\$38,850	\$38,850	\$38,850	\$38,850

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	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
General Fund Total	4,040	4,310	4,290	4,740	4,600	4900			
601-49400-433									
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					
Water Fund Total	5,220	5,320	5,430	6,095	8,100	6,020			
602-49450-433									
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			
Wastewater Fund Total	4,480	3,180	3,280	3,300	6,000	5,320			
604-49600-433									
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				
Stormwater Fund Total	8,025	8,325	8,325	8,775	8,400	8,400			
TOTAL ALL FUNDS	21,765	21,135	21,325	22,910	27,100	24,640			

ORDINANCE 2024-03

**AN ORDINANCE OF THE CITY OF LORETTO, MINNESOTA,
ASSIGNING A STREET ADDRESS FOR CITY GARAGE PROPERTY**

WHEREAS, The City of Loretto owns and operates property known as the City Garage, PIN 06-118-23 31 0019; and

WHEREAS, the City Council has the authority to name and number the streets and public places of the City pursuant to Minn. Stat. §412.221, subd. 18.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LORETTO DOES HEREBY ORDAIN:

Section 1. The City Garage property, PIN 06-118-23 31 0019, shall be assigned the following address: 255 St John Street.

Section 2. This Ordinance shall be effective immediately upon its passage and publication.

Adopted by the Loretto City Council this 10th day of September 2024.

Kent Koch, Mayor

ATTEST:

Mary K. Schneider, City Clerk Treasurer



Memo

To: City of Loretto From: Nick Wyers, PE
 Kent Torve, PE City Engineer
 Project/File: 227705283 Date: September 5, 2024
 Subject: 2023 Street Improvements Project – Pay Request #4 and Change Order #1

Council Action Requested

Staff is recommending the City Council Approve Pay Request #4 for the 2023 Street Improvement Project to Omann Contracting Companies, Inc. in the amount of \$126,708.15. It is also recommended that City Council approve Change Order #1 in the amount of \$23,994.24 which will be paid under Pay Request #4

Summary

The amount brings the total approved to date to 75% of the total project value before withholding the 5% retainage. The requested amount is related to road construction between Meadow Drive and Loretto Street and Change Order #1. The breakdown of Change Order #1 is included in the attached document

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

Contract Value	\$933,677.59
Change Order #1	\$23,994.24
Revised Contract Value to Date	\$957,671.83
Work Completed to Date	\$702,200.44
5% Retainage	\$35,110.02
Amount Paid to Date	\$667,090.42
Total Pay App #4	\$126,708.15

Financing

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

Engineer’s Recommendation

We recommend approving Pay Request #4 to Omann Contracting Companies, Inc. in the amount of \$126,708.15

**SECTION 00 63 63
CHANGE ORDER FORM**

Change Order No. 1

Date 9/4/2024

Agreement Date 3/15/2024

Name of Project: 2023 Street Improvements Project

Owner: City of Loretto

Contractor: Omann Contracting Companies, Inc.

The following changes are hereby made to the Contract Documents:

The removal and installation of new watermain valves and fittings at the Meadow Drive and Hillview Lane intersection. Extended the contract dates due to watermain repair and rain delays.

Justification: A watermain conflict was discovered during the installation of the new storm sewer. When looking to remove conflict, the existing valves were discovered to be non-functioning. Through discussions with Public Works, it was decided to replace the valves in the intersection and remove the watermain conflict with the storm sewer. The contract has been extended due to both the delays in the watermain work as well as rain delays. There were 22 days since the start of the project where it has rained 0.5" or more.

Original Contract Price: \$ 933,677.59

Current Contract Price adjusted to previous Change Order: \$ N/A

The Contract Price due to this Change Order will be increased by \$ 23,994.24

The new Contract Price including this Change Order will be \$ 957,671.83

Original Contract Substantial Completion Date: September 13, 2024

The Contract Time will be Increased by 36 Calendar days

Current Contract Substantial Completion Date adjusted to this Change Order: October 19, 2024

Original Contract Final Completion Date: November 15, 2024

The Contract Time will be Increased by 36 Calendar days

Current Contract Final Completion Date adjusted to this Change Order: December 21, 2024

Approvals Required:

To be effective, this Order must be approved by the Owner and the Contractor if it changes the scope of objective of the Project, or as may otherwise be required by the Supplemental General Conditions.

Requested by: _____
Nick Wyers, P.E.

Accepted by: _____
(Contractor)

Accepted by: _____
City of Loretto

END OF SECTION

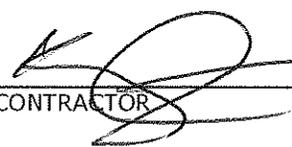
SECTION 00 62 76
APPLICATION FOR PAYMENT FORM

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

PAY ESTIMATE NO. 4

Original Contract Amount:	<u>\$ 933,677.59</u>
Contract Changes approved to Date (List Change Order Numbers):	<u>\$ 23,994.24</u>
Revised Contract Price :	<u>\$ 957,671.83</u>
Work Completed to Date (attached):	<u>\$ 702,200.44</u>
Retainage to Date, 5%:	<u>\$ 35,110.02</u>
Work Completed to Date Less Retainage to Date:	<u>\$ 667,090.42</u>
Total Amount Previously Certified:	<u>\$ 540,382.27</u>
Payment Request This Estimate:	<u>\$ 126,708.15</u>

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



CONTRACTOR

Project No. 227705283

CERTIFICATE OF CONTRACTOR

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

By 
Title President

Approval:

(CONTRACTOR)  Date 9/4/2024
STANTEC CONSULTING Robert Pyles Date 9/5/2024
SERVICES, INC. _____
CITY OF LORETTO _____ Date _____

END OF SECTION

Project No. 227705283

Pay Request #4
City of Loretto
2023 Street Improvement Project
Project Number: 227705283
9/4/2024

NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		LESS PREVIOUS PAYMENTS		CURRENT PAY REQUEST #4	
						QTY	PRICE	QTY	PRICE	QTY	PRICE
BASE BID SCHEDULE											
1	MOBILIZATION AND DEMOBILIZATION	LUMP SUM	1	\$18,700.00	\$18,700.00	0.5	\$ 9,350.00	0.5	\$ 9,350.00	0	\$ -
2	TRAFFIC CONTROL	LUMP SUM	1	\$2,500.00	\$2,500.00	0.5	\$ 1,250.00	0.5	\$ 1,250.00	0	\$ -
3	CLEARING & GRUBBING	TREE	5	\$1,150.00	\$5,750.00	6.3	\$ 7,245.00	6.3	\$ 7,245.00	0	\$ -
4	REMOVE CONCRETE CURB AND GUTTER	LIN FT	4192	\$3.80	\$15,929.60	3278	\$ 12,456.40	2844	\$ 10,807.20	434	\$ 1,649.20
5	REMOVE SEWER PIPE (STORM)	LIN FT	959	\$9.65	\$9,254.35	647	\$ 6,243.55	647	\$ 6,243.55	0	\$ -
6	REMOVE SEWER STRUCTURE (STORM)	EACH	13	\$431.38	\$5,607.94	9	\$ 3,882.42	9	\$ 3,882.42	0	\$ -
7	REMOVE FLARED END (STORM)	EACH	1	\$557.28	\$557.28	1	\$ 557.28	1	\$ 557.28	0	\$ -
8	REMOVE SUMP LINE	LIN FT	444	\$4.59	\$2,037.96	1225	\$ 5,622.75	1225	\$ 5,622.75	0	\$ -
9	REMOVE GATE VALVE BOX	EACH	7	\$181.63	\$1,271.41	3	\$ 544.89	3	\$ 544.89	0	\$ -
10	REMOVE SANITARY MANHOLE CASTING	EACH	9	\$147.58	\$1,328.22	6	\$ 885.48	5	\$ 737.90	1	\$ 147.58
11	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	200	\$6.05	\$1,210.00	159	\$ 961.95	159	\$ 961.95	0	\$ -
12	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	100	\$5.45	\$545.00	89	\$ 485.05	89	\$ 485.05	0	\$ -
13	SALVAGE AND RESPREAD GRAVEL DRIVEWAY	SQ YD	24	\$10.15	\$243.60	0	\$ -	0	\$ -	0	\$ -
14	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	290	\$2.30	\$667.00	222	\$ 510.60	222	\$ 510.60	0	\$ -
15	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	220	\$3.25	\$715.00	164	\$ 533.00	164	\$ 533.00	0	\$ -
16	REMOVE BITUMINOUS PAVEMENT	SQ YD	5650	\$1.75	\$9,887.50	4358	\$ 7,626.50	3790	\$ 6,632.50	568	\$ 994.00
17	TEMPORARY MAILBOXES INCL SALVAGE & REINSTALL	LUMP SUM	1.00	\$6,500.00	\$6,500.00	1	\$ 6,500.00	0.5	\$ 3,250.00	0.5	\$ 3,250.00
18	SALVAGE AND REINSTALL SIGN	EACH	7	\$154.80	\$1,083.60	0	\$ -	0	\$ -	0	\$ -
19	REMOVE FENCE	LUMP SUM	1	\$1,548.00	\$1,548.00	1	\$ 1,548.00	1	\$ 1,548.00	0	\$ -
20	CURB STOP CASTING, DRIVEWAY	EACH	2	\$175.00	\$350.00	2	\$ 350.00	2	\$ 350.00	0	\$ -
21	COMMON EXCAVATION - OFF SITE (EV)	CU YD	4490	\$19.55	\$87,779.50	3220	\$ 62,951.00	2772	\$ 54,192.60	448	\$ 8,758.40
22	SUBGRADE EXCAVATION (EV)	CU YD	449	\$13.50	\$6,061.50	0	\$ -	0	\$ -	0	\$ -
23	GEOTEXTILE FABRIC, TYPE V NON-WOVEN	SQ YD	7170	\$1.95	\$13,981.50	5657	\$ 11,031.15	4911	\$ 9,576.45	746	\$ 1,454.70
24	SELECT GRANULAR BORROW (MODIFIED)	TON	4740	\$17.15	\$81,291.00	3357	\$ 57,572.55	2910	\$ 49,906.50	447	\$ 7,666.05
25	AGGREGATE BASE CLASS 5 100% CRUSHED	TON	3100	\$24.00	\$74,400.00	2264	\$ 54,336.00	1474	\$ 35,376.00	790	\$ 18,960.00
26	4" PERFORATED PVC SCH 40 DRAIN TILE PIPE	LIN FT	1268	\$24.77	\$31,408.36	3171	\$ 78,545.67	2737	\$ 67,795.49	434	\$ 10,750.18
27	6" SUMP LINE SOLID PVC SCH 40 PIPE	LIN FT	637	\$26.83	\$17,090.71	634	\$ 17,010.22	634	\$ 17,010.22	0	\$ -
28	4" PVC DRAINTILE CLEANOUT W/THREADED CAP	EACH	11	\$304.44	\$3,348.84	2	\$ 608.88	2	\$ 608.88	0	\$ -
29	6" PVC CLEANOUT W/ YARD INLET	EACH	9	\$830.76	\$7,476.84	9	\$ 7,476.84	9	\$ 7,476.84	0	\$ -
30	BITUMINOUS MATERIAL FOR TACK COAT	GAL	290	\$3.50	\$1,015.00	0	\$ -	0	\$ -	0	\$ -
31	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	560	\$84.75	\$47,460.00	0	\$ -	0	\$ -	0	\$ -
32	TYPE SP 12.5 NON-WEARING COURSE MIX (3,B)	TON	750	\$79.19	\$59,392.50	529	\$ 41,891.51	438	\$ 34,685.22	91	\$ 7,206.29
33	TYPE SP 9.5 WEARING COURSE MIX (3,B) DRIVEWAYS	TON	10	\$450.00	\$4,500.00	14	\$ 6,300.00	0	\$ -	14	\$ 6,300.00
34	CONCRETE CURB & GUTTER - SURMOUNTABLE	LIN FT	4192	\$17.34	\$72,689.28	3196	\$ 55,418.64	2762	\$ 47,893.08	434	\$ 7,525.56
35	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	280	\$65.02	\$18,205.60	263	\$ 17,100.26	20	\$ 1,300.40	243	\$ 15,799.86
36	DRIVEWAY CURB EDGING	LIN FT	25	\$25.80	\$645.00	0	\$ -	0	\$ -	0	\$ -
37	12" RC PIPE SEWER CLASS V	LIN FT	791	\$55.73	\$44,082.43	791	\$ 44,082.43	791	\$ 44,082.43	0	\$ -
38	15" RC PIPE SEWER CLASS V	LIN FT	467	\$65.02	\$30,364.34	467	\$ 30,364.34	467	\$ 30,364.34	0	\$ -
39	21" RC PIPE SEWER CLASS V	LIN FT	271	\$84.62	\$22,932.02	0	\$ -	0	\$ -	0	\$ -
40	24" RC PIPE SEWER CLASS III	LIN FT	168	\$90.82	\$15,257.76	136	\$ 12,351.52	136	\$ 12,351.52	0	\$ -
41	24" RC FLARED END WITH TRASH GUARD	EACH	1	\$3,199.20	\$3,199.20	1	\$ 3,199.20	1	\$ 3,199.20	0	\$ -
42	CONNECT TO EXISTING STORM SEWER PIPE	EACH	2	\$865.85	\$1,731.70	0	\$ -	0	\$ -	0	\$ -
43	2' X 3' STORM SEWER CATCH BASIN MANHOLE	EACH	5	\$2,822.52	\$14,112.60	5	\$ 14,112.60	5	\$ 14,112.60	0	\$ -
44	4' DIAMETER STORM SEWER CATCH BASIN MANHOLE	EACH	10	\$3,601.68	\$36,016.80	8	\$ 28,813.44	8	\$ 28,813.44	0	\$ -
45	5' DIAMETER STORM SEWER CATCH BASIN MANHOLE	EACH	3	\$6,274.56	\$18,823.68	1	\$ 6,274.56	1	\$ 6,274.56	0	\$ -
46	CONNECT TO EXISTING DRAINTILE	EACH	4	\$145.51	\$582.04	3	\$ 436.53	3	\$ 436.53	0	\$ -
47	CONNECT TO EXISTING SUMP LINE	EACH	10	\$168.22	\$1,682.20	5	\$ 841.10	5	\$ 841.10	0	\$ -
48	2" POLYSTYRENE INSULATION	SY YD	10	\$37.15	\$371.50	4	\$ 148.60	4	\$ 148.60	0	\$ -
49	RANDOM RIPRAP CLASS III	TON	20	\$87.20	\$1,744.00	15	\$ 1,308.00	15	\$ 1,308.00	0	\$ -
50	INSTALL NEW SANITARY MANHOLE CASTING, RINGS, AND I&I BARRIER	EACH	9	\$1,274.52	\$11,470.68	1	\$ 1,274.52	0	\$ -	1	\$ 1,274.52
51	INSTALL NEW GATE VALVE BOX	EACH	7	\$500.52	\$3,503.64	3	\$ 1,501.56	3	\$ 1,501.56	0	\$ -
52	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	15	\$135.00	\$2,025.00	2	\$ 270.00	2	\$ 270.00	0	\$ -
53	WATER FOR DUST CONTROL	MGAL	15	\$50.00	\$750.00	20	\$ 1,000.00	20	\$ 1,000.00	0	\$ -
54	STABILIZED CONSTRUCTION EXIT	EACH	1	\$1,000.00	\$1,000.00	0	\$ -	0	\$ -	0	\$ -
55	STORM DRAIN INLET PROTECTION - MAINTAINED	EACH	7	\$129.77	\$2,206.09	7	\$ 908.39	7	\$ 908.39	0	\$ -
56	SILT FENCE, TYPE MS-MAINTAINED	LIN FT	64	\$4.02	\$257.28	45	\$ 180.90	45	\$ 180.90	0	\$ -
57	COMMON TOPSOIL BORROW (LV)	CU YD	310	\$48.96	\$15,177.60	180	\$ 8,812.80	0	\$ -	180	\$ 8,812.80
58	SOD	SQ YD	3100	\$9.29	\$28,799.00	0	\$ -	0	\$ -	0	\$ -
59	HYDROMULCH MNDOT SEED MIX 25-141	SQ YD	25	\$10.32	\$258.00	0	\$ -	0	\$ -	0	\$ -
60	CONIFEROUS TREE, 6' HT B&B	EACH	2	\$563.47	\$1,126.94	0	\$ -	0	\$ -	0	\$ -
SUBTOTAL BASE BID					\$869,906.59	\$	632,676.08	\$	532,126.94	\$	100,549.14

ALTERNATE 1 - EXTRA 6" OF SAND											
A1.1	COMMON EXCAVATION - OFF SITE (EV)	CU YD	1200	\$ 13.50	\$ 16,200.00	923	\$ 12,460.50	800	\$ 10,800.00	123	\$ 1,660.50
A1.2	SUBGRADE EXCAVATION (EV)	CU YD	120	\$ 13.50	\$ 1,620.00	0	\$ -	0	\$ -	0	\$ -

A1.3	SELECT GRANULAR BORROW (MODIFIED)	TON	2260	\$ 17.15	\$ 38,759.00	1734	\$ 29,738.10	1510	\$ 25,896.50	224	\$ 3,841.60
SUBTOTAL ALTERNATE #1				\$	56,579.00	\$	42,198.60	\$	36,696.50	\$	5,502.10

ALTERNATE #2 - SEED											
A2.1	HYDROMULCH MNDOT SEED MIX 25-151	SQ YD	3100	\$2.32	\$7,192.00	1436	\$ 3,331.52	0	\$ -	1436	\$ 3,331.52
SUBTOTAL ALTERNATE #1				\$	7,192.00	\$	3,331.52	\$	-	\$	3,331.52

TOTAL CONTRACT AMOUNT				\$933,677.59	\$	678,206.20	\$	568,823.44	\$	109,382.76
------------------------------	--	--	--	---------------------	-----------	-------------------	-----------	-------------------	-----------	-------------------

CHANGE ORDER #1 - WATERMAIN REPAIR											
CO1.1	WATERMAIN REPAIR	LS	1	\$ 23,994.24	\$ 23,994.24	1	\$ 23,994.24	0	\$ -	1	\$ 23,994.24
SUBTOTAL CHANGE ORDER #1				\$	23,994.24	\$	23,994.24	\$	-	\$	23,994.24

TOTAL REVISED CONTRACT AMOUNT				\$957,671.83	\$702,200.44	\$568,823.44	\$133,377.00
--------------------------------------	--	--	--	---------------------	---------------------	---------------------	---------------------

CONTRACT SUMMARY

ORIGINAL CONTRACT AWARD AMOUNT \$933,677.59

	COMPLETED TO DATE	LESS PREVIOUS PAYMENTS	PAYMENT REQUEST # 4
SUBTOTAL	\$702,200.44	\$568,823.44	\$133,377.00
CURRENT RETAINAGE (5%)	\$ 35,110.02	\$ 28,441.17	\$ 6,668.85
TOTAL CURRENT PAY REQUEST	\$ 667,090.42	\$ 540,382.27	\$ 126,708.15



Action i.

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

CITY OF LORETTO

Memo

To: Mayor Koch and Council Members

From: Jake Leuer, Public Works Director

CC: Mary Schneider, City Clerk

Date: 9/5/2024

Re: Annual Skid Steer Replacement

Mayor Koch and Council Members:

It's that time of the year to replace our skid steer. This year I am looking to trading in our bobcat and snow bucket.

I am proposing we move forward and purchase the skid steer from Lano's in Loretto (see attached). The cost this year is \$6,700.00 for swapping out for a new machine and snow bucket. We budgeted \$6,500.00 in 2024. We should have monies in our capital funds to be able to cover the \$200 above budgeted amount.

I will be at the Council meeting with any questions you may have.

Thanks,

Jake Leuer
City of Loretto
Public Works Director

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



Quotation Number: **DU722894**
 Quote Sent Date: **Sep 04, 2024**
 Expiration Date: **Oct 04, 2024**
 Prepared By: **Dave Underwood**
 Phone: 612-282-8327
 Email: dave_u@lanoequip.com

Customer
CITY OF LORETTO
 PO BOX 207
 LORETTO, MN, 55357-0207
 Phone: +1 763 479 4305

Contact
CITY OF LORETTO
 Phone: +1 763 479 4305
 Email: mschneider@ci.loretto.mn.us

Dealer
Lano Equipment, Inc., Loretto, MN
 23580 HIGHWAY 55

Item Name	Item Number	Quantity	Price Each	Total
S66 T4 Bobcat Skid Steer Loader	M0347	1	42,102.20	42,102.20
Standard Equipment: 74.0 HP Tier 4 V2 Bobcat Engine Auxiliary Hydraulics: Variable Flow Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Hand and Foot (Manual) Cylinder Cushioning - Lift, Tilt Engine/Hydraulic Performance De-rate Protection Glow Plugs (Automatically Activated)			Horn Instrumentation: Standard 5" Display (Rear Camera Ready), Engine Temperature and Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, auto idle, and security lockouts. Lift Arm Support Lift Path: Vertical Lights, Front & Rear LED Operator Cab Includes: Adjustable Vinyl Suspension Seat, Top and Rear Windows, Parking Brake, Seat Bar and Seat Belt Roll Over Protective Structure (ROPS) meets SAE-J1040 and ISO 3471 Falling Object Protective Structure (FOPS) meets SAE-J1043 and ISO 3449, Level I; (Level II is available through Bobcat Parts) Parking Brake: Wedge Brake System Tires: 31x12x16.5, 10 PR, Super Float Tires Telematics - Machine IQ - 2-year Basics Warranty: 2 years, or 2000 hours whichever occurs first	
Selectable Joystick Controls	M0347-R01-C04	1	588.00	588.00
10-16.5, 10PR, Bobcat Heavy Duty Tires	M0347-R09-C02	1	0.00	0.00
High-Flow Hydraulics	M0347-R03-C03	1	1,663.20	1,663.20
Deluxe Package <i>Included:</i> Deluxe Package Includes:, Clear Side Auto HVAC Cab, Integrated Bluetooth Radio, Adjustable Heated Cloth Air Ride Seat, Power Bob-Tach, 7" Touch Display, Premium and Side LED Lights, Keyless Start, Two-Speed Travel, 7-Pin Attachment Control, Dual Direction Bucket Positioning, Rear Camera, Sound Reduction, Ride Control, 3yr Machine IQ Health & Security Subscription	M0347-P11-C12	1	11,041.10	11,041.10
88" Snow & Light Material Bucket	7184098	1	1,646.92	1,646.92
Bolt-On Cutting Edge, 88"	6727317	1	359.73	359.73

Total for S66 T4 Bobcat Skid Steer Loader		57,401.15
	Quote Total - USD	57,401.15
	Dealer P.D.I.	150.00
	Freight Charges	1,050.00
	Destination Charges	100.00
	Dealer Assembly Charges	85.00
	Charges	
	<i>ADD 2 COUNTERWEIGHTS</i>	300.00
	<i>ADD STOBES TO ALL FOUR SIDES OF CAB AND TAIL LIGHTS TO STROBE</i>	625.00
	Discount	
	<i>2023 BOBCAT S66SJC WITH 88" SNOW BUCKET</i>	-53,011.15
	Sales total before Taxes	6,700.00
	Taxes	0.00
	Quote Total - USD	6,700.00

Notes:

SOURCEWELL CONTRACT # 020223-CEC CITY OF LORETTO SOURCEWELL Account # 110320

Customer acceptance:

Quotation Number:: **DU722894**

Purchase Order: _____

Authorized Signature:

Print: _____ Sign: _____

Date: _____ Email: _____

Addresses

Delivery Address _____

Billing Address (if different from ship to): _____

Tax Exempt: Y / N

Exempt in the State of: _____

Tax Exempt ID:

Federal: _____

State: _____

Expiration Date: _____



Equipment Grant Application Spring 2024

Submit your application via the Hennepin County [Supplier Portal](#). Applications should be completed in size 10, 11 or 12 black font. No other font colors will be accepted. Font options include Times New Roman, Segoe or Garamond. Font should be clearly laid out and easy to read.

Section 1: Applicant Information

Name of Local Government Unit (LGU) applying for funding CITY OF LORETTO	
Legal address of LGU 279 Medina Street North, Suite 260, Loretto, MN 55357	
LGU Grant Contact Name Mary K. Schneider	Professional Title City Clerk Treasurer
Email mschneider@ci.loretto.mn.us	Phone 763-479-4305
Signatory Authority (Name, Professional Title) Mary K. Schneider, City Clerk Treasurer	Signatory Email mschneider@ci.loretto.mn.us
Delegation of Authority (Name, Email, Phone) NA	
Partner Organization(s) Loretto Community Athletic Association (LCAA)	
Partner Organization Contact (Name, Email, Phone) Herb Koch, hskoch@hskoch.com, 763-286-7132	
Proposal Title Mower for use at Arnold Klaers Baseball Field	
Requested Equipment Toro 72965 6000 series 60" deck, 31 HP mower	
Site Locations(s) Arnold Klaers Field, 700 Medina Street North, Loretto, MN 55357	
Number of youths served (<i>numerical value only</i>)	1700
Total Grant Request (<i>currency value only</i>)	10,000



Section 2: Project Proposal

2.1 Statement of Need

1. Provide information on the need for grant funding. Describe the upgrades or need for equipment at each site listed in the first section.

1-3 paragraphs

The city of Loretto is seeking grant funding to purchase a mower for exclusive use at the city's baseball park, the Arnold Klaers Baseball Field. The city's current mower is near the end of its useful life. Replacement of this mower is a large expense for Loretto as we are a small, fully developed city with limited tax base. Keeping this field mowed for our youth baseball teams is necessary for the continuation of use of the field. The mower would be stored in the storage building at the baseball park.

2.2 Project Overview

1. Describe the proposed equipment.

1 paragraph

Toro 72965 6000 series 60" deck, 31HP Kawasaki engine with "tweel" turf tires, low maintenance tires that don't require air.

2. Explain the number of kids who will benefit from the equipment. How was this number estimated? What data sources were used to calculate or estimate the number of kids who will benefit from the project?

1-2 paragraphs

The number of youth athletes who will benefit from the equipment is roughly 1,700. This number was calculated based on the 2023 actual number of youth teams that play home games and practice at this facility (11), multiplied by the number of players on the home team roster (15). In addition to home teams, there were 105 opposing teams, multiplied by the average number of players per opponent (15). The total is the number of youth athletes that will benefit from the equipment.

3. Who will be using the equipment? Address whether the equipment will benefit populations who have been underserved or have experienced structural or institutional inequality.

1-2 paragraphs

The mower will be used to maintain the city's baseball park, the Arnold Klaers Field. The Arnold



Klaers Field is used by many high school baseball teams, many of whom come from areas of the county without great resources. The city of Loretto is proud to maintain this field at a high level to provide a great field for youth of all economic and cultural backgrounds to play on.

4. How have you addressed inclusivity and access for diverse populations in your athletic or recreational programming for which the equipment is being requested? If you have not addressed inclusivity and access, how do you plan to address inclusivity and access moving forward?

1-2 paragraphs

The Arnold Klaers Field is open for use by anyone who requests access, but is most used by high school boys baseball teams. This includes teams from all over Hennepin County, of all socio-economic and cultural backgrounds. For our spectators, we have upgraded the concession stand bathrooms to be ADA compliant, added a wheelchair accessible ramp from the parking lot to the viewing stands, and added handicap biffs in the lower parking lot for both players and spectators.

2.3 Collaborations and Partnerships

1. What entities and organizations will be involved in the proposed project? Describe the role of the Local Government Unit (LGU). If the LGU will be serving as the fiscal agent, provide information about the implementing agency including organizational capacity to implement the project.

1-2 paragraphs

The city of Loretto is partnering with the Loretto Community Athletic Association on this project and they have committed to donating funds toward the mower. The City Clerk will be administering the grant on behalf of the city and the Public Works Director will assist with ordering and receiving the mower. The City Clerk has experience with administering grants.

2.4 Implementation Timeline

1. Include a proposed timeline for purchasing the equipment and using grant funds.

1-3 paragraphs, timeline with dates is acceptable

If Loretto is successful in this grant application, we would order the mower as soon as the grant agreement is executed.



Section 3: Grant Funding Request

Include a line-item grant budget with a narrative explanation about the grant funding being requested. Listed expenses should be **allowable**, **necessary**, and **reasonable**. *Allowable* means that the listed items are consistent with Section 1.3 of the Request for Applications (RFA). *Necessary* means it is important to the success of the project, *reasonable* means you are listing fair market prices.

3.1 Grant Request

1. Total project cost (*currency value only*): 10,000
2. If the total project cost exceeds the grant request, explain what costs will not be covered by grant funding.
1-2 paragraphs

The full cost of the mower is \$15,978.24. Our grant partner, the LCAA, has committed to donate \$5,978.24 to cover the amount above the grant award.

3. Describe the amount of grant funds you are requesting and provide a narrative justification for the requested amount. Include pictures or detailed information about the type of equipment being requested and pricing from the vendor in supplemental documentation.
1-3 paragraphs

Loretto is requesting a \$10,000 grant for the purchase of a Toro 72965 6000 series 60" deck, with a 31 horse power Kawasaki motor. The full purchase price is \$15,978.24, to be purchased from LANO Equipment. This equipment is allowable as field maintenance equipment for exclusive use at the baseball park. It is necessary for supporting playability and game readiness of the baseball park for our youth athletes. This is a reasonable quote that includes a 27% discount from the vendor.

4. Include descriptions and pricing information of anticipated items for which you will be requesting reimbursement in the table below. If additional space is needed, attach a supplemental document with a table showing additional line items.

GRANT BUDGET			
Project Item		Description and Justification	Cost
<small>EXAMPLE</small>	<i>Paint Supplies</i>	<i>Paint Brushes, 4 sets at \$12/set Acrylic paint in multiple colors, 10 colors at \$5/paint</i>	<i>\$98</i>
1	TORO Mower	Toro 72965 6000 series 60" deck, 31 HP mower	15,978.24



2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
6	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
7	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
8	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
9	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
10	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
11	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
12	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
13	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
14	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
15	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
TOTAL GRANT REQUEST			10,000

5. Describe additional sources of funding for the project that will cover costs exceeding grant funding. Include information about matching funds in the table below.
 1-2 paragraphs

Our grant partner, the Loretto Community Athletic Association (LCAA) has committed to donating the costs exceeding grant funding, \$5,978.24.

MATCHING FUNDS			
Matching Fund Source		Description	Amount
1	Loretto Community Athletic Association (LCAA)	Matching funds	5,978.24
2	Hennepin County Grant	Grant funds	10,000.00
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
TOTAL			15,978.24



Section 4: Additional Information

Provide additional information deemed relevant to your application.

The mower will be used exclusively at the city's baseball park and will be stored at the baseball park.

Section 5: Supplemental Documents

Indicate whether you will be uploading additional documents with your application:

- Equipment pricing information from vendor
- Community letters of support (optional)
- Other: Detailed stat sheet from TORO and photo of the mower.



Application Checklist

Before submitting your application to the [Supplier Portal](#), check that you have completed all sections of the application and have a signed attestation letter:

- Attestation Letter
- Completed Application
 - Section 1: Applicant Information
 - Section 2: Project Proposal
 - Section 3: Grant Funding Request
 - Section 4: Additional Information
 - Section 5: Supplemental Documents
 - Equipment pricing information from vendor
 - Community letters of support (optional)
 - Other: Detailed stat sheet and photo of mower.

Application Affirmation:

This check box serves as acknowledgement that the information contained herein is accurate to the best of your knowledge. You are also acknowledging that the application has been reviewed and approved by the LGU signatory authority who has provided their consent for this application to be submitted.

Name of person who checked the box Mary K. Schneider	Professional title City Clerk Treasurer
Phone 763-479-4305	Email mschneider@ci.loretto.mn.us



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

September 11, 2024

Hennepin County
Youth Activities Grants
300 South 6th Street, MC 683B
Minneapolis, MN 55487

To Whom It May Concern:

This letter serves as an attestation to the following:

- The Local Government Unit (LGU) has reviewed this application and believes it is consistent with its program goals. The LGU is prepared to be the fiscal agent for the award, to disburse the funds, and ensure the funds are used as listed in this application.
- Disclosure of any personal or organizational conflicts of interest in accordance with the Solicitation:
 - No conflicts of interest
 - The following conflict(s):

Sincerely,

Mary K. Schneider
City Clerk Treasurer
763-479-4305
mschneider@ci.loretto.mn.us

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

Loretto Community Athletic Association



Box 221, Loretto, MN 55357

August 26, 2024

City of Loretto
259 North Medina Street
P.O. Box 207
Loretto, MN 55357

To whom it may concern:

The Loretto Community Athletic Association (LCAA) takes great pleasure in supporting the City of Loretto in their grant application to the Hennepin County Youth Activities Grant Program. The new mower will be used frequently at the Arnold Klaers Baseball Field and will help with ongoing maintenance. This new equipment will support ongoing youth sports activities and promote outdoor recreation.

Regards,

The Loretto Community Athletic Association



3021 W 133rd St • Shakopee, MN 55379 • 952-445-6310
 6140 Hwy 10 NW • Anoka, MN 55303 • 763-323-1720
 23580 Hwy 55 • Loretto, MN 55357 • 763-479-8200
 www.lanoequip.com • www.lanoeq.com • www.lanogardengear.com

QUOTE - DO NOT PAY

Quote: 03-173093
 Date: 2/23/2024

PO:
 CustId: CITYLORETTO

Cust Email: mschneider@ci.loretto.mn.us
 Phone: (763) 479-4305
 Salesperson: Dave.U
 User: Dave.U

Bill To:

CITY OF LORETTO
 P.O. BOX 207
 LORETTO, MN 55357

Ship To:

CITY OF LORETTO

SOURCEWELL CONTRACT # 031121-TTC
 SOURCEWELL MEMBER # 110320

Item	Type	Description	Qty	Tax	Price	Discount	Net Price	
72965	QU	TORO 72965	1.0000		\$21,888.00			
		TOR - TORO 6000 SERIES 31HP KAW,TWEELS,60" TF DECK						
		Line Discount: 27.00%			(\$5,909.76)			
		Total 72965					\$15,978.24	
							Total:	\$15,978.24

Totals		Sub Total:	\$15,978.24
		Total Tax:	\$0.00
		Invoice Total:	\$15,978.24

08/26/24 Quote still valid per LANO representative. MKS

Signature: _____

Quote is Valid for 30 days, programs and discounts subject to change without notice

FROM TORO WEBSITE



Model 72961 shown with 72" deck



6000 Series 60 in. (152 cm) 31 hp 999cc

With Michelin® X® Tweel® Turf Tires

Model: 72965 UPC/EAN: 21038729657

[See All Items in Z Master® 6000 Series](#)

★★★★★ 0 Reviews

[WRITE A REVIEW](#)

[FIND A DEALER](#)

- Tweel Turf Tires - No air pressure to maintain, no flat tires, no compromises. Extra long wear life two to three times that of a pneumatic tire at equal tread depth.
- Our TURBO FORCE deck features heat-treated steel blades and our patented adjustable discharge chute, nothing cuts as fast or as well
- Deluxe suspension seat features thick cushions, large bolsters and 3-D isolator mounts that absorb bumps and vibrations to reduce operator fatigue, fully adjustable to match operator comfort
- Unitized pump and wheel motor uses proven commercial hydraulic components while eliminating hoses and other potential leak points
- Horizon360® Business Management Software. Work More Efficiently. Run More Profitably.

Z MASTER®

6000 SERIES

SEE PAGE 2 FOR BATTERY

REVOLUTION SERIES OPTIONS

OWN THE MOWER THAT OWNS EVERY JOB.



HORIZON360
CONTRACTOR BUSINESS SOFTWARE

COMPATIBLE



The Z Master 6000 Series is one of our most advanced and most comfortable zero turn mowers.

6.3–7.5

Maximum Acres/Hour

Based on 90% efficiency (MPH x width of cut).
Actual productivity dependent upon conditions.



MYRIDE® SUSPENSION SYSTEM

The MyRIDE Suspension System features a rear shock adjustable operator platform that isolates bumps and vibrations.

Models 72967 and 72968 only. See pages 8-9 for details.



HORIZON™ TECHNOLOGY

Choose the performance mode to increase productivity and reduce fuel consumption.

Models 72969, 72946 and 72947 only.
See page 10 for details.



PRO RESULTS EVERY TIME

TURBO FORCE® 5.5" deep cutting decks feature 18,500+ ft./min. blade tip speed and nearly 1/4" thick heat-treated steel blades.



DECK LIFT ASSIST

Standard deck lift assist foot pedal allows operator to adjust the deck height quickly and easily.

ZMASTER® 6000 SERIES

	72926		72960		72965		72967		72946		72928		72961		72968		72947		72980		72982	
POWER SYSTEM																						
Commercial Engines at 3600 RPM*	26.5 hp Kohler® Command PRO EFI (747cc)		▶ 31 hp Kawasaki® FX (999cc)		▶ 38 hp Kohler Command PRO EFI (999cc)		26.5 hp Kohler Command PRO EFI (747cc)		31 hp Kawasaki FX (999cc)		▶ 38 hp Kohler Command PRO EFI (999cc)		▶ 37 hp Vanguard Oil Guard (993cc)									
Electric Start	Standard																					
Heavy-Duty Canister Air Cleaner	Standard																					
Drive Tires	24" x 12" – 12" (61 x 30.5 – 30.5 cm)		▶ 24" x 12" – 12" Michei® Tweels (61 x 30.5 – 30.5 cm)								24" x 12" – 12" (61 x 30.5 – 30.5 cm)								Super Turf 24" x 12" – 12" (61 x 30.5 – 30.5 cm)			
Caster Tires	13" x 6.5" – 6" Flat-Free Semi-Pneumatic (33 x 16.5 – 15.2 cm)																					
Fuel/Capacity	Gas/12-Gal (45.4 L)																					
Hour Meter	Smart Hour Meter		Standard		▶ Horizon Technology		Smart Hour Meter		Standard		▶ Horizon Technology		Standard								Standard	
Hydraulic Drive System	Unitized Pumps & Wheel Motors																					
Pump	16cc/rev																					
Wheel Motor	17.1 cir																					
Maximum Forward Speed	11.5 mph (18.5 km/h)																					
Clutch	▶ 12 mph (19.3 km/h)																					
MOWING DECKS																						
Deck Size	60" (152.4 cm)		60" (152.4 cm)		60" (152.4 cm)		60" (152.4 cm)		60" (152.4 cm)		▶ 72" (182.9 cm)		72" (182.9 cm)		72" (182.9 cm)		72" (182.9 cm)		60" (152.4 cm)		▶ 72" (182.9 cm)	
Cutting Deck	7-Gauge TURBO FORCE®																					
Bullnose Bumper	Standard																					
Adjustable Discharge Baffle	Standard, Tools-Free																					
Rubber Discharge Chute	Standard																					
Deck Lift Design	Extension Spring																					
Spindle Housings	9" (22.9 cm) Diameter Cast Aluminum																					
1" (2.5 cm) Heavy-Duty Spindle Shaft	Standard																					
Spindle Bearings	Maintenance-Free																					
Cutting Height	1.0" – 5.5" (2.5 cm – 14 cm)																					
Blades	.204" (.5 cm) Heat-Treated Steel																					
Blade Tip Speed	18,500+ ft/min																					
Belt Construction	Aramid Fiber V-Belt																					
Anti-Scalp Rollers	4 Standard, 1 Optional																					
Carrier Frame Construction	3" x 1.5" – 10-Gauge (7.6 x 3.8 cm)																					
FEATURES																						
Steering Controls	1-5/8" (4.1 cm) Diameter Grips; Adjustable, Dampened																					
Operator Seat	Deluxe Suspension w/ 3-D Isolation Mounts		▶ MyRIDE Suspension System				Deluxe Suspension w/ 3-D Isolation Mounts		▶ MyRIDE Suspension System						Deluxe Suspension w/ 3-D Isolation Mounts							
Armrests	Standard																					
Seat Suspension System	Standard																					
Folding ROPS	Standard																					
Storage Compartment	Standard																					
Foot Pedal Deck Lift	Standard																					
Z Stand	Optional																					
Floor Pan	Pierced, Extruded Tread; No-Tools Deck Access																					
WEIGHTS AND MEASUREMENTS																						
Weight	1,254 lbs.	568.8 kg	1,254 lbs.	568.8 kg	1,254 lbs.	568.8 kg	1,370 lbs.	621.4 kg	1,289 lbs.	584.7 kg	1,350 lbs.	612.3 kg	1,334 lbs.	605.1 kg	1,440 lbs.	653.2 kg	1,369 lbs.	621 kg	1,447 lbs.	656 kg	1,644 lbs.	746 kg
ROPS Height (Folded)	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm
ROPS Height (Upright)	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm
Deck Clearance Width	61.7"	156.7 cm	61.7"	156.7 cm	61.7"	156.7 cm	61.7"	156.7 cm	61.7"	156.7 cm	73.6"	186.9 cm	73.6"	186.9 cm	73.6"	186.9 cm	73.6"	186.9 cm	61.7"	156.7 cm	73.6"	186.9 cm
Deflector Width	75.7"	192.3 cm	75.7"	192.3 cm	75.7"	192.3 cm	75.7"	192.3 cm	75.7"	192.3 cm	87.6"	222.5 cm	87.6"	222.5 cm	87.6"	222.5 cm	87.6"	222.5 cm	75.7"	192.3 cm	87.6"	222.5 cm
Length	83.1"	211.1 cm	83.1"	211.1 cm	83.1"	211.1 cm	83.1"	211.1 cm	83.1"	211.1 cm	86.1"	218.7 cm	86.1"	218.7 cm	86.1"	218.7 cm	86.1"	218.7 cm	83.1"	211.1 cm	86.1"	218.7 cm

* The gross horsepower of these gasoline engines was laboratory rated at 3600 rpm by the engine manufacturer in accordance with SAE J1940 or SAE J1995. As configured to meet safety, emission and operating requirements, the actual engine horsepower on these mowers will be significantly lower.

RESOLUTION NO. 2024-27

MOTION BY MEMBER:

SECONDED BY MEMBER:

A RESOLUTION TO APPLY FOR THE HENNEPIN YOUTH SPORTS FACILITY GRANT

WHEREAS, the Hennepin County Board of Commissioners, via the Hennepin Youth Sports Program, provides for capital funds to assist local government units of Hennepin County for the development of sports or recreational facilities, and

WHEREAS, the City of Loretto, MN (local government unit, hereinafter LGU) desires to complete the Park Renovation at Loretto Ballfields (name of project, hereinafter PROJECT).

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Loretto (authorizing entity) of the LGU:

I. The estimate of the total cost of developing PROJECT shall be _____ (2023: \$370,650.) The LGU is requesting _____ (2023: \$277,988) from the Hennepin Youth Sports Program and will assume responsibility for providing matching funds of _____ (2023: \$92,663.)

II. LGU is the owner of the property where the PROJECT is located. LGU will own the property where PROJECT is located for at least the functional life of the facility, which is estimated to be 20 years. The PROJECT may not be converted to a non-public or non-recreational uses within this time period without the approval of Hennepin County.

III. LGU agrees to assume one hundred (100) percent of operational and maintenance costs for PROJECT. LGU will operate PROJECT for its intended purpose as stated in the PROJECT application for the functional life of the facility.

IV. LGU agrees to enter into necessary and required agreements with Hennepin County for the specific purpose of developing PROJECT and managing its long-term operation.

V. That City Clerk Treasurer Mary Schneider, (authorized representative of the LGU), or her successor, is authorized and directed to execute the application for the Hennepin Youth Sports Program grant.

PASSED AND ADOPTED THIS 10th DAY OF SEPTEMBER 2024.

VOTING AYE

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

VOTING NAY

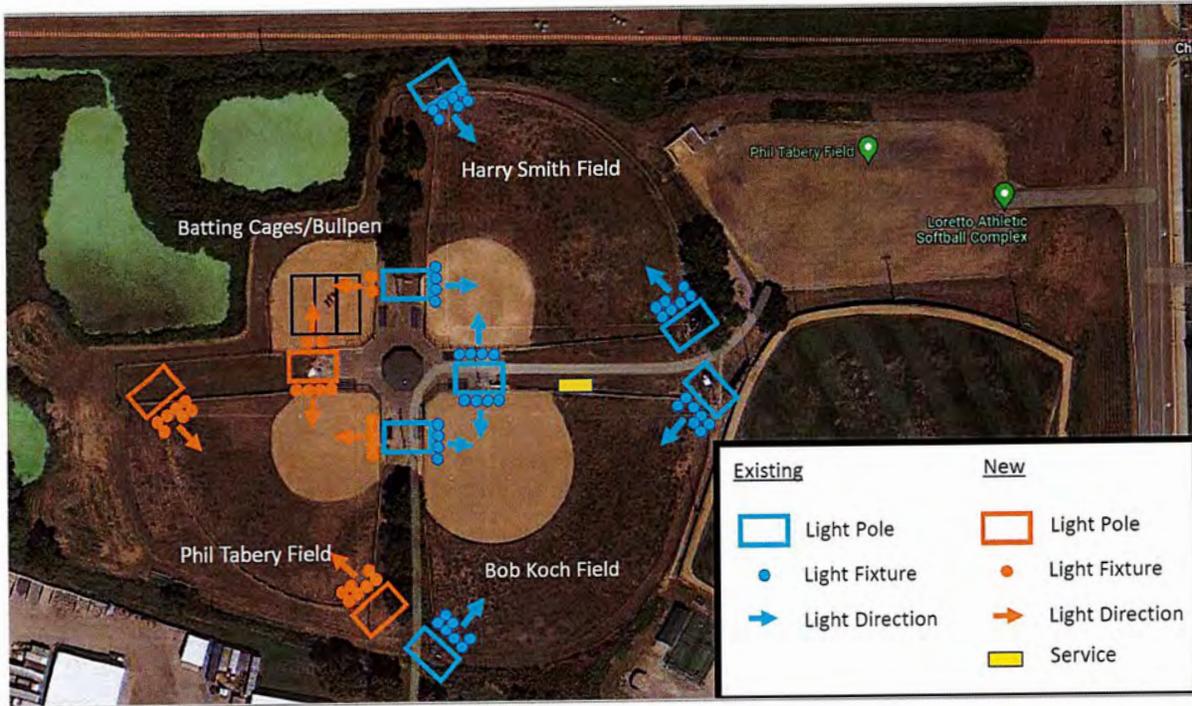
Daniels, Brenda __
Elsen, Greg __
Koch, Kent __
Markham, Melissa __
Scanlon, Ben __

Kent Koch, Mayor

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Site Map:



"Project Planning Maps" (how its referred to in current application)

Site Plan Missing elements:

These 3 items are included in the 2022 site map

- trail plan between softball & AKF
- outfield reconstruct
- irrigation upgrades
- signage placement **easy to add a sign placement, but required on new application.**

Missing estimates/quotes:

- trail connections
- asphalt overlay
- outfield reconstruct
- sprinkler/irrigation upgrades
- updated quote for lights -

**Page from 2023
facility grant
application**

<u>Project Budget Table</u>		Total Project Cost
<u>Trail Connection (Internal Park Trails)</u>	CIP Funds currently 20,000	\$35,000
<u>Asphalt Overlay (Internal Park Trails)</u>	31,420	\$85,000
<u>Restroom Upgrades</u>		\$28,000
<u>Outfield Reconstruct</u>		\$55,000
<u>Irrigation Upgrades</u>		\$15,000
<u>Lights – Phil Tabery Field/Batting Cage</u>		\$135,000
<u>Contingency (~5%)</u>		\$17,650
<u>Total Project Cost - 100%</u>		\$370,650
<u>Local Match - 25%</u>		\$92,663
<u>Hennepin County Match - 75%</u>		\$277,988

no site plan
no quote/estimate

no estimate

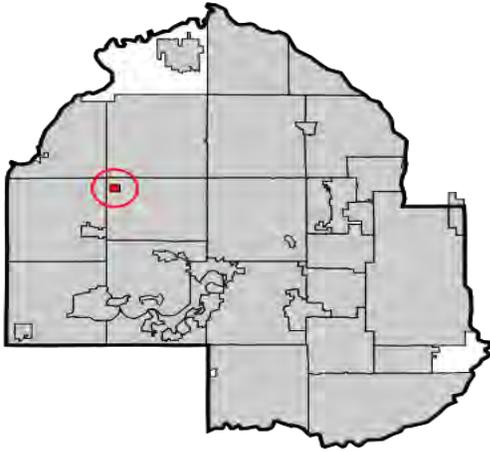
which field?
no site plan
no estimate

is this at
Arnold Klaers
field?

updated
quote

"Vortex improvements" 7,000
total city CIP currently 58,420

Geographic Location Map

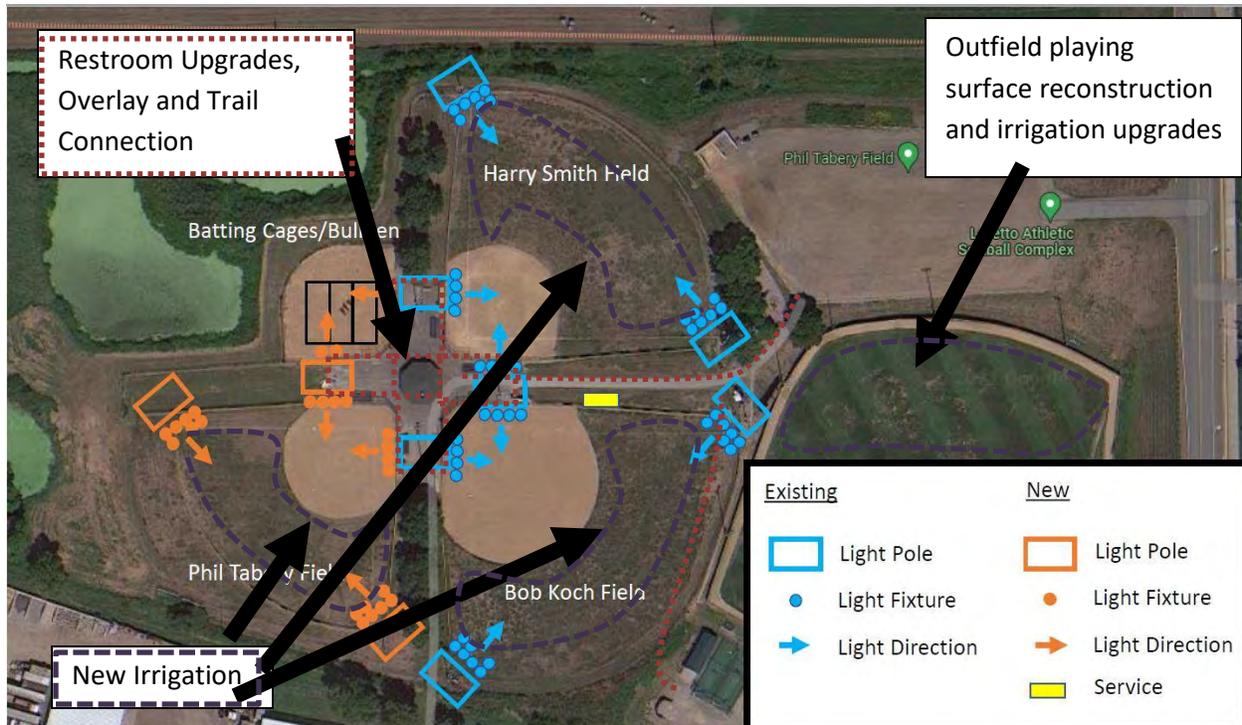


The Loretto Ballfields (Loretto Athletic and Recreation Park and Arnold Klaers Baseball Field) are in the northwest quadrant of Loretto, within western Hennepin County. Users of this site will have vehicular access from both County Road 19 and Lorenz Street driveways. A concrete trail connects both parking lots. County Road 19 Bike Trail runs adjacent to the facility which connects Crow Hassan and Baker Park (Three Rivers Park District Facilities). The park is also within walking and biking distance from Loretto resident households.



**Loretto Athletic and
Recreation Park
and
Arnold Klaers Baseball Field**

Site Plan



Details: A new 200 amp service placed along the 3rd baseline of the Bob Koch field is needed because there is not enough capacity currently at the complex to support any additional lights. Used wood poles, used fixtures, and new lamps are a 4 pole system matching the adjacent fields. For the batting cages/bullpen area, we will add 4 total fixtures (2 on each side) on the back side of poles. New poles would match the height of the existing poles, which is 50 feet high with an additional 10 feet buried underground. The outfield reconstruct at Arnold Klaers Field will remove the top 6” of material and re-grade. 1” of sand will be blended into the soil to improve drainage. Following the reconstruct, irrigation heads will be replaced and then seed will laid. The bathroom upgrades will include new fixtures, new flooring, walls, and doors. Internal park trail would be built out of wood and have a 200’ by 6’ footprint. The overlay portion of the project would remove dilapidated asphalt and lay a 3” thick layer of asphalt. This will improve accessibility to the facility and finish off the project.

Timeline

December 2022	Grant Awarded
Spring/Summer 2023	Lighting added, bathroom upgrades and trail connection completed
Fall 2023	Begin outfield reconstruction, irrigation upgrades, and overlay project completed
November 2023	Project Complete. Enjoy The Renovations!

Project Budget

<u>Project Description</u>	Total Project Cost
<u>Trail Connection (Internal Park Trails)</u>	\$31,766
<u>Asphalt Overlay (Internal Park Trails)</u>	\$75,521
<u>Restroom Upgrades</u>	\$25,000
<u>Outfield Reconstruct</u>	\$47,000
<u>Irrigation Upgrades</u>	\$13,850
<u>Lights – Phil Tabery Field/Batting Cage</u>	\$125,000
<u>Contingency (~3%)</u>	\$9,463
<u>Total Project Cost - 100%</u>	\$327,600
<u>Local Match - 30%</u>	\$98,280
<u>Hennepin County Match - 70%</u>	\$229,320