

City of Loretto
Regular City Council Meeting
Tuesday, October 8, 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. Ratify Building Code Municipal Delegation Agreement
 - b. City Council Minutes of September 10, 2024
 - c. October Bills
 - d. Monthly Balance Sheet
 - e. Quarterly Financial Reports
- 7. ACTION/PLANNING ITEMS** **7:20**
 - a. Parks Capital Improvement Plan Proposal, WSB
 - b. CR19 Watermain Project Update
 - c. 2023 Street Project Update, Meadow Drive and Hillview Lane South
 - d. 2023 Street Project, Pay Request No. 5
 - e. Snowmobile Gift Certificate Award
- 8. INFORMATIONAL ITEMS**
- 9. MONTHLY STAFF REPORTS** **7:35**
 - a. City Hall
 - 1) 2025 City Council Meeting Schedule
 - b. Streets
 - c. Water
 - d. Wastewater
 - 1) 2025 MCES Municipal Wastewater Charge
 - 2) Sewer Blockage Repair Costs, October
 - 3) Sewer Blockage Repair Costs, 2022 to Date
 - e. Parks
 - 1) Grants
 - f. Stormwater
- 10. MAYOR AND COUNCIL REPORTS** **7:45**
- 11. ADJOURN** **7:50 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, October 4, 2024
RE: Council Meeting of Tuesday, October 8, 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 will be ready by the day of the meeting, if it's not included in the 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. Ratio Building Code Municipal Delegation Agreement

This is an agreement recommended by our building official Mike Rosenau giving the city authority over administration and enforcement of building code for public buildings and state licensed facilities.

b. City Council Minutes of September 10, 2024 Regular Meeting

The minutes are included in your packet for review.

c. October Bills

Electronic checks #4929E – 4954E totaling \$38,106.80

Payments over \$1,000 include:

- two payrolls - \$10,068.99 and \$10,523.92
- two PERA payments - \$1,724.88 and \$1,744.51 (employee/employer retirement contributions)
- two EFTPS payments - \$3,293.01 and \$3,119.48 (bi-weekly federal payroll tax deposits)
- MN Dept of Revenue - \$1,162.74 (monthly payroll state tax deposit)
- Xcel Energy - \$6,075.89 (monthly electric)

Paper checks #25929 - 25967 totaling \$209,971.54

Payments over \$1,000 include:

- Gregerson, Rosow, Johnson - \$1,053.28 (August criminal legal)
- Haugo Technical - \$2,339.00 (Geotech for 2023 Street Project)
- Stantec Consulting - \$28,702.95 (June services submitted to city in September: CR19 Watermain Project \$2,984.50, Athletic Park Ditch Cleanout \$69, MS4 Assistance \$1004.80, 2023 Street Project \$24,644.65)
- Bullseye Property Management - \$1,571.30 (Office lease and CAM fees)
- City of Medina - \$5,739.79 (monthly police services)
- Metropolitan Council - \$4,580.00 (monthly 2024 SAC fees for city's 2023 flow calc)
- Midco Diving & Marine - \$3,876.00 (water reservoir tank cleaning)

- Omann Contracting - \$100,906.12 (2023 Street Project pay request #5)
- ProLawns - \$1,197.56 (insect control at baseball park LCAA \$321.56, fall fertilizer at softball complex \$876.00)
- Stantec Consulting - \$29,789.40 (2023 Street Project construction engineering \$13,137.10, CR19 Watermain construction engineering \$16,376.30, and Quiet Zone \$276.00)
- Twin City Outdoor Services - \$22,481.00 (concrete repairs per quote)

d. Monthly Balance Sheet

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

e. Quarterly Financial Reports

The quarterly expenditure and revenue financial reports are included in your packet for review.

RECOMMENDATION: Motion to approve the CONSENT AGENDA as submitted.

7. ACTION/PLANNING ITEMS

a. Parks Capital Improvement Plan Proposal, WSB

Included in your packet is a professional services proposal from WSB (our planning consultants) for Lions Park and Athletic Park Capital Improvement Planning and Cost Estimate. I've been working with Jason Amberg to get this proposal. The proposal is put together in a way that the city could pick and choose which parts to do, or do all of it. They are, of course, open to making changes to the proposal based on council feedback and they have assured me they have talented landscape architects and other professionals on staff who do this type of work all the time.

Funding for the project was discussed at the Budget Workshop:

225 Planning Funds	\$16,886
<u>ARPA Funds</u>	<u>6,470</u>
Total	\$23,356

RECOMMENDATION: Motion to approve the Professional Services proposal for Lion's Park and Athletic Park Planning and Cost Estimate with WSB in the amount of \$_____

The motion can be edited as needed based on the scope the council wishes to pursue.

b. CR19 Watermain Project Update

Nick will be present at the meeting to give the update.

There are a few properties along the CR19 construction project where they need to water to keep the grass restoration areas growing. I propose the city keeps their water charges at their average for the month of October.

RECOMMENDATION: Direct staff to notify affected residents.

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

Nick will be present at the meeting to give the update.

In September, the council approved keeping residents' water charges at their average for the month. I propose we do the same for the month of October, since it's been so dry.

RECOMMENDATION: Direct staff to notify affected residents.

d. 2023 Street Project, Pay Request No. 5

A memo from Nick and Pay Request No. 5 is included in your packet. Nick will be present to answer questions.

RECOMMENDATION: Motion to approve Pay Request No. 5 to Omann Contracting Companies, Inc. for the total amount of \$100,906.12.

e. Snowmobile Gift Certificate Award

The Northwest Trails Snowmobile Association has donated a \$35 restaurant gift certificate to the city of Loretto. Historically, the city council will award the gift certificate to a resident who volunteers their time and talents to the city. I propose awarding the gift certificate to Bonnie Bryant. Bonnie has been a long-term volunteer planting and caring for city flowerpots, preparing newsletters to be mailed out quarterly,

and has served as Head Election Judge for over 20 years. While serving as an election judge is a paid position, Bonnie's dedicated service as a Head Election Judge, with all the experience she brings to the position, is invaluable.

RECOMMENDATION: Motion to award the Northwest Trails Snowmobile Association gift certificate to Bonnie Bryant, for her dedicated service to the city of Loretto.

8. INFORMATIONAL ITEMS

9. MONTHLY REPORTS

a. City Hall

1) 2025 City Council Meeting Schedule

Included in your packet is a proposed schedule for the 2025 City Council Meetings. Most of the dates are standard, with the exception of August and November.

August – I really liked how this year's meetings worked out, having our regular meeting on the third Tuesday and the budget workshop on the fourth Tuesday. The big gap between the July and August regular meeting gave Jake and I good time to work through budget issues without being rushed. I propose doing the same thing in 2025.

November – the second Tuesday of November is Veteran's Day, and we cannot hold a public meeting on a holiday. We could move it to another day during that second week, such as Monday the 10th or Wednesday the 12th, or to another Tuesday in November. There's really no restriction other than the 11th.

I'm looking for council consensus at this time. The final decision will be made at the January meeting, as part of the Annual Appointments Resolution.

2) Streets

There are no items in this section of the agenda.

3) Water

There are no items in this section of the agenda.

4) Wastewater

1) 2025 MCES Municipal Wastewater Charge

Kent, Jake, and I have a meeting with Met Council representatives on Tuesday morning (October 8th) where they will lay out their proposal for the city's 2025 MWC. We will bring information to the meeting that night.

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.

5) Parks

1) Grants

I don't have anything to report at this time.

6) Stormwater

There are no items in this section of the agenda.

10. MAYOR AND COUNCIL REPORTS

11. ADJOURN

**Municipal Delegation Agreement
For Building Code Administration and Enforcement on
Public Buildings & State Licensed Facilities**

Building Official

Michael Rosenau
279 North Medina Street PO Box 207
Loretto, MN 55357

Date: 09/09/2024

This agreement is being sent to the *City of Loretto* to establish administration and enforcement of the State Building Code on “Public Buildings” and “State Licensed Facilities” within your jurisdiction. Please review this agreement, complete page 2, and return both pages to Department of Labor and Industry (DLI). If the level of code administration and enforcement offered on page 2 is not what you applied for, you may contact DLI to review the determination. Should that review confirm your request, the department’s agreement with your municipality will be changed. If staffing or other circumstances change that could affect your ability to properly administer the code, it is your responsibility to notify DLI.

WHEN EXECUTED, this Agreement shall serve as an agreement pursuant to Minnesota Statute 326B.107 Subdivision 2, between *City of Loretto* and the Commissioner of Labor and Industry for transfer of State Building Code administration and enforcement from the Department of Labor and Industry to the municipality for “Public Buildings and State Licensed Facilities” described in Minnesota Statute 326B.103 Subdivision 11 and Subdivision 13.

This agreement may be refused or revoked by the Commissioner of Labor and Industry if it has been determined by the commissioner that according to Minnesota Statute 326B.107, any of the following occurs:

- 1) The building official does not meet the requirements of Minnesota Statute 326B.133.**
- 2) The building official does not wish to provide those services on one or more projects.**
- 3) The municipality does not have enough adequately trained and qualified inspectors to provide those services.**

The building official also reserves the right to defer administration and enforcement of the code on a specific project back to the department in writing within 5 working days of receiving the notification of plan review application.

The following level of code administration and enforcement is being offered to your municipality by DLI. Please review, sign below with your municipal manager/administrator, and return to DLI.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed intending to be bound thereby. When approved by all parties, this shall serve as a contractual agreement pursuant to Minnesota Statute 326B.107 Subdivision 2, between the municipality and the Commissioner of Labor and Industry for transfer of State Building Code administration and enforcement from Department of Labor and Industry to the municipality.

Municipality: *City of Loretto*

APPROVED:



Municipal Building Official 9/18/24
Date

APPROVED:



Municipal Manager/Administrator 9/23/24
Date

APPROVED:

State Building Official Date

**City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
September 10, 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, and Ben Scanlon.

Members absent: Council Member Melissa Markham

Also present: Stantec Engineer Nick Wyers, Medina Public Safety Sergeant Kevin Boecker, Public Works Director Jake Leuer, and City Clerk Treasurer Mary Schneider.

There were no people in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved with the addition of the following items under Action/Planning: j. Minnesota Energy Assistance Vendor Agreement and k. Comp Plan Local Forecast Comments.

4. MEDINA PUBLIC SAFETY REPORT

Sergeant Boecker presented the August report, noting ninety-nine total calls for service, of which seventy-four were general patrols.

5. OPEN FORUM

No one came forward to speak during the Open Forum.

6. CONSENT AGENDA

- 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, Electronic checks No. 4903E – 4928E totaling \$37,658.74 and paper checks No. 25895 - 25928 totaling \$198,650.35
- h. Monthly Balance Sheet

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

7. ACTION/PLANNING

- a. Resolution 2024-24, Certifying Delinquent Utilities

On a motion by Daniels, seconded by Elsen, to approve Resolution 2024-24, A RESOLUTION DIRECTING DELINQUENT UTILITY CHARGES BE PLACED ON THE 2025 PROPERTY TAX ROLLS. Motion carried unanimously.

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

On a motion by Elsen, seconded by Daniels, 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.

Motion carried unanimously.

c. Setting 2024 Truth in Taxation Hearing Date

On a motion by Scanlon, seconded by Daniels, 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 7:00 p.m.

Motion carried unanimously.

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

On a motion by Daniels, seconded by Scanlon, to adopt Ordinance 2024-03, AN ORDINANCE ASSIGNING STREET ADDRESS FOR THE CITY GARAGE PROPERTY.

Motion carried unanimously.

e. CR19 Watermain Project Update

Engineer Wyers reported the County Road 19 project is ongoing. He stated the watermain work on the north side of the tracks is complete and the watermain work on the south side of the tracks should wrap up next week. Wyers stated paving of the road north of the tracks and up to Highway 55 is expected to begin next week. He stated there will be flaggers guiding traffic with limited interruptions.

Wyers also reported the existing watermain infrastructure was found to be shallow, only five feet deep in spots, which likely explains the high number of watermain breaks over the years. The water connections to some properties were also found to be a different size than what city records had indicated. Wyers stated these two issues will lead to some cost increases for the project.

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

Wyers reported the intersection of Loretto Street and Hillview Lane South will be closed down September 11th and 12th from 7:00 a.m. to 7:00 p.m. to build up the street to gravel. After that is finished, work on Hillview Lane South north of the intersection will begin. The final lift of asphalt is expected to be completed by October 19th.

Council discussed residents watering the boulevard restoration seeding. Council directed staff to notify the affected residents that if they water the new seeding areas, their September water charges will be kept at their average amount.

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

On a motion by Elsen, seconded by Scanlon, 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

Motion carried unanimously.

h. Power Washer Allocation

Clerk Treasurer Schneider stated that \$2,500 was set aside in 2022 for the purchase of a power washer, but it was reported at the budget workshop that instead of purchasing a new one, the old one was refurbished, leaving these funds available for other projects. Schneider stated that the funds could be re-allocated for a different specific project or could be re-allocated generally for "street projects" or "park projects", for example.

Council consensus was to postpone the re-allocation of the funds.

- i. Annual Skid Steer Replacement
On a motion by Daniels, seconded by Scanlon, to approve the annual skid steer replacement quote from Lano Equipment in the amount of \$6,700.
Motion carried unanimously.
- j. Minnesota Energy Assistance Vendor Agreement
On a motion by Elsen, seconded by Daniels, to approve the Minnesota Energy Assistance Program Vendor Agreement.
Motion carried unanimously.
- k. Comp Plan Local Forecast Comments
Council directed staff to draft and submit comments to the Metropolitan Council regarding the preliminary local forecasts.

8. INFORMATIONAL ITEMS

No items were brought forward.

9. MONTHLY STAFF REPORTS

- a. City Hall
 - 1) ARPA Funds
Schneider stated that at the Budget Workshop, there was discussion about obligating remaining ARPA funds for a Parks Capital Improvement Plan. Schneider stated she put in requests for a Scope of Work/cost estimate from WSB, our planning contractor, and from Stantec, our engineering contractor and that she would be meeting with WSB on September 11th to begin discussions.
- b. Streets
Public Works Director Leuer reported the annual concrete and asphalt repairs will be completed next week. He stated the contractor will be in town tomorrow to prepare and re-paint areas and they will be contacting property owners who will be affected by the work.
- c. Water
No items were brought forward.
- d. Wastewater
 - 1) 2025 MCES Municipal Wastewater Charge
Schneider reported there has not been any further communication from MCES at this time.
 - 2) Sewer Blockage Repair Costs, September Bills
Schneider reported there are no payments related to sewer blockages in this month's bills batch.
 - 3) Sewer Blockage Repair Costs, 2022 to Date
Schneider reported there have been no changes.
- e. Parks
 - 1) Hennepin County Youth Activities Equipment Grant, Mower
On a motion by Scanlon, seconded by Daniels, to approve the Hennepin County Youth Activities Equipment Grant application for a mower to be used at Arnold Klaers Field.
Motion carried unanimously.

- 2) Resolution 2024-27, Hennepin County Youth Play Area Grant, Ballfield Renovation
Council discussed applying for a grant for ballfield renovations. Council consensus was there was not enough information to submit a good application at this time. It was also acknowledged that by next year a Parks Capital Improvement Plan should be in place and would aid in decision making for grant applications.

- f. Stormwater
No items were brought forward.

10. MAYOR AND COUNCIL REPORTS

No reports were given.

11. ADJOURN

On a motion by Daniels, seconded by Scanlon, to adjourn at 7:51 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor

CITY OF LORETTO

10/02/24 12:45 PM

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***Check Summary Register©**

Checks 25929-25967

Name	Check Date	Check Amt	
10100 Checking Account			
25929	CAMPBELL KNUTSON PA	9/18/2024	\$480.00 August Civil legal
25930	CINTAS CORP #470	9/18/2024	\$136.26 uniforms and rr supplies
25931	COORDINATED BUSINESS SYST	9/18/2024	\$131.51 VOIP monthly charges
25932	GREGERSON, ROSOW, JOHN SO	9/18/2024	\$1,053.28 August criminal legal
25933	HAUGO GEOTECHNICAL SERVI	9/18/2024	\$2,339.00 Geotech 2023 Street Proj.
25934	HENNEPIN COUNTY INFORMATI	9/18/2024	\$111.12 Monthly radio fee
25935	LANO EQUIPMENT	9/18/2024	\$80.97 chain loop
25936	League of Minnesota Cities	9/18/2024	\$337.00 4 month membership dues
25937	POSTMASTER	9/18/2024	\$484.40 replenish Indicia for utility bills & newsletters
25938	PROLAWNS	9/18/2024	\$417.00 Lions Park Rapid Green fert.
25939	STANTEC CONSULTING SERVIC	9/18/2024	\$28,702.95 Athletic park ditch cleanout
25940	TOSHIBA AMERICAN BUSINESS	9/18/2024	\$98.78 copy machine lease
25941	ACME TOOLS	10/8/2024	\$537.00 pole saw kit
25942	AMAZON CAPITAL SERVICES	10/8/2024	\$49.96 privacy fence screen, wellhouse
25943	BULLSEYE PROPERTY MANAGE	10/8/2024	\$1,571.30 monthly office lease CAM fees
25944	CINTAS CORP #470	10/8/2024	\$136.26 uniforms and rr supplies
25945	CITY OF MEDINA	10/8/2024	\$5,739.79 2024 Police Services - monthly payment
25946	COYLE, BECKY	10/8/2024	\$43.55 mileage to training, target
25947	GOPHER ACE HARDWARE	10/8/2024	\$185.42 toilet paper
25948	GOPHER STATE ONE-CALL	10/8/2024	\$17.55 13 locates September
25949	GREGERSON, ROSOW, JOHN SO	10/8/2024	\$383.25 September criminal legal
25950	HAWKINS, INC.	10/8/2024	\$658.25 chlorine
25951	HENNEPIN COUNTY TREASURE	10/8/2024	\$436.49 solid waste management fee
25952	HOMESERVE USA	10/8/2024	\$218.00 monthly leak protection
25953	INTERSTATE POWER SYSTEMS	10/8/2024	\$567.91 generator maintenance
25954	JORDET, JEAN	10/8/2024	\$152.00 refund credit on final utility bill
25955	KD & COMPANY RECYCLING	10/8/2024	\$10.00 concrete rebar mesh
25956	METROPOLITAN COUNCIL	10/8/2024	\$4,580.00 METC MWC Monthly fee
25957	MIDCO DIVING & MARINE SERVI	10/8/2024	\$3,876.00 tank cleaning
25958	OMANN CONTRACTING COMPA	10/8/2024	\$100,906.12 2023 Street Proj.Pay Request #5
25959	PROLAWNS	10/8/2024	\$1,197.56 rapid green fert at softball complex
25960	SHERWIN WILLIAMS	10/8/2024	\$510.80 street marking paint
25961	STANTEC CONSULTING SERVIC	10/8/2024	\$29,789.40 CR19 watermain engineering
25962	TRACTOR SUPPLY CREDIT PLA	10/8/2024	\$127.93 tire valve and paint supplies
25963	TWIN CITY OUTDOOR SERVICE	10/8/2024	\$22,481.00 concrete repairs
25964	VISA	10/8/2024	\$584.74 Target batteries
25965	VISA	10/8/2024	\$387.09 Cuddeback security camera data
25966	WRUCK SEWER AND PORTABL	10/8/2024	\$416.90 August Biff service
25967	WSB & ASSOCIATES, INC	10/8/2024	\$35.00 planning assistance
Total Checks			\$209,971.54

***Check Summary Register©**

September to October 2024

Name	Check Date	Check Amt
10100 Checking Account		
Paid Chk# 4929e MN DEPT. OF REVENUE	09-Sep-24	\$708.00 August sales tax
Paid Chk# 4930e MEDIACOM BUSINESS	25-Sep-24	\$256.94 internet service
Paid Chk# 4931e EMPLOYEE 121	19-Sep-24	\$649.06 payroll 091924
Paid Chk# 4932e EMPLOYEE 111	19-Sep-24	\$1,935.68 payroll 091924
Paid Chk# 4933e EMPLOYEE 120	19-Sep-24	\$1,544.64 payroll 091924
Paid Chk# 4934e EMPLOYEE 110	19-Sep-24	\$2,128.74 payroll 091924
Paid Chk# 4935e EMPLOYEE 901	19-Sep-24	\$1,367.42 payroll 091924
Paid Chk# 4936e EMPLOYEE 108	19-Sep-24	\$2,443.45 payroll 091924
Paid Chk# 4937e PERA	19-Sep-24	\$1,724.88 payroll retirement 091924
Paid Chk# 4938e EFTPS	19-Sep-24	\$3,293.01 payroll fed tax dep 091924
Paid Chk# 4939e AFLAC	19-Sep-24	\$244.80 payroll contributions 091924
Paid Chk# 4940e MN DEPT. OF REVENUE	19-Sep-24	\$1,162.74 payroll state tax dep 091924
Paid Chk# 4941e STORAGE SENSE-HAMEL	01-Nov-24	\$769.00 PW storage unit B55
Paid Chk# 4942e 21st Century Bank	31-Oct-24	\$25.00 Cash Management fee
Paid Chk# 4943e VERIZON WIRELESS	13-Oct-24	\$65.08 PW tablet data plan
Paid Chk# 4944e EMPLOYEE 121	03-Oct-24	\$704.65 payroll 100324
Paid Chk# 4945e EMPLOYEE 111	03-Oct-24	\$1,935.68 payroll 100324
Paid Chk# 4946e EMPLOYEE 120	03-Oct-24	\$1,399.90 payroll 100324
Paid Chk# 4947e EMPLOYEE 110	03-Oct-24	\$2,295.73 payroll 100324
Paid Chk# 4948e EMPLOYEE 108	03-Oct-24	\$2,443.45 payroll 100324
Paid Chk# 4949e PERA	03-Oct-24	\$1,744.51 payroll retirement 100324
Paid Chk# 4950e EFTPS	03-Oct-24	\$3,119.48 payroll fed tax dep 100324
Paid Chk# 4951e CENTERPOINT ENERGY	22-Oct-24	\$29.64 wellhouse utility
Paid Chk# 4952e CENTERPOINT ENERGY	22-Oct-24	\$10.83 city garage utility
Paid Chk# 4953e CENTERPOINT ENERGY	22-Oct-24	\$28.60 lift station utility
Paid Chk# 4954e XCEL ENERGY	09-Oct-24	\$6,075.89 electric utility
		\$38,106.80

Payroll \$10,068.99

Payroll \$10,523.92

Paper check total: \$209,971.54
 Electronic check total: \$38,106.80
Grand Total: \$248,078.34

CITY OF LORETTO
Monthly Balance Sheet

Current Period: October 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	\$0.00	\$45,154.68	\$503,249.14	\$622,844.44	\$430,187.33
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	\$45,154.68	\$0.00	\$622,844.44	\$503,249.14	-\$430,237.33
101 GENERAL FUND	\$0.00	\$45,154.68	\$45,154.68	\$1,126,093.58	\$1,126,093.58	\$0.00
225 CAPITAL IMPROVEMENT FUND						
G 225-10100 Cash	\$205,435.17	\$0.00	\$276.00	\$53,442.60	\$9,285.99	\$249,591.78
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	\$276.00	\$0.00	\$9,285.99	\$53,442.60	-\$229,591.78
225 CAPITAL IMPROVEMENT FUND	\$0.00	\$276.00	\$276.00	\$62,728.59	\$62,728.59	\$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	\$114,043.22	\$1,220,018.91	\$907,536.89	\$312,482.02
G 228-25300 Unreserved Fund Balance	\$0.00	\$114,043.22	\$0.00	\$907,536.89	\$1,220,018.91	-\$312,482.02
228 2023 ST IMP PROJECT FUND	\$0.00	\$114,043.22	\$114,043.22	\$2,127,555.80	\$2,127,555.80	\$0.00
352 2021 ST PROJECT BOND FUND						
G 352-10100 Cash	\$108,382.39	\$0.00	\$0.00	\$54,895.36	\$69,403.44	\$93,874.31
G 352-25300 Unreserved Fund Balance	-\$108,382.39	\$0.00	\$0.00	\$69,403.44	\$54,895.36	-\$93,874.31
352 2021 ST PROJECT BOND FUND	\$0.00	\$0.00	\$0.00	\$124,298.80	\$124,298.80	\$0.00
353 2023 ST PROJECT BOND FUND						
G 353-10100 Cash	\$0.00	\$0.00	\$0.00	\$38,407.45	\$0.00	\$38,407.45
G 353-25300 Unreserved Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$38,407.45	-\$38,407.45
353 2023 ST PROJECT BOND FUND	\$0.00	\$0.00	\$0.00	\$38,407.45	\$38,407.45	\$0.00
601 WATER FUND						
G 601-10100 Cash	\$101,182.52	\$3,039.04	\$26,804.23	\$1,158,295.60	\$1,107,110.58	\$152,367.54
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: October 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	\$0.00	\$59.40	\$2,890.46	\$3,121.03	-\$28.12
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	\$26,804.23	\$2,979.64	\$1,061,220.12	\$231,284.52	\$260,231.05
601 WATER FUND	\$0.00	\$29,843.27	\$29,843.27	\$2,274,339.18	\$2,274,339.18	\$0.00
602 WASTEWATER FUND						
G 602-10100 Cash	\$109,440.04	\$1,465.20	\$8,839.75	\$165,855.39	\$169,518.59	\$105,776.84
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	\$8,839.75	\$1,465.20	\$173,845.59	\$172,563.39	-\$29,916.79
602 WASTEWATER FUND	\$0.00	\$10,304.95	\$10,304.95	\$342,081.98	\$342,081.98	\$0.00
603 GARBAGE/RECYCLING FUND						
G 603-10100 Cash	\$2,706.31	\$728.49	\$812.10	\$55,701.03	\$58,820.76	-\$413.42
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: October 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	\$0.00	\$42.03	\$3,125.13	\$3,442.32	-\$420.92
G 603-21830 County SWM Fee	\$654.77	\$436.49	\$66.75	\$5,395.32	\$5,465.49	\$584.60
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	\$375.61	\$619.71	\$50,300.31	\$52,130.22	\$1,169.74
603 GARBAGE/RECYCLING FUND	\$0.00	\$1,540.59	\$1,540.59	\$119,858.79	\$119,858.79	\$0.00
604 STORM WATER FUND						
G 604-10100 Cash	\$21,853.43	\$867.84	\$1,024.60	\$67,676.98	\$38,623.12	\$50,907.29
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	\$1,024.60	\$867.84	\$38,623.12	\$69,438.98	-\$31,082.29
604 STORM WATER FUND	\$0.00	\$1,892.44	\$1,892.44	\$108,062.10	\$108,062.10	\$0.00
611 WATER CAPITAL FUND						
G 611-10100 Cash	\$71,169.40	\$0.00	\$0.00	\$1,355.53	\$64,373.24	\$8,151.69
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	\$1,355.53	-\$34,151.69
611 WATER CAPITAL FUND	\$0.00	\$0.00	\$0.00	\$65,728.77	\$65,728.77	\$0.00
612 SEWER CAPITAL FUND						
G 612-10100 Cash	\$113,615.60	\$0.00	\$0.00	\$4,232.79	\$18,047.13	\$99,801.26
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	\$4,232.79	-\$1,213,089.26
612 SEWER CAPITAL FUND	\$0.00	\$0.00	\$0.00	\$22,279.92	\$22,279.92	\$0.00
614 STORMWATER CAPITAL FUND						
G 614-10100 Cash	\$157,608.09	\$0.00	\$0.00	\$3,737.30	\$103,346.05	\$57,999.34

CITY OF LORETTO

Monthly Balance Sheet

Current Period: October 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	\$3,737.30	-\$85,709.34
614 STORMWATER CAPITAL FUND	\$0.00	\$0.00	\$0.00	\$107,083.35	\$107,083.35	\$0.00
	\$0.00	\$203,055.15	\$203,055.15	\$6,518,518.31	\$6,518,518.31	\$0.00

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

CITY OF LORETTO

Revenue Guideline by Department

Current Period: October 2024

Account Descr	2024 YTD Budget	2024 YTD Amt	Balance	% of Budget
101 GENERAL FUND				
41000 General Government				
R 101-41000-31010 Current Ad Valo	\$578,700.00	\$267,866.62	\$310,833.38	46.29%
R 101-41000-31040 Fiscal Disparities	\$0.00	\$28,658.98	-\$28,658.98	0.00%
R 101-41000-32110 Alcoholic Bever	\$15,500.00	\$15,500.00	\$0.00	100.00%
R 101-41000-32210 Building Permits	\$10,000.00	\$3,804.03	\$6,195.97	38.04%
R 101-41000-33400 State Grants an	\$20,000.00	\$12,974.50	\$7,025.50	64.87%
R 101-41000-33401 Local Governme	\$55,100.00	\$27,547.00	\$27,553.00	49.99%
R 101-41000-33420 State Fire Aid	\$45,000.00	\$0.00	\$45,000.00	0.00%
R 101-41000-33610 County Grants/A	\$1,500.00	\$0.00	\$1,500.00	0.00%
R 101-41000-33620 Other County Gr	\$0.00	\$69,500.00	-\$69,500.00	0.00%
R 101-41000-34000 Charges for Ser	\$1,000.00	\$1,245.66	-\$245.66	124.57%
R 101-41000-34103 Zoning and Sub	\$300.00	\$0.00	\$300.00	0.00%
R 101-41000-34780 Park Fees	\$11,500.00	\$12,918.00	-\$1,418.00	112.33%
R 101-41000-34950 Other Revenues	\$9,000.00	\$0.00	\$9,000.00	0.00%
R 101-41000-35100 Court Fines	\$4,000.00	\$1,480.00	\$2,520.00	37.00%
R 101-41000-36200 Miscellaneous R	\$0.00	\$1,600.00	-\$1,600.00	0.00%
R 101-41000-36210 Interest Earning	\$20,000.00	\$16,722.81	\$3,277.19	83.61%
R 101-41000-36230 Contributions an	\$0.00	\$14,596.00	-\$14,596.00	0.00%
R 101-41000-36240 Refunds/Reimb	\$0.00	\$4,426.37	-\$4,426.37	0.00%
R 101-41000-36242 Insurance Divid	\$3,000.00	\$0.00	\$3,000.00	0.00%
R 101-41000-36245 Fun Fest Firewo	\$10,000.00	\$6,825.00	\$3,175.00	68.25%
R 101-41000-39200 Interfund Opera	\$14,000.00	\$0.00	\$14,000.00	0.00%
41000 General Government	<u>\$798,600.00</u>	<u>\$485,664.97</u>	<u>\$312,935.03</u>	
101 GENERAL FUND	\$798,600.00	\$485,664.97	\$312,935.03	
225 CAPITAL IMPROVEMENT FUND				
41000 General Government				
R 225-41000-33400 State Grants an	\$0.00	\$45,012.01	-\$45,012.01	0.00%
R 225-41000-36210 Interest Earning	\$0.00	\$8,430.59	-\$8,430.59	0.00%
41000 General Government	<u>\$0.00</u>	<u>\$53,442.60</u>	<u>-\$53,442.60</u>	
225 CAPITAL IMPROVEMENT FUND	\$0.00	\$53,442.60	-\$53,442.60	
228 2023 ST IMP PROJECT FUND				
41000 General Government				
R 228-41000-36210 Interest Earning	\$0.00	\$16,478.25	-\$16,478.25	0.00%
41000 General Government	<u>\$0.00</u>	<u>\$16,478.25</u>	<u>-\$16,478.25</u>	
43100 Hwys, Streets, & Roads				
R 228-43100-39310 Proceeds-Gen O	\$0.00	\$1,122,266.81	\$1,122,266.81	0.00%
R 228-43100-39320 Premiums on Bo	\$0.00	\$81,273.85	-\$81,273.85	0.00%
43100 Hwys, Streets, & Roads	<u>\$0.00</u>	<u>\$1,203,540.66</u>	<u>\$1,203,540.66</u>	
228 2023 ST IMP PROJECT FUND	\$0.00	\$1,220,018.91	\$1,220,018.91	
352 2021 ST PROJECT BOND FUND				
41000 General Government				
R 352-41000-31010 Current Ad Valo	\$55,214.00	\$36,665.00	\$18,549.00	66.41%
R 352-41000-36100 Special Assessm	\$16,611.00	\$15,425.47	\$1,185.53	92.86%
R 352-41000-36210 Interest Earning	\$0.00	\$2,804.89	-\$2,804.89	0.00%
41000 General Government	<u>\$71,825.00</u>	<u>\$54,895.36</u>	<u>\$16,929.64</u>	
352 2021 ST PROJECT BOND FUND	\$71,825.00	\$54,895.36	\$16,929.64	

CITY OF LORETTO

Revenue Guideline by Department

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Current Period: October 2024

Account Descr	2024 YTD Budget	2024 YTD Amt	Balance	% of Budget
353 2023 ST PROJECT BOND FUND				
41000 General Government				
R 353-41000-36210 Interest Earning	\$0.00	\$674.26	-\$674.26	0.00%
R 353-41000-39310 Proceeds-Gen O	\$0.00	\$37,733.19	-\$37,733.19	0.00%
41000 General Government	\$0.00	\$38,407.45	-\$38,407.45	
353 2023 ST PROJECT BOND FUND	\$0.00	\$38,407.45	-\$38,407.45	
601 WATER FUND				
49400 Water Utilities				
R 601-49400-34950 Other Revenues	\$32,200.00	\$24,361.07	\$7,838.93	75.66%
R 601-49400-36210 Interest Earning	\$5,000.00	\$5,774.14	-\$774.14	115.48%
R 601-49400-37100 Water Sales	\$241,000.00	\$182,229.69	\$58,770.31	75.61%
R 601-49400-37110 MN Dept of Heal	\$2,530.00	\$2,522.50	\$7.50	99.70%
R 601-49400-37120 Water Leak Prot	\$2,640.00	\$1,931.89	\$708.11	73.18%
R 601-49400-37160 Water Penalty	\$1,200.00	\$904.32	\$295.68	75.36%
49400 Water Utilities	\$284,570.00	\$217,723.61	\$66,846.39	
601 WATER FUND	\$284,570.00	\$217,723.61	\$66,846.39	
602 WASTEWATER FUND				
49450 Sewer				
R 602-49450-36210 Interest Earning	\$5,000.00	\$4,096.09	\$903.91	81.92%
R 602-49450-36240 Refunds/Reimb	\$0.00	\$10,630.55	-\$10,630.55	0.00%
R 602-49450-37200 Sewer Sales	\$230,700.00	\$145,333.46	\$85,366.54	63.00%
R 602-49450-37260 Swr Penalty	\$1,200.00	\$828.52	\$371.48	69.04%
49450 Sewer	\$236,900.00	\$160,888.62	\$76,011.38	
602 WASTEWATER FUND	\$236,900.00	\$160,888.62	\$76,011.38	
603 GARBAGE/RECYCLING FUND				
49500 Refuse/Garbage				
R 603-49500-33620 Other County Gr	\$3,000.00	\$1,428.55	\$1,571.45	47.62%
R 603-49500-36210 Interest Earning	\$200.00	\$69.30	\$130.70	34.65%
R 603-49500-37300 Refuse (Garbag	\$40,000.00	\$31,647.20	\$8,352.80	79.12%
R 603-49500-37310 Recycling Charg	\$18,000.00	\$14,019.98	\$3,980.02	77.89%
R 603-49500-37320 Garbage/Recycli	\$600.00	\$377.97	\$222.03	63.00%
49500 Refuse/Garbage	\$61,800.00	\$47,543.00	\$14,257.00	
603 GARBAGE/RECYCLING FUND	\$61,800.00	\$47,543.00	\$14,257.00	
604 STORM WATER FUND				
49600 Storm Water				
R 604-49600-36210 Interest Earning	\$1,400.00	\$1,499.04	-\$99.04	107.07%
R 604-49600-37400 Storm Water Ch	\$89,100.00	\$65,519.95	\$23,580.05	73.54%
R 604-49600-37450 Storm Water Pe	\$1,000.00	\$461.69	\$538.31	46.17%
49600 Storm Water	\$91,500.00	\$67,480.68	\$24,019.32	
604 STORM WATER FUND	\$91,500.00	\$67,480.68	\$24,019.32	
611 WATER CAPITAL FUND				
49400 Water Utilities				
R 611-49400-36210 Interest Earning	\$0.00	\$1,355.53	-\$1,355.53	0.00%
49400 Water Utilities	\$0.00	\$1,355.53	-\$1,355.53	
611 WATER CAPITAL FUND	\$0.00	\$1,355.53	-\$1,355.53	

CITY OF LORETTO

Revenue Guideline by Department

Current Period: October 2024

Account Descr	2024 YTD Budget	2024 YTD Amt	Balance	% of Budget
612 SEWER CAPITAL FUND				
49450 Sewer				
R 612-49450-36210 Interest Earning	\$0.00	\$4,232.79	-\$4,232.79	0.00%
49450 Sewer	\$0.00	\$4,232.79	-\$4,232.79	
612 SEWER CAPITAL FUND	\$0.00	\$4,232.79	-\$4,232.79	
614 STORMWATER CAPITAL FUND				
49600 Storm Water				
R 614-49600-36210 Interest Earning	\$0.00	\$3,737.30	-\$3,737.30	0.00%
49600 Storm Water	\$0.00	\$3,737.30	-\$3,737.30	
614 STORMWATER CAPITAL FUND	\$0.00	\$3,737.30	-\$3,737.30	
	\$1,545,195.00	\$2,355,390.82	-\$810,195.82	

(((Not [YTD Amount]=0))) OR ((Not [YTD Budget]=0))

CITY OF LORETTO
Expenditure Guideline by Department

Current Period: October 2024

Account Descr	2024 YTD Budget	2024 YTD Amt	Balance	% of Budget
101 GENERAL FUND				
41110 Council				
E 101-41110-100 Wages	\$17,000.00	\$0.00	\$17,000.00	0.00%
E 101-41110-120 Benefits	\$2,150.00	\$0.00	\$2,150.00	0.00%
E 101-41110-150 Worker s Comp	\$200.00	\$147.99	\$52.01	74.00%
E 101-41110-208 Training and Instr	\$500.00	\$0.00	\$500.00	0.00%
41110 Council	\$19,850.00	\$147.99	\$19,702.01	
41130 Ordinances and Proceedings				
E 101-41130-351 Publishing	\$600.00	\$516.56	\$83.44	86.09%
41130 Ordinances and Proceeding	\$600.00	\$516.56	\$83.44	
41400 City Clerk				
E 101-41400-100 Wages	\$65,280.00	\$48,842.10	\$16,437.90	74.82%
E 101-41400-120 Benefits	\$9,890.00	\$7,300.35	\$2,589.65	73.82%
E 101-41400-150 Worker s Comp	\$1,000.00	\$591.96	\$408.04	59.20%
E 101-41400-208 Training and Instr	\$1,000.00	\$295.00	\$705.00	29.50%
E 101-41400-331 Mileage Reimburse	\$200.00	\$90.18	\$109.82	45.09%
41400 City Clerk	\$77,370.00	\$57,119.59	\$20,250.41	
41410 Elections				
E 101-41410-100 Wages	\$0.00	\$1,116.50	-\$1,116.50	0.00%
E 101-41410-351 Publishing	\$0.00	\$16.23	-\$16.23	0.00%
E 101-41410-430 Miscellaneous	\$5,500.00	\$715.89	\$4,784.11	13.02%
41410 Elections	\$5,500.00	\$1,848.62	\$3,651.38	
41500 Financial Administration				
E 101-41500-301 Auditing and Acct	\$8,300.00	\$8,737.50	-\$437.50	105.27%
41500 Financial Administration	\$8,300.00	\$8,737.50	-\$437.50	
41550 Assessing				
E 101-41550-300 Professional Srvs	\$10,000.00	\$10,047.50	-\$47.50	100.48%
41550 Assessing	\$10,000.00	\$10,047.50	-\$47.50	
41570 Purchasing				
E 101-41570-200 Office Supplies	\$2,000.00	\$1,690.40	\$309.60	84.52%
E 101-41570-209 Computer Softwar	\$6,200.00	\$4,836.69	\$1,363.31	78.01%
E 101-41570-321 Telephone	\$1,060.00	\$728.78	\$331.22	68.75%
E 101-41570-322 Postage	\$1,500.00	\$1,500.00	\$0.00	100.00%
E 101-41570-400 Repairs & Maint Co	\$1,800.00	\$1,124.50	\$675.50	62.47%
E 101-41570-433 Dues and Subscrip	\$0.00	\$25.00	-\$25.00	0.00%
E 101-41570-500 Capital Outlay	\$2,500.00	\$2,171.20	\$328.80	86.85%
41570 Purchasing	\$15,060.00	\$12,076.57	\$2,983.43	
41610 City Attorney				
E 101-41610-304 Legal Fees	\$12,000.00	\$4,963.66	\$7,036.34	41.36%
41610 City Attorney	\$12,000.00	\$4,963.66	\$7,036.34	
41620 City Prosecutor				
E 101-41620-304 Legal Fees	\$5,700.00	\$6,114.10	-\$414.10	107.26%
41620 City Prosecutor	\$5,700.00	\$6,114.10	-\$414.10	
41900 Other General Government				
E 101-41900-360 Insurance	\$9,200.00	\$9,353.25	-\$153.25	101.67%
E 101-41900-433 Dues and Subscrip	\$4,600.00	\$1,719.10	\$2,880.90	37.37%
41900 Other General Government	\$13,800.00	\$11,072.35	\$2,727.65	
41910 Planning				

CITY OF LORETTO

Expenditure Guideline by Department

Current Period: October 2024

Account Descr	2024 YTD Budget	2024 YTD Amt	Balance	% of Budget
E 101-41910-300 Professional Svcs	\$2,600.00	\$665.00	\$1,935.00	25.58%
41910 Planning	\$2,600.00	\$665.00	\$1,935.00	
41940 General Govt Buildings/Plant				
E 101-41940-410 Rentals (GENERAL	\$31,800.00	\$25,034.00	\$6,766.00	78.72%
41940 General Govt Buildings/Pla	\$31,800.00	\$25,034.00	\$6,766.00	
42110 Police Administration				
E 101-42110-300 Professional Svcs	\$70,200.00	\$57,397.90	\$12,802.10	81.76%
42110 Police Administration	\$70,200.00	\$57,397.90	\$12,802.10	
42200 Fire				
E 101-42200-311 Fire Contract	\$51,700.00	\$38,763.09	\$12,936.91	74.98%
E 101-42200-312 Fire Aid	\$45,000.00	\$0.00	\$45,000.00	0.00%
42200 Fire	\$96,700.00	\$38,763.09	\$57,936.91	
42401 Building Inspection Admin				
E 101-42401-300 Professional Svcs	\$4,000.00	\$1,589.94	\$2,410.06	39.75%
E 101-42401-438 Building Permit Sur	\$400.00	\$342.50	\$57.50	85.63%
42401 Building Inspection Admin	\$4,400.00	\$1,932.44	\$2,467.56	
42900 Code Enforcement Services				
E 101-42900-300 Professional Svcs	\$300.00	\$0.00	\$300.00	0.00%
42900 Code Enforcement Services	\$300.00	\$0.00	\$300.00	
43100 Hwys, Streets, & Roads				
E 101-43100-100 Wages	\$81,880.00	\$58,534.66	\$23,345.34	71.49%
E 101-43100-120 Benefits	\$11,860.00	\$8,455.10	\$3,404.90	71.29%
E 101-43100-150 Worker s Comp	\$7,000.00	\$6,111.56	\$888.44	87.31%
E 101-43100-208 Training and Instr	\$700.00	\$676.07	\$23.93	96.58%
E 101-43100-212 Motor Fuels	\$3,400.00	\$3,286.17	\$113.83	96.65%
E 101-43100-303 Engineering Fees	\$15,000.00	\$45,672.84	-\$30,672.84	304.49%
E 101-43100-380 Utility Services	\$20,000.00	\$14,376.07	\$5,623.93	71.88%
E 101-43100-400 Repairs & Maint Co	\$76,700.00	\$60,084.66	\$16,615.34	78.34%
E 101-43100-500 Capital Outlay	\$17,250.00	\$3,848.37	\$13,401.63	22.31%
43100 Hwys, Streets, & Roads	\$233,790.00	\$201,045.50	\$32,744.50	
43125 Ice & Snow Removal				
E 101-43125-224 Street Maint Materi	\$10,000.00	\$2,987.51	\$7,012.49	29.88%
43125 Ice & Snow Removal	\$10,000.00	\$2,987.51	\$7,012.49	
45100 Fun Fest				
E 101-45100-430 Miscellaneous	\$13,000.00	\$4,203.75	\$8,796.25	32.34%
45100 Fun Fest	\$13,000.00	\$4,203.75	\$8,796.25	
45110 Holiday Train				
E 101-45110-430 Miscellaneous	\$1,500.00	\$195.00	\$1,305.00	13.00%
45110 Holiday Train	\$1,500.00	\$195.00	\$1,305.00	
45200 Parks				
E 101-45200-100 Wages	\$61,030.00	\$37,971.98	\$23,058.02	62.22%
E 101-45200-120 Benefits	\$8,980.00	\$5,644.09	\$3,335.91	62.85%
E 101-45200-150 Worker s Comp	\$1,500.00	\$3,995.73	-\$2,495.73	266.38%
E 101-45200-208 Training and Instr	\$700.00	\$676.07	\$23.93	96.58%
E 101-45200-212 Motor Fuels	\$3,400.00	\$0.00	\$3,400.00	0.00%
E 101-45200-217 LCAA Operating Su	\$3,000.00	\$6,601.24	-\$3,601.24	220.04%
E 101-45200-380 Utility Services	\$13,000.00	\$8,431.50	\$4,568.50	64.86%
E 101-45200-400 Repairs & Maint Co	\$19,000.00	\$30,933.62	-\$11,933.62	162.81%
E 101-45200-500 Capital Outlay	\$54,850.00	\$0.00	\$54,850.00	0.00%

CITY OF LORETTO

Expenditure Guideline by Department

Current Period: October 2024

Account Descr	2024 YTD Budget	2024 YTD Amt	Balance	% of Budget
E 101-45200-505 Facilities Grant Exp	\$0.00	\$8,000.00	-\$8,000.00	0.00%
E 101-45200-506 Equipment Grant E	\$0.00	\$20,694.83	-\$20,694.83	0.00%
E 101-45200-507 Playground Grant	\$0.00	\$35,514.72	-\$35,514.72	0.00%
45200 Parks	\$165,460.00	\$158,463.78	\$6,996.22	
49000 Miscellaneous				
E 101-49000-430 Miscellaneous	\$670.00	\$227.86	\$442.14	34.01%
E 101-49000-810 Refund/Reimburse	\$0.00	\$1,700.00	-\$1,700.00	0.00%
49000 Miscellaneous	\$670.00	\$1,927.86	-\$1,257.86	
101 GENERAL FUND	\$798,600.00	\$605,260.27	\$193,339.73	
225 CAPITAL IMPROVEMENT FUND				
41570 Purchasing				
E 225-41570-500 Capital Outlay	\$0.00	\$2,009.99	-\$2,009.99	0.00%
41570 Purchasing	\$0.00	\$2,009.99	-\$2,009.99	
43100 Hwys, Streets, & Roads				
E 225-43100-500 Capital Outlay	\$0.00	\$276.00	-\$276.00	0.00%
43100 Hwys, Streets, & Roads	\$0.00	\$276.00	-\$276.00	
45200 Parks				
E 225-45200-500 Capital Outlay	\$0.00	\$7,000.00	-\$7,000.00	0.00%
45200 Parks	\$0.00	\$7,000.00	-\$7,000.00	
225 CAPITAL IMPROVEMENT FUND	\$0.00	\$9,285.99	-\$9,285.99	
228 2023 ST IMP PROJECT FUND				
43100 Hwys, Streets, & Roads				
E 228-43100-500 Capital Outlay	\$0.00	\$864,102.18	-\$864,102.18	0.00%
E 228-43100-621 Bond Issuance Cos	\$0.00	\$43,434.71	-\$43,434.71	0.00%
43100 Hwys, Streets, & Roads	\$0.00	\$907,536.89	-\$907,536.89	
228 2023 ST IMP PROJECT FUND	\$0.00	\$907,536.89	-\$907,536.89	
352 2021 ST PROJECT BOND FUND				
41500 Financial Administration				
E 352-41500-810 Refund/Reimburse	\$0.00	\$365.94	-\$365.94	0.00%
41500 Financial Administration	\$0.00	\$365.94	-\$365.94	
47000 Debt Service				
E 352-47000-600 Debt Srv Principal	\$55,000.00	\$55,000.00	\$0.00	100.00%
E 352-47000-610 Interest	\$13,543.00	\$13,542.50	\$0.50	100.00%
47000 Debt Service	\$68,543.00	\$68,542.50	\$0.50	
47500 Fiscal Agent s Fee (Debt Srvs)				
E 352-47500-620 Fiscal Agent s Fees	\$0.00	\$495.00	-\$495.00	0.00%
47500 Fiscal Agent s Fee (Debt Sr	\$0.00	\$495.00	-\$495.00	
352 2021 ST PROJECT BOND FUND	\$68,543.00	\$69,403.44	-\$860.44	
601 WATER FUND				
41400 City Clerk				
E 601-41400-100 Wages	\$15,230.00	\$11,723.54	\$3,506.46	76.98%
E 601-41400-120 Benefits	\$2,310.00	\$1,752.50	\$557.50	75.87%
41400 City Clerk	\$17,540.00	\$13,476.04	\$4,063.96	
41900 Other General Government				
E 601-41900-301 Auditing and Acct	\$8,300.00	\$8,187.50	\$112.50	98.64%

CITY OF LORETTO

Expenditure Guideline by Department

Current Period: October 2024

Account Descr	2024 YTD Budget	2024 YTD Amt	Balance	% of Budget
41900 Other General Government	\$8,300.00	\$8,187.50	\$112.50	
49300 Other Finanacing Uses				
E 601-49300-600 Debt Srv Principal	\$49,000.00	\$0.00	\$49,000.00	0.00%
E 601-49300-611 Bond Interest	\$2,290.00	\$2,286.90	\$3.10	99.86%
49300 Other Finanacing Uses	\$51,290.00	\$2,286.90	\$49,003.10	
49400 Water Utilities				
E 601-49400-100 Wages	\$40,040.00	\$27,530.00	\$12,510.00	68.76%
E 601-49400-120 Benefits	\$5,860.00	\$4,069.49	\$1,790.51	69.45%
E 601-49400-150 Worker s Comp	\$2,000.00	\$1,775.88	\$224.12	88.79%
E 601-49400-200 Office Supplies	\$400.00	\$300.16	\$99.84	75.04%
E 601-49400-208 Training and Instr	\$1,800.00	\$1,088.57	\$711.43	60.48%
E 601-49400-209 Computer Softwar	\$2,450.00	\$1,571.31	\$878.69	64.14%
E 601-49400-212 Motor Fuels	\$2,500.00	\$0.00	\$2,500.00	0.00%
E 601-49400-216 Chemicals and Che	\$6,000.00	\$7,892.37	-\$1,892.37	131.54%
E 601-49400-303 Engineering Fees	\$4,000.00	\$4,713.96	-\$713.96	117.85%
E 601-49400-321 Telephone	\$240.00	\$183.21	\$56.79	76.34%
E 601-49400-322 Postage	\$400.00	\$419.40	-\$19.40	104.85%
E 601-49400-351 Publishing	\$0.00	\$50.00	-\$50.00	0.00%
E 601-49400-360 Insurance	\$5,400.00	\$5,052.25	\$347.75	93.56%
E 601-49400-364 Leak Protection Ins	\$2,640.00	\$1,962.00	\$678.00	74.32%
E 601-49400-380 Utility Services	\$20,000.00	\$14,710.61	\$5,289.39	73.55%
E 601-49400-400 Repairs & Maint Co	\$30,000.00	\$17,266.20	\$12,733.80	57.55%
E 601-49400-405 Depreciation (GEN	\$26,800.00	\$0.00	\$26,800.00	0.00%
E 601-49400-433 Dues and Subscrip	\$8,000.00	\$2,183.32	\$5,816.68	27.29%
E 601-49400-500 Capital Outlay	\$26,850.00	\$8,046.00	\$18,804.00	29.97%
E 601-49400-535 Utility Construction	\$0.00	\$872,560.78	-\$872,560.78	0.00%
E 601-49400-600 Debt Srv Principal	\$15,000.00	\$15,000.00	\$0.00	100.00%
E 601-49400-610 Interest	\$6,380.00	\$6,380.00	\$0.00	100.00%
E 601-49400-621 Bond Issuance Cos	\$0.00	\$29,851.16	-\$29,851.16	0.00%
E 601-49400-810 Refund/Reimburse	\$0.00	\$1,102.10	-\$1,102.10	0.00%
49400 Water Utilities	\$206,760.00	\$1,023,708.77	-\$816,948.77	
601 WATER FUND	\$283,890.00	\$1,047,659.21	-\$763,769.21	
602 WASTEWATER FUND				
41400 City Clerk				
E 602-41400-100 Wages	\$15,230.00	\$12,185.01	\$3,044.99	80.01%
E 602-41400-120 Benefits	\$2,310.00	\$1,821.60	\$488.40	78.86%
41400 City Clerk	\$17,540.00	\$14,006.61	\$3,533.39	
49450 Sewer				
E 602-49450-100 Wages	\$43,110.00	\$30,707.44	\$12,402.56	71.23%
E 602-49450-120 Benefits	\$6,260.00	\$4,532.24	\$1,727.76	72.40%
E 602-49450-150 Worker s Comp	\$1,400.00	\$1,775.88	-\$375.88	126.85%
E 602-49450-200 Office Supplies	\$300.00	\$93.98	\$206.02	31.33%
E 602-49450-208 Training and Instr	\$1,000.00	\$1,088.56	-\$88.56	108.86%
E 602-49450-209 Computer Softwar	\$2,400.00	\$1,571.31	\$828.69	65.47%
E 602-49450-212 Motor Fuels	\$2,500.00	\$0.00	\$2,500.00	0.00%
E 602-49450-216 Chemicals and Che	\$5,000.00	\$4,327.00	\$673.00	86.54%
E 602-49450-303 Engineering Fees	\$3,000.00	\$0.00	\$3,000.00	0.00%
E 602-49450-321 Telephone	\$240.00	\$183.24	\$56.76	76.35%
E 602-49450-322 Postage	\$400.00	\$400.00	\$0.00	100.00%
E 602-49450-351 Publishing	\$0.00	\$50.00	-\$50.00	0.00%
E 602-49450-360 Insurance	\$3,000.00	\$2,879.25	\$120.75	95.98%

CITY OF LORETTO

Expenditure Guideline by Department

Current Period: October 2024

Account Descr	2024 YTD Budget	2024 YTD Amt	Balance	% of Budget
E 602-49450-380 Utility Services	\$15,000.00	\$11,849.15	\$3,150.85	78.99%
E 602-49450-388 Sewer Availability	\$55,000.00	\$45,800.00	\$9,200.00	83.27%
E 602-49450-400 Repairs & Maint Co	\$36,100.00	\$28,808.66	\$7,291.34	79.80%
E 602-49450-433 Dues and Subscrip	\$1,300.00	\$505.00	\$795.00	38.85%
E 602-49450-500 Capital Outlay	\$34,850.00	\$5,500.00	\$29,350.00	15.78%
E 602-49450-600 Debt Srv Principal	\$5,000.00	\$5,000.00	\$0.00	100.00%
E 602-49450-610 Interest	\$3,100.00	\$3,092.50	\$7.50	99.76%
49450 Sewer	\$218,960.00	\$148,164.21	\$70,795.79	
602 WASTEWATER FUND	\$236,500.00	\$162,170.82	\$74,329.18	
603 GARBAGE/RECYCLING FUND				
41400 City Clerk				
E 603-41400-100 Wages	\$8,700.00	\$6,735.49	\$1,964.51	77.42%
E 603-41400-120 Benefits	\$1,320.00	\$1,038.14	\$281.86	78.65%
41400 City Clerk	\$10,020.00	\$7,773.63	\$2,246.37	
49500 Refuse/Garbage				
E 603-49500-200 Office Supplies	\$300.00	\$197.01	\$102.99	65.67%
E 603-49500-209 Computer Softwar	\$600.00	\$401.85	\$198.15	66.98%
E 603-49500-313 Independent Contr	\$36,000.00	\$26,790.69	\$9,209.31	74.42%
E 603-49500-322 Postage	\$400.00	\$400.00	\$0.00	100.00%
49500 Refuse/Garbage	\$37,300.00	\$27,789.55	\$9,510.45	
49501 Recycling/Organics				
E 603-49501-313 Independent Contr	\$14,000.00	\$10,149.91	\$3,850.09	72.50%
49501 Recycling/Organics	\$14,000.00	\$10,149.91	\$3,850.09	
603 GARBAGE/RECYCLING FUND	\$61,320.00	\$45,713.09	\$15,606.91	
604 STORM WATER FUND				
41400 City Clerk				
E 604-41400-100 Wages	\$4,350.00	\$3,514.59	\$835.41	80.80%
E 604-41400-120 Benefits	\$660.00	\$568.33	\$91.67	86.11%
41400 City Clerk	\$5,010.00	\$4,082.92	\$927.08	
49600 Storm Water				
E 604-49600-100 Wages	\$11,900.00	\$7,942.90	\$3,957.10	66.75%
E 604-49600-120 Benefits	\$1,730.00	\$1,156.96	\$573.04	66.88%
E 604-49600-150 Worker s Comp	\$400.00	\$400.00	\$0.00	100.00%
E 604-49600-200 Office Supplies	\$300.00	\$0.00	\$300.00	0.00%
E 604-49600-209 Computer Softwar	\$600.00	\$415.26	\$184.74	69.21%
E 604-49600-212 Motor Fuels	\$2,500.00	-\$0.11	\$2,500.11	0.00%
E 604-49600-303 Engineering Fees	\$13,000.00	\$5,776.10	\$7,223.90	44.43%
E 604-49600-321 Telephone	\$160.00	\$98.34	\$61.66	61.46%
E 604-49600-322 Postage	\$400.00	\$400.00	\$0.00	100.00%
E 604-49600-360 Insurance	\$1,600.00	\$1,556.25	\$43.75	97.27%
E 604-49600-400 Repairs & Maint Co	\$15,000.00	\$6,839.36	\$8,160.64	45.60%
E 604-49600-433 Dues and Subscrip	\$8,400.00	\$7,996.84	\$403.16	95.20%
E 604-49600-500 Capital Outlay	\$30,350.00	\$0.00	\$30,350.00	0.00%
49600 Storm Water	\$86,340.00	\$32,581.90	\$53,758.10	
604 STORM WATER FUND	\$91,350.00	\$36,664.82	\$54,685.18	
611 WATER CAPITAL FUND				
49400 Water Utilities				
E 611-49400-500 Capital Outlay	\$0.00	\$1,973.24	-\$1,973.24	0.00%

CITY OF LORETTO

Expenditure Guideline by Department

Current Period: October 2024

Account Descr	2024 YTD Budget	2024 YTD Amt	Balance	% of Budget
49400 Water Utilities	\$0.00	\$1,973.24	-\$1,973.24	
611 WATER CAPITAL FUND	\$0.00	\$1,973.24	-\$1,973.24	
612 SEWER CAPITAL FUND				
49450 Sewer				
E 612-49450-500 Capital Outlay	\$0.00	\$18,047.13	-\$18,047.13	0.00%
49450 Sewer	\$0.00	\$18,047.13	-\$18,047.13	
612 SEWER CAPITAL FUND	\$0.00	\$18,047.13	-\$18,047.13	
614 STORMWATER CAPITAL FUND				
49600 Storm Water				
E 614-49600-500 Capital Outlay	\$0.00	\$103,346.05	-\$103,346.05	0.00%
49600 Storm Water	\$0.00	\$103,346.05	-\$103,346.05	
614 STORMWATER CAPITAL FUND	\$0.00	\$103,346.05	-\$103,346.05	
	\$1,540,203.00	\$3,007,060.95	\$1,466,857.95	

((Not [YTD Budget]=0))) OR ((Not [YTD Amount]=0))



September 18, 2024

Mary Schneider
City Clerk Treasurer
City of Loretto
279 Medina Street North, Suite 260
PO Box 207
Loretto, MN 55357

RE: Professional Services Proposal for Lion's Park and the Athletic Park Planning and Cost Estimate

Dear Ms. Schneider,

Thank you for inviting us to submit this letter proposal to assist the City of Loretto with concept site planning and cost estimating for Lion's Park and the Athletic & Recreational Park. Our dedicated team of landscape architects and park planners have decades of valuable experience to guide you through this process. Our current understanding is that the potential improvements for consideration may include, but not be limited to, the following:

Lion's Park:

- Land swap with adjacent property at SE corner
- Bathroom upgrades
- Driveway / parking
- Landscape improvements / shade trees
- Band shell
- Basketball court
- Pickleball courts

Athletic Park:

Arnold Klaers BB Field:

- Concession stand / press box
- Back wall replacement
- Fencing and gates
- Home plate halo – 10'
- Parking lot improvements
- Irrigation improvements

Athletic & Recreation Park:

- Asphalt overlay
- Walkways between fields
- Fencing and gates
- Parking lot improvements / lighting
- Aluminum bleachers
- Drinking fountain / bottle filler
- Landscape improvements / shade trees
- Sports lighting for Phil Tabery Field
- Irrigation for outfields

The scope of services below defines the tasks we propose to provide the City of Loretto with a plan and estimate to serve as a long-range implementation plan.

A. SCOPE OF SERVICES

1. Project Startup and Site Review Meeting: Consultant will conduct a project startup and site review meeting with the Client. Key goals of this meeting include:
 - a. Review and confirm the schedule and scope of services.
 - b. Identify key staff and contact information.
 - c. Develop an understanding of the physical characteristics along with the opportunities and constraints for each site.
 - d. Clarify the known list of desired improvements.
 - e. Work with Client to identify potential members of a “Park Advisory Committee” (PAC) that may be comprised of 8-10 community members, staff, and elected officials. The PAC will provide perspectives and feedback representing the greater community through the concept planning process.
 - i. It is understood that City staff will reach out to the identified individuals and confirm their interest in being on the PAC. Client will provide PAC member’s contact information for Consultant’s use during the project.
2. Basemap Preparation: Consultant will collect past planning documents and digital base mapping files from the Client as applicable to this project. If no basemapping is available, Consultant will develop a base map utilizing air photography and LiDAR contour data suitable for the purposes of concept planning.
3. Park Advisory Committee Meeting #1: Consultant will meet with the Park Advisory Committee to review and confirm programmatic elements for each park along with priorities for consideration. Two members of Consultant team will participate and collect the PAC’s input and feedback for documentation.
4. Preliminary Concept Plans: Consultant will prepare up to two concepts for each of the two parks based on program elements and priorities defined in previous steps. The concept plans will explore various spatial, orientation, and circulation relationships of each park site. Preliminary cost estimates will be developed for the purposes to compare general cost of one concept to another.
5. Park Advisory Committee Meeting #2: Consultant will present the concepts to the PAC and client. Two members of Consultant team will participate and collect the PAC’s input and feedback for documentation.
 - a. It is understood that City staff will coordinate meeting space reservations.
6. Public Open House Meeting #1: Consultant will present the concepts at a public open house event. Two members of Consultant team will participate and collect the PAC’s input and feedback for documentation.
 - a. It is understood that City staff will coordinate meeting space reservations and provide public notice / invitations.
7. Final Concept Master Plans and Presentation to City Council: The feedback from PAC Meeting #2 and Public Open House Meeting #1 will be evaluated and reviewed by the Consultant. A single concept master plan for each park site will be developed along with a cost estimate. The plan and estimate will provide the Client with guidance on implementation of improvements over time based on funding. Potential phasing options for improvements will be identified in the cost estimate.
 - a. Final Deliverables provided in PDF format:

- i. Meeting summary notes
- ii. Preliminary concepts and estimates
- iii. Final master plan for each site and cost estimate

B. ADDITIONAL SERVICES

- 1. Services other than those listed in the Scope of Services above, and as requested and authorized in writing by the City. These services shall be billed on an hourly basis according to the current Hourly Rate Schedule at the time of requested services.
- 2. Additional services for future steps following this concept master planning process may include the following:
 - a. Assistance with grant writing
 - b. Topographic survey
 - c. Geotechnical soil exploration / report
 - d. Preparation of construction documents for improvements
 - e. Assistance with contractor bidding procedures or quoting procedures
 - f. Construction administration services / staking / observation / testing

C. SCHEDULE

The consultant services defined in this proposal are proposed to be completed within nine months from the date of formal contract agreement approval.

D. FEES FOR PROFESSIONAL SERVICES

WSB proposes a lump sum fee of \$22,850 to complete the scope of services as defined in Paragraphs A.1 through A.7 above. The table below defines each task and the associated fee for your reference:

Task Description	Proposed Fee
A.1. Project Startup and Site Review Meeting	2,000
A.2. Basemap Preparation	600
A.3. Park Advisory Committee Meeting #1	2,250
A.4. Preliminary Concept Plans	7,500
A.5. Park Advisory Committee Meeting #2	2,250
A.6. Public Open House Meeting #1	2,250
A.7. Final Concept Master Plan & City Council Presentation	6,000
Total Lump Sum Fee:	\$22,850

E. APPROVAL

If you agree with the scope of services and related fee as outlined above, or if you wish to select specific tasks at this time, we will prepare a formal contract agreement for your approval.

Thank you for the opportunity to assist you with this project. If you have any questions regarding this proposal, please contact me at 612-518-3696 or via email at JAmberg@wsbeng.com.

Sincerely,

WSB



Jason Amberg, PLA, ASLA
Director of Landscape Architecture



Memo

To: City of Loretto From: Nick Wyers, PE
 Kent Torve, PE City Engineer
 Project/File: 227705283 Date: October 2, 2024
 Subject: 2023 Street Improvements Project – Pay Request #5

Council Action Requested

Staff is recommending the City Council Approve Pay Request #5 for the 2023 Street Improvement Project to Omann Contracting Companies, Inc. in the amount of \$100,906.12.

Summary

The amount brings the total approved to date to 85% of the total project value before withholding the 5% retainage. The requested amount is related to road and storm sewer construction between Loretto Street and Edgewood Drive.

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	\$808,417.41
5% Retainage	\$40,420.87
Amount Paid to Date	\$667,090.42
Total Pay App #5	\$100,906.12

Financing

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

Engineer’s Recommendation

We recommend approving Pay Request #5 to Omann Contracting Companies, Inc. in the amount of \$100,906.12

SECTION 00 62 76
APPLICATION FOR PAYMENT FORM

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

PAY ESTIMATE NO. 5

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>\$ 808,417.41</u>
Retainage to Date, 5%:	<u>\$ 40,420.87</u>
Work Completed to Date Less Retainage to Date:	<u>\$ 767,996.54</u>
Total Amount Previously Certified:	<u>\$ 667,090.42</u>
Payment Request This Estimate:	<u>\$ 100,906.12</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 10/1/24

STANTEC CONSULTING SERVICES, INC.

Date 10/2/2024

CITY OF LORETTO

Date _____

END OF SECTION

Project No. 227705283

Pay Request #5
 City of Loretto
 2023 Street Improvement Project
 Project Number: 227705283
 9/29/2024

NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE			LESS PREVIOUS PAYMENTS			CURRENT PAY REQUEST #5		
						QTY	PRICE	AMOUNT	QTY	PRICE	AMOUNT	QTY	PRICE	AMOUNT
1	MOBILIZATION AND DEMOBILIZATION	LUMP SUM	1	\$18,700.00	\$18,700.00	0.9	\$16,930.00	\$15,237.00	0.5	\$9,350.00	0.4	\$7,480.00		
2	TRAFFIC CONTROL	LUMP SUM	1	\$2,500.00	\$2,500.00	0.9	\$2,500.00	\$2,500.00	0.5	\$2,500.00	0.4	\$2,500.00		
3	CLEARING & GRUBBING	THREE	5	\$1,450.00	\$7,250.00	6.3	\$7,245.00	\$7,245.00	6.3	\$7,245.00	0	\$0.00		
4	REMOVE CONCRETE CURB AND GUTTER	LIN FT	4192	\$3.80	\$15,929.60	4124	\$5,671.20	\$3,778.56	3778	\$12,456.40	846	\$3,214.80		
5	REMOVE SEWER PIPE (STORM)	LIN FT	959	\$9.65	\$9,254.35	945	\$9,119.25	\$9,119.25	647	\$6,243.55	288	\$2,875.70		
6	REMOVE SEWER STRUCTURE (STORM)	EACH	13	\$431.38	\$5,607.94	13	\$5,607.94	\$5,607.94	9	\$3,882.42	4	\$1,725.52		
7	REMOVE FLARED END (STORM)	EACH	1	\$557.28	\$557.28	1	\$557.28	\$557.28	1	\$557.28	0	\$0.00		
8	REMOVE SUMP LINE	LIN FT	444	\$4.59	\$2,037.96	1225	\$5,622.75	\$5,622.75	1225	\$5,622.75	0	\$0.00		
9	REMOVE GATE VALVE BOX	EACH	7	\$181.63	\$1,271.41	4	\$726.52	\$726.52	3	\$544.89	1	\$181.63		
10	REMOVE SANITARY MANHOLE CASTING	EACH	9	\$147.58	\$1,328.22	8	\$1,180.64	\$1,180.64	6	\$885.48	2	\$295.16		
11	REMOVE CONCRETE DRIVEWAY PAVEMENT	SO YD	200	\$6.05	\$1,210.00	163	\$985.15	\$985.15	159	\$961.95	4	\$242.20		
12	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SO YD	100	\$5.45	\$545.00	89	\$485.05	\$485.05	89	\$485.05	0	\$0.00		
13	SALVAGE AND RESSREAD GRAVEL DRIVEWAY	SO YD	34	\$10.15	\$345.30	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00		
14	SAVING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	290	\$2.30	\$667.00	248	\$570.40	\$570.40	222	\$510.60	76	\$59.80		
15	SAVING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	220	\$3.43	\$754.60	175	\$598.75	\$598.75	144	\$492.00	31	\$35.75		
16	REMOVE BITUMINOUS PAVEMENT	SO YD	5650	\$1.73	\$9,774.50	4932	\$8,528.36	\$8,528.36	4358	\$7,548.50	534	\$924.50		
17	TEMPORARY MARKERS INCL SALVAGE & REINSTALL	LUMP SUM	1.00	\$6,500.00	\$6,500.00	1	\$6,500.00	\$6,500.00	1	\$6,500.00	0	\$0.00		
18	SALVAGE AND REINSTALL SIGN	EACH	7	\$154.80	\$1,083.60	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00		
19	REMOVE FENCE	LUMP SUM	1	\$1,548.00	\$1,548.00	1	\$1,548.00	\$1,548.00	1	\$1,548.00	0	\$0.00		
20	CURS STOP CASTING DRIVEWAY	EACH	2	\$175.00	\$350.00	2	\$350.00	\$350.00	2	\$350.00	0	\$0.00		
21	COMMON EXCAVATION - OFF SITE (EV)	CU YD	4490	\$19.55	\$87,779.50	3620	\$70,771.00	\$70,771.00	3220	\$62,951.00	400	\$7,820.00		
22	SUBGRADE EXCAVATION (EV)	CU YD	449	\$13.50	\$6,061.50	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00		
23	GEOTEXTILE FABRIC, TYPE V, NON-WOVEN	SO YD	7170	\$1.95	\$13,981.50	6322	\$12,327.90	\$12,327.90	5657	\$11,031.15	665	\$1,296.75		
24	SELECT GRANULAR BORROW (MODIFIED)	TON	4740	\$17.45	\$82,912.00	3756	\$64,415.40	\$64,415.40	3357	\$57,572.55	399	\$6,842.85		
25	AGGREGATE BASE CLASS 5.100% CRUSHED	TON	3100	\$24.00	\$74,400.00	2463	\$59,112.00	\$59,112.00	2264	\$54,336.00	199	\$4,776.00		
26	4" PERFORATED PVC SCH 40 DRAIN TILE PIPE	LIN FT	1268	\$26.67	\$33,808.56	3528	\$87,388.56	\$87,388.56	3171	\$78,545.67	357	\$8,842.89		
27	6" SUMP LINE SOLID PVC SCH 40 PIPE	LIN FT	637	\$26.63	\$17,050.71	634	\$17,010.22	\$17,010.22	634	\$17,010.22	0	\$0.00		
28	4" PVC DRAIN TILE CLEANOUT W/THREADED CAP	EACH	11	\$304.44	\$3,348.84	4	\$1,217.76	\$1,217.76	2	\$608.88	3	\$608.88		
29	6" PVC CLEANOUT W/ YARD INLET	EACH	9	\$830.76	\$7,476.84	9	\$7,476.84	\$7,476.84	9	\$7,476.84	0	\$0.00		
30	BITUMINOUS MATERIAL FOR TACK COAT	GAL	390	\$2.60	\$1,015.00	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00		
31	TYPE SP-9.5 WEARING COURSE MIX (3.B)	TON	580	\$84.78	\$49,160.40	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00		
32	TYPE SP-12.5 NON-WEARING COURSE MIX (3.B)	TON	750	\$79.19	\$59,392.50	529	\$41,891.51	\$41,891.51	529	\$41,891.51	0	\$0.00		
33	TYPE SP-9.5 WEARING COURSE MIX (3.B) DRIVEWAYS	TON	10	\$450.00	\$4,500.00	14	\$6,300.00	\$6,300.00	0	\$0.00	0	\$0.00		
34	CONCRETE CURB & GUTTER - SURMOUNTABLE	LIN FT	4932	\$17.34	\$85,609.28	3196	\$55,418.64	\$55,418.64	3196	\$55,418.64	0	\$0.00		
35	6" CONCRETE DRIVEWAY PAVEMENT	SO YD	280	\$65.02	\$18,205.60	263	\$17,100.26	\$17,100.26	263	\$17,100.26	0	\$0.00		
36	DRIVEWAY CURB EDGING	LIN FT	25	\$25.80	\$645.00	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00		
37	12" RC PIPE SEWER CLASS V	LIN FT	791	\$55.73	\$44,032.43	791	\$44,032.43	\$44,032.43	791	\$44,032.43	0	\$0.00		
38	15" RC PIPE SEWER CLASS V	LIN FT	467	\$65.02	\$30,364.34	467	\$30,364.34	\$30,364.34	467	\$30,364.34	0	\$0.00		
39	21" RC PIPE SEWER CLASS V	LIN FT	271	\$84.62	\$22,932.02	271	\$22,932.02	\$22,932.02	271	\$22,932.02	0	\$0.00		
40	24" RC PIPE SEWER CLASS III	LIN FT	168	\$90.82	\$15,257.76	163	\$14,803.66	\$14,803.66	136	\$12,351.52	27	\$2,452.14		
41	24" RC FLARED END WITH TRASH GUARD	EACH	1	\$3,199.20	\$3,199.20	1	\$3,199.20	\$3,199.20	1	\$3,199.20	0	\$0.00		
42	CONNECT TO EXISTING STORM SEWER PIPE	EACH	2	\$965.95	\$1,931.90	2	\$1,931.90	\$1,931.90	2	\$1,931.90	0	\$0.00		
43	2" X 3" STORM SEWER CATCH BASIN MANHOLE	EACH	5	\$2,832.52	\$14,162.60	5	\$14,162.60	\$14,162.60	5	\$14,162.60	0	\$0.00		
44	4" DIAMETER STORM SEWER CATCH BASIN MANHOLE	EACH	10	\$3,601.68	\$36,016.80	10	\$36,016.80	\$36,016.80	8	\$28,813.44	2	\$7,203.36		
45	5" DIAMETER STORM SEWER CATCH BASIN MANHOLE	EACH	2	\$6,274.56	\$12,549.12	2	\$12,549.12	\$12,549.12	2	\$12,549.12	0	\$0.00		
46	CONNECT TO EXISTING DRAIN TILE	EACH	4	\$145.51	\$582.04	3	\$436.53	\$436.53	3	\$436.53	0	\$0.00		
47	CONNECT TO EXISTING SUMP LINE	EACH	10	\$168.22	\$1,682.20	5	\$841.10	\$841.10	5	\$841.10	0	\$0.00		
48	2" POLYSTYRENE INSULATION	SY YD	10	\$371.15	\$3,711.50	4	\$148.60	\$148.60	4	\$148.60	0	\$0.00		
49	RANDOM RIPRAP CLASS III	TON	20	\$87.30	\$1,746.00	15	\$1,208.00	\$1,208.00	15	\$1,208.00	0	\$0.00		
50	INSTALL NEW SANITARY MANHOLE CASTING, RINGS, AND ISI BARRIER	EACH	9	\$1,274.52	\$11,470.68	1	\$1,274.52	\$1,274.52	1	\$1,274.52	0	\$0.00		
51	INSTALL UNDER GATE VALVE BOX	EACH	1	\$500.00	\$500.00	1	\$500.00	\$500.00	1	\$500.00	0	\$0.00		
52	STREET SWEEPER (WITH PICKUP ROOM)	MOHR	15	\$350.00	\$5,250.00	2	\$2,700.00	\$2,700.00	2	\$2,700.00	0	\$0.00		
53	WATER FOR DUST CONTROL	MGAL	15	\$300.00	\$4,500.00	20	\$1,000.00	\$1,000.00	20	\$1,000.00	0	\$0.00		
54	STABILIZED CONSTRUCTION EXIT	EACH	1	\$1,000.00	\$1,000.00	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00		
55	STORM DRAIN INLET PROTECTION - MAINTAINED	EACH	17	\$1,259.77	\$21,416.09	7	\$908.39	\$908.39	7	\$908.39	0	\$0.00		
56	SILT FENCE, TYPE MS-MAINTAINED	LIN FT	64	\$4.02	\$257.28	45	\$180.90	\$180.90	45	\$180.90	0	\$0.00		
57	COMMON TOPSOIL BORROW (LV)	CU YD	310	\$48.96	\$15,178.56	208	\$10,183.68	\$10,183.68	180	\$8,812.80	28	\$1,370.88		
58	SOD	SO YD	3100	\$9.29	\$28,799.00	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00		
59	HYDROMULCH M200 SEED MIX 25-141	SO YD	25	\$10.32	\$258.00	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00		
60	CONIFEROUS TREE, 6" HT 8&8	EACH	2	\$553.47	\$1,106.94	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00		
SUBTOTAL BASE BID					\$869,906.59	\$728,929.73	\$632,676.08	\$0.00	\$0.00	\$0.00	\$0.00	\$96,253.65		

ALTERNATE 1 - "EXTRA 6" OF SAND												
A1.1	COMMON EXCAVATION - OFF SITE (EV)	CU YD	1200	\$13.50	\$16,200.00	1033	\$13,945.50	\$13,945.50	923	\$12,460.50	110	\$1,485.00
A1.2	SUBGRADE EXCAVATION (EV)	CU YD	120	\$15.50	\$1,860.00	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00
A1.3	SELECT GRANULAR BORROW (MODIFIED)	TON	2260	\$17.15	\$38,759.00	1934	\$33,168.10	\$33,168.10	1734	\$29,738.10	280	\$3,430.00

SUBTOTAL ALTERNATE 1		\$	56,579.00	\$	47,113.60	\$	42,198.60	\$	4,915.00
ALTERNATE #2 - SEED									
A2.1	HYDRO MULCH MUDDOI SEED MIX 25-151	31.00	\$7,192.00	3612	\$8,379.84	1436	\$3,331.52	2176	\$5,048.32
SUBTOTAL ALTERNATE 1		\$	7,192.00	\$	8,379.84	\$	3,331.52	\$	5,048.32
TOTAL CONTRACT AMOUNT			\$933,677.59		\$784,423.17		\$678,206.20		\$106,216.97
CHANGE ORDER #1 - WATERMAIN REPAIR									
CO1.1	WATERMAIN REPAIR	1	\$23,994.24	1	\$23,994.24	1	\$23,994.24	0	\$-
SUBTOTAL CHANGE ORDER #1		\$	23,994.24	\$	23,994.24	\$	23,994.24	\$	-
TOTAL REVISED CONTRACT AMOUNT			\$957,671.83		\$808,417.41		\$702,200.44		\$106,216.97

CONTRACT SUMMARY

ORIGINAL CONTRACT AWARD AMOUNT	\$933,677.59	LESS PREVIOUS PAYMENTS	\$702,200.44	PAYMENT REQUEST 5	\$106,216.97
CHANGE ORDER TO DATE	\$23,994.24		\$35,110.02		\$5,310.85
REVISED CONTRACT AMOUNT	\$957,671.83		\$667,090.42		\$100,906.12
COMPLETED TO DATE		\$808,417.41			
SUBTOTAL		\$40,420.87			
CURRENT RETAINAGE (5%)		\$2,021.04			
TOTAL CURRENT PAY REQUEST		\$767,996.54			

City of Loretto
Regular City Council Meeting Schedule
For the Calendar Year 2025

City Hall 1)

<u>MONTH</u>	<u>DATE OF MEETING</u>
January	January 14, 2025
February	February 11, 2025
Performance Review Workshop	March 11, 2025 *
March	March 11, 2025
April	April 8, 2025
May	May 13, 2025
June	June 10, 2025
July	July 8, 2025
August	August 19, 2025 **
Budget Workshop	August 26, 2025 *
September	September 9, 2025
October	October 14, 2025
November	***
December	December 9, 2025

Regular meetings are held on the 2nd Tuesday of each month at Loretto City Hall,
279 Medina Street North, Council Chambers, Loretto, MN 55357, at 7:00 p.m.

* Workshops set to start at 6:00 p.m. on March 11th and August 26th.

** August regular meeting moved to Tuesday, August 19th

*** **November regular meeting moved to** , due to the
Veteran's Day holiday landing on the second Tuesday of November.

DRAFT