

City of Loretto
Regular City Council Meeting
Tuesday, December 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 2024-30, Obligating ARPA Funds
 - b. Resolution 2024-31, Lions Club Donation for Holiday Train
 - c. Resolution 2024-32, Interfund Loan Repayment to Water Capital Fund for Lions Park Improvements
 - d. Chicken License, Hatcher
 - e. Chicken License, Stross
 - f. Chicken License, Checkal
 - g. Audit Engagement Agreement
 - h. City Council Minutes of November 12, 2024
 - i. December Bills
 - j. Monthly Balance Sheet
7. ACTION/PLANNING ITEMS 7:20
 - a. Resolution 2024-33, Final Levy and Budget Truth in Taxation Public Hearing
 - b. Ordinance 2024-04, Amending Fee Schedule
 - c. Ditch Maintenance Project Closeout, Final Pay Request
 - d. Pond No. 5 Cleanout Project, Final Pay Request
8. INFORMATIONAL ITEMS 7:45
 - a. Holiday Train
9. MONTHLY STAFF REPORTS 7:50
 - a. City Hall
 - b. Streets
 - c. Water
 - d. Wastewater
 - 1) Sewer Blockage Repair Costs
 - e. Parks
 - 1) Grants
 - 2) LCAA Operation and Maintenance Annual Statement
 - f. Stormwater

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

10. MAYOR AND COUNCIL REPORTS

7:55

11. ADJOURN

8:00 P.M.

This is a preliminary agenda and subject to change. The Council will set a final agenda at the meeting. Most current meeting agendas can be viewed at City Hall or on the City of Loretto website: www.ci.loretto.mn.us

MEMO

TO: Honorable Mayor and Members of the Loretto City Council
FROM: Mary Schneider, City Clerk Treasurer
CC: Jake Leuer, Public Works Director
DATE: Thursday, December 5th, 2024
RE: Council Meeting of Tuesday, December 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 2024-30, Obligating ARPA Funds

This resolution formally memorializes the final ARPA obligations.

b. Resolution 2024-31, Lions Club Donation for Holiday Train

The Lions donated \$450 for Llamas for the Holiday Train event and \$800 for the Christmas trees.

c. Resolution 2024-32, Interfund Loan Repayment to Water Capital Fund for Lions Park Improvements

This is the third repayment of \$10,000 for the Lions Park Improvements, paid back to the Water Capital Fund (611).

d. Chicken License, Hatcher

This is an annual chicken license renewal. Approval is contingent on the applicant submitting the paperwork and paying the \$25 renewal fee. **There haven't been any complaints against the chicken license holders.**

e. Chicken License, Stross

This is an annual chicken license renewal. Approval is contingent on the applicant submitting the paperwork and paying the \$25 renewal fee. **There haven't been any complaints against the chicken license holders.**

f. Chicken License, Checkal

This is an annual chicken license renewal. Approval is contingent on the applicant submitting the paperwork and paying the \$25 renewal fee. **There haven't been any complaints against the chicken license holders.**

g. Audit Engagement Agreement

Included in your packet is the engagement letter from Abdo for the 2023 audit. The cost of the audit **will be \$17,400. There could be additional costs if GASB 87 or 96 need to be implemented. We've** budgeted \$18,000 for this purpose.

h. City Council Minutes of November 12, 2024

The minutes are included in your packet for review.

i. December Bills

Electronic checks #4986E – 5015E totaling \$34,495.81

Payments over \$1,000 include:

- two payrolls - \$9,121.03 and \$10,040.64
- two PERA payments - \$1,809.00 and \$1,728.29 (employee/employer retirement contributions)
- two EFTPS payments - \$3,214.00 and \$3,337.92 (bi-weekly federal payroll tax deposits)
- MN Dept of Revenue - \$1,194.31 (monthly payroll state tax deposit)
- Xcel Energy - \$1,410.00 (monthly electric)

Paper checks #26014 - 26070 totaling \$87,259.71

Payments over \$1,000 include:

- Gregerson, Rosow, Johson - \$4,814.44 (November criminal legal)
- Republic Services - \$4,508.41 (October garbage & recycling)
- Election Judge compensation - \$2,469.00 (election judge pay for Primary and General Elections)
- Council compensation - \$15,468.61 (2024 mayor and council member compensation)
- Blackstone Contractors - \$6,376.90 (Final payout of Ditch and Pond #5 cleanout projects)
- Bullseye Property Management - \$1,571.30 (Office lease and CAM fees)
- City of Delano - \$2,000.00 (annual senior center dues)
- City of Medina - \$5,739.79 (monthly police services)
- DMJ Corporation - \$3,080.00 (additional asphalt patching on Hillview and Loretto Streets)
- Empire Pipe Services - \$5,261.45 (fall sewer line cleanout, 2nd year of 3 year agreement)
- Lano Equipment - \$6,700.00 (bobcat trade-in per agreement)
- Metropolitan Council - \$5,990.56 (January 2025 MWC)
- Pig on the Porch - \$2,158.31 (pro-rated refund of liquor license fees)
- Stantec Consulting - \$12,410.50 (2023 Street Project construction engineering \$10,792.50, CR19 Watermain construction engineering \$1,394.00, lead service line inventory \$224.00)

j. 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 2024-33, Final Levy and Budget Truth in Taxation Hearing

The Truth in Taxation hearing is for public input on the budget and levy and time for council to decide on the final 2025 Budget. Please read through the reference materials for a complete description of **staff's final budget proposal.**

The following reference materials are included in your packet:

- Resolution 2024-33, setting the final 2025 levy and budget.
- Final Levy Certification Form, this shows the General Revenue Levy, currently set at 9% increase, and the Bonded Indebtedness Levy. The General Revenue Levy can be lowered, but the Bonded Indebtedness Levy cannot. That levy is collected for debt service payments on the bonds the city issued to pay for the street projects (Albert/Elsen and Meadow/Hillview projects.)

- Budget Summary Memo, this shows the General Revenue levy and budget as directed by council, and giving a summary of each fund. The General Revenue Levy is at 9% increase, as council directed at the November 12th meeting.

The wastewater rate was decreased from 20% down to 13% thanks to the decrease in the Municipal Wastewater Charge that the city negotiated with the Met Council.

- Budget Proposal Detail Any line items that have changed since the September council meeting are highlighted in gray.
- Proposed 2025 CIP Packet (Capital Improvement Plan). There have been no changes to these documents since the September council meeting. If the council wishes to lower the General Revenue Levy, items in the *Attorney, General Government Buildings, or Parks* sections could be lowered.
- Proposed 2025 Wages. There are no changes from what was presented at the Budget Workshop. If the council wishes to lower the General Revenue Levy, the temporary public works employee could be removed, which would impact the General Fund by \$9,300.

GENERAL REVENUE LEVY

I have heard from taxpayers that they would like to see the General Revenue Levy decreased. There are some areas of the budget that the council could reduce to lower the levy:

In the Proposed 2025 Capital Improvement Plan:

- Under ATTORNEY, we are saving up for City Code updates: \$2,000
- Under GENERAL GOV BUILDINGS, saving for public works: \$17,000
- Under STREETS, saving up for another solar speed sign: \$2,000
- Under PARKS, following items could be reduced:
 - Walkway between fields \$5,000
 - Overlay around softball concession \$5,000
 - Aluminum bleachers \$5,000
 - Bathroom upgrades at Lions park \$5,000
 - Wall-mount drinking fountain \$1,000
 - Shade trees at Lions and Softball parks \$1,000
 - Lions east parking lot blacktop \$2,000
 - Baseball dugout plumbing rehab \$1,000

In the Proposed Maint/repairs, compost site could be reduced by \$5-10,000
 From the Wage Proposal, the temp public works employee \$9,300

Theoretically, the General Levy could be reduced to a zero increase.

ENTERPRISE FUNDS

The city has four enterprise funds: Water, Wastewater, Garbage/Recycling, and Stormwater. If the council wishes to lower the increases that are currently in the budget, there would be room to do so in the Wastewater and Stormwater Funds. I do not recommend lowering the 5% increase to the Water Fund since the Water Capital Fund balance has been spent down over the past couple years for meter reading improvements, and needs to be built back up again.

Wastewater – the council could choose to lower the new line item in the CIP saving up for replacing the sewer line south of the railroad tracks. This is a necessary infrastructure improvement, but there is flexibility here.

Stormwater – if the council lowered the LSWMP line item in the CIP by \$8,900, there would be no increase to stormwater rates. It is currently set at \$39,350. This is also for necessary infrastructure improvements, but has flexibility.

PUBLIC HEARING PROCEDURE

- The Mayor announces the purpose of the Public Hearing – Truth in Taxation, for public input on the 2025 Levy and Budget
- Staff presents the matter being considered (Mary Schneider will present)
- Public testimony - Mayor OPENS the public hearing
 - ✓ Those who wish to speak must step up to the podium, then state their name and address before giving comment.
 - ✓ Residents are asked not to repeat previous comments.
 - ✓ Any question raised will be recorded and answered by staff/consultants following the conclusion of public testimony.
- MOTION to close the public hearing when public comment is complete.
- Once the public portion of the hearing is closed, no more public testimony is taken.
- The Council may make a decision or defer action to another time.

RECOMMENDATION: Motion to approve Resolution 2024-33, A RESOLUTION SETTING THE 2025 PROPERTY TAX LEVY AND APPROVING THE 2025 GENERAL FUND BUDGET.

b. Ordinance 2024-04, Amending Fee Schedule

The ordinance to amend the fee schedule is included in your packet. Changes to the fee schedule are in red and are based on a combination of need due to debt service requirements (Water Fund), Municipal Wastewater Fees and capacity increases in the shared sewer line (Wastewater Fund), and stormwater pond cleanout needs (Stormwater Fund), recommendations from the Long-term Financial Plan (LTFP) and need to cover operating costs. The changes include:

- 6% increase to park field use rental fees
- Increase to SAC (13%) and WAC (5%)
- 5% increase in Water Minimum rate from \$48.23 to \$50.64 (up to 4,000 gallons)
- 5% increase in water rate per 1,000 gallons over minimum from \$12.05 to \$12.65/1,000 gallons
- 5% increase to Bulk water rate from city hydrant from \$11.50 to \$12.00/1,000 gallons
- 5% increase to the Depreciation Fee from \$10.76 to \$11.30/month/account
- 13% increase in the Sewer Minimum rate from \$44.71 to \$50.52 (up to 4,000 gallons)
- 13% increase in sewer rate per 1,000 gallons over minimum from \$15.86 to \$17.92/1,000 gallons
- 10% increase to the Stormwater Base Rate from \$23.82 to \$26.20 per REF value

WHEN MAKING THE MOTION FOR APPROVAL, BE SURE TO INCLUDE SUMMARY PUBLICATION APPROVAL. **This saves on publishing costs. A four/fifth's vote is required when approving summary publication.**

RECOMMENDATION: Motion to approve Ordinance 2024-04, an ordinance of the city of Loretto, Minnesota amending fees for city licenses, permits and services and approve summary publication of the ordinance as submitted in the packet.

c. Ditch Maintenance Project Closeout, Final Pay Request

A memo from Nick is included in your packet. Nick will be present to answer questions.

RECOMMENDATION: Motion to approve Ditch Maintenance Final Pay Request to Blackstone Contractors LLC for the total amount of \$698.31.

d. Pond No. 5 Cleanout Project, Final Pay Request

A memo from Nick is included in your packet. Nick will be present to answer questions.

RECOMMENDATION: Motion to approve Pond No. 5 Cleanout Final Pay Request to Blackstone Contractors LLC for the total amount of \$5,678.59.

8. INFORMATIONAL ITEMS

a. Holiday Train Report

The Holiday Train event is coming up on Saturday, December 14th. The poster, event map and shuttle map are included in your packet. I will give a verbal update at the meeting.

9. MONTHLY REPORTS

a. City Hall

There are no items in this section of the 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) Sewer Blockage Repair Costs

There have been no additions to sewer blockage repair costs in the past month.

e. Parks

1) Grants

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

2) LCAA Operation and Maintenance Annual Statement

This is the annual statement for the LCAA. The city and the LCAA entered into an operation and maintenance agreement in 2014. Per the agreement, the LCAA does all the scheduling and **"runs" the baseball field. They collect all revenues for field use and are** responsible for maintenance of the field including a portion of the electric and water fees. The city purchases materials for the field and the LCAA reimburses the city for these routine maintenance purchases. Any capital improvements, infrastructure maintenance, or repairs needed due to **storm damage is the city's responsibility. The annual statement was sent to them on 11/26 and was paid in full on 12/2.**

f. Stormwater

There are no items in this section of the agenda.

10. MAYOR AND COUNCIL REPORTS

11. ADJOURN

RESOLUTION NO. 2024-30

***MOTION BY:
SECONDED BY:***

**A RESOLUTION OF THE CITY OF LORETTO APPROVING OBLIGATIONS OF
CORONAVIRUS LOCAL FISCAL RECOVERY FUND
ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT**

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country; and

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses; and

WHEREAS, The Fiscal Recovery Funds provides for \$19.53 billion in payments to be made to States and territories which will distribute the funds to nonentitlement units of local government (NEUs); and

WHEREAS, The ARPA requires that States and territories allocate funding to NEUs in an amount that bears the same proportion as the population of the NEU bears to the total population of all NEUs in the State or territory; and

WHEREAS, \$72,563.40 has been allocated to the City of Loretto (“City”) pursuant to the ARPA; and

WHEREAS, The Coronavirus State and Local Fiscal Recovery Funds ensures that governments have the resources needed to fight the pandemic and support families and businesses struggling with its public health and economic impacts, maintain vital public services, even amid declines in revenue, and build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity; and

WHEREAS, In May 2021, the US Department of Treasury (“Treasury”) published the Interim Final Rule describing eligible and ineligible uses of funds as well as other program provisions, sought feedback from the public on these program rules, and began to distribute funds; and

WHEREAS, on January 6, 2022, Treasury issued the final rule. The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process; and

WHEREAS, the final rule offers a standard allowance for revenue loss of up to \$10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation; and

WHEREAS, recipients that select the standard allowance may use that amount, in many cases their full award, for government services, with streamlined reporting requirements; and

WHEREAS, by Resolution 2022-10 the City elected the Standard Allowance available under the Revenue Loss provision of ARPA, and

WHEREAS, by Resolution 2022-30, the City approved the expenditure of up to \$3,500 for the purchase of microphones for use at city council meetings; and

WHEREAS, by Resolution 2023-08, the City approved the final expenditure for microphones as \$3,395.49; and

WHEREAS, by Resolution 2023-38, the City approved expenditures for water treatment engineering and warning siren installation; and

WHEREAS, City staff has reviewed the ARPA obligations made in 2024 and is recommending the obligations, attached hereto as Exhibit A, be approved, acknowledged, and memorialized.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Loretto, Minnesota, hereby approves, acknowledges, and memorializes the ARPA obligations attached hereto as Exhibit A.

PASSED AND ADOPTED THIS 10th DAY OF DECEMBER 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

**ARPA OBLIGATIONS
RESOLUTION 2024-30
EXHIBIT A**

PROJECT DESCRIPTION	OBLIGATED BY	DATE APPROVED BY COUNCIL	ARPA OBLIGATION
Softball Bathroom Upgrades	Quote 2059, Kevin Danielson Construction	4/9/2024	28,943.00
Parks Capital Plan	Parks Capital Plan Agreement 20241014, WSB	11/12/2024	6,469.65
TOTAL			35,412.65

SUMMARY OF ARPA EXPENDITURES AND OBLIGATIONS

TOTAL ARPA FUNDS RECEIVED	72,563.40	
microphone expenditure	(3,395.49)	resolution 2023-08
water treatment engineering expenditure	(27,351.85)	resolution 2023-38
siren installation expenditure	(6,403.41)	resolution 2023-38
OBLIGATED for bathroom upgrades at sb park (4/9/24)	(28,943.00)	accepted quote 2059, 4/9/2024
OBLIGATED for Paks Capital Improvement Plan (11/12/24)	(6,469.65)	approved agreement 20241014, 11/12/2024
TOTAL	<hr style="width: 100%; border: 1px solid black;"/>	-

RESOLUTION NO. 2024-31

*MOTION BY MEMBER:
SECONDED BY MEMBER:*

**A RESOLUTION ACCEPTING A DONATION FROM THE
LORETTO LIONS CLUB**

WHEREAS, the Loretto Lions Club has donated \$1,250 to the City of Loretto designating funds for Christmas trees (\$800) and llamas (\$450) for the Holiday Train event; 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 DECEMBER 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

RESOLUTION NO. 2024-32

*MOTION BY MEMBER:
SECONDED BY MEMBER:*

**A RESOLUTION AUTHORIZING 2024 SCHEDULED PAYMENT ON INTERFUND
LOAN FROM THE WATER CAPITAL FUND FOR THE LIONS PARK SHELTER
IMPROVEMENT PROJECT**

WHEREAS, the City of Loretto (“City”) approved an interfund loan from the Water Capital Fund (Fund 611) to the Capital Fund (Fund 225) through Resolution 2021-13 (“Interfund Loan”); and

WHEREAS, the principal amount of the Interfund Loan is \$40,000; and

WHEREAS, no interest was charged on the Interfund Loan; and

WHEREAS, the Interfund Loan will be repaid through the General Fund Levy by annual payments of \$10,000 in 2022, 2023, 2024 and 2025.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Loretto hereby approves the \$10,000 2024 scheduled payment of the Interfund Loan and directs the City Clerk to complete the transfer of \$10,000 from the General Fund (101) to the Water Capital Fund (611).

PASSED AND ADOPTED THIS 10th DAY OF DECEMBER 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

November 25, 2024

Management, Honorable Mayor and City Council
City of Loretto
Loretto, Minnesota

We are pleased to confirm our understanding of the services we are to provide the City of Loretto (the City) for the year ended December 31, 2024.

Audit Scope and Objectives

We will audit the financial statements of each major fund of the governmental and proprietary funds, and the aggregate remaining fund information, including the disclosures (collectively the “financial statements”) as of and for the year ended December 31, 2024. The financial statements will be prepared under the regulatory basis of accounting under the reporting provisions of the Minnesota Office of the State Auditor.

We have also been engaged to report on supplementary information that accompanies the City’s financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor’s report on the financial statements:

- Combining and Individual Fund Financial Statements and Schedules
- General Fund - Budgetary Comparison Schedule - Regulatory Basis

The following additional information accompanying the basic financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor’s report will disclaim an opinion.

- Schedule of Accounts Receivable
- Schedule of Accounts Payable and Contingent Liabilities
- Schedule of Indebtedness

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor’s report will not provide an opinion or any assurance on that other information.

- Introductory Section

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented in all material respects, in conformity with the regulatory basis of accounting under the reporting provisions of the Minnesota Office of the State Auditor (and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727

Scottsdale Office

14500 N Northsight Blvd, Ste 233
Scottsdale, AZ 85260
P 480.864.5579

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of the audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, Government Auditing Standards do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of certain assets, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.



Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related party relationships and transactions, and other matters (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and Government Auditing Standards.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Abdo, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the regulatory basis of accounting under the reporting provisions of the Minnesota Office of the State Auditor. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.



You are responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. You are also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. As part of the audit, we will assist with preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. We will also use the financial statements to complete the Office of the State Auditors' Reporting Forms. We will also assist with year end accrual entries and related schedules for the enterprise funds from information provided by management. .

These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

We may advise management about appropriate accounting principles and their application, and we may assist you in the assembly of your financial statements. However, management has the final responsibility for the selection and application of accounting policies and the fair presentation of financial statements that reflect the nature and operations of the City.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide referenced in the Other Services paragraph above. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the results of the services, the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide electronic copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Abdo and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any Regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abdo personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Bonnie K. Schwieger, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in January , 2025, and to issue our reports no later than March 31, 2025.



Our fee for these services will be as follows:

Audit	\$16,500.00
2024 Office of the State Auditor's Reporting Form	<u>\$900.00</u>
Total	<u><u>\$17,400.00</u></u>

There have been several new accounting standards issued in recent years which will begin taking effect in the current and following years. These new standards may require substantial changes to your financial statements. We will review with you during the planning stage and if changes are substantial and you would like our firm to complete this work we will agree at that time to a separate fee and engagement to complete that work.

The newest standard that will have an effect on the City that is effective for this year's financial statement is GASB's Accounting Standards number 101 - Accounting for compensated absences. This new standard is effective for fiscal years starting after December 15, 2023. Given this new standard will have an effect on your financial statements, there will be additional time spent to adopt this standard in year one. If requested, we will assist management with the implementation of this standard and our implementation fee for these procedures will be billed at our standard hourly rates.

In an effort to reduce environmental impact, you will receive printable, downloadable PDFs of your report. To receive one (1) paper report, you will be charged \$150 for a set-up fee. Additional paper copies will be charged at the rate of \$50 per report.

To assist with the post-implementation accounting for GASB statement numbers 87 - Leases and 96 - Subscription Based Information Technology Agreements (SBITA's), Abdo has partnered with an accounting software known as LeaseCrunch to ensure you are in compliance with the standards. The cost of this service is a discounted price of \$78 per lease/SBITA that is in the LeaseCrunch system and is billed directly to Abdo from LeaseCrunch on an annual basis. Abdo will bill you the same amount charged from LeaseCrunch based on the number of leases/SBITA's in your account. Abdo plans to utilize this software as part of our procedures and Abdo can either enter information into the system for you to review or we can give you access to the system to input your own data for which we will review and ensure it is correct. We will discuss this with you as part of our planning procedures.

You may also be billed for travel and other out-of-pocket costs such as report production, typing, postage, etc. if not included in the fee listed above. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of .66 percent per month (8 percent per year). If for any reason the account is turned over to collections, additional fees will be added to cover collections cost. In accordance with our Firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Except in the event of your failure to make a payment when due, in the event of a dispute related in any way to our services, our Firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identify for purposes of the award of attorneys' fees. In the event you fail to make a payment for services or to reimburse for costs advanced by the Firm on your behalf, the Firm reserves the right to take all legally permissible action, including commencement of litigation in lieu of mediation, and shall have the right to collect its costs, including reasonable attorney's fees, incurred in any such collection or litigation activities.



In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will utilize a portal which is a collaborative, virtual workspace in a protected, online environment. The portal permits real-time collaboration across geographic boundaries and time zones and allows us and you to share data, engagement information, knowledge, and deliverables in a protected environment. In order to use the portal, you may be required by the provider of the portal to execute a client portal agreement and agree to be bound by the terms, conditions, and limitations of such agreement. You agree that we have no responsibility for the activities of the portal and agree to indemnify and hold us harmless with respect to any and all claims arising from your misuse of the portal.

We are not a host for any of your information. You are responsible for maintaining your own copy of this information. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on a portal may be deleted by us.

If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any damages arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

State, federal and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to peer review, an ethics investigation, the sale of your organization, or the sale of our accounting practice. If requested, access to such workpapers will be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive a request for copies of selected workpapers, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such request as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

We have the right to withdraw from this engagement, at our discretion, if you do not provide us with any information we request in a timely manner; refuse to cooperate with our reasonable requests or misrepresent any facts; we have reason to believe you may have engaged, or may be planning to engage, in conduct that is unethical and/or unlawful; you engage in conduct directed toward or affecting firm personnel that is disrespectful, inappropriate, and/or potentially unlawful; or we determine that continuing the engagement is not in the best interests of the firm or threatens legal or reputational harm to the firm. In the event of withdrawal under any of these circumstances, such withdrawal will release us from any obligation to complete your report and will constitute completion of our engagement.

Reporting

We will issue a written report upon completion of our audit of the financial statements. Our report will be addressed to the Management, Honorable Mayor and City Council of the City. We cannot provide assurance that an unmodified opinion will be rendered. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement. You agree to include our audit report in any document containing financial statements that indicate that such financial statements have been audited by us and, prior to inclusion of our audit report, to ask our permission to do so.



We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with the regulatory basis of accounting under the reporting provisions of the Minnesota Office of the State Auditor and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2023 Peer Review Report accompanies this letter.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please electronically sign this letter.

Sincerely,



Abdo





REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

November 6, 2023

To the Partners of
Abdo, LLP
and the Peer Review Committee of the Minnesota Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, LLP (the firm) in effect for the year ended May 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, and an audit performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, LLP in effect for the year ended May 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, LLP has received a peer review rating of *pass*.



Brady Martz and Associates, P.C.
Grand Forks, North Dakota



RESPONSE:

This letter correctly sets forth the understanding of the City of Loretto.

Signature and Title: _____



City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
November 12, 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 Engineers Nick Wyers and Joe Elsenpeter, Medina Public Safety Sergeant Kevin Boecker, Criminal Attorney Steve Tallen, 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 Informational d. Proposed Property Tax Statements.

4. PRESENTATIONS

a. Criminal Attorney Steve Tallen

Steve Tallen, Loretto's criminal prosecuting attorney, gave a brief presentation describing the work he does for Loretto and noting that he will be retiring in early 2026. Tallen referenced a letter submitted to the Council with a proposal for a two-year agreement with Gregerson Law Firm which will create a plan for his successor to come up to speed with what's needed for Loretto.

5. MEDINA PUBLIC SAFETY REPORT

Sergeant Boecker presented the October report, noting one hundred two total calls for service, of which eighty-four were general patrols.

6. OPEN FORUM

No one came forward to speak during the Open Forum.

7. CONSENT AGENDA

- a. Resolution 2024-27, Designating 2025 Polling Place
- b. Resolution 2024-**28, Renewing Mayor's Monarch Pledge for 2025**
- c. Siren Maintenance Agreement Renewal, Embedded Systems
- d. Parks Capital Plan Service Agreement, WSB
- e. Holiday Tree Placement
- f. City Council Minutes of October 8, 2024
- g. November Bills, Electronic Checks Nos. 4955E through 4985E totaling \$38,842.96 and Paper Checks Nos. 25968 through 26013 totaling \$221,354.40
- h. Monthly Balance Sheet

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

8. ACTION/PLANNING

a. Resolution 2024-29, Canvassing 2024 Election

On a motion by Scanlon, seconded by Daniels, to approve Resolution 2024-29, A RESOLUTION APPROVING CANVASS OF RETURNS AND DECLARING THE RESULTS OF THE MUNICIPAL ELECTION HELD ON NOVEMBER 5, 2024.

Motion carried unanimously.

b. CR19 Watermain Project Update

Stantec Engineer Wyers reported the contractor is lining the culverts south of Loretto from the creek to Lake Independence and hauling out the dirt pile from the vacant property on the corner of County Road 19 and County Road 11. Wyers stated the parking lot will be restored to its original condition and the pond will be evaluated to make sure no runoff got into the pond. Wyers stated the project will likely not be closed out till 2025.

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

Stantec Engineer Elsenpeter reported the wear paving is completed and restoration work is done for this year. A walkthrough will take place in the spring to see what areas need to be addressed.

d. 2023 Street Project, Pay Request No. 6

On a motion by Scanlon, seconded by Markham, to approve Pay Request No. 6 to Omann Contracting Companies, Inc. for the total amount of \$126,922.34.

Motion carried unanimously.

e. Bonding Projects

Mayor Koch presented a document with three capital improvement projects that were previously submitted for bonding through the legislature. The Council discussed the three projects: storm water pond improvements, water infrastructure improvements, and water treatment improvements. Council consensus was for Koch to work with Representative Robbins to determine which projects would be best to submit in the next session.

9. INFORMATIONAL ITEMS

a. Holiday Train Report

Council reviewed the planning spreadsheet for the 2024 Holiday Train event, to be held on Saturday, December 14th. No action was taken.

b. Comprehensive Plan – Comments Submitted Regarding Imagine 2050

Council reviewed. No action was taken.

c. West Suburban Fire Department Quarter 3 Reports

Council reviewed. No action was taken.

d. Proposed Property Tax Statements

Council reviewed. No action was taken.

10. MONTHLY STAFF REPORTS

a. City Hall

1) Budget Discussion

Clerk Treasurer Schneider requested feedback from the Council on how to bring the Final Levy to the December council meeting, noting the Proposed Levy was certified with a nine percent increase to the General Levy, which could be brought down as low as six percent if the General Government Buildings Capital Outlay line item is removed. Schneider noted this is a new line item added to the budget to start saving up for a public works building. Council consensus was to bring the Final Levy with the full nine percent increase. Schneider noted this is merely direction, and the council vote will take place at the December 10th meeting.

2) Additional Meeting Logs

Schneider requested that the Council turn in their additional meeting logs for the year by December first in order for compensation checks to be ready for the December council meeting.

b. Streets

Public Works Director Leuer stated that the snow plowing equipment is in good working condition, as it was needed for clean up after the Halloween snowstorm.

c. Water

No items were brought forward.

d. Wastewater

1) Sewer Blockage Repair Costs

Council reviewed. No action was taken.

e. Parks

1) Grants

No items were brought forward.

f. Stormwater

No items were brought forward.

11. MAYOR AND COUNCIL REPORTS

Koch reported he attended the quarterly fire meeting, will be attending the Northwest Hennepin League of Municipalities meeting on Wednesday evening, and will be meeting with Representative Robbins regarding next session's bonding.

12. ADJOURN

On a motion by Daniels, seconded by Markham, to adjourn at 7:56 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor

CITY OF LORETTO

12/04/24 12:37 PM

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***Check Summary Register©**

Checks 26014-99999

Name	Check Date	Check Amt	
10100 Checking Account			
26014 CAMPBELL KNUTSON PA	11/15/2024	\$544.62	civil legal
26015 CINTAS CORP #470	11/15/2024	\$69.96	uniforms and rr supplies
26016 COORDINATED BUSINESS SYST	11/15/2024	\$131.64	VOIP monthly charges
26017 GRAINGER, Inc.	11/15/2024	\$21.93	SEAMLESS KITS
26018 GREGERSON, ROSOW, JOHNSO	11/15/2024	\$4,814.44	criminal legal
26019 HENNEPIN COUNTY INFORMATI	11/15/2024	\$111.12	October radio fee
26020 KOENEN, BRAD	11/15/2024	\$80.64	refund utility final bill overpay
26021 MANRO, JOHN	11/15/2024	\$25.20	refund utility final bill overpay
26022 PROLAWNS	11/15/2024	\$473.00	Lions park, insect control
26023 QUILL	11/15/2024	\$8.99	HP toner cartridge
26024 REPUBLIC SERVICES #894	11/15/2024	\$4,508.41	October garbage
26025 ULINE	11/15/2024	\$181.26	trash liners + cable ties
26026 WRUCK SEWER AND PORTABL	11/18/2024	\$416.90	October biff service
26027 POSTMASTER	12/2/2024	\$200.00	replenish indicia
26028 AN-KUMARA, PAULA	12/5/2024	\$92.00	2024 election judge pay
26029 BOEDDEKER, KARLA C	12/5/2024	\$517.50	2024 election judge pay
26030 BRYANT, BONNIE	12/5/2024	\$607.50	2024 election judge pay
26031 CHECKAL, CHELSIE	12/5/2024	\$160.00	2024 election judge pay
26032 JOHNSON, DEBRA	12/5/2024	\$180.00	2024 election judge pay
26033 KLISZCZ, CHERYL	12/5/2024	\$160.00	2024 election judge pay
26034 MEEHAN, JAMES	12/5/2024	\$57.50	2024 election judge pay
26035 SCHEIBE CONSTANCE	12/5/2024	\$346.50	2024 election judge pay
26036 SCHNEIDER, KELSEA	12/5/2024	\$272.00	2024 election judge pay
26037 Wise, Kathleen	12/5/2024	\$76.00	2024 election judge pay
26038 DANIELS, BRENDA	12/5/2024	\$4,617.50	2024 council compensation
26039 ELSEN, GREG	12/5/2024	\$2,077.87	2024 council compensation
26040 KOCH, KENT M	12/5/2024	\$4,617.50	2024 council compensation
26041 MARKHAM, MELISSA	12/5/2024	\$2,077.87	2024 council compensation
26042 SCANLON, BEN	12/5/2024	\$2,077.87	2024 council compensation
26043 AMAZON CAPITAL SERVICES	12/10/2024	\$76.15	screen protector & toner cartridge
26044 BLACKSTONE CONTRACTORS L	12/10/2024	\$6,376.90	ditch and pond cleanout FINAL pay
26045 BULLSEYE PROPERTY MANAGE	12/10/2024	\$1,571.30	monthly office lease CAM fees Jan. '25
26046 CALIBRATIONS AND CONTROLS	12/10/2024	\$525.00	semi-annual meter calibrations
26047 CINTAS CORP #470	12/10/2024	\$209.88	uniforms and rr supplies
26048 CITY OF DELANO	12/10/2024	\$2,000.00	Membership dues, Senior Center
26049 CITY OF MEDINA	12/10/2024	\$5,739.79	Dec. Monthly Police per contract
26050 DMJ Asphalt Inc	12/10/2024	\$3,080.00	street patching
26051 EMBEDDED SYSTEMS, INC.	12/10/2024	\$299.82	Siren maint. Fee jan. to June 2025
26052 EMPIRE PIPE SERVICES	12/10/2024	\$5,261.45	2nd yr Pt2 fall cleaning sanitary sewer
26053 GOPHER ACE HARDWARE	12/10/2024	\$92.35	ballast and hardware
26054 GOPHER STATE ONE-CALL	12/10/2024	\$6.75	5 locates
26055 GRAINGER, Inc.	12/10/2024	\$473.55	sign posts 49AE50
26056 GREGERSON, ROSOW, JOHNSO	12/10/2024	\$704.37	November criminal legal
26057 HENNEPIN COUNTY TREASURE	12/10/2024	\$222.00	booking fees
26058 HENNEPIN COUNTY TREASURE	12/10/2024	\$638.20	Solid waste mngmnt fee, del utility SWM
26059 HOMESERVE USA	12/10/2024	\$218.00	nov. monthly leak protection plan
26060 LANO EQUIPMENT	12/10/2024	\$6,700.00	2024 bobcat trade-in
26061 METROPOLITAN COUNCIL	12/10/2024	\$5,990.56	METC MWC monthly fees, Jan. 2025
26062 MINNESOTA DEPARTMENT OF H	12/10/2024	\$626.00	service connection fee
26063 NAPA OF CORCORAN	12/10/2024	\$15.98	antifreeze
26064 PIG ON THE PORCH	12/10/2024	\$2,158.31	Liquor lic. Refund-pro-rated 7 months
26065 R GOLDENMAN TREES	12/10/2024	\$800.00	Lions Christmas trees
26066 STANTEC CONSULTING SERVIC	12/10/2024	\$12,410.50	CR19 watermain
26067 TOSHIBA AMERICAN BUSINESS	12/10/2024	\$160.53	copy machine lease + color copies

CITY OF LORETTO

12/04/24 12:37 PM

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***Check Summary Register©**

Checks 26014-99999

	Name	Check Date	Check Amt	
26068	TRACTOR SUPPLY CREDIT PLA	12/10/2024	\$285.41	fleet maint supplies
26069	VISA	12/10/2024	\$315.22	zoom cloud monthly
26070	VISA	12/10/2024	\$775.97	offroad armor, JD cab heater
		Total Checks	\$87,259.71	

FILTER: [Check Nbr] between 26014 and 99999 and [Cash Act]='10100'

***Check Summary Register©**

November to December 2024

Name	Check Date	Check Amt
10100	Checking Account	
Paid Chk# 4986e MN DEPT. OF REVENUE	08-Nov-24	\$906.00 October sales tax
Paid Chk# 4987e WH SECURITY	15-Nov-24	\$33.95 420 Lorenz St
Paid Chk# 4988e WH SECURITY	15-Nov-24	\$33.95 445 Edgewood St.
Paid Chk# 4989e EMPLOYEE 121	14-Nov-24	\$674.32 payroll 111424
Paid Chk# 4990e EMPLOYEE 111	14-Nov-24	\$1,797.68 payroll 111424
Paid Chk# 4991e EMPLOYEE 120	14-Nov-24	\$1,645.74 payroll 111424
Paid Chk# 4992e EMPLOYEE 110	14-Nov-24	\$2,233.11 payroll 111424
Paid Chk# 4993e EMPLOYEE 108	14-Nov-24	\$2,770.18 payroll 111424
Paid Chk# 4994e PERA	14-Nov-24	\$1,809.00 payroll retirement 111424
Paid Chk# 4995e EFTPS	14-Nov-24	\$3,214.00 payroll fed tax dep 111424
Paid Chk# 4996e MEDIACOM BUSINESS	25-Nov-24	\$256.94 internet service
Paid Chk# 4997e EMPLOYEE 121	28-Nov-24	\$558.02 payroll 112824
Paid Chk# 4998e EMPLOYEE 111	28-Nov-24	\$1,935.68 payroll 112824
Paid Chk# 4999e EMPLOYEE 120	28-Nov-24	\$1,440.34 payroll 112824
Paid Chk# 5000e EMPLOYEE 110	28-Nov-24	\$2,295.73 payroll 112824
Paid Chk# 5001e EMPLOYEE 901	25-Nov-24	\$1,367.42 payroll 112824
Paid Chk# 5002e EMPLOYEE 108	28-Nov-24	\$2,443.45 payroll 112824
Paid Chk# 5003e PERA	28-Nov-24	\$1,728.29 payroll retirement 112824
Paid Chk# 5004e EFTPS	28-Nov-24	\$3,337.92 payroll fed tax dep 112824
Paid Chk# 5005e AFLAC	28-Nov-24	\$244.80 payroll contributions 112824
Paid Chk# 5006e MN DEPT. OF REVENUE	28-Nov-24	\$1,194.31 payroll state tax dep 112824
Paid Chk# 5007e WH SECURITY	17-Nov-24	\$33.95 Lorenz street wellhead security
Paid Chk# 5008e WH SECURITY	17-Nov-24	\$33.95 Edgewood Dr wellhead security
Paid Chk# 5009e 21st Century Bank	31-Dec-24	\$25.00 cash management fees
Paid Chk# 5010e CENTERPOINT ENERGY	19-Dec-24	\$40.49 City Garage utility
Paid Chk# 5011e CENTERPOINT ENERGY	19-Dec-24	\$161.42 Wellhouse utility
Paid Chk# 5012e CENTERPOINT ENERGY	19-Dec-24	\$36.09 Lift Station utility
Paid Chk# 5013e VERIZON WIRELESS	03-Dec-24	\$65.08 PW tablet data plan
Paid Chk# 5014e XCEL ENERGY	11-Dec-24	\$1,410.00 street & park lights
Paid Chk# 5015e STORAGE SENSE-HAMEL	01-Jan-25	\$769.00 PW storage unit B55, Jan.'25 rent
		<u>\$34,495.81</u>

Paper check total	\$87,259.71
Electronic check total:	<u>\$34,495.81</u>
Grand Total:	\$121,755.52

CITY OF LORETTO
Monthly Balance Sheet
Current Period: December 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	\$277,661.33	\$40,002.93	\$793,556.30	\$761,031.09	\$582,307.84
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	\$40,002.93	\$277,661.33	\$761,031.09	\$793,556.30	-\$582,357.84
101 GENERAL FUND	\$0.00	\$317,664.26	\$317,664.26	\$1,554,587.39	\$1,554,587.39	\$0.00
225 CAPITAL IMPROVEMENT FUND						
G 225-10100 Cash	\$205,435.17	\$0.00	\$3,080.00	\$55,471.85	\$12,365.99	\$248,541.03
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	\$3,080.00	\$0.00	\$12,365.99	\$55,471.85	-\$228,541.03
225 CAPITAL IMPROVEMENT FUND	\$0.00	\$3,080.00	\$3,080.00	\$67,837.84	\$67,837.84	\$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	\$10,792.50	\$1,223,053.92	\$1,058,154.08	\$164,899.84
G 228-25300 Unreserved Fund Balance	\$0.00	\$10,792.50	\$0.00	\$1,058,154.08	\$1,223,053.92	-\$164,899.84
228 2023 ST IMP PROJECT FUND	\$0.00	\$10,792.50	\$10,792.50	\$2,281,208.00	\$2,281,208.00	\$0.00
352 2021 ST PROJECT BOND FUND						
G 352-10100 Cash	\$108,382.39	\$36,161.75	\$0.00	\$91,819.88	\$69,403.44	\$130,798.83
G 352-25300 Unreserved Fund Balance	-\$108,382.39	\$0.00	\$36,161.75	\$69,403.44	\$91,819.88	-\$130,798.83
352 2021 ST PROJECT BOND FUND	\$0.00	\$36,161.75	\$36,161.75	\$161,223.32	\$161,223.32	\$0.00
353 2023 ST PROJECT BOND FUND						
G 353-10100 Cash	\$0.00	\$0.00	\$0.00	\$38,719.53	\$0.00	\$38,719.53
G 353-25300 Unreserved Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$38,719.53	-\$38,719.53
353 2023 ST PROJECT BOND FUND	\$0.00	\$0.00	\$0.00	\$38,719.53	\$38,719.53	\$0.00
601 WATER FUND						
G 601-10100 Cash	\$101,182.52	\$259.82	\$3,913.20	\$1,213,197.78	\$1,143,914.17	\$170,466.13
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: December 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	\$2.71	\$3,562.46	\$3,917.52	-\$152.61
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	\$3,913.20	\$257.11	\$1,097,351.71	\$285,390.21	\$242,256.95
601 WATER FUND	\$0.00	\$4,173.02	\$4,173.02	\$2,366,044.95	\$2,366,044.95	\$0.00
602 WASTEWATER FUND						
G 602-10100 Cash	\$109,440.04	\$1,578.67	\$13,463.88	\$203,840.29	\$200,804.60	\$112,475.73
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	\$13,463.88	\$1,578.67	\$205,131.60	\$210,548.29	-\$36,615.68
602 WASTEWATER FUND	\$0.00	\$15,042.55	\$15,042.55	\$411,352.89	\$411,352.89	\$0.00
603 GARBAGE/RECYCLING FUND						
G 603-10100 Cash	\$2,706.31	\$1,109.91	\$639.95	\$71,033.62	\$71,495.46	\$2,244.47
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: December 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	\$66.87	\$3,806.13	\$4,215.19	-\$512.79
G 603-21830 County SWM Fee	\$654.77	\$638.20	\$105.95	\$6,678.32	\$6,692.49	\$640.60
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	\$1.75	\$937.09	\$61,011.01	\$65,462.94	-\$1,452.28
603 GARBAGE/RECYCLING FUND	\$0.00	\$1,749.86	\$1,749.86	\$147,866.08	\$147,866.08	\$0.00
604 STORM WATER FUND						
G 604-10100 Cash	\$21,853.43	\$873.64	\$627.11	\$84,795.94	\$42,607.75	\$64,041.62
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	\$627.11	\$873.64	\$42,607.75	\$86,557.94	-\$44,216.62
604 STORM WATER FUND	\$0.00	\$1,500.75	\$1,500.75	\$129,165.69	\$129,165.69	\$0.00
611 WATER CAPITAL FUND						
G 611-10100 Cash	\$71,169.40	\$0.00	\$0.00	\$1,421.77	\$64,373.24	\$8,217.93
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	\$1,421.77	-\$34,217.93
611 WATER CAPITAL FUND	\$0.00	\$0.00	\$0.00	\$65,795.01	\$65,795.01	\$0.00
612 SEWER CAPITAL FUND						
G 612-10100 Cash	\$113,615.60	\$0.00	\$0.00	\$5,043.73	\$18,047.13	\$100,612.20
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	\$5,043.73	-\$1,213,900.20
612 SEWER CAPITAL FUND	\$0.00	\$0.00	\$0.00	\$23,090.86	\$23,090.86	\$0.00
614 STORMWATER CAPITAL FUND						
G 614-10100 Cash	\$157,608.09	\$0.00	\$6,376.90	\$4,208.56	\$109,722.95	\$52,093.70

CITY OF LORETTO
Monthly Balance Sheet
Current Period: December 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	\$6,376.90	\$0.00	\$109,722.95	\$4,208.56	-\$79,803.70
614 STORMWATER CAPITAL FUND	\$0.00	\$6,376.90	\$6,376.90	\$113,931.51	\$113,931.51	\$0.00
	\$0.00	\$396,541.59	\$396,541.59	\$7,360,823.07	\$7,360,823.07	\$0.00

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

RESOLUTION 2024-33

MOTION BY:

SECONDED BY:

**A RESOLUTION SETTING THE 2025 PROPERTY TAX LEVY AND
APPROVING THE 2025 GENERAL FUND BUDGET**

Whereas, the City staff has presented to the City Council the 2025 General Fund Budget and the 2025 property tax levy; and

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

Whereas, the City Council must approve and certify its 2025 budget and property tax levy, collectible in 2025, to the County Auditor each year.

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

1. The 2025 General Fund budget for expenditures is hereby set at \$799,480.
2. The following sums be levied, 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)	\$ -
Total Tax Capacity Based Levy, Collectible 2025:	\$ 802,937.73

3. That 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 DECEMBER 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

State of Minnesota
County of Hennepin

HENNEPIN COUNTY
MINNESOTA

Taxing Jurisdiction of City of Loretto

2025 FINAL LEVY CERTIFICATION

I, Mary K. Schneider Clerk of City of Loretto hereby certify that a resolution establishing the levy upon taxable property in said Taxing Jurisdiction was passed by the governing body at a duly convened meeting held on December 10, 2024.

On motion it was resolved that the following sums of money be raised by tax upon the taxable property in said Taxing Jurisdiction for the following purposes for the current year:

LEVY ITEM	CERTIFIED LEVY*
1. General Revenue	630,780.00
2. Bonded Indebtedness**	172,157.73
A. TOTAL TAX CAPACITY BASED LEVY	802,937.73
B. MARKET VALUE BASED REFERENDUM LEVY***	
TOTAL TAX CAPACITY AND MARKET VALUE BASED LEVIES	\$ 802,937.73

* The levy amount by line item should already be reduced by Local Government Aid (LGA) and other resources used to finance your taxing jurisdiction's budget.

** Provide a breakdown of the certified levy by individual bond on page 2.

*** Per M.S. 275.61, Levies for the payment of debt obligations that are approved by voters after June 30, 2008 must be levied on net tax capacity.

I further certify that I have compared the foregoing with the original entry of the minutes of the meeting so held on December 10, 2024 as the same are recorded in the Book of Records of said Taxing Jurisdiction, and that the same is a correct transcript therefrom.

Given under my hand on this 11th day of December, 2024.

Taxing Jurisdiction Clerk

TO: HONORABLE MAYOR AND MEMBERS OF THE LORETTO CITY COUNCIL
 CC: PUBLIC WORKS DIRECTOR JAKE LEUER
 FROM: CITY CLERK TREASURER MARY SCHNEIDER
 DATE: Thursday, December 5, 2024
 RE: 2025 FINAL BUDGET SUMMARY MEMO for the December 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	336,210	5% recommended in	
	Difference	20	Long Term Financial Plan
WASTEWATER FUND (602)			
Wastewater Fund Revenues	273,900	13% rate increase	
Wastewater Fund Expenditures	273,320	20% recommended in	
	Difference	580	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	
WATER CAPITAL FUND (611)		8,218	
WASTEWATER CAPITAL FUND (612)		100,612	
STORMWATER CAPITAL FUND (614)		52,094	

**2025 BUDGET PROPOSAL DETAIL
FOR 12.10.24 COUNCIL MEETING**

Action a.

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 September 10th Council Meeting.

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 12.10.24 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.
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 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 12.10.24 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	7,700	1,500	Split across all funds with General Fund covering larger percentage. Increased by \$300 since the September meeting. We need to purchase Adobe InDesign to produce the city newsletter. We currently use Publisher, which is sunsetting in 2026. In fall of 2025, I'll have the opportunity to purchase InDesign through the League at a reduced price.
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, the last page of the CIP Packet.
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. Could be lowered to reduce the levy increase.

**2025 BUDGET PROPOSAL DETAIL
FOR 12.10.24 COUNCIL MEETING**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Prof. Services (Police)	70,200	71,000	800	This is for contracted services of the Medina Police. 2024 amount was anticipated high at 5%, but actual CPI came in at 3%. Actual cost in 2024 was \$68,880. Increased 3% based on current estimated CPI.
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/fix 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 12.10.24 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, Doboszinski & 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. Could be lowered to reduce the levy increase.
Miscellaneous				
Miscellaneous	670	2,060	1,390	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 12.10.24 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	committed for the park capital plan
Civil Defense	-	-	Purchased siren and installed siren in 2023.
Streets	41,045	82,701	81,201 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	37,524	This includes interest earned as of 11/26/24.
Total:	205,308	255,414	MORE DETAIL ON EACH CAPITAL ACCOUNT AVAILABLE UPON REQUEST

**2025 BUDGET PROPOSAL DETAIL
FOR 12.10.24 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 12.10.24 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 12.10.24 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 12.10.24 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	1,900	(550)	Split across all funds with General Fund covering majority. Increased by \$100 for InDesign.
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	336,210	52,320	

2025 Water Fund Rev	336,230
2025 Water Fund Exp	336,210
	20

*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 12.10.24 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	260,700	30,000	Down to 13% increase after reducing the Municipal Wastewater Charge (was 20% increase.) 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), but council directed lowering this as much as possible.
Sewer Penalty	1,200	1,200	-	
			-	
WW Revenue Total:	236,900	273,900	37,000	

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/Hardwa	2,400	1,700	(700)	Split across all funds with General Fund covering majority. Increased \$200 for InDesign software.
Motor Fuels	2,500	1,300	(1,200)	Fuel - split across funds.

**2025 BUDGET PROPOSAL DETAIL
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Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Chemicals	5,000	4,200	(800)	For chemicals needed at sewer ponds remaining.
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	71,890	16,890	Annual Municipal Wastewater Charge to be paid to MCES in 2025. Reduced by \$17,392 after negotiations with MCES.
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	273,320	36,820	

2025 WW Fund Rev	273,900
2025 WW Fund Exp	273,320
	580

**2025 BUDGET PROPOSAL DETAIL
FOR 12.10.24 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 12.10.24 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 12.10.24 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 Packet) 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)

WATER CAPITAL FUND (FUND 611)

Current Cash Balance: 8,218 Saving up for infrastructure/water booster station repairs/maintenance/replacement.

WASTEWATER CAPITAL FUND (FUND 612)

Current Cash Balance: 100,612 Saving up for wastewater capital projects.

STORMWATER CAPITAL FUND (FUND 614)

Current Cash Balance: 52,094 Saving up for stormwater capital projects.

PROPOSED 2025 CIP

Action a.

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	\$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		
Portable Colorimeter					\$2,500						
Meter reading pole					\$5,000						
Remote Meter Read Technology			to be purchased in 2023		\$0	split funding in 611/612					
Water Treatment Pilot Study							Estimate 40-50K Look into Federal technical grants				
Service Wells #2 & #3 (replace pumps & booster)			ongoing	ongoing	\$5,000	\$5,000	\$5,000	\$5,000			
Valve replace Railway W/Lorenz St	2025		25,000			\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
PWE portion for Water				\$500	\$3,350	\$4,700	\$4,700	\$2,500			
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	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Erosion & Sedimentation Problems 5.3.3										
5.3.3.1 - Construction erosion-Ord. #2005-12	\$0	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
5.3.3.2 - Commercial activities-Ord. #2005-12	\$0	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Total Erosion & Sedimentation	\$0	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Impact of Land Use Practices & Developments 5.3.4										
5.3.4.1 - Impacts on wildlife	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
5.3.4.2 - Conservation & restoration - Wetland Plan	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
5.3.4.3 - Change impervious coverage flow	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Total Impact Land Use Practice & Developments	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350
Additions from 2017 LSWMP Updated CIP										
Buffer education for selected businesses	\$100	\$100	\$100	100	100	100	100	100	100	100
Develop policy to address SW drainage onto private 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			

PROPOSED 2025 WAGES
CITY OF LORETTO

Action a.

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

**PROPOSED 2025 WAGES
CITY OF LORETTO**

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

**PROPOSED 2025 WAGES
CITY OF LORETTO**

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

ORDINANCE NO. 2024-04

CITY OF LORETTO, HENNEPIN COUNTY, MINNESOTA

**AN ORDINANCE OF THE CITY OF LORETTO, MINNESOTA
AMENDING FEES FOR CITY LICENSES, PERMITS AND SERVICES**

THE CITY COUNCIL OF THE CITY OF LORETTO DOES ORDAIN:

WHEREAS, the Loretto City Code establishes that some fees will be set from time to time by the City Council; and

WHEREAS, the City Council has been advised that certain fees need to be established by ordinance; and

WHEREAS, City staff has reviewed the fees that the City currently charges and is recommending that Fee schedules, attached hereto as Exhibit A and Exhibit B, be adopted.

NOW THEREFORE, the City Council of the City of Loretto does hereby adopt the Fee Schedule attached hereto as Exhibit A and Exhibit B.

This Ordinance shall take effect upon adoption and publication as provided by law.

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

Kent Koch, Mayor

ATTEST:

Mary K. Schneider, City Clerk Treasurer

ORDINANCE 2024-04
EXHIBIT A
CITY OF LORETTO - SCHEDULE OF LICENSES, PERMITS, AND FEES

CODE SECTION	DESCRIPTION	AMOUNT	COMMENTS
120:00	Park Field Use Rentals	(See City of Loretto Park Field Use Rental Fees)	6% increase for 2025
405:10	Building Permits	(See City of Loretto Building Permit Fees and MetroWest 1994 Fee Schedule)	Amended in 2015
410:10 & 410:15	Water & Sewer Availability Charge/Conn FeeOrd Water - R-1 & PUD Districts Sewer - R-1 & PUD Districts Water - R-2 (per unit) Sewer - R-2 (per unit) Water - TC, GC, & I Districts Sewer - TC, GC, & I Districts	\$3450 \$3600 \$2400 \$2700 \$2000 \$2100 \$1500 \$1700 \$4600 \$4800 \$3000 \$3400	5% increase for 2025 13% increase for 2025 5% increase for 2025 13% increase for 2025 5% increase for 2025 13% increase for 2025
410:25 Subd 1	Water & Sewer Monthly Service Rates Water - Minimum (up to 4,000 gal) Water - Above 4,000 gallons Water from City Hydrant Depreciation fee Sewer - Minimum (up to 4,000 gal) Sewer - Above 4,000 gallons	\$48.23 \$50.64 \$12.05 \$12.65 \$11.50 \$12.00/1000 gal \$10.76 \$11.30/month/account \$44.71 \$50.52 \$15.86 \$17.92	5% increase for 2025 Per 1,000gl - 5% increase for 2025 Plus \$20.00 hookup fee 5% increase for 2025 5% increase for 2025 13% increase for 2025 Per 1,000gl - 13% increase for 2025
410:35 Subd 3(a)	Storm Water Base Rate per REF value	\$23.82 \$26.20	10% increase for 2025
535:15	Garbage Collection Monthly Service Rates	\$1.25 Over Cost of Republic	update contractor name 2023
536:10	Recycling Collection Monthly Service Rate (includes organics recycling)	\$1.25 over cost of Republic	updated 2023
410:25 Subd 10	Water & Sewer Reconnection Charge	\$50.00	
410:25 Subd 8	Water Meter Purchase	At Cost	
410:30 Subd 5	Water Meter Test	At Cost	
412:115	Grading, Erosion, & Sediment Control Permit	\$100.00	Plus Expenses*
420:61 Subd 2	Variance	\$150.00	Plus Expenses*
420:70 Subd 3	Conditional Use Permit Interim Use permit	\$150.00 \$150.00	Plus Expenses* Plus Expenses* Added 2/8/11
420:80	Zoning/Land Use Amendment Administrative Zoning Review	\$200.00 \$100.00	Plus Expenses* new in 2011
412:85	Public Works Director	\$72.31	new in 2012
Administrative/Staff Fees	City Clerk	\$68.24	new in 2012
	Public Works Employee	\$43.20	new in 2012
	Office Assistant	\$32.00	new in 2012
	Grounds keeper	\$21.92	new in 2012
430:00 Subd 2a	Preliminary Plat/Subdivision & Large Lot Divisions	\$250.00 + \$25.00/lot in excess of 3 lots	Plus Expenses*
430:00Subd 3a	Final Plat	\$150.00	Plus Expenses*
430:00 Subd 4	Simple Lot Divisions & Division and Rearrangement	\$100.00	Plus Expenses*
435:10 Subd 3	Sign Permit	\$50.00	Plus Expenses* & Building Permit
505:00	Returned Check Charge (M.S. 609.535)	\$30.00	Updated 2024
	MnWARN Equipment Rates: Cat 90 HP Utility Trailer Skid Steer w/operator	\$95/hour \$105/hr	New in 2011 New in 2011
515:20 Subd 3	Driveway Permit Right-of Way Permit	\$25.00 \$100.00	Plus expenses* new in 2011

ORDINANCE 2024-04
EXHIBIT A
CITY OF LORETTO - SCHEDULE OF LICENSES, PERMITS, AND FEES

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

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

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

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

ORDINANCE 2024-04
EXHIBIT B
CITY OF LORETTO
SCHEDULE OF PARK FIELD USE RENTAL FEES

The Loretto Ballfields consists of three baseball/softball fields.
Those wishing to use the Arnold Klaers Baseball Field must contact the LCAA for field use agreements.

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

Baseball and Softball Field Use

Game Ready Field*	\$51 \$54.00/field
Practice Field**	\$29 \$31.00/field
League and Tournament Rates	Fees calculated on case by case basis
SECURITY DEPOSIT***	\$500/field reservation or \$800/Tournament or League
On-call fees for rechalking and dragging fields between games on nights and weekends	\$100

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

**Practice Field will not be dragged or chalked.

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

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

(Ordinance Summary)

ORDINANCE NO. 2024-04

CITY OF LORETTO

AN ORDINANCE AMENDING FEES FOR CITY LICENSES, PERMITS AND SERVICES

The above-referenced Ordinance amends the City's fee schedule for utility rates, park fees, and water and sewer availability charges. This summary is adopted pursuant to Minn. Stat. §412.191, Subd. 4.

A printed copy of Ordinance 2024-04 is available for inspection and copying by any person, during regular officer hours at the Loretto City Hall, at 279 Medina Street North, Suite 260, Loretto, MN 55357.

Dated: December 10, 2024

Mary K. Schneider, City Clerk Treasurer



Memo

To: City of Loretto From: Nick Wyers, PE
Project/File: 227705591 Date: December 4, 2024
Subject: Loretto Ditch Maintenance Project – Pay Request #2 & Final

Council Action Requested

Staff is recommending the City Council Approve Pay Application #2 & Final for the Loretto Ditch Maintenance project to Blackstone Contractors LLC in the amount of \$698.31.

Summary

The contractor Blackstone Contractors has completed the ditch maintenance at the athletic complex. The signed payment request form and pay application is attached for review. Below is a summary of the work completed to date:

Total Contract Value to Date	\$13,966.12
Work Completed to Date	\$13,966.12
5% Retainage	\$0.00
Amount Paid to Date	\$13,267.81
Total Pay App #2	\$698.31

Engineer’s Recommendation

We recommend approving Pay Request #2 & Final to Blackstone Contractors LLC in the amount of \$698.31.

SECTION 00 62 76
APPLICATION FOR PAYMENT FORM

OWNER: City of Loretto
PROJECT: Loretto Ditch Maintenance
CONTRACTOR: Blackstone Contractors, LLC

PAY ESTIMATE NO. 2 & FINAL

Original Contract Amount:	<u>\$ 13,966.12</u>
Contract Changes approved to Date (List Change Order Numbers):	<u>N/A</u>
Revised Contract Price :	<u>\$ 13,966.12</u>
Work Completed to Date (attached):	<u>\$ 13,966.12</u>
Retainage to Date, 0%:	<u>\$ -</u>
Work Completed to Date Less Retainage to Date:	<u>\$ 13,966.12</u>
Total Amount Previously Certified:	<u>\$ 13,267.81</u>
Payment Request This Estimate:	<u>\$ 698.31</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

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 11/14/2023 between between the City of Loretto (OWNER) and Blackstone Contractors, LLC. (CONTRACTOR) and all authorized changes therto:



By Bruce Karvonen

Title Vice President

Approval:

(CONTRACTOR)



Date 11/25/2024

STANTEC CONSULTING SERVICES, INC.



Date 12/4/2024

CITY OF LORETTO

Date _____

END OF SECTION

Pay Request #2 & FINAL
City of Loretto
Loretto Ditch Maintenance Project
Project Number: 227705591
11/25/2024

LINE NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		Less Previous Payments		PAY REQUEST #2 November 2024	
						QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
BASE BID:											
1	MOBILIZATION AND DEMOBILIZATION	LUMP SUM	1	\$ 1,420.00	\$ 1,420.00	1	\$ 1,420.00	1.0	\$ 1,420.00	0.0	\$ -
2	CLEAR AND GRUB TREE	EACH	2	\$ 426.00	\$ 852.00	2	\$ 852.00	2.0	\$ 852.00	0.0	\$ -
3	MUCK EXCAVATION AND DISPOSAL (EV)	CU YD	117	\$ 64.96	\$ 7,600.32	117	\$ 7,600.32	117.0	\$ 7,600.32	0.0	\$ -
4	TEMPORARY CONSTRUCTION ENTRANCE - MAINTAINED	EACH	1	\$ 968.00	\$ 968.00	1	\$ 968.00	1.0	\$ 968.00	0.0	\$ -
5	FLOTATION SILT CURTAIN TYPE STILL WATER - MAINTAINED	LIN FT	42	\$ 16.90	\$ 709.80	42	\$ 709.80	42.0	\$ 709.80	0.0	\$ -
6	SEDIMENT CONTROL LOG TYPE STRAW (OR BIOROLL) - MAINTAINED	LIN FT	50	\$ 3.84	\$ 192.00	50	\$ 192.00	50.0	\$ 192.00	0.0	\$ -
7	MNDOT SEED MIXTURE 33-261 WITH EROSION CONTROL BLANKET	SQ YD	800	\$ 2.78	\$ 2,224.00	800	\$ 2,224.00	800.0	\$ 2,224.00	0.0	\$ -
TOTAL BASE BID:					\$ 13,966.12		\$ 13,966.12		\$ 13,966.12		\$ -
TOTAL ORIGINAL CONTRACT:					\$ 13,966.12		\$ 13,966.12		\$ 13,966.12		\$ -

CONTRACT SUMMARY				
		COMPLETE TO DATE	LESS PREVIOUS PAYMENTS	PAY REQUEST #2
ORIGINAL CONTRACT AWARD AMOUNT	\$ 13,966.12	\$ 13,966.12	\$ 13,966.12	\$ -
		\$ -	\$ 698.31	\$ -
		\$ 13,966.12	\$ 13,267.81	\$ -



Memo

To: City of Loretto From: Nick Wyers, PE
Project/File: 227705591 Date: December 4, 2024
Subject: 2023-24 Pond Maintenance Project – Pay Request #2 & Final

Council Action Requested

Staff is recommending the City Council Approve Pay Application #2 & Final for the 2023-24 Pond Maintenance project to Blackstone Contractors LLC in the amount of \$5,678.59.

Summary

The contractor Blackstone Contractors has completed the pond excavation all restoration for the pond maintenance at County Road 11 and County Road 19. The signed payment request form and pay application is attached for review. Below is a summary of the work completed to date:

Total Contract Value to Date	\$118,638.33
Work Completed to Date	\$93,553.33
5% Retainage	\$0.00
Amount Paid to Date	\$87,874.74
Total Pay App #2	\$5,678.59

Engineer’s Recommendation

We recommend approving Pay Request #2 & Final to Blackstone Contractors LLC in the amount of \$5,678.59.

SECTION 00 62 76
APPLICATION FOR PAYMENT FORM

OWNER: City of Loretto

Jungfer Helms

Jungfer Helms

Blue K... ..

Blue K... ..

Jungfer Adams

Jungfer Adams

Jungfer Adams

Jungfer Adams

Blue Review

Blue Review

12/4/2024

Blue Review

Pay Request #2 & FINAL
City of Loretto
2023-24 Pond Maintenance
Project Number: 227705591
11/25/2024

LINE NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		Less Previous Payments		PAY REQUEST #2 November 2024	
						QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
BASE BID:											
1	MOBILIZATION AND DEMOBILIZATION	LUMP SUM	1	\$ 10,680.00	\$ 10,680.00	1	\$ 10,680.00	1.0	\$ 10,680.00	0.0	\$ -
2	MUCK EXCAVATION - REGULATED OFFSITE, EXCEEDS LEVEL 3/TIER 2 (EV)	CU YD	1290	\$ 77.05	\$ 99,394.50	990	\$ 76,279.50	990.0	\$ 76,279.50	0.0	\$ -
3	STREET SWEEPER (WITH PICKUP BROOM)	HOURS	8	\$ 142.00	\$ 1,136.00	8	\$ 1,136.00	8.0	\$ 1,136.00	0.0	\$ -
4	RANDOM RIPRAP CLASS II	CU YD	5	\$ 123.20	\$ 616.00	5	\$ 616.00	2.0	\$ 246.40	3.0	\$ 369.60
6	TEMPORARY CONSTRUCTION ENTRANCE - MAINTAINED	EACH	1	\$ 968.00	\$ 968.00	0	\$ -	0.0	\$ -	0.0	\$ -
7	STORM DRAIN INLET PROTECTION - MAINTAINED	EACH	1	\$ 192.00	\$ 192.00	0	\$ -	0.0	\$ -	0.0	\$ -
8	SILT FENCE, TYPE MS - MAINTAINED	LIN FT	250	\$ 3.24	\$ 810.00	0	\$ -	0.0	\$ -	0.0	\$ -
9	SEDIMENT CONTROL LOG TYPE STRAW (OR BIOROLL - MAINTAINED)	LIN FT	200	\$ 3.63	\$ 726.00	200	\$ 726.00	200.0	\$ 726.00	0.0	\$ -
10	MNDOT SEED MIXTURE 33-261 WITH EROSION CONTROL BLANKET	SQ YD	424	\$ 3.53	\$ 1,496.72	424	\$ 1,496.72	424.0	\$ 1,496.72	0.0	\$ -
11	MNDOT SEED MIXTURE 25-131 WITH EROSION CONTROL BLANKET	SQ YD	659	\$ 2.29	\$ 1,509.11	659	\$ 1,509.11	659.0	\$ 1,509.11	0.0	\$ -
12	CLEAR AND GRUB TREE	EACH	1	\$ 426.00	\$ 426.00	1	\$ 426.00	1.0	\$ 426.00	0.0	\$ -
13	DECIDUOUS TREE, 2.5" CAL B&B	EACH	1	\$ 684.00	\$ 684.00	1	\$ 684.00	0.0	\$ -	1.0	\$ 684.00
TOTAL BASE BID:					\$ 118,638.33		\$ 93,553.33		\$ 92,499.73		\$ 1,053.60
TOTAL ORIGINAL CONTRACT:					\$ 118,638.33		\$ 93,553.33		\$ 92,499.73		\$ 1,053.60

CONTRACT SUMMARY			
	COMPLETE TO DATE	LESS PREVIOUS PAYMENTS	PAY REQUEST #2
ORIGINAL CONTRACT AWARD AMOUNT \$ 118,638.33	\$ 93,553.33	\$ 92,499.73	\$ 1,053.60
	\$ -	5% \$ 4,624.99	0% \$ -
TOTAL CURRENT PAY REQUEST	\$ 93,553.33	\$ 87,874.74	\$ 1,053.60

PLEASE BRING A NON-PERISHABLE FOOD ITEM OR MONETARY DONATION

2246

2246

QR Code to make a donation
to the Hanover Area Food Shelf



Activities start at 3 PM.
Come festive in your best winter holiday hat and bring a donation for the food shelf.

21st Century Bank will match up to \$1500 and Eagle Aluminum will match up to an additional \$2500 in donations!

Stop in at the bank to make your contribution for the matches.



CANADIAN PACIFIC HOLIDAY TRAIN

IN HISTORIC DOWNTOWN LORETTO

SATURDAY, DECEMBER 14TH, 3-5 PM



- HOLIDAY TRAIN ARRIVES AT **4:15 P.M.**
- MUSICAL PERFORMANCE FROM **4:30-5:00 PM** BY SEAFORTH & ALANA SPRINGSTEEN.
- KIDDIE TRAIN RIDES AND SANTA'S MAILBOX
- SERVING FREE HOT CHOCOLATE, CIDER AND COOKIES
- PHOTO OPS WITH HOLIDAY CHARACTERS
- FESTIVE MUSIC AND BONFIRE

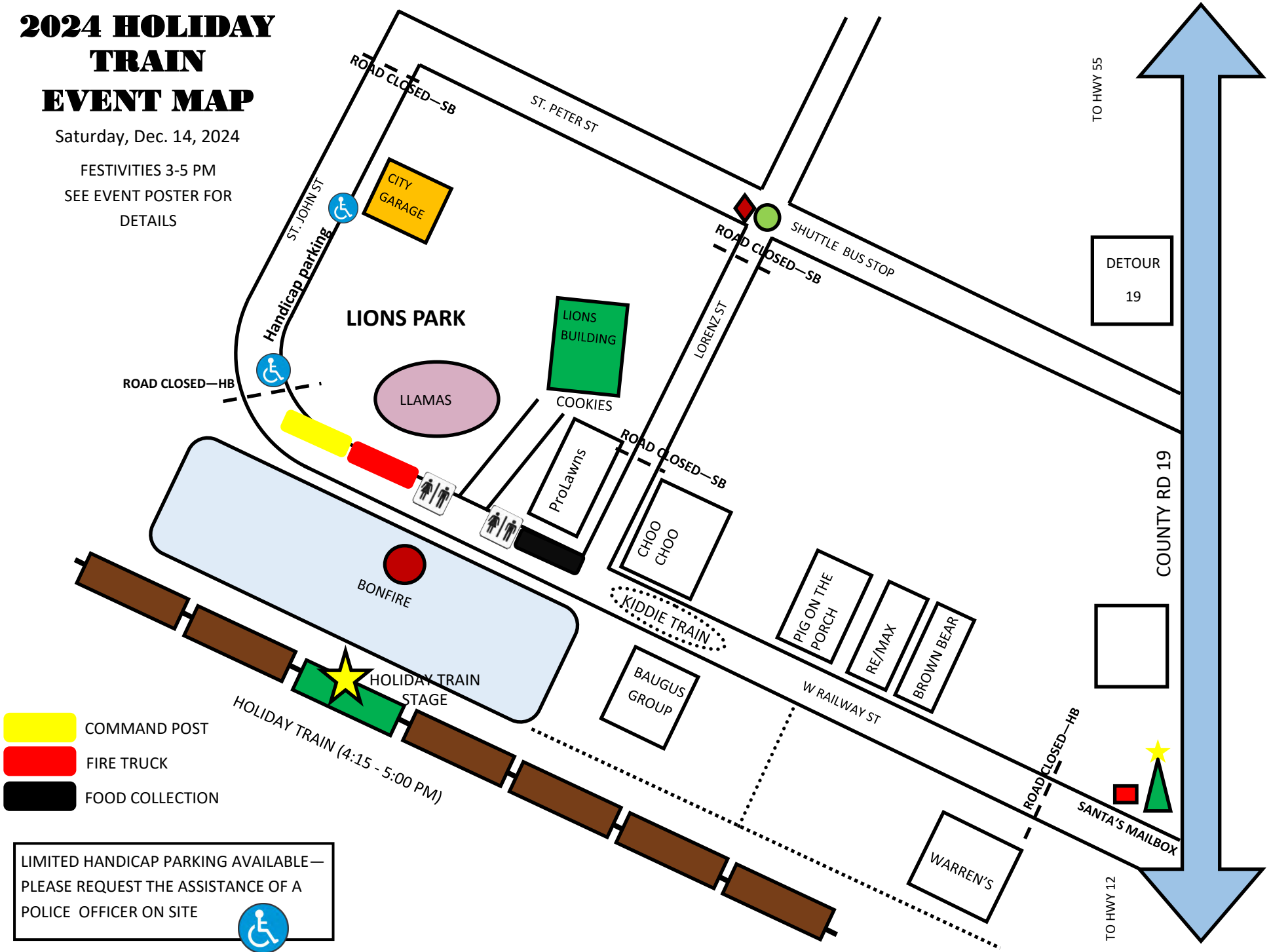
PARKING & SHUTTLE: LORETTO BALL FIELDS, CAKE MY DAY, BAKER PARK
SHUTTLE COMPLIMENTS OF STAHLKE BUS SERVICE. OFFICERS WILL BE ON SITE AND AT INTERSECTIONS TO HELP GUESTS FIND PARKING, INCLUDING LIMITED HANDICAPPED PARKING.

WWW.CI.LORETTO.MN.US FOR MORE INFORMATION

2024 HOLIDAY TRAIN EVENT MAP


Saturday, Dec. 14, 2024

FESTIVITIES 3-5 PM
SEE EVENT POSTER FOR
DETAILS

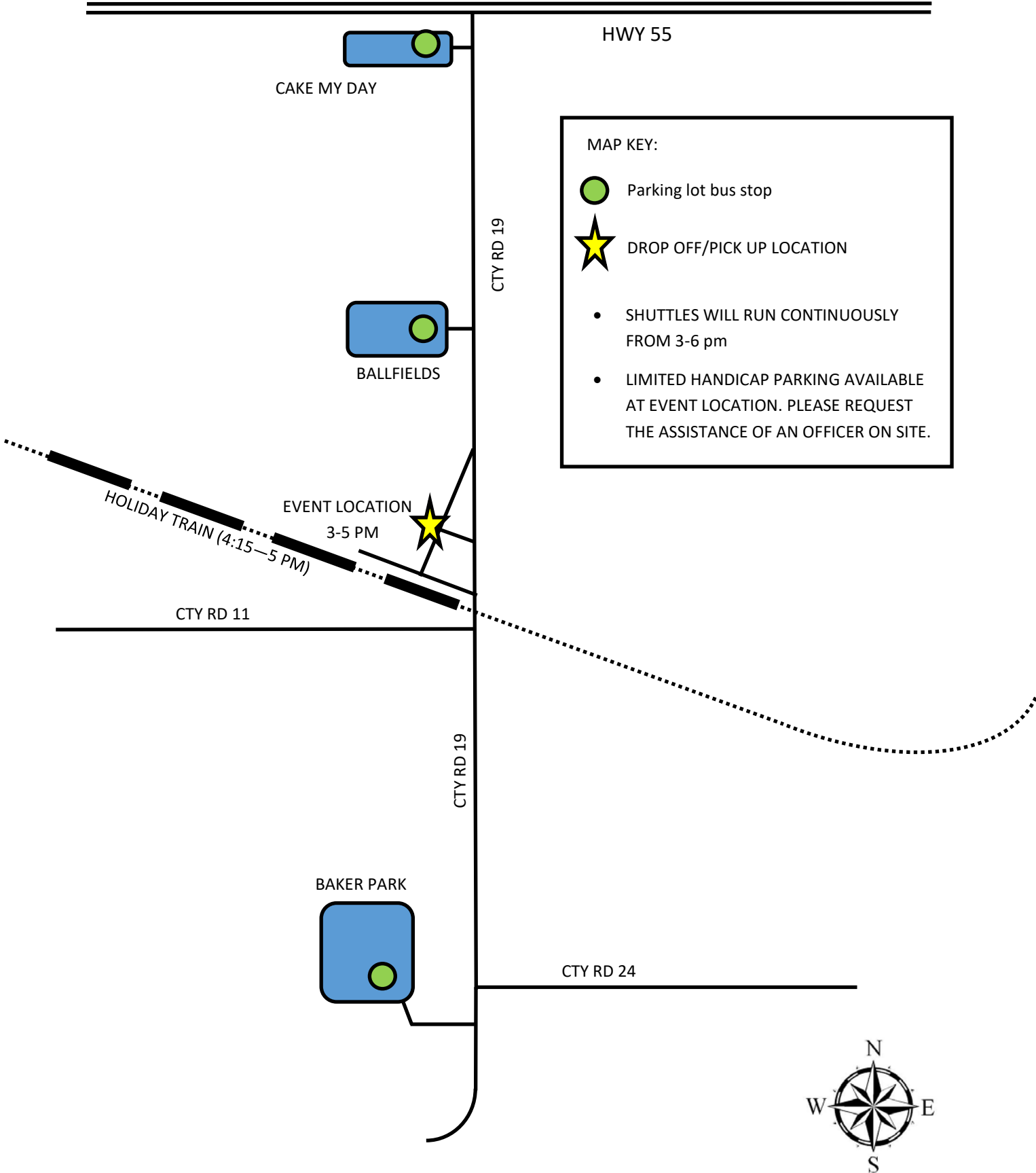


-  COMMAND POST
-  FIRE TRUCK
-  FOOD COLLECTION

LIMITED HANDICAP PARKING AVAILABLE—
PLEASE REQUEST THE ASSISTANCE OF A
POLICE OFFICER ON SITE



2024 HOLIDAY TRAIN PARKING & SHUTTLE MAP



STATEMENT

Parks 2)

City of Loretto
279 N. Medina St., Suite 260
P.O. Box 207
Loretto, MN 55357
 Phone: 763-479-4305 Fax: 763-479-2685

Closing date: 11/26/2024
Due Date: 12/31/2024

LCAA

Attn: Herb Koch
 P.O. Box 221
 Loretto, MN 55357
 Phone: 763-479-3565

Date	Vendor	Description	Debit	Credit	Balance
4/19/2024	Magic Turf	clay field conditioner/labor/fertilizer	\$ 806.00		\$ 806.00
5/2/2024	Magic Turf	turf maintenance	\$ 632.00		\$ 1,438.00
5/21/2024	Magic Turf	turf maintenance	\$ 700.00		\$ 2,138.00
5/21/2024	Magic Turf	pitching mound clay	\$ 1,440.00		\$ 3,578.00
6/12/2024	Magic Turf	field maintenance	\$ 500.00		\$ 4,078.00
7/2/2024	Magic Turf	field maintenance	\$ 618.50		\$ 4,696.50
7/2/2024	ProLawns	insect control	\$ 321.56		\$ 5,018.06
8/7/2024	ProLawns	insect control	\$ 321.56		\$ 5,339.62
8/27/2024	ProLawns	insect control	\$ 321.56		\$ 5,661.18
8/29/2024	Magic Turf	field maintenance	\$ 618.50		\$ 6,279.68
9/24/2024	ProLawns	insect control	\$ 321.56		\$ 6,601.24
10/30/2024	Magic Turf	ballfield maintenance	\$ 1,150.00		\$ 7,751.24
10/30/2024	Magic Turf	ballfield maintenance	\$ 3,370.00		\$ 11,121.24
	Xcel	Yearly Electric (Apr-Oct)	2,627.77		13,749.01
	City of Loretto	Yearly Water (Apr-Oct)	817.62		14,566.63
12/2/2024		Payment		\$ 14,566.63	0.00

Total balance due: \$ -

**LCAA Baseball Field Expense Worksheet
2024**

2024 LCAA Expenses

Date	Vendor	Description	Total	Amount Paid by LCAA	Date
4/19/2024	Magic Turf	clay field conditioner/labor/fertilizer	\$ 806.00		
5/2/2024	Magic Turf	turf maintenance	\$ 632.00		
5/21/2024	Magic Turf	turf maintenance	\$ 700.00		
5/21/2024	Magic Turf	pitching mound clay	\$ 1,440.00		
6/12/2024	Magic Turf	field maintenance	\$ 500.00		
7/2/2024	Magic Turf	field maintenance	\$ 618.50		
7/2/2024	ProLawns	insect control	\$ 321.56		
8/7/2024	ProLawns	insect control	\$ 321.56		
8/27/2024	ProLawns	insect control	\$ 321.56		
8/29/2024	Magic Turf	field maintenance	\$ 618.50		
9/24/2024	ProLawns	insect control	\$ 321.56		
10/30/2024	Magic Turf	ballfield maintenance	\$ 1,150.00		
10/30/2024	Magic Turf	ballfield maintenance	\$ 3,370.00		
total			\$ 11,121.24	\$ -	
				Balance \$	11,121.24

2024 Electric Utilities

Month/Description	Rates	Usage	Amount to bill	Start LCAA Meter:	6752
May Electric				Premises usage	LCAA portion
Basic Service Chg	25.98	0.5	\$ 12.99	2599	53% 1,389
Energy Cost	0.04765	1,389	\$ 66.18		
Fuel Cost	0.035264	1,389	\$ 48.98		
Sales true up		-	\$ -	Actual kW=	
Winter Cost	11.9	14.43	\$ 171.71	Actual kW=	27
Affordability chg	8.64	0.50	\$ 4.32		
Resource Adj	21.14	0.50	\$ 10.57		
Interim Rate Adj		0.50	\$ -		
Score Board/Lights			\$ 240.85		
Total			\$ 555.60		

**LCAA Baseball Field Expense Worksheet
2024**

Month/Description	Rates	Usage	Amount to bill			
June Electric						
Basic Service Chg	25.98	0.5	\$	12.99	Premises usage	LCAA portion
Energy Cost	0.04765	617	\$	29.41	1155	53% 617
Fuel Cost	0.036589	617	\$	22.58		
Winter Cost	11.9	1.08	\$	12.91	Actual kW=	2.03
Summer cost	16.49	2.66		43.80	Actual kW=	4.97
Affordability chg	9.2	0.50	\$	4.60		
Resource Adj	7.98	0.50	\$	3.99		
Sales true up	-0.0045	438.05	\$	(1.97)	Actual kW=	819.68
Score Board/Lights			\$	224.57		
		Total	\$	352.88		
July Electric						
Basic Service Chg	25.98	0.5	\$	12.99	Premises usage	LCAA portion
Energy Cost	0.04765	728	\$	34.68	1362	53% 728
Fuel Cost	0.036924	728	\$	26.88		
Summer Cost	16.49	9.62	\$	158.63	Actual kW =	18
Sales true up	-0.0045	727.88	\$	(3.28)	Actual kW =	1362
Affordability chg	9.2	0.50	\$	4.60		
Resource Adj	13.39	0.50	\$	6.70		
Score Board/Lights			\$	503.47		
		Total	\$	744.67		
August Electric						
Basic Service Chg	25.98	0.5	\$	12.99	Premises usage	LCAA portion
Energy Cost	0.04765	630	\$	30.02	1179	53% 630
Fuel Cost	0.036404	630	\$	22.94		
Summer Cost	16.49	2.14	\$	35.25	Actual kW =	4
Sales true up	-0.0045	630.08	\$	(2.84)	Actual kW =	1179
Affordability chg	9.2	0.50	\$	4.60		
Resource Adj	6.96	0.50	\$	3.48		
Score Board/Lights			\$	90.12		
		Total	\$	196.57		

**LCAA Baseball Field Expense Worksheet
2024**

Month/Description	Rates	Usage	Amount to bill			
September Electric						
Basic Service Chg	25.98	0.5	\$ 12.99	Premises usage		LCAA portion
Energy Cost	0.04765	680	\$ 32.39	1272	53%	680
Fuel Cost	0.034151	680	\$ 23.22			
Summer Cost	16.49	2.14	\$ 35.25	Actual kW =	4	
Sales True up	-0.0045	679.78	\$ (3.06)	Actual kW =	1272	
Affordability chg	9.2	0.50	\$ 4.60			
Resource Adj	7.37	0.50	\$ 3.69			
Score Board/Lights			\$ 141.75			
		Total	\$ 250.82			
October electric						
Basic Service Chg	25.98	0.5	\$ 12.99	Premises usage		LCAA portion
Energy Cost	0.04765	746	\$ 35.55	1396	53%	746
Fuel Cost	0.03202	746	\$ 23.89			
Summer Cost	16.49	2.06	\$ 34.02	Actual kW =	3.86	
Winter Cost	11.9	5.42	\$ 64.49	Actual kW =	10.14	
Sales True up	0.00176	746.05	\$ 1.31	Actual kW =	1396	
Affordability chg	9.2	0.50	\$ 4.60			
Resource Adj	11.47	0.50	\$ 5.74			
Score Board/Lights			\$ 344.65			
		Total	\$ 527.23			

2024 Total Electric Costs	\$ 2,627.77	total usage:	4,790
		End LCAA meter:	11542

"Baseball Concession" premises has a separate meter for LCAA:

Actual usage at this premises:

total E usage:	4790 from LCAA meter*	May	2599
total E usage at this premises (Apr-Oct):	8963 from main Xcel meter	June	1155
% of total to be used to calculate monthly:	53%	July	1362
		August	1179
		Sept	1272
		Oct	1396
		Total:	8963

**LCAA Baseball Field Expense Worksheet
2024**

2024 Water Expenses

Month	Baseball Concession	Baseball Sprinklers	Baseball Dug Out	Total	LCAA Costs
April	This is the city's responsibility per the agreement	0	0	0 \$	-
May		8800	1	8801 \$	53.03
June		1300	677	1977 \$	11.91
July		20400	880	21280 \$	128.21
August		6100	48	6148 \$	37.04
September		46400	9	46409 \$	279.61
October		50500	590	51090 \$	307.82
Total				\$	817.62

Water Rate: \$12.05/1000 gallons

Per agreement - LCAA will pay half water expenses for sprinklers and dug out

Supplies total due:	\$	11,121.24
Electric total due:	\$	2,627.77
Water total due:	\$	817.62
Grand total:	\$	14,566.63