

City of Loretto  
Special Meeting/Budget Workshop  
Tuesday, August 22, 2023, 6:00 p.m.  
AGENDA

1. CALL TO ORDER 6:00 p.m.
2. PLEDGE OF ALLEGIANCE
3. SET AGENDA
4. ACTION/PLANNING 6:05
  - a. LIONS PARK SIDEWALK QUOTE
  - b. ASSESSING MEDINA PROPERTIES FOR 2023 STREET PROJECT
5. BUDGET WORKSHOP - DEFINITIONS
6. BUDGET GOALS OF COUNCIL 6:20
  - a. Review 2024 Proposed Wages
    - 1) Election Judges
    - 2) Staff
  - b. Review Proposed Capital Improvement Plan and Maintenance and Repairs Spreadsheets
    - 1) Water Treatment Pilot Study
    - 2) Wastewater Quad City Capacity Improvements
  - c. Review Consultant Expenses for 2024
    - 1) Civil Attorney
    - 2) Criminal Attorney
    - 3) Planning
    - 4) Engineering
7. 2024 BUDGET PROPOSAL 6:50
8. REVIEW PROPOSED FEE SCHEDULES
9. ADJOURN 7:10 p.m.

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

# MEMO

TO: HONORABLE MAYOR AND MEMBERS OF THE LORETTO CITY COUNCIL  
FROM: MARY SCHNEIDER, CITY CLERK TREASURER  
CC: JAKE LEUER, INTERIM PUBLIC WORKS MANAGER  
DATE: FRIDAY, AUGUST 18, 2023  
RE: 2024 BUDGET WORKSHOP OF AUGUST 22, 2023 – 6 PM MEETING TIME

The goal of this meeting is to give direction to staff to resolve budgeting issues before the Proposed Levy Certification is set at the September 12<sup>th</sup> council meeting.

## 1. CALL TO ORDER

## 2. PLEDGE OF ALLEGIANCE

## 3. SET AGENDA

## 4. ACTION/PLANNING

### a. LIONS PARK SIDEWALK QUOTE

Included in your packet is a quote to install a sidewalk at the Lions Park, from the city parking lot on Lorenz Street to the concrete pad on the east side of the Lions Community Building. With the increased use of the building, especially during the winter months, accessing the building during muddy or icy conditions has become an issue. Jake is proposing installing the sidewalk in 2023, before winter weather sets in. The contractor said they can get this installed in August, if council approves.

**FUNDING:** The quote is \$7,200. I propose using the \$4490 remaining in 225 Lions Park Building allocation, \$1639 remaining in 225 Parks Grills/Trees allocation, and \$1071 from the 2023 parks maintenance budget.

**RECOMMENDATION:** Motion to approve the Lions Park Sidewalk quote from ACI Asphalt & Concrete in the amount of \$7,200, funded as proposed.

### b. ASSESSING MEDINA PROPERTIES FOR 2023 STREET PROJECT

Included in your packet are two email chains, one between Loretto consultants and staff and the other between myself and Medina City Planner Dusty Finke, regarding Medina assessing two properties for the 2023 Street Project on behalf of Loretto. This information was coming in right as I was about to put out this council packet. I've added this for council consideration/discussion as this is very time-sensitive with the Improvement Hearing coming up on September 12<sup>th</sup> and the need to send out notices by August 28<sup>th</sup>. I will work on getting more guidance from our city attorney before the meeting on Tuesday.

## 5. BUDGET WORKSHOP - DEFINITIONS

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

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

the county. We must levy that exact amount each year. If at some point during the life of the bonds the Debt Service Fund has an accumulated fund balance high enough, the city could pass a resolution setting the Debt Service Levy at a lower amount.

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

## 6. BUDGET GOALS OF COUNCIL

### a. Review 2024 Proposed Wages

#### 1) Election Judges

2024 is a Presidential election year. This means there will be three elections: Presidential Nominating Primary (PNP) in March, the State Primary Election in August, and the State General Election in November. With this greater expectation for election judges not only to train and serve in three elections, but also in an increasingly volatile political atmosphere, most cities are increasing election judge pay. I am proposing an increase from \$14 to \$18/hour for Head Judges and from \$12 to \$16/hour for regular Election Judges.

#### 2) Staff Wages

Earlier this year I was tasked with completing a wage study and bringing a proposal to the budget workshop that would make Loretto's wages more competitive with neighboring cities. This came out of concern about employee retention at a time when we've already lost two employees out of a total of five staff members. I received data from the cities of Medina, Greenfield, Corcoran, Rogers and Plymouth. (I requested data from Hanover, Long Lake and Independence also, but didn't get responses.) Of the responses I received, their wage scales were pretty similar. Matching up Loretto's positions to neighboring cities is challenging. All these cities have administrators and department heads who supervise much larger staffs. Most of their city clerk positions are not supervisory, much less department heads. That being said, I think I came up with a fair compromise for our positions which is outlined in the **2024 Proposed Pay Grade/Step Structure** included in your packet. I also included the Pay Grade/Step Structure information from the cities of Medina, Greenfield, Rogers and Plymouth if you'd like to see those. I focused on Medina, Greenfield and Rogers when developing my proposal.

Also included in your packet is a **Proposed 2024 Wages** spreadsheet detailing the numbers and allocations for the 2024 Budget. This proposal includes moving my position from part-time (35 hours/week) to full-time, as well as the wage adjustments included in the Proposed Pay Grade/Step Structure.

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

Included in your packet are breakdown documents for the Capital Improvement Plan (**Proposed 2024 CIP**) and the Maintenance and Repairs Schedule (**Proposed 2024 Maintenance and Repairs.**)

**CAPITAL IMPROVEMENT PLAN (CIP)**

**1) Water Treatment Pilot Study**

The Water Treatment Improvement Feasibility Study was presented to the city council earlier this year. The estimate for this project is currently \$4.3 million. The Pilot Study for this project proposed by engineering is estimated to cost between \$40,000-\$50,000. With all the other increases in the budget, I was not able to fit this all into one year without a huge user rate increase. In the current budget proposal, I have the Pilot Study split across three years at \$14,000/year (total = \$42,000.) If the \$14,000 were not included in the 2024 budget, the Water Fund user rates would go down from 16% increase to 10% increase. In speaking with Jeff about the Water Treatment Improvement project, he made it clear that this is a “want” and not a “need”. Both Jake and Jeff will be present to discuss options. I’m looking for direction from the council on how to proceed.

**2) Wastewater Quad City Capacity Improvements**

Earlier this year, the Council approved an amendment to the Quad City Wastewater Agreement that commits each city to paying their portion of a capacity improvement project to take place during the planned 2024 CR19 road improvements. Loretto’s share is estimated to be \$107,280. Medina has indicated we would be allowed to make annual payments and the current budget and CIP splits it into three years, anticipating using an additional \$20,000 from the 612 Wastewater Capital Fund for the first payment (total amount of first payment = \$40,000.)

**c. Review Consultant Expenses for 2024**

**1) Civil Attorney**

I increased the budgeted amount for Jared and Jack from \$8,000 to \$9,000 based on actuals and anticipated need. Working with Jack more than Jared will help to keep costs lower.

**2) Criminal Attorney**

I increased the budgeted amount for Steve Tallen to \$6,000 based on actuals. His fees have been steady and low, but overall a little higher this year due to more activity.

**3) Planning**

I reduced the planning budget to \$2,600 based on actuals. If larger projects arise, the planner expenses are typically paid by the applicant.

**4) Engineering**

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

<b>Fund</b>	<b>2024 Proposed</b>	<b>Explanation</b>
General (streets)	\$15,000	General street engineering needs
Water	\$4,000	water treatment plant engineering
Sewer	\$3,000	wastewater engineering
Stormwater	\$13,000	MS4/permit renewal and next pond cleanout engineering

**7. 2024 BUDGET PROPOSAL**

Included in your packet is the **2024 Budget Summary Memo** document, which shows the 2024 revenue and expenditure totals as laid out in this budget proposal.

Also included in your packet is the **2024 Budget Proposal Explanation**. For each line item in the budget, this document shows the account description, the previous year’s amount, this year’s

proposed amount, the increase or (decrease), and an explanation of the line item. At the end of each Fund, the totals for Revenue and Expenditure are laid out and highlighted.



Please review these documents and be ready with any comments or questions you may have about any of the line items. We will not be going through each line item of the **2024 Budget Proposal Explanation** at the meeting, only the totals and the issues already mentioned above.

## 8. Review Proposed Fee Schedules

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

- Park Field Use Rental Fees

In 2021 the Council approved a schedule for park user fee increases that plans for 5% increases per year. This year I'm recommending a 15% increase for two reasons: 1) Vortex has requested chalking of fields with wider lines. While they most often are chalking lines themselves, they are using the city's chalk supply. This increased use is resulting in higher costs to the city; 2) Vortex requested the addition of a donated scoreboard which will result in higher electric costs to the city.

- Fee Schedule

- Water User Fees – 16% increase.
- Wastewater User Fees – 20% increase.
- Stormwater User Fees – 9% increase.
- Site Development and Modification Escrows – haven't been increased since at least 2006. 2023 consultant rates make the current Escrow requirements unreasonable.
- Addition of "plus expenses" to line items where the city may incur consultant fees to process an application.

## 9. ADJOURN

*Action a.*



10285 89th Ave. North • Maple Grove, MN 55369  
Ph. (763) 424-9191 • Fax (763) 424-9190

Date: Wednesday, August 9, 2023

<p><b>Submitted To:</b> Jake Leuer City of Loretto 279 N Medina St Loretto, MN 55357</p> <p><b>Contact Information:</b> Phone: (612) 910-9053 Mobile: E-mail: jakeleuer@ci.loretto.n.us Fax:</p>	<p><b>Site Description:</b> # S137605 City of Loretto 279 N Medina St Loretto, MN 55357</p> <p>Site Contact: Site Phone: Site Email:</p>	<p><b>Prepared By:</b> Sam Jordan</p> <p><b>Contact Information:</b> Mobile: 612-849-3401 Office: 763-424-9191 Sam.Jordan@aciasphalt.com</p> <p><b>Project Manager:</b> Sam Jordan Mobile: 612-849-3401 Sam.Jordan@aciasphalt.com</p>
--	--	---

Qty	Proposed Service(s) & Description(s)	Depth	Price
396 Sq. Ft.	<b>Concrete Flatwork - Install a 6' x 66' Concrete sidewalk.</b>	5"	\$7,200.00

**Service Description**

- Remove existing materials to a depth of 5" and dispose off site.
- Grade and compact existing aggregate base material.
- Install #3 rebar grid at 24" on center.
- Form and pour new 5" concrete flatwork; 4,500 psi exterior concrete design with broom finish and hand-tooled joints.

**PAYMENT TERMS** 0 Down, Balance Net 30

Project Total: \$7,200.00

**SERVICE TERMS** Customer will be notified when work scheduled to be performed. Any job/phase canceled by customer within 72 hours prior to scheduled date is subject to 10% cancellation fee on price of job/phase. Any job/phase rescheduled by customer within 72 hours prior to scheduled start date is subject to a 10% rescheduling fee. The customer will be notified when work is to be performed.

This proposal may be withdrawn at our option if not accepted within 7 days of Aug 9, 2023

By signing proposal you agree to ACI's full Terms & Conditions and authorizing ACI to proceed with the work identified in this agreement.

ACI Sales Consultant Signature Sam Jordan

**Contract & Authorization to Proceed - No work will be scheduled without customer signature below & receipt of required down payment.**

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_

## ACI Terms and Conditions of Agreement

This document, together with the accompanying Proposal # 2023-4288 dated 8/9/2023, is an agreement between ACI Asphalt & Concrete, Inc., and City of Loretto (the "Customer"). For purposes of this agreement "Customer" will be defined as the Owner or Owner's Representative. The individual signing this agreement hereby represents and warrants that she/he is duly authorized to execute and deliver this Agreement on behalf of the Customer and that this Agreement is binding upon the Customer in accordance with its terms.

### Asphalt Guarantee

"ACI" fully guarantees craftsmanship for 1 year for agreed upon proper guidelines. Asphalt is a machine laid surface which has seams that are sometimes noticeable. The surface texture of hand laid areas may not be uniform to machine laid areas, due to hand raking and hand compaction. Guarantee does not cover markings from sharp pointed objects, power steering created tire marks, or drippings from solvents and gas.

### Sealcoat Guarantee

"ACI" fully guarantees craftsmanship for 1 year for agreed upon proper guidelines. This guarantee does not include wearing of sealer and adherence of sealer to oil spots, hydraulic spots, and tree sap. Guarantee does not cover damage caused by acts of third parties.

### Concrete Guarantee

"ACI" fully guarantees craftsmanship for 1 year for agreed upon proper guidelines. This guarantee does not include concrete cracking or surface deterioration of concrete due to salt use.

### Guarantee & Service Exclusions (All exclusions apply to all above guarantees.)

Any request made to "ACI" by the owner, general contractor, or their respective authorized supervisory employees to overlook the standard practices and procedures previously stated in these conditions will automatically negate any guarantee of material or workmanship whether such guarantee is written, implied or orally stated. Guarantee does not cover damage caused by acts of third parties. Guarantee does not cover heaving of asphalt or concrete, sub grade failure, settling or expansion cracks due to freeze thaw weather cycle, tree roots or any other acts of nature. "ACI" shall not be liable for water ponding or retention in surrounding areas of patching or new asphalt/concrete installation due to existing elevations or construction method chosen. "ACI" cannot guarantee drainage or against water ponding on new asphalt without adequate slope. In flat areas, water will not drain unless there is more than 1 1/2" of fall per 10 feet. "ACI" shall not be held liable for damage to surrounding areas of driveway or parking lot due to poor sub grade, moisture or other unforeseen circumstance. "ACI" shall not be liable for damage to adjoining concrete flat work by asphalt or concrete installation equipment during standard construction. "ACI" is not responsible for damage to irrigation or electrical systems that have not been appropriately located by private or other authorized locating services.

Terms: Terms are as stated on sales proposal. You authorize "ACI" to perform a credit investigation and/or obtain credit report from credit reporting agencies. If payment is not made in accordance with the above terms, the customer agrees to pay any collection, legal fees and interest for any unpaid balances. Interest will accrue at a rate of 1.00% per month from the date of completion. Terms of guarantee are contingent upon receipt of final payment.

PRICE is based on specifications and estimates as shown on the "Proposal & Agreement". One mobilization charge is included in price, unless stated on the "Proposal & Agreement". Additional mobilization charges will be at the rate set forth in agreed upon change order which is made part and parcel of these conditions and "Proposal & Agreement". Field measurements may be made when the job is completed and any changes of specifications, areas, tonnage, or gallons will correspondingly change the completed price.

ADDITIONAL CHARGES may incur if the project exceeds the specifications and estimates of the as shown on the "Proposal & Agreement". Additional labor, materials & service outside the proposal are subject to a change order. "ACI" reserves the right to refuse adding a change order if it would interfere with advanced scheduling with other customers with whom previous commitments had been extended. Any deviation from this proposal or extra work will be executed only upon owner or owner's agent acceptance of said change order. Unless stated in the proposal, change orders will be required for permit (s), extra equipment time, extra materials, or extra labor necessary to complete the job. Sub grade is not up to acceptable specifications or requirements or if extra services and/or materials are requested in writing by the owner or general contractor of their respective authorized supervisory employees. Additional mobilizations or retention may be charged to customer if site is not free and clear for "ACI" to perform work as scheduled/agreed upon.

Conditions: The above prices, specifications and conditions are satisfactory and are hereby accepted. I, the property owner, am to carry fire, tornado, and any other necessary insurance. I understand that it is my responsibility to make sure the irrigation systems are shut off as to not cause damage to the work performed. You are contracted to do the work as specified and the stated payment terms are acceptable. All material is guaranteed to be as specified. All work is to be completed in accordance with standard construction practices. All agreements are contingent upon delays beyond our control.

### Poly Jacking Terms

If the customer does not seal all cracks and joints on the slabs or maintain BACKFILL along the slabs involved or if resettling occurs because of flooding or other acts of God. This guarantee does not include patches applied to or placed between the slabs and does not include crack repair done by the customer or ACI Asphalt & Concrete, LLC. □

**Notice Of Lien: A) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. B) Under Minnesota Law, you may have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a Lien Waiver signed by persons who supplied any Labor and Material for the improvement and who gave you timely notice.**

Action b

## Mary Schneider

---

**From:** Dusty Finke <dusty.finke@medinamn.gov>  
**Sent:** Thursday, August 17, 2023 11:01 AM  
**To:** Mary Schneider  
**Cc:** Scott Johnson  
**Subject:** RE: assessing on behalf of Loretto

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mary,

We discussed amongst staff and believe we would be willing to consider assessments. A couple important notes:

- 1) Agreement would need to be entered into prior to assessment process by which Loretto accepts all risks and costs of the assessments. This would include Loretto covering costs of defending any challenges, etc. We would need Loretto/Stantec to be present for the hearings, respond to questions from owners and Council.
- 2) The assessments would be forwarded when received. Most significantly, we suspect the Egan property is green acres and assessment could likely be deferred for a significant amount of time before being received (years or decades).

It may be worth considering whether it is cost-effective and worth the effort to assess, considering the costs of doing a 2<sup>nd</sup> assessment process and the fact that Egan assessments will likely be deferred. I suspect the costs will be thousands of dollars by the time all documents are drafted, notices published, etc.

Please let us know if you would like Medina's City Attorney to draft an agreement related to the assessments, and that Loretto is willing to cover those costs.

Thank you,

**Dusty Finke** | Planning Director | City of Medina

Direct: (763) 473-8846 • [dusty.finke@medinamn.gov](mailto:dusty.finke@medinamn.gov)  
2052 County Road 24 • Medina, MN • 55340

**From:** Mary Schneider <mschneider@ci.loretto.mn.us>  
**Sent:** Thursday, August 10, 2023 11:22 AM  
**To:** Dusty Finke <dusty.finke@medinamn.gov>  
**Subject:** RE: assessing on behalf of Loretto

Ok, good to know. Keep me posted and I'll make sure the council knows we need to wait to order the improvement till Medina is ready, if you guys choose to assess.

Thank you,

**Mary K. Schneider**  
City Clerk Treasurer  
City of Loretto  
Population 647  
279 Medina Street North, Suite 260  
PO Box 207  
Loretto, MN 55357



763-479-4305

**From:** Dusty Finke <[dusty.finke@medinamn.gov](mailto:dusty.finke@medinamn.gov)>  
**Sent:** Thursday, August 10, 2023 11:13 AM  
**To:** Mary Schneider <[mschneider@ci.loretto.mn.us](mailto:mschneider@ci.loretto.mn.us)>  
**Subject:** RE: assessing on behalf of Loretto

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mary,

We plan to discuss at our staff meeting next Wednesday. Will report back.

I'm assuming you plan to hold the improvement hearing on 9/12, but NOT necessarily adopt a resolution ordering the project at that time?

If Medina is going to assess, we'll need to do a bunch of work that should happen before you order the project.

Thanks,

**Dusty Finke** | Planning Director | City of Medina

Direct: (763) 473-8846 • [dusty.finke@medinamn.gov](mailto:dusty.finke@medinamn.gov)  
2052 County Road 24 • Medina, MN • 55340

**From:** Mary Schneider <[mschneider@ci.loretto.mn.us](mailto:mschneider@ci.loretto.mn.us)>  
**Sent:** Wednesday, August 9, 2023 11:14 AM  
**To:** Dusty Finke <[dusty.finke@medinamn.gov](mailto:dusty.finke@medinamn.gov)>  
**Subject:** assessing on behalf of Loretto

Hi Dusty,

We spoke on the phone a few weeks ago about the possibility of Medina assessing two properties that abut Hillview Lane South on behalf of Loretto. What would you need from me to bring this forward to your administrator/council? The PIDs are 06-118-23 41 0002 and 06-118-23 44 0003. My council accepted the feasibility report and ordered an improvement hearing for September 12<sup>th</sup>. This is completely new to me, so any guidance is much appreciated.

Thanks,

**Mary K. Schneider**  
City Clerk Treasurer  
City of Loretto  
Population 647  
279 Medina Street North, Suite 260  
PO Box 207  
Loretto, MN 55357  
763-479-4305

Action b.

## Mary Schneider

---

**From:** Jack S. Brooksbank <JBrooksbank@ck-law.com>  
**Sent:** Monday, August 14, 2023 12:27 PM  
**To:** Mary Schneider; Wyers, Nick  
**Cc:** Torve, Kent; Jared Shepherd; Jake Leuer  
**Subject:** RE: 2023 street project Improvement Hearing-Sept 12

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mary,

I have been doing some more research into this, and I think we may need to try and get some more info from Medina before we make a final decision. Right now, both options are somewhat problematic—we can't necessarily include them on the assessment rolls since we do not have authority to assess them yet, but we also worry that leaving them off might make it more difficult to do any assessments later, even if Medina agrees to it.

So right now, I think we need to really make an effort with Medina to see if they will be willing to enter some kind of partnership for assessing these two parcels. If it seems like Medina will be on board, I think we should include the parcels in the preliminary rolls. If Medina isn't interested, or can't decide quickly, we may just have to do the project without assessing these two and try to find a more long-term solution before any future projects.

Let me know if you need any assistance with reaching out to Medina, or if you have any other questions.

Jack

**Jack S. Brooksbank**  
Attorney  
**CAMPBELL KNUTSON, P.A.**  
Grand Oak Office Center I  
860 Blue Gentian Road, Suite 290  
Eagan, MN 55121  
Phone: (651) 234-6235 • Fax: (651) 234-6237  
[jbrooksbank@ck-law.com](mailto:jbrooksbank@ck-law.com) • [www.ck-law.com](http://www.ck-law.com)



**From:** Mary Schneider <mschneider@ci.loretto.mn.us>  
**Sent:** Wednesday, August 9, 2023 11:33 AM  
**To:** Jack S. Brooksbank <JBrooksbank@ck-law.com>; Wyers, Nick <Nick.Wyers@stantec.com>  
**Cc:** Torve, Kent <kent.torve@stantec.com>; Jared Shepherd <JShepherd@ck-law.com>; Jake Leuer <jakeleuer@ci.loretto.mn.us>  
**Subject:** 2023 street project Improvement Hearing-Sept 12

Hi everyone,

At the council meeting last night the RES accepting the feasibility report and ordering the Improvement Hearing was adopted and the council directed me to reach out to Medina about assessing those two properties on behalf of Loretto.

How does that work with the September 12 Improvement hearing and notices. Would I send a notice to those two Medina properties owners as well? Would they stay on our preliminary assessment roll?

My deadline to get the notice to the paper is August 28<sup>th</sup>, for publishing in the September 1<sup>st</sup> edition (this is assuming I only have to publish once, 10 days notice.)

Thanks,

**Mary K. Schneider**  
City Clerk Treasurer  
City of Loretto  
Population 647  
279 Medina Street North, Suite 260  
PO Box 207  
Loretto, MN 55357  
763-479-4305

City of Loretto, Minnesota

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

Street Improvement

105% Levy

Street Portion

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

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

2024 PROPOSED PAY GRADE/STEP STRUCTURE

CITY OF LORETTO

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

Pay Grade	Minimum										Maximum
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	

  

Name	Position	CURRENT WAGE	PROPOSED WAGE		IF WE MATCHED MEDINA
Michelle	Utility Clerk	\$19.00	\$22.00	Grade 1	\$26.82 Grade 3 starting
	PWM-1		\$24.20	Grade 2	\$29.22 Grade 4 starting
Aaron	PWM 2	\$25.67	\$29.28	Grade 4	\$34.58 Grade 4 with 6 years experience
Jake	PWD	\$28.22	\$35.43	Grade 6	\$45.52 Dept Head starting
Mary	CLRK-TRE	\$31.78	\$39.88	Grade 6	\$58.00 Dept Head with 10 years experience

**Characteristics:**

10% difference between GRADES

3% increase per STEPS

Similar to Rogers and Greenfield

2023 PAY GRADE/STEP STRUCTURE

Pay Grade	Minimum								Maximum
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
1	\$22.56	\$23.61	\$24.75	\$25.95	\$26.71	\$27.51	\$28.33	\$29.19	
2	\$24.58	\$25.75	\$27.00	\$28.28	\$29.14	\$29.98	\$30.91	\$31.80	
3	\$26.82	\$28.09	\$29.41	\$30.81	\$31.73	\$32.68	\$33.65	\$34.67	
4	\$29.22	\$30.60	\$32.01	\$33.69	\$34.58	\$35.63	\$36.71	\$37.80	
5	\$32.33	\$33.32	\$34.95	\$36.63	\$37.70	\$38.81	\$40.01	\$41.19	
6	\$34.58	\$35.69	\$37.39	\$39.18	\$40.35	\$41.54	\$42.81	\$44.07	
7	\$37.01	\$38.18	\$40.03	\$41.93	\$43.17	\$44.46	\$45.82	\$47.19	
8	\$39.61	\$40.89	\$42.82	\$44.82	\$46.22	\$47.57	\$49.01	\$50.44	
9	\$45.52	\$46.95	\$49.22	\$51.51	\$53.07	\$54.64	\$56.30	\$58.00	
10	\$48.05	\$49.57	\$51.98	\$54.40	\$56.03	\$57.75	\$59.47	\$61.24	
11	\$53.35	\$55.07	\$57.69	\$60.44	\$62.19	\$63.13	\$66.00	\$67.99	
	Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Maximum	

(utility clerk)  
 Asst. technician  
 Public Works Technician  
 City Clerk  
 Water/Sewer Operator  
 PW Field Inspector  
 City Clerk  
 non supervisory position  
 PWD Dept. Heads  
 Finance Dir.

Characteristics:

- Eleven pay grades
- Pay range spreads or width are uniform at 30%
- Midpoint differentials (distance between adjacent pay grades) are uniform at 7% for Pay Grades 1-5 and 9% for Pay Grades 6-11
- Steps allow employee to be brought up to midpoint after 3 years of service and top pay after 7 years of service (same as current structure)
- Steps in bottom half (Step 1 to Step 4) represent a 4.75% increment; steps in top half (Step 4 to Step 8) represent a 3% increment

### Pay Grades, Positions, and Point Ranges

Pay Grade	Position Title (Point Rating)	Point Range
1	Office Assistant	45 - 64
2	Office Assistant	65 - 84
3	Administrative Assistant (99) Accounting Technician (95) Permit Technician (99)	85 - 104
4	Public Works Technician (105)	105 - 124
5	Assistant to City Administrator/City Clerk (127) Water/Sewer Operator (127) PW Field Inspector (127) Police Officer (144) Accountant (140) Associate Planner II	125 - 144
6	Assistant to City Administrator/City Clerk Public Works Foreman (162) Associate Planner (147) Police Investigator	145 - 164
7		165 - 184
8	Police Sergeant (191)	185 - 204
9	Finance Director (220) Planning Director (220) Public Works Director (220)	205 - 224
10	Police Chief (237)	225 - 244
11	City Administrator (329)	245 - 429

Dept. Heads

\*Based on Modified Princeton Job Evaluation System

## Mary Schneider

---

**From:** Erin Barnhart <erin.barnhart@medinamn.gov>  
**Sent:** Wednesday, May 3, 2023 2:03 PM  
**To:** Mary Schneider  
**Subject:** RE: data request/wages

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Some of our positions span two pay grades – once step 8 is completed they would move to next pay grade (probably step 7) it just gives a little more flexibility to have a higher pay range for a position.

The City Clerk position does have potential to be supervisory. Our past City Clerk was a pay grade 7-8 and had supervisory duties (she was also asst. city administrator). We restructured slightly when that position became vacant. We have a newer city clerk right now and so we haven't added supervisory responsibility yet, but that is something the position could grow into in the future if needed.

The point ranges are tied to the job evaluation system that we use (Modified Princeton System). Based on how we are structured – our department heads (directors) are all a pay grade 9 – so their scoring would fall within that range. You could have a director be split between a grade 8 & 9 DOQ.

Hope that helps!

### **Erin Barnhart | City of Medina | Finance Director**

Direct: (763) 473-8848 • Fax: (763) 473-9359 • [erin.barnhart@medinamn.gov](mailto:erin.barnhart@medinamn.gov)  
2052 County Road 24 • Medina, MN • 55340

**From:** Mary Schneider <mschneider@ci.loretto.mn.us>  
**Sent:** Wednesday, May 3, 2023 11:16 AM  
**To:** Erin Barnhart <erin.barnhart@medinamn.gov>  
**Subject:** RE: data request/wages

Thank you, Erin! I have a few questions:

- For the city clerk position, I see it included in both Pay Grade 5 and 6. Is this based on years of service? Past 7 years moves into next pay grade?
- Also, is your city clerk position a supervisory position?
- Are the point ranges related to years of service? For example, would a newly hired Public Works Director automatically be in the 205-224 range, or would they start lower?

Thanks again for your help!

**Mary K. Schneider**  
City Clerk Treasurer  
City of Loretto  
Population 647  
279 Medina Street North, Suite 260  
PO Box 207  
Loretto, MN 55357  
763-479-4305



Greenfield matches Rogers  
Medina similar

3.5% ↑  
between  
steps

2023 Rogers Pay Structure

Points	Grade	Step								
		Start	1	2	3	4	5	6	7	8
- 90	1	14.52	15.02	15.55	16.09	16.66	17.23	17.84	18.48	19.11
91 100	2	15.82	16.38	16.95	17.54	18.15	18.80	19.44	20.13	20.83
101 111	3	17.24	17.85	18.49	19.11	19.78	20.48	21.20	21.93	22.70
112 123	4	18.80	19.46	20.13	20.83	21.57	22.32	23.10	23.91	24.76
124 137	5	20.48	21.21	21.95	22.72	23.50	24.35	25.19	26.06	26.97
138 152	6	22.33	23.12	23.92	24.77	25.63	26.52	27.46	28.41	29.40
153 168	7	24.35	25.21	26.07	26.98	27.92	28.92	29.93	30.96	32.05
169 186	8	26.53	27.46	28.42	29.41	30.45	31.52	32.62	33.75	34.93
187 215	9	28.93	29.94	30.97	32.06	33.18	34.34	35.55	36.79	38.08
216 248	10	31.53	32.64	33.76	34.94	36.17	37.44	38.75	40.11	41.51
249 287	11	34.36	35.57	36.80	38.09	39.44	40.81	42.24	43.71	45.24
288 331	12	37.45	38.76	40.13	41.52	42.98	44.49	46.04	47.64	49.32
332 398	13	40.82	42.25	43.74	45.26	46.85	48.49	50.18	51.94	53.75
399 479	14	44.50	46.05	47.65	49.33	51.05	52.85	54.70	56.61	58.60
480 576	15	48.51	50.19	51.96	53.78	55.67	57.60	59.63	61.71	63.87
577 692	16	52.87	54.72	56.62	58.61	60.66	62.79	64.99	67.27	69.61
693 832	17	57.62	59.64	61.73	63.89	66.13	68.43	70.84	73.31	75.88
833 999	18	62.80	65.01	67.29	69.64	72.08	74.58	77.22	79.90	82.70

PWM 1

Utility Clerk

PWM 2

City Clerk  
Utilities Supt

PwD

Fin. Dir

COLA%: 4.50%

15.5	50.69	52.45	54.29	56.19	58.16	60.20	62.31	64.49	66.74
17.5	60.21	62.32	64.51	66.77	69.11	71.50	74.03	76.60	79.29

Rogers 2023  
Admin

Position	Department	Grade
Administrative Assistant - City Hall	Administration	7
Assistant City Administrator/HR Director	Administration	17
City Administrator	Administration	18
City Clerk	Administration	11
Accounting Clerk I	Finance	8
Assistant Finance Director	Finance	14
Billing Clerk - Utilities, AR	Finance	8
Accountant	Finance	10
Finance Director	Finance	16

Rogers 2023  
PW

Position	Department	Grade
Civil Project Engineer	Engineering	14
Parks & Facility Maintenance Supervisor	Parks & RAC	11
Public Works - Maintenance II (Parks & RAC)	Parks & RAC	9
Administrative Assistant - Public Works	Public Works	7
Mechanic	Public Works	8
Permit and GIS Technician	Public Works	9
Public Works - Maintenance I	Public Works	6
Public Works Director	Public Works	15
Water Resource Technician	Public Works	10
Public Works - Maintenance II (MEO)	Streets	9
Public Works - Maintenance II (Streets)	Streets	9
Public Works - Maintenance II (Utilities)	Utilities	9
Public Works - Maintenance II (Parks & Facilities)	Public Works	9
Utilities Supervisor	Utilities	11
Utilities Maintenance Lead (Streets & Stormwater)	Utilities	10
Utilities Maintenance Lead (Water & Sewer)	Utilities	10
Utilities Maintenance I	Utilities	6

Greenfield

**Mary Schneider**

**From:** Margaret Webb <mwebb@ci.greenfield.mn.us>  
**Sent:** Monday, May 8, 2023 11:10 AM  
**To:** Mary Schneider  
**Subject:** RE: data request/wages

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mary

Keep in mind most of our staff have been employed here for over 5 years  
*Step 3 Rogers #9* *Step 2 Rogers #9*  
PW Maint/Heavy Equipment Operator (1) employee 32.48, (1) employee 31.04  
PW Supervisor: 40.54 - *step 5 Rogers #11*  
Admin Asst: 26.87 *step 1 Rogers #8*  
Accountant: 37.44 *step 5 Rogers #10*  
City Administrator (Salary) 110,000 - *step 5 Medina Dept. Head*

Margaret Webb  
City Administrator  
City of Greenfield  
M-TH 7:00am-5:30pm  
763-477-6464

**From:** Mary Schneider <mschneider@ci.loretto.mn.us>  
**Sent:** Wednesday, May 3, 2023 10:04 AM  
**To:** Margaret Webb <mwebb@ci.greenfield.mn.us>; Jessica Beise <jbeise@ci.corcoran.mn.us>; Erin Barnhart <erin.barnhart@medinamn.gov>; Jennifer Nash <cityadmin@ci.hanover.mn.us>; Jeannette Moeller <jmoeller@longlakemn.gov> <jmoeller@longlakemn.gov>; Amber Simon <asimon@ci.independence.mn.us>; arich@plymouthmn.gov; Caitlyn Walker <Caitlyn.Walker@medinamn.gov>; info@rogersmn.gov  
**Subject:** data request/wages

Hi folks!

I'm working on a quick wage study of western Hennepin County cities and wondered if you could help me out. Could I bother you for a copy of your current wage scale?

Absent a formal wage scale, any document showing current wages would be wonderful. We're particularly interested in admin and public works staff.

I'm happy to share the results of this study if you're interested.

Thanks in advance for your help!

Mary K. Schneider  
City Clerk Treasurer  
City of Loretto  
Population 647  
279 Medina Street North, Suite 260

Plymouth Admin  
Union

4	21.67	22.96	24.23	25.53	26.80	27.58	28.34	29.12	29.43
3	20.65	21.87	23.07	24.30	25.54	26.28	27.01	27.77	28.02
2	19.63	20.78	21.94	23.07	24.25	24.95	25.65	26.35	26.62

The following wage rates reflect a 2.5% increase and shall be effective pay period one of 2023.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Grade	Start	6 Months	1 year	2 years	3 years	4 years	5 years	6 years	20 years
18	37.85	40.14	42.44	44.73	47.04	48.41	49.80	51.17	51.69
17	36.09	38.25	40.44	42.63	44.81	46.14	47.44	48.74	49.21
16	34.86	36.96	39.09	41.19	43.30	44.57	45.83	47.10	47.57
15	33.89	35.91	37.97	40.02	42.06	43.28	44.51	45.77	46.21
14	32.86	34.86	36.87	38.82	40.82	41.98	43.19	44.39	44.83
13	31.88	33.79	35.71	37.65	39.55	40.71	41.87	43.04	43.47
12	30.89	32.73	34.59	36.46	38.31	39.40	40.53	41.68	42.10
11	29.67	31.46	33.24	35.01	36.80	37.87	38.94	40.02	40.41
10	28.47	30.18	31.88	33.59	35.30	36.33	37.35	38.39	38.77
9	27.44	29.10	30.73	32.40	34.03	35.01	36.00	37.01	37.38
8	26.41	28.01	29.59	31.18	32.77	33.72	34.65	35.63	35.98
7	25.40	26.93	28.43	29.94	31.46	32.40	33.27	34.18	34.52
6	24.36	25.83	27.29	28.73	30.18	31.06	31.91	32.81	33.13
5	23.26	24.65	26.00	27.42	28.80	29.63	30.44	31.31	31.61
4	22.21	23.53	24.84	26.17	27.47	28.27	29.05	29.85	30.17
3	21.17	22.42	23.65	24.91	26.18	26.94	27.69	28.46	28.72
2	20.12	21.30	22.49	23.65	24.86	25.57	26.29	27.01	27.29

City Clerk

Utility Clerk

<u>GRADE</u>	<u>JOB TITLE</u>
18	Senior Planner
17	Public Safety Education Specialist
16	Accountant Asset Management Project Coordinator Building Inspector Building Inspector-Electrical Engineer Fire Inspector Planner Plumbing Inspector <u>Project Coordinator</u> Public Safety Analyst Sr Engineering Technician
14	Community Development Coordinator Housing Inspector
12	Associate Planner Community Relations Officer Forestry Technician GIS Technician Graduate Engineer HRA Specialist Volunteer Coordinator
10	Accounting Technician Housing Technician Water Resources Technician
9	Licensing Technician Office Support Lead
8	Engineering Technician Finance Clerk
7	Housing Eligibility Specialist Office Support Specialist Permit Technician
6	Community Service Officer Office Support Representative
5	Meter Reader
2	Clerical Assistant

*City Clerk*

*Utility Clerk*

The following 2022 wage rates reflect an increase of 3% overall (2% general increase; 1% market adjustment) over the previous year's wage rates and shall be effective on pay period one of 2022:

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Classification	Start	6 Months	1 year	2 years	3 years	4 years	5 years
Maintenance Person	27.00	28.23	29.41	30.59	31.77	33.05	33.71
Mechanic	29.74	30.65	31.57	32.43	33.31	34.34	34.96
Arena Mtce Operator	29.74	30.65	31.57	32.43	33.31	34.34	34.96
Utility Operator	32.75	33.29	33.73	34.18	34.61	35.20	35.82
Lead Person	32.75	33.29	33.73	34.18	34.61	35.20	35.82

The following 2023 wage rates reflect an increase of 2.75% overall (2% general increase; 0.75% market adjustment) over the previous year's wage rates and shall be effective on pay period one of 2023:

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Classification	Start	6 Months	1 year	2 years	3 years	4 years	5 years
Maintenance Person	27.74	29.01	30.22	31.43	32.64	33.96	34.64
Mechanic	30.56	31.49	32.44	33.32	34.23	35.28	35.92
Arena Mtce Operator	30.56	31.49	32.44	33.32	34.23	35.28	35.92
Utility Operator	33.65	34.21	34.66	35.12	35.56	36.17	36.81
Lead Person	33.65	34.21	34.66	35.12	35.56	36.17	36.81

26.3 The EMPLOYER may at its sole discretion hire an employee at any step of the wage progression.

26.4 Maintenance persons shall receive \$1.10 per hour in addition to their normal base hourly rate for authorized operation of the following equipment:

- Motor graders
- Front end loaders
- Backhoes
- Paver
- Jet vactor
- Bulldozer
- Bucket truck (during operation only)
- Jetter

No premium will be paid for less than 2 hours of continuous work on the equipment. No premium will be paid for training time.

24.8 Seasonal laborers who have completed at least one full season (seven months) will be entitled to receive pay for the following official holidays at their normal straight time rates, provided they work the full work week in which the holiday falls. If the holiday is worked, the employee will be entitled to another eight hour day off. They will not be entitled to double pay for the holiday.

Memorial Day  
Independence Day  
Labor Day

24.9 The following 2021 Seasonal Laborer wage rates reflect a 2% increase over the previous year's wage rates and shall be effective on pay period one of 2021:

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
\$13.49	\$14.00	\$14.57	\$15.14	\$15.74	\$16.36	\$17.00

The following 2022 Seasonal Laborer wage rates reflect a 2% increase over the previous year's wage rates and shall be effective on pay period one of 2022:

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
\$13.76	\$14.28	\$14.86	\$15.44	\$16.05	\$16.69	\$17.34

The following 2023 Seasonal Laborer wage rates reflect a 2% increase over the previous year's wage rates and shall be effective on pay period one of 2023:

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
\$14.04	\$14.57	\$15.16	\$15.75	\$16.37	\$17.02	\$17.69

Seasonal laborers currently over the pay schedule rate, will receive no adjustment during the contract term.

24.10 No seasonal worker will make more than the "start" rate for a regular maintenance worker.

24.11 In accordance with statute, seasonal laborers will be assessed fair share contributions by AFSCME, Council 5.



**PROPOSED 2024 WAGES**  
CITY OF LORETTO

*Budget 6. a. Staff Wages*

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				
<b>Name</b>	<b>Hours/ week</b>	<b>Hours/ Year</b>	<b>Wage Per Hour</b>	<b>Total</b>	<b>PERA (City)</b>	<b>PERA (Empl)</b>	<b>Net</b>	<b>SS</b>	<b>Medicare</b>	<b>Total</b>
PWD	40	2270	\$ 35.43	\$ 80,426.10	\$ 6,031.96	\$ 5,227.70	\$ 75,198.40	4986.42	\$ 1,166.18	\$ 92,610.65
PWD ADD COMP	40	2080	\$ 3.12	\$ 6,489.60	\$ 486.72	\$ 421.82	\$ 6,067.78	402.36	\$ 94.10	\$ 7,472.77
PWM-FT-2	40	2245	\$ 29.28	\$ 65,733.60	\$ 4,930.02	\$ 4,272.68	\$ 61,460.92	4075.48	\$ 953.14	\$ 75,692.24
PWM-FT2 ADD COM	40	2080	\$ 3.12	\$ 6,489.60	\$ 486.72	\$ 421.82	\$ 6,067.78	402.36	\$ 94.10	\$ 7,472.77
PWM FT-1	40	2245	\$ 24.20	\$ 54,329.00	\$ 4,074.68	\$ 3,531.39	\$ 50,797.62	3368.40	\$ 787.77	\$ 62,559.84
PWM-FT1 ADD COM	40	2080	\$ 3.12	\$ 6,489.60	\$ 486.72	\$ 421.82	\$ 6,067.78	402.36	\$ 94.10	\$ 7,472.77
PW retired		12	\$ 1,500.00	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00	1116.00	\$ 261.00	\$ 19,377.00
Clerk	40	2080	\$ 39.88	\$ 82,950.40	\$ 6,221.28	\$ 5,391.78	\$ 77,558.62	5142.92	\$ 1,202.78	\$ 95,517.39
Clerk ADD COMP	40	2080	\$ 3.12	\$ 6,489.60	\$ 486.72	\$ 421.82	\$ 6,067.78	402.36	\$ 94.10	\$ 7,472.77
Utility Clerk	15	880	\$ 22.00	\$ 19,360.00	\$ 1,452.00	\$ 1,258.40	\$ 18,101.60	1200.32	\$ 280.72	\$ 22,293.04
<b>Council</b>	\$5000 annual max; \$80 additional meeting max			\$ 17,000.00	\$ 850.00	\$ 850.00	\$ 16,150.00	1054.00	\$ 246.50	\$ 19,150.50
				\$ 363,757.50	\$ 25,506.81	\$ 22,219.24		22552.97	5274.48	
								<b>Total Wages/Benefits</b>		<b>\$ 417,091.76</b>
					<b>test</b>	<b>\$ 417,091.76</b>				
Pera rates for 2024 = employee 6.5% - employer - 7.5% (increase of .25% in both employee and employer rates effective 1/1/15)								2023 Approved:	<b>\$ 338,993.00</b>	
SS & Medicare Employer rates are 6.2% & 1.45%, employee rates are 6.2% for SS (since 2013)								Increase =	<b>\$ 78,098.76</b>	
Council wage is \$170/month for Mayor and \$150/month for Council + \$40/80 per additional meeting (depending on time) as a designated representative										
Minimum compensation for each is set at \$1,800, maximum each is \$5,000 per year.										
<b>Breakdown by Departments</b>										
<b>2024</b>										
PWD time is divided into 6 areas: Park 15%, Streets 40%, Water 20%, Wastewater 20%, Stormwater 5%										
PWM FT-2 is average of Park 32%, Street 30%, Water 15%, Wastewater 18%, Stormwater 5%										
PWM FT-1 divided into Park 35%, Street 30%, Water 15%, Wastewater 15%, Stormwater 5%										
PW retired divided into Park 20%, Street 40%, Water 15%, Wastewater 20%, Stormwater 5%										
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 2024 WAGES**  
CITY OF LORETTO

	Park (Gen)	Street (Gen)		Water	Wastewater		Garbage/Recy	Stormwater	Clerk (Gen)	Total	
PWD	\$ 15,012.51	40,033.37		\$ 20,016.69	\$ 20,016.69			5004.17		\$ 100,083.43	
PWM FT2	\$ 26,612.80	24,949.50		\$ 12,474.75	\$ 14,969.70			4158.25		\$ 83,165.01	
PWM FT1	\$ 24,511.42	21,009.79		\$ 10,504.89	\$ 10,504.89			3501.63		\$ 70,032.62	
PW retired	\$ 3,875.40	\$ 7,750.80		\$ 2,906.55	\$ 3,875.40			\$ 968.85		\$ 19,377.00	
Clerk				\$ 14,418.62	\$ 14,418.62		\$ 8,239.21	4119.61	\$ 61,794.10	\$ 102,990.16	
Utility Clerk				\$ 3,121.03	\$ 3,121.03		\$ 1,783.44	891.72	\$ 13,375.82	\$ 22,293.04	
Council	\$ 19,150.50									\$ 19,150.50	
									<b>Total</b>	<b>\$ 417,091.76</b>	
PW + Admin Total	\$ 70,012.14	93,743.46		\$ 63,442.53	\$ 66,906.33		\$ 10,022.66	18644.23	\$ 75,169.92	\$ 417,091.76	
Council	\$ 19,150.50										
<b>Total for all Funds</b>	<b>General</b>			<b>Water</b>	<b>Sewer</b>		<b>Garbage/Recy</b>	<b>Stormwater</b>		<b>Total</b>	
	\$ 258,076.02			\$ 63,442.53	\$ 66,906.33		\$ 10,022.66	18644.23		\$ 417,091.76	
	Wage	Clerk	Water	Wastewater	Garbage/Recycling	Stormwater	Total				
Mary	\$ 89,440.00	53664.00	\$ 12,521.60	\$ 12,521.60	\$ 7,155.20	\$ 3,577.60	89,440.00				
Benefits	\$ 13,550.16	8130.10	\$ 1,897.02	\$ 1,897.02	\$ 1,084.01	\$ 542.01	13,550.16				
							102,990.16				
Michelle	\$ 19,360.00	11616.00	\$ 2,710.40	\$ 2,710.40	\$ 1,548.80	\$ 774.40	19360.00				
Benefits	\$ 2,933.04	1759.82	\$ 410.63	\$ 410.63	\$ 234.64	\$ 117.32	2933.04				
							22293.04				
Budget		101-41400	601-41400	602-41400	603-41400		604-41400				
Clerk wages - 100		65280.00	\$ 15,232.00	\$ 15,232.00	\$ 8,704.00		\$ 4,352.00	108800.00			
Clerk benefits - 120		9889.92	\$ 2,307.65	\$ 2,307.65	\$ 1,318.66		\$ 659.33	16483.20			
		75169.92	17539.65	17539.65	10022.66		\$ 5,011.33	\$ 125,283.20			
			<b>For Budget Breakdown - Rounding purposes</b>					125283.20	Actual		
		101-41400	601-41400	602-41400	603-41400		604-41400				
	100	65280.00	\$ 15,230.00	\$ 15,230.00	\$ 8,700.00		\$ 4,350.00				
	120	9890.00	\$ 2,310.00	\$ 2,310.00	\$ 1,320.00		\$ 660.00				
	Budgeted	75170.00	\$ 17,540.00	\$ 17,540.00	\$ 10,020.00		\$ 5,010.00	125280.00	Budgeted		

**PROPOSED 2024 WAGES  
CITY OF LORETTO**

		Park	Street	Water	Wastewater	Stormwater	Total		
PWD	\$ 86,915.70	13037.36	\$ 34,766.28	\$ 17,383.14	\$ 17,383.14	4345.79	\$ 86,915.70		
Benefits	\$ 13,167.73	1975.16	\$ 5,267.09	\$ 2,633.55	\$ 2,633.55	658.39	\$13,167.73		
							\$ 100,083.43		
		Park	Street	Water	Wastewater	Stormwater	Total		
PWM FT-2	\$ 72,223.20	23111.42	\$ 21,666.96	\$ 10,833.48	\$ 13,000.18	3611.16	\$ 72,223.20		
Benefits	\$ 10,941.81	3501.38	\$ 3,282.54	\$ 1,641.27	\$ 1,969.53	547.09	\$10,941.81		
							\$ 83,165.01		
		Park	Street	Water	Wastewater	Stormwater	Total		
PWM FT-1	\$ 60,818.60	21286.51	\$ 18,245.58	\$ 9,122.79	\$ 9,122.79	3040.93	\$60,818.60		
Benefits	\$ 9,214.02	3224.91	\$ 2,764.21	\$ 1,382.10	\$ 1,382.10	460.70	\$9,214.02		
							\$70,032.62		
		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		
		101-45200	101-43100	601-49400	602-49450	604-49600			
		Park	Street	Water	Wastewater	Stormwater			
Wages - 100		61035.29	\$ 81,878.82	\$ 40,039.41	\$ 43,106.11	11897.88	\$ 237,957.50		
Benefits -120		8976.85	\$ 11,864.64	\$ 5,863.47	\$ 6,260.58	1735.03	\$ 34,700.56		
		70012.14	\$ 93,743.46	\$ 45,902.88	\$ 49,366.68	\$ 13,632.90	\$ 272,658.06	Actual	
		<b>For Budget Breakdown for Rounding purposes</b>							
		101-45200	101-43100	601-49400	602-49450	604-49600			
	100	61030.00	\$ 81,880.00	\$ 40,040.00	\$ 43,110.00	\$ 11,900.00			
	120	8980.00	\$ 11,860.00	\$ 5,860.00	\$ 6,260.00	\$ 1,740.00			
		<b>70010.00</b>	<b>\$ 93,740.00</b>	<b>\$ 45,900.00</b>	<b>\$ 49,370.00</b>	<b>\$ 13,640.00</b>	\$ 272,660.00	Budgeted	
		300.00	750	320	520	260.00	\$ 417,090.00	Budgeted total	
							\$ 417,091.76	Actual total	
Council	<b>101-41110</b>							from Line K16	
Wages-100	\$ 17,000.00								
Benefits-120	\$ 2,150.00	2150.50	Council benefits						
	\$ 19,150.00	\$ 19,150.50	Line K17						

PROPOSED 2024 CIP

Budget 6. b.

Department Description	year started	saved balance	estimate	2023	2024	2025	2026	2027	2028	2029	2030
<b>Public Works Equipment (PWE)</b>											
4 x 4 Pickup replace 2002 & 2015						\$5,000	\$5,000	\$5,000			
Salt and sand spreader					\$6,500						
Gater replacement					\$6,800	\$6,800	\$6,800				
Ford 550 with Snow Plow and Sander						\$10,000	\$10,000	\$10,000			
Lawn Mower					\$4,000	\$4,000	\$4,000				
Skidsteer				\$5,000	\$6,500	\$6,500	\$6,500	\$6,500			
<b>Public Works Equipment sub-total*</b>				<b>\$5,000</b>	<b>\$23,800</b>	<b>\$32,300</b>	<b>\$32,300</b>	<b>\$21,500</b>			
<b>Administrative - 101-41570-500</b>											
Computer (desktop) upgrade	ongoing	see below	ongoing	CS repl \$2,000	PW repl \$2,000	MS repl \$2,500	MP repl \$2,500	PW repl \$2,500	MS repl \$3,500	MP Repl \$3,000	
Laptop computer upgrades	ongoing	see below	ongoing	\$1,000	\$0	\$500	\$500	\$500	500	500	
Podium					\$500						
<b>Adminstrative sub-total</b>		<b>4,813</b>		<b>\$3,000</b>	<b>\$2,500</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$4,000</b>	<b>\$3,500</b>	
<b>Attorney - 101-41610-500</b>											
Code updates	2012	13,098	15,000	\$2,000	\$0	\$3,000					
<b>Attorney sub-total</b>				<b>\$2,000</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Planning - 101-41910-500</b>											
Grants to match for RAC											
<b>Planning sub-total</b>		<b>16,887</b>									
<b>Civil Defense - 101-42500-500</b>											
Siren Replacement	2016	16,850		\$0							
				allocated \$5286 ARPA funds				siren purchased in 2022			
<b>Civil Defense sub-total</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Streets - 101-43100-500</b>											
Finish Quiet Zone and Replace Pavers			just under 40,000 saved for street		\$5,000	\$5,000	\$5,000	\$5,000			
Solar Speed Sign on CR19 heading south					\$2,000	\$2,000					
PWE portion for Streets				\$2,500	\$10,250	\$13,700	\$13,700	\$12,000			
<b>Streets sub-total</b>				<b>\$2,500</b>	<b>\$17,250</b>	<b>\$20,700</b>	<b>\$18,700</b>	<b>\$17,000</b>			
<b>Parks - 101-45200-500</b>											
Walkway between Arnold Klaers/Bob Koch	2019	20,000	25,000	\$5,000	\$5,000						
Overlay around softball concession	2009	31,420	65,000	\$5,000	\$5,000	\$5,000					
Lions Park Building Revamp (2022-2025 repay Interfund Loan)		4,490		\$10,000	\$10,000	\$10,000					
Lions Park Sidewalk to Lorenz Street parking			propose use of \$4490								
<b>Parks continued on next page</b>			and \$1639 saved for grills/trees								
						\$7200 proposed for 2023 completion					
						6129 from 225, the rest from current budget					

**PROPOSED 2024 CIP**

Department Description	year started	saved balance	estimate	2023	2024	2025	2026	2027	2028	2029	2030
<b>Parks continued from previous page</b>											
Bathrooms at softball field	2017	17,197	25,000	\$0	\$10,000	use estimated \$16,500 ARPA funds					
Playgrnd equip at Highlands & Lions Parks	2019	14,993									
Pickleball Courts	2023	6,000	50,000		\$12,500	\$12,500	\$12,500	\$12,500			
Saving for Shelters/Concrete Pads (Ponds Park) completed											
Dog Park fencing at Lions Park	2022	-	18,000	\$6,000							
Vortex Athletic Complex Improvements	2022	7,000	ongoing	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000			
Bandshell at Lions Park											
PWE portion for Parks				\$1,000	\$5,350	\$6,700	\$6,700	\$3,000			
<b>Parks sub-total</b>				<b>\$34,000</b>	<b>\$54,850</b>	<b>\$41,200</b>	<b>\$26,200</b>	<b>\$22,500</b>			
<b>Water - 601-49400-500</b>											
Future Infrastructure Projects											
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					\$14,000	\$14,000	\$14,000				
Service Wells #2 & #3 (replace pumps & booster)		ongoing	ongoing	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
PWE portion for Water				\$500	\$3,350	\$4,700	\$4,700	\$2,500			
<b>Water sub-total</b>				<b>\$5,500</b>	<b>\$29,850</b>	<b>\$23,700</b>	<b>\$23,700</b>	<b>\$7,500</b>			
<b>Wastewater 602-49450-500</b>											
Quad City Capacity Improvements				\$0	\$20,000	\$35,000	\$35,000	use \$20,000 from 612 in 2024 (40K total)			
Meter reading pole					\$5,000						
Remote Meter Read Technology			to be purchased in 2023	\$12,500	split funding in 611/612						
Aerator		onoging	ongoing	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
I & I Issues (Two manholes per year)											
PWE portion for Wastewater				\$1,000	\$4,850	\$6,200	\$6,200	\$3,000			
<b>Wastewater sub-total</b>				<b>\$18,500</b>	<b>\$34,850</b>	<b>\$46,200</b>	<b>\$46,200</b>	<b>\$8,000</b>			
<b>Stormwater - 604-49600-500</b>											
LSWMP** (See Breakout sheet)				\$27,350	\$30,350	\$30,350	\$30,350	\$29,850			
PWE portion for Stormwater				\$0	\$0	\$1,000	\$1,000	\$1,000			
<b>Stormwater sub-total</b>				<b>\$27,350</b>	<b>\$30,350</b>	<b>\$31,350</b>	<b>\$31,350</b>	<b>\$30,850</b>			
PWE total (verify same amount above)				\$5,000	\$23,800	\$32,300	\$32,300	\$21,500			
<b>TOTAL CIP FOR ALL FUNDS</b>				<b>\$92,850</b>	<b>\$169,650</b>	<b>\$169,150</b>	<b>\$149,150</b>	<b>\$88,850</b>			

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

\*\* Local Surface Water Management Plan

## PROPOSED 2024 PWE Breakdowns

Department Description	2023	2024	2025	2026	2027	2028	2029	2030
<b>Public Works Equipment (PWE)</b>								
4 x 4 Pickup replace 2002 & 2015			\$5,000	\$5,000	\$5,000			
Salt and sand spreader	same as F55	\$6,500						
Gater replacement	4 split	\$6,800	\$6,800	\$6,800				
Ford 550 with Snow Plow and Sander			\$10,000	\$10,000	\$10,000			
Lawn Mower		\$4,000	\$4,000	\$4,000				
Skidsteer	\$5,000	\$6,500	\$6,500	\$6,500	\$6,500			
<b>Public Works Equipment Total</b>	<b>\$5,000</b>	<b>\$23,800</b>	<b>\$32,300</b>	<b>\$32,300</b>	<b>\$21,500</b>			
<b>STREETS PORTION</b>								
4x4 Pickup portion			\$1,000	\$1,000	\$1,000			
Salt and sand spreader portion		\$4,550						
Gater replacement portion		\$1,700	\$1,700	\$1,700				
Ford F550 with Snow Plow and Sander portion			\$7,000	\$7,000	\$7,000			
Skidsteer portion	\$2,500	\$4,000	\$4,000	\$4,000	\$4,000			
Lawn mower portion								
<b>PWE portion total for Streets</b>	<b>\$2,500</b>	<b>\$10,250</b>	<b>\$13,700</b>	<b>\$13,700</b>	<b>\$12,000</b>			
<b>PARKS PORTION</b>								
4x4 Pickup portion			\$1,000	\$1,000	\$1,000			
Salt and sand spreader portion		\$650						
Gater replacement portion		\$1,700	\$1,700	\$1,700				
Ford F550 with Snow Plow and Sander portion			\$1,000	\$1,000	\$1,000			
Skid Steer portion	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000			
Lawn mower portion		\$2,000	\$2,000	\$2,000				
<b>PWE portion total for Parks</b>	<b>\$1,000</b>	<b>\$5,350</b>	<b>\$6,700</b>	<b>\$6,700</b>	<b>\$3,000</b>			
<b>WATER PORTION</b>								
4x4 Pickup portion			\$1,000	\$1,000	\$1,000			
Salt and sand spreader portion		\$650						
Gater replacement portion		\$1,700	\$1,700	\$1,700				
Ford F550 with Snow Plow and Sander portion			\$1,000	\$1,000	\$1,000			
Skid Steer portion	\$500	\$500	\$500	\$500	\$500			
Lawn mower portion		\$500	\$500	\$500				
<b>PWE portion total for Water</b>	<b>\$500</b>	<b>\$3,350</b>	<b>\$4,700</b>	<b>\$4,700</b>	<b>\$2,500</b>			
<b>WASTEWATER PORTION</b>								
4x4 Pickup portion			\$1,000	\$1,000	\$1,000			
Salt and sand spreader portion		\$650						
Gater replacement portion		\$1,700	\$1,700	\$1,700				
Ford F550 with Snow Plow and Sander portion			\$1,000	\$1,000	\$1,000			
Skid Steer portion	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000			
Lawn mower portion		\$1,500	\$1,500	\$1,500				
<b>PWE portion total for Wastewater</b>	<b>\$1,000</b>	<b>\$4,850</b>	<b>\$6,200</b>	<b>\$6,200</b>	<b>\$3,000</b>			
<b>STORMWATER PORTION</b>								
4x4 Pickup portion			\$1,000	\$1,000	\$1,000			
<b>PWE portion total for Stormwater</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>			
<b>PWE Total (verify same amount above)</b>	<b>\$5,000</b>	<b>\$23,800</b>	<b>\$32,300</b>	<b>\$32,300</b>	<b>\$21,500</b>			

**PROPOSED 2024 LSWMP**

<b>YEAR</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
<b>Stormwater - 604-49600-500</b>										
Water Quality 5.3.1.1										
5.3.1.1 - Fertilizers - Newsletters/education	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
5.3.1.2 - Non-degradation policy										
5.3.1.3 - WWTF	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
5.3.1.4 - Lake Sarah Ditches	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
5.3.1.5 - Stormwater Ponds	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
5.3.1.6 - Lake Sarah Phosphorus										
5.3.1.7 - Private Drainage Systems	\$10,000	\$10,000	\$10,000	\$7,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Water Quality</b>	<b>\$27,200</b>	<b>\$27,200</b>	<b>\$27,200</b>	<b>\$24,200</b>	<b>\$27,200</b>	<b>\$27,200</b>	<b>\$27,200</b>	<b>\$27,200</b>	<b>\$27,200</b>	<b>\$27,200</b>
Flooding & Stormwater Rate Control 5.3.2.1										
5.3.2.1 - Runoff- Newsletters/education	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
5.3.2.2 - Private draitile - education	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
5.3.2.3 - Flooding in park (see 5.3.1.6)										
5.3.2.4 - WWTF - I & I information in 2009	\$0									
<b>Total Flooding &amp; Stormwater</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
Erosion & Sedimentation Problems 5.3.3										
5.3.3.1 - Construction erosion-Ord. #2005-12	\$0	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
5.3.3.2 - Commercial activities-Ord. #2005-12	\$0	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
<b>Total Erosion &amp; Sedimentation</b>	<b>\$0</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
Impact of Land Use Practices & Developments 5.3.4										
5.3.4.1 - Impacts on wildlife	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
5.3.4.2 - Conservation & restoration - Wetland Plan	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
5.3.4.3 - Change impervious coverage flow	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
<b>Total Impact Land Use Practice &amp; Developments</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>
Additions from 2017 LSWMP Updated CIP										
Buffer education for selected businesses	\$100	\$100	\$100	100	100	100	100	100	100	100
Develop policy to address SW drainage onto private pro	\$400	\$400	\$400							
Develop & post signage in ballfields RE pollution preven	\$100	\$100	\$100							
Obtain easements or maintenance agreements for stor	\$500	\$500	\$500	500	500	500				
PSCWM TMDL tasks	\$2,000	\$2,000	\$2,000	2000	2000	2000	2000	2000	2000	2000
<b>Total additions from 2017 LSWMP CIP</b>	<b>\$3,100</b>	<b>\$3,100</b>	<b>\$3,100</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$2,100</b>	<b>\$2,100</b>	<b>\$2,100</b>	<b>\$2,100</b>
<b>Stormwater Total</b>	<b>\$30,750</b>	<b>\$30,850</b>	<b>\$30,850</b>	<b>\$27,350</b>	<b>\$30,350</b>	<b>\$30,350</b>	<b>\$29,850</b>	<b>\$29,850</b>	<b>\$29,850</b>	<b>\$29,850</b>

DUES/SUBSCRIPTIONS FOR THE CITY OF LORETTO									
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	2020	2021	2022	2023	2024	2025	2026	2027	2028
<b>101-41900-433</b>									
MN Association of Small Cities	420	420	420	420	420				
Delano Herald/Local Publication	290	300	320	350	350				
Crow River News/Local Publication		90		80	100				
League of MN Cities	820	860	900	930	1,000				
MN Mayors Association (through League)		30	30	30	40				
Delano Seniors	1,800	1,900	1,900	1,960	2,000				
Hwy 55 Corridor (Wright County)	250	250	250	250	250				
NW Hennepin League of Municipalities	200	200	200	200	200				
MCFOA and IIMC	260	260	270	270	240				
Notary Public				250		renews every five years			250
<b>General Fund Total</b>	<b>4,040</b>	<b>4,310</b>	<b>4,290</b>	<b>4,740</b>	<b>4,600</b>				
<b>601-49400-433</b>									
MN DNR (Water Fee)	200	200	200	200	500				
MN Dept of Health (Connection Fee - pd quarterly)	2,520	2,520	2,530	2,530	2,580				
MN Dept of Public Safety - Hazard Fee	50	50	50	50	50				
MN Rural Water Association	100	100	100	115	120				
Employee dues	50	50	50	50	50				
Water meter reader software support (Core&Main)	2,300	2,400	2,500	2,500	4,700	AMI			
Hach Annual Contract				650					
<b>Water Fund Total</b>	<b>5,220</b>	<b>5,320</b>	<b>5,430</b>	<b>6,095</b>	<b>8,000</b>				
<b>602-49450-433</b>									
MPCA (Annual Permit)	505	505	505	505	1,000	1,000	1,000	1,000	
Employee dues	50	50	50	50	50				
MN Dept of Public Safety - Hazard fee	25	25	25	25	25				
MN Pollution Control Agency (every 5 years)	1,400	**Renews every five years - next in 2025					1400		
MN Rural Water Association	200	200	200	220	225				
<b>Wastewater Fund Total</b>	<b>2,180</b>	<b>780</b>	<b>780</b>	<b>800</b>	<b>1,300</b>				
<b>604-49600-433</b>									
Pioneer-Sarah Creek	5,700	5,800	5,800	5,800	5,600				
Stormwater Coalition (LMC)	425	425	425	425	500				
Medina Stormwater Charges	1,900	2,100	2,100	2,150	2,100				
MPCA annual MS4 fee - upcoming					200	200	200	200	
MPCA (renewal of application fee)				400		renews every five years			400
<b>Stormwater Fund Total</b>	<b>8,025</b>	<b>8,325</b>	<b>8,325</b>	<b>8,775</b>	<b>8,400</b>				
<b>TOTAL ALL FUNDS</b>	<b>19,465</b>	<b>18,735</b>	<b>18,825</b>	<b>20,410</b>	<b>22,300</b>				



**PROPOSED 2024 Maintenance and Repairs**

*Budget 6. b.*

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

Department Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Administrative - 101-41570-400</b>											
Purchasing	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800			
<b>Adminstrative sub-total</b>	<b>\$1,800</b>	<b>\$1,800</b>	<b>\$1,800</b>	<b>\$1,800</b>	<b>\$1,800</b>	<b>\$1,800</b>	<b>\$1,800</b>	<b>\$1,800</b>			
<b>Streets - 101-43100-400</b>											
			2022 used \$18,000 Small								
			City Assistance = \$22,000 total for Crack filling/Overlay/Patching								
Shared compost & brush pile		\$8,500	\$9,000	\$14,000	\$25,000	25000	25000	25000	25000		
Crack filling/Overlay/Patching	\$20,000	\$20,000	\$4,000	\$24,000	\$24,000	\$26,000	\$26,000	\$28,000	\$28,000		
Sealcoating			\$29,000	\$29,000			\$30,000	\$30,000	\$30,000		
Sign Replacements	\$1,500	\$1,500	\$1,500	\$1,700	\$1,700	\$1,700	\$2,000	\$2,000	\$2,000		
Sidewalk Repair/Reconstruction	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	Replace pavers along bike path				
On going repairs/maintenance	\$12,000	\$13,000	\$14,000	\$15,000	\$16,000	\$17,000	\$18,000	\$19,000	\$20,000		
<b>Streets sub-total</b>	<b>\$43,500</b>	<b>\$53,000</b>	<b>\$67,500</b>	<b>\$93,700</b>	<b>\$76,700</b>	<b>\$79,700</b>	<b>\$101,000</b>	<b>\$104,000</b>	<b>\$105,000</b>		
<b>Parks 101-45200-400</b>											
Baseball & Softball Fields											
Softball and Baseball Fencing	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000						
Concession Stand - Sewer repair											
Playground area		\$1,250	\$1,250	\$1,250		\$1,250		\$1,250			
Lion's Park											
Playground area		\$1,250	\$1,250	\$1,250		\$1,250		\$1,250			
The Ponds											
Playground area		\$1,250	\$1,250	\$1,250		\$1,250		\$1,250			
The Highlands											
Playground area		\$1,250	\$1,250	\$1,250		\$1,250		\$1,250			
Overall ongoing repairs/maintenance	\$12,000	\$12,000	\$13,000	\$14,000	\$14,000	\$15,000	\$15,000	\$16,000	\$16,000		
New roof on baseball concession stand	\$3,000										
<b>Parks sub-total</b>	<b>\$20,000</b>	<b>\$22,000</b>	<b>\$23,000</b>	<b>\$24,000</b>	<b>\$19,000</b>	<b>\$20,000</b>	<b>\$15,000</b>	<b>\$21,000</b>	<b>\$16,000</b>		
<b>Water - 601-49400-400</b>											
Ongoing Repairs/Maintenance	\$25,000	\$26,000	\$27,000	\$28,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000		
Reservoir Inspection/Cleaning											
<b>Water sub-total</b>	<b>\$25,000</b>	<b>\$26,000</b>	<b>\$27,000</b>	<b>\$28,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>		
<b>Wastewater - 602-49450-400</b>											
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	*5000 for sewer jetting in 2022 pd out to Nelson Sanitation \$11,500 contract/quote with Empire Pipe Services					
Televise I & I program											
<b>Wastewater sub-total</b>	<b>\$23,000</b>	<b>\$24,000</b>	<b>\$27,000</b>	<b>\$28,000</b>	<b>\$36,100</b>	<b>\$41,500</b>	<b>\$33,000</b>	<b>\$33,000</b>	<b>\$35,000</b>		

## PROPOSED 2024 Maintenance and Repairs

Department Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Stormwater -604-49600-400</b>											
Maintenance	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000		
Street Sweeping	\$4,000	\$4,000	\$4,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		
<b>Stormwater sub-total</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>		
<b>TOTAL MAINTENANCE ALL FUND:</b>	<b>\$127,300</b>	<b>\$140,800</b>	<b>\$160,300</b>	<b>\$190,500</b>	<b>\$178,600</b>	<b>\$188,000</b>	<b>\$195,800</b>	<b>\$204,800</b>	<b>\$201,000</b>		

TO: HONORABLE MAYOR AND MEMBERS OF THE LORETTO CITY COUNCIL  
 CC: INTERIM PUBLIC WORKS MANAGER JAKE LEUER  
 FROM: CITY CLERK TREASURER MARY SCHNEIDER  
 DATE: Friday, August 18, 2023  
 RE: 2024 PROPOSED BUDGET SUMMARY MEMO for the August 22nd Budget Workshop

The following is a summary of the overall budget proposal by FUND. Detailed explanations of each Fund can be found in the **2024 Budget Proposal Explanation** document.

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

<b>GENERAL FUND (101)</b>		<b>2024 Budget</b>	
General Fund Revenues		<b>795,900</b>	8% levy increase
General Fund Expenditures		<b>795,900</b>	
	Difference	-	
<b>2021 STREET PROJECT BOND FUND (352)</b>			
2021 Street Project Bond Fund Revenues		<b>71,825</b>	105% Debt levy + special assessments
2022 Street Project Bond Fund Expenditures		<b>68,543</b>	
	Difference	<b>3,282</b>	
<b>ENTERPRISE FUNDS</b>			
<b>WATER FUND (601)</b>			
Water Fund Revenues		<b>286,970</b>	16% rate increase
Water Fund Expenditures		<b>286,890</b>	
	Difference	<b>80</b>	
<b>WASTEWATER FUND (602)</b>			
Wastewater Fund Revenues		<b>236,900</b>	20% rate decrease
Wastewater Fund Expenditures		<b>236,500</b>	
	Difference	<b>400</b>	
<b>GARBAGE/RECYCLING FUND (603)</b>			
Garbage/Recycling Fund Revenues		<b>61,800</b>	no change in fees
Garbage/Recycling Fund Expenditures		<b>61,320</b>	
	Difference	<b>480</b>	
<b>STORMWATER FUND (604)</b>			
Stormwater Fund Revenues		<b>91,500</b>	9% rate increase
Stormwater Fund Expenditures		<b>91,350</b>	
	Difference	<b>150</b>	
<b>ENTERPRISE CAPITAL FUNDS</b>		<b>CURRENT BALANCE</b>	
<hr/>		<hr/>	
WATER CAPITAL FUND (611)		72,544	
WASTEWATER CAPITAL FUND (612)		141,362	
STORMWATER CAPITAL FUND (614)		128,541	

**2024 BUDGET PROPOSAL EXPLANATION  
FOR 8.22.23 BUDGET WORKSHOP**

*Budget 7.*

This document shows each account line item by Fund on both the Revenue and Expenditure side of the budget. Each line item shows an account description, the previous year's amount, this year's amount, the net increase or (decrease), and an explanation. At the end of each Fund, the totals for Revenue and Expenditure are summarized and highlighted.

**GENERAL FUND (101)**

**General Fund Revenue**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Ad Valorem Taxes	533,400	576,000	42,600	This is the LEVY amount that will be collected from Loretto residents and business owners through property taxes collected by Hennepin County and remitted to the city in the months of July, October and December. <b>This is an 8% increase over last year's final levy.</b>
Liquor License	15,000	15,500	500	This is the amount that we take in from our liquor licensing fees.
Tobacco Licenses	-	-	-	There are no establishments in Loretto that sell tobacco products at this time.
Building Permits	9,000	10,000	1,000	Increased based on actuals over the past few years. 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	20,000	small city assistance for streets. This is a new dedicated funding the city can expect from year to year.
Local Government Aid	45,215	55,100	9,885	This is the certified LGA number provided by MN Department of Revenue.
State Fire Aid	45,000	45,000	-	From the state. There is an expense side equal to this amount. This goes straight to the Loretto FD. Increased based on actuals.
PERA Aid	-	-	-	This aid is no longer in effect.
County Grants/Aid for HWY	1,200	1,500	300	This is grant money we apply for/receive from the county for street improvements (CAM). Increased based on actuals over the past few years.
Charges for Services	700	1,000	300	Fees we collect from various permits (driveway, right-of-way, etc.) Increased based on actuals.
Zoning & Subdivision Fees	300	300	-	Fees for zoning applications.
Park Fees	10,000	11,500	1,500	Fees for use of the athletic complex fields and the Lions Park rentals. Increased 10% instead of the 5% scheduled (schedule approved in 2021.) Recommending 15% due to increased chalking and electrical needs. See <b>2024 PROPOSED FEE SCHEDULES</b> for details.

**2024 BUDGET PROPOSAL EXPLANATION  
FOR 8.22.23 BUDGET WORKSHOP**

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	3,000	4,000	1,000	This amount is generated from the Medina Police Dept stopping/charging people while in the city of Loretto. Increased based on actuals.
Interest Earnings	5,000	20,000	15,000	Earned interest. Increased based on projected interest rates after consultation with banking advisor Michael Gallagher with 21st Century Bank.
Refunds/Reimbursements	10,000	-	(10,000)	This was a FD contribution based on Jeff's former employment contract.
Insurance Dividends	3,000	3,000	-	Dividends received from the League of MN Cities in December.
Fun Fest Fireworks Donation	10,000	10,000	-	The Fun Fest Committee asks for donations from community members and businesses to help offset the cost of the Fun Fest city celebration. There is an expenditure side of \$13,000, so the city is actually budgeting to spend \$3,000 on the event.
Interfund Operating Transfer	-	14,000	14,000	This is half the one-time public safety aid the city will receive in December 2023. This is to offset the police and fire contracts. I'm proposing using half in 2024 and half in 2025.
<b>Revenue Totals:</b>	<b>699,815</b>	<b>795,900</b>	<b>96,085</b>	

**General Fund Expenditures**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
<b>Council</b>				
Wages	17,000	17,000	-	Council compensation increased in 2023.
Benefits	2,150	2,150	-	Council benefits. Includes Social Security, Medicare and PERA.
Workers Comp	140	200	60	
Training and Instruction	500	500	-	This is for any training that the council may want to attend and for any mayor/staff meetings during the year.
Open Meeting Law Ins.	-	-	-	This is now included in our liability insurance.
<b>Administration/General Government</b>				
Legal Notices Publishing	300	600	300	Public notice publishing requirements for public hearings.
Wages	34,740	65,280	30,540	Mary & Michelle's wages allocated across all funds. This number reflects Mary as full time and wage adjustments to make Loretto's wages more competitive with neighboring cities. See <b>Proposed 2024 Wages and Budget Workshop Memo</b> for more details.
Benefits	5,260	9,890	4,630	PERA, SS & Medicare

**2024 BUDGET PROPOSAL EXPLANATION  
FOR 8.22.23 BUDGET WORKSHOP**

Workers Comp	500	1,000	500	Increased due to wage adjustments.
Training and Instruction	1,000	1,000	-	For clerk/treasurer/utility clerk training classes
Mileage Reimbursement	200	200	-	Reimbursement for admin dept for driving to meetings/training/errands etc.
Elections	1,000	5,500	4,500	increased for presidential election year and proposed increased wages for election judges. I'm proposing \$18/hr for head judges and \$16/hr for regular judges.
Auditing	7,500	8,300	800	Cost of the city's audit split with the Water Fund. Increased based on expected increase in service contract.
Prof. Services - assessing	9,500	10,000	500	Contract agreement between the city and Hennepin County for assessing services. Increased based on estimate for 2024 services.
Office Supplies	1,800	2,000	200	Split across all funds with General Fund covering larger percentage.
Computer Software/Hardwa	4,240	6,200	1,960	Split across all funds with General Fund covering larger percentage. Increased based on actuals and needed IT support.
Telephone	1,060	1,060	-	Split across all funds with General Fund covering larger percentage.
Postage	1,750	1,500	(250)	Split across all funds with General Fund covering larger percentage. Decreased based on actuals.
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	3,000	2,500	(500)	For computer replacements and podium purchase.
Legal Fees (Civil)	8,000	9,000	1,000	For civil attorney fees (Campbell Knutson). Increased 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)	3,000	6,000	3,000	This is for criminal attorney fees (Steve Tallen). Increased based on actuals.
Insurance	8,000	9,200	1,200	Property/casualty insurance split across funds. Increased based on actuals.
Dues and Subscriptions	4,740	4,600	(140)	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 last page of <b>Proposed 2024 CIP</b> spreadsheet and the <b>Budget Workshop Memo</b> for more details.
Prof. Services (Planner)	4,000	2,600	(1,400)	This is for planning services. Reduced based on actuals and projected need.
Rentals	28,800	32,800	4,000	\$18,900 is for office/council chamber/storage space rental (lease agreement runs till 03/31/2027); \$10,000 is for Public Works storage space rented from Medina Mini Storage and \$3,900 for PW office space rental from the FD.
Prof. Services (Police)	66,900	68,900	2,000	This is for contracted services of the Medina Police. Increased 3% based on CPI and minimum increase per contract.

**2024 BUDGET PROPOSAL EXPLANATION  
FOR 8.22.23 BUDGET WORKSHOP**

<b>Fire</b>				
Wages	20,840	-	(20,840)	This was for Jeff's fire department allocated wages.
Benefits	3,160	-	(3,160)	no longer allocated
Workers Comp	1,800	-	(1,800)	
Motor Fuels	1,800	-	(1,800)	no longer allocated
Fire Contract	57,910	51,700	(6,210)	Loretto's 2024 FD contract amount.
Fire Aid	45,000	45,000	-	This is a pass-through. There is a matching revenue line item.
<b>Building Inspection</b>				
Prof. Services (Building Inspector)	4,000	4,000	-	This is the amount to be paid out to the Building Inspector. They receive 40% of the fees we take in from building permits.
Building Permit Surcharges	400	400	-	This surcharge is set by the state - \$1/fixd fee permit. Permits based on value are also figured into this number. Whatever we collect goes to the state.
Prof. Services (Code Enforcement)	500	300	(200)	For Code Enforcement services. Todd Geske with Metro West is our code enforcement officer. Decreased based on actuals.
<b>Civil Defense</b>				
Capital Outlay	-	-	-	Purchased siren in 2023. Allocated another \$5,286 allocated from ARPA funds for installation/pole, etc. Current saved is \$16,850 also for installation, etc.
<b>Streets</b>				
Wages	72,980	81,880	8,900	Reflects PW position changes and wage adjustments to get more competitive with neighboring cities. See <b>Proposed 2024 Wages</b> spreadsheet and the <b>Budget Workshop Memo</b> for more details.
Benefits	11,050	11,860	810	PERA, SS & Medicare
Workers Comp	4,800	7,000	2,200	Increased due to wage adjustments.
Training and Instruction	500	700	200	Safety training split across funds.
Motor Fuels	2,500	3,400	900	Fuel - split across funds. Increased to cover FD motor fuels (split with parks line item.)
Engineering	10,000	15,000	5,000	General Fund and/or streets engineering needs.
Utility Services	20,000	20,000	-	Street lights as billed by Xcel.
Repairs & Maintenance	93,700	76,700	(17,000)	All repairs/maintenance for streets will go into this category. See <b>Proposed 2024 Maintenance and Repairs</b> spreadsheet for details.
Capital Outlay	2,500	17,250	14,750	See <b>Proposed 2024 CIP</b> spreadsheet for details.
Street Maintenance Material	10,000	10,000	-	For snowplowing/salt/sand.
<b>Civic Events</b>				
Miscellaneous (Fun Fest)	13,000	13,000	-	For Loretto Fun Fest civic event. There is a revenue line item of \$10,000 in anticipation that the financial obligation for the city will be \$3,000.

**2024 BUDGET PROPOSAL EXPLANATION  
FOR 8.22.23 BUDGET WORKSHOP**

Miscellaneous (Holiday Train)	1,500	1,500	-	For the Holiday Train civic event. Sponsored by the city, Loretto community members, Canadian Pacific Railway, Loram, Doboszanski & Sons, Lions Club and 21st Century Bank
<b>Parks</b>				
Wages	21,660	61,030	39,370	Reflects PW position changes and wage adjustments to get more competitive with neighboring cities. See <b>Proposed 2024 Wages</b> spreadsheet and the <b>Budget Workshop Memo</b> for more details.
Benefits	3,280	8,980	5,700	PERA, SS & Medicare
Workers Comp	1,300	1,500	200	Increased due to wage adjustments.
Training and Instruction	500	700	200	For safety training
Motor Fuels	2,500	3,400	900	Fuel - split across funds. Increased to cover FD motor fuels (split with streets line item.)
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	12,000	13,000	1,000	Electric utilities for parks premises.
Repairs & Maintenance	24,000	19,000	(5,000)	See <b>Proposed 2024 Repairs &amp; Maintenance</b> spreadsheet for details.
Capital Outlay	34,000	54,850	20,850	See <b>Proposed 2024 CIP</b> spreadsheet for details.
<b>Miscellaneous</b>				
Miscellaneous	755	970	215	This is kept for unexpected expenses that may come up over the year that don't fit into another category.
Operating Transfers	0	0	-	
<b>Expenditure totals:</b>	<b>699,815</b>	<b>795,900</b>	96,085	

<b>2024 Gen Fund Rev</b>	<b>795,900</b>
<b>2024 Gen Fund Exp</b>	<b>795,900</b>
	<b>-</b>



**2024 BUDGET PROPOSAL EXPLANATION  
FOR 8.22.23 BUDGET WORKSHOP**

**CAPITAL IMPROVEMENT FUND (FUND 225)**

The practice of past councils has been to capture any unused Capital Outlay funds and move them to this fund in December (by city council motion.) The philosophy has been to save the money and use it for future capital needs. There are various projects that the city has been saving for that are tracked year to year.

	Last year-end balance	Current Balance	Notes
<b>Administrative</b>	4,813	4,813	for admin capital projects including computer replacements.
<b>Elections</b>	1,400	1,400	for election related capital expenditures.
<b>Attorney</b>	13,098	13,098	for future code book overhaul.
<b>Planning</b>	16,886	16,886	for redevelopment expenses.
<b>Civil Defense</b>	30,000	16,850	Purchased siren in 2023. Allocated another \$5,286 to be used out of ARPA funds for installation/pole, etc. Current saved is also for installation. etc.
<b>Streets</b>	128,045	42,310	39,984 is available for street projects.
<b>Fun Fest/Beautification</b>	1,000	1,000	saved as a reserve for Fun Fest and/or city beautification expenses.
<b>Holiday Train</b>	1,763	1,763	Saved as a reserve for Holiday Train and/or city beautification expenses.
<b>Parks</b>	104,119	103,739	saved up for park capital projects. There is a detailed allocation breakdown available.
<b>Lions</b>	629	629	Remaining proceeds from old Lions electronic sign sale
<b>Interest</b>	16,849	23,162	This includes interest earned as of 7/31/23.
<b>Total:</b>	<b>318,602</b>	<b>225,650</b>	<b>MORE DETAIL ON EACH CAPITAL ACCOUNT AVAILABLE UPON REQUEST</b>

**2024 BUDGET PROPOSAL EXPLANATION  
FOR 8.22.23 BUDGET WORKSHOP**

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

**2021 Street Project Bond Fund Revenues**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Current Ad Valorem Taxes	55,503	55,214	(289)	Certified debt levy amount to be collected through property taxes. Calculated at 105% of the principal and interest due during the next fiscal period. Can only be changed by resolution. This would be a rare occasion in the future if the fund ever had enough to pay the next fiscal year's amount due.
Special Assessments	16,611	16,611	-	Special assessment amounts to be collected by the county as property tax.
<b>Revenue totals:</b>	<b>72,114</b>	<b>71,825</b>	<b>(289)</b>	

**2021 Street Project Bond Fund Expenditures**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Debt Service Principal	61,840	55,000	(6,840)	Amount of principal due on the bonds during the next fiscal period (for the street portion of the project.)
Interest	6,840	13,543	6,703	Amount of interest due on the bonds during the next fiscal period (for the street portion of the project.).
<b>Expenditure totals:</b>	<b>68,680</b>	<b>68,543</b>	<b>(137)</b>	

<b>2024 St Proj Bond Fund Rev</b>	<b>71,825</b>
<b>2024 St Proj Bond Fund Exp</b>	<b>68,543</b>
	<b><u>3,282</u></b>

**2024 BUDGET PROPOSAL EXPLANATION  
FOR 8.22.23 BUDGET WORKSHOP**

**WATER FUND (FUND 601)**

**Water Revenues**

<b>Account Description</b>	<b>Last year's amount</b>	<b>This year's proposed amount</b>	<b>Increase or (decrease)</b>	<b>Explanation</b>
Depreciation Fee	28,000	32,500	4,500	16% increase.
Interest Earnings	2,000	5,000	3,000	Earned interest. Increased based on projected interest rates after consultation with banking advisor Michael Gallagher with 21st Century Bank.
Water Sales	209,600	243,100	33,500	Rate increase of 16% to support debt service and operating expenses. See <b>Proposed 2024 Fee Schedule</b> and expenditure details below for more information. If the council chose to delay/remove the Pilot Study from the CIP, the rate increase could be decreased to 10%.
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	1,000	1,200	200	Penalty fees collected on delinquent accounts.
<b>Water Revenue Totals:</b>	<b>243,130</b>	<b>286,970</b>	<b>43,840</b>	

**Water Expenditures**

<b>Account Description</b>	<b>Last year's amount</b>	<b>This year's proposed amount</b>	<b>Increase or (decrease)</b>	<b>Explanation</b>
Wages	10,360	15,230	4,870	Mary & Michelle's wages allocated across all funds. This number reflects Mary as full time and wage adjustments to make Loretto's wages more competitive with neighboring cities. See <b>Proposed 2024 Wages and Budget Workshop Memo</b> for more details.
Benefits	1,570	2,310	740	PERA, Medicare and SS.
Auditing & Accounting	7,500	8,300	800	This is the water portion of what we pay for the annual audit - the other portion is covered in the General Fund. Increased based on quote from auditors.
Debt Srv Principal	63,000	49,000	(14,000)	Scheduled principal payment on the water booster station loan. Final payments in 2025. Decreased because last year I included the 2021 Street bonds debt service in same line item. This year splitting into separate line item (see below).
Bond Interest	9,820	2,290	(7,530)	Scheduled principal payment on the water booster station loan. Final payments in 2025. Decreased because last year I included the 2021 Street bonds debt service in same line item. This year splitting into separate line item (see below).

**2024 BUDGET PROPOSAL EXPLANATION  
FOR 8.22.23 BUDGET WORKSHOP**

				Reflects PW position changes and wage adjustments to get more competitive with neighboring cities. See <b>Proposed 2024 Wages</b> spreadsheet and the <b>Budget Workshop Memo</b> for more details.
Wages	33,720	40,040	6,320	
Benefits	5,110	5,860	750	PERA, Medicare and SS.
Workers Comp	1,400	2,000	600	Increased due to wage adjustments.
Office Supplies	300	400	100	Allocated across funds with the General Fund covering majority.
Training and Instruction	1,500	1,800	300	Training requirements
Computer Software/Hardwa	1,700	2,450	750	Split across all funds with General Fund covering majority.
Motor Fuels	2,500	2,500	-	Fuel - split across funds.
Chemicals	6,000	6,000	-	This is for chemicals needed to keep the water quality at recommended levels.
Engineering Fees	5,000	4,000	(1,000)	For general engineering needs in the water department.
Legal Fees	-	-	-	Legal fees covered through General Fund.
Telephone	240	240	-	Split across all funds with General Fund covering majority.
Postage	455	400	(55)	Split across all funds with General Fund covering majority.
Legal Notice Publishing	50	-	(50)	all notices covered through General Fund
Insurance	4,400	5,400	1,000	Property/casualty insurance. Increased based on actuals and projected need.
Leak Protection Insurance	-	2,640	2,640	equal line item on revenue side.
Electric Utilities	22,000	20,000	(2,000)	Mainly electric for the booster station.
Repairs/Maintenance	28,000	30,000	2,000	See <b>Proposed 2024 Repairs &amp; Maintenance</b> spreadsheet for details.
Depreciation	26,770	26,800	30	Similar line item on the revenue side - to cover depreciation of assets.
Dues and Subscriptions	6,095	8,000	1,905	Required dues for operating water system. See last page of <b>Proposed 2024 CIP</b> spreadsheet for more details.
Capital Outlay	5,500	29,850	24,350	Water Treatment Pilot Study could be looked at to reduce this line item. See <b>Proposed 2024 CIP</b> spreadsheet for more details.
Debt Srv Principal	-	15,000	15,000	This is for the water fund's portion of the 2021 Street Project bonds
Debt srv interest	-	6,380	6,380	This is for the water fund's portion of the 2021 Street Project bonds
			-	
<b>Water Expenditure Totals:</b>	<b>242,990</b>	<b>286,890</b>	<b>43,900</b>	

<b>2024 Water Fund Rev</b>	<b>286,970</b>
<b>2024 Water Fund Exp</b>	<b>286,890</b>
	<b>80</b>

**2024 BUDGET PROPOSAL EXPLANATION  
FOR 8.22.23 BUDGET WORKSHOP**

**WASTEWATER FUND (FUND 602)**

**Wastewater Revenues**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Interest Earnings	1,500	5,000	3,500	Earned interest. Increased based on projected interest rates after consultation with banking advisor Michael Gallagher with 21st Century Bank.
Sewer Sales	192,280	230,700	38,420	20% increased based on need. See <b>Proposed 2024 Fee Schedule</b> and expenditure details below. Two big hits to the Wastewater budget: the increased MCES Sewer Availability annual fees and the Quad City capacity improvements.
Sewer Penalty	1,000	1,200	200	
			-	
<b>WW Revenue Total:</b>	<b>194,780</b>	<b>236,900</b>	<b>42,120</b>	

**Wastewater Expenditures**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Wages	13,220	15,230	2,010	Mary & Michelle's wages allocated across all funds. This number reflects Mary as full time and wage adjustments to make Loretto's wages more competitive with neighboring cities. See <b>Proposed 2024 Wages</b> and <b>Budget Workshop Memo</b> for more details.
Benefits	2,000	2,310	310	PERA, medicare and SS.
Wages	48,800	43,110	(5,690)	Reflects PW position changes and wage adjustments to get more competitive with neighboring cities. I reduced the allocation to the Wastewater Fund and increased the General Fund portion. See <b>Proposed 2024 Wages</b> spreadsheet and the <b>Budget Workshop Memo</b> for more details.
Benefits	7,390	6,260	(1,130)	PERA, medicare and SS.
Workers Comp	1,900	1,400	(500)	
Office Supplies	300	300	-	Split across all funds with General Fund covering majority.
Training and Instruction	1,000	1,000	-	Safety training required.
Computer Software/Hardwa	1,700	2,400	700	Split across all funds with General Fund covering majority.
Motor Fuels	2,500	2,500	-	Fuel - split across funds.

**2024 BUDGET PROPOSAL EXPLANATION  
FOR 8.22.23 BUDGET WORKSHOP**

Chemicals	5,000	5,000	-	For chemicals needed at sewer ponds remaining.
Engineering Fees	3,000	3,000	-	to cover engineering needs.
Legal Fees	-	-	-	Legal covered by the General Fund.
Telephone	240	240	-	Split across all funds with General Fund covering majority.
Postage	455	400	(55)	Split across all funds with General Fund covering majority.
Publishing	50	-	(50)	For any required notices that may need to be published.
Insurance	3,000	3,000	-	Property/casualty insurance for Wastewater Fund.
Utility Services	20,000	15,000	(5,000)	Decreased based on actuals.
Sewer Availability Charge (SAC)	27,000	55,000	28,000	SAC fees to be paid to MCES in 2024.
Repairs & Maintenance	28,000	36,100	8,100	See <b>Proposed 2024 Repairs &amp; Maintenance</b> spreadsheet for details.
Dues and Subscriptions	800	1,300	500	See last page of <b>Proposed 2024 CIP</b> spreadsheet for more details.
Capital Outlay	18,500	34,850	16,350	See <b>Proposed 2024 CIP</b> spreadsheet for details.
Debt Service Principal	5,000	5,000	-	Scheduled principal payment for the Wastewater portion of the 2021 Street Project bonds.
Interest	3,105	3,100	(5)	Scheduled interest payment for the Wastewater portion of the 2021 Street Project bonds.
<b>WW Expenditure Total:</b>	<b>192,960</b>	<b>236,500</b>	<b>43,540</b>	

<b>2024 WW Fund Rev</b>	<b>236,900</b>
<b>2024 WW Fund Exp</b>	<b>236,500</b>
	<b>400</b>

**2024 BUDGET PROPOSAL EXPLANATION  
FOR 8.22.23 BUDGET WORKSHOP**

**GARBAGE/RECYCLING FUND (FUND 603)**

**Garbage/Recycling Revenues**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Other County Grants/Aids	1,500	3,000	1,500	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	17,200	18,000	800	User fees collected. Residential and organics recycling combined. Increased based on actuals.
Penalties	600	600	-	Penalties paid on delinquent accounts
			-	
<b>G/R Revenue Totals:</b>	<b>59,300</b>	<b>61,800</b>	<b>2,500</b>	

**Garbage/Recycling Expenditures**

Account Description	Last year's amount	This year's proposed amount	Increase or (decrease)	Explanation
Wages	7,490	8,700	1,210	Mary & Michelle's wages allocated across all funds. This number reflects Mary as full time and wage adjustments to make Loretto's wages more competitive with neighboring cities. See <b>Proposed 2024 Wages and Budget Workshop Memo</b> for more details.
Benefits	1,140	1,320	180	PERA, medicare and SS.
Mileage Reimbursement	-	-	-	This was for meetings I attended as the city's recycling coordinator (meetings run by Hennepin County with the intention of educating cities in recycling initiatives.) I am able to attend remotely now.
Office Supplies	300	300	-	Split across all funds with General Fund covering majority.
Computer Software/Hardware	420	600	180	Split across all funds with General Fund covering majority.
Legal Fees	-	-	-	Legal covered by the General Fund.
Independent Contractor	36,000	36,000	-	This is for our contracted garbage service.
Postage	400	400	-	Split across all funds with General Fund covering majority.

**2024 BUDGET PROPOSAL EXPLANATION  
FOR 8.22.23 BUDGET WORKSHOP**

Publishing	-	-	-	publishing covered by the General Fund.
Independent Contractor	14,000	14,000	-	For residential recycling and organics services combined.
			-	
<b>G/R Expenditure Totals:</b>	<b>59,750</b>	<b>61,320</b>	<b>1,570</b>	

<b>2024 G/R Fund Rev</b>	<b>61,800</b>
<b>2024 G/R Fund Exp</b>	<b>61,320</b>
	<b>480</b>



**2024 BUDGET PROPOSAL EXPLANATION  
FOR 8.22.23 BUDGET WORKSHOP**

**STORMWATER FUND (FUND 604)**

**Stormwater Revenues**

<b>Account Description</b>	<b>Last year's amount</b>	<b>This year's proposed amount</b>	<b>Increase or (decrease)</b>	<b>Explanation</b>
Interest	1,000	1,400	400	Interest earned. Increased based on actuals.
Stormwater Charges	81,702	89,100	7,398	9% increase. See <b>Proposed 2024 Fee Schedule</b> for more details.
Penalties	700	1,000	300	
Interfund Operating Transfer	-	-		
			-	
<b>SW Revenue Totals:</b>	<b>83,402</b>	<b>91,500</b>	<b>8,098</b>	

**Stormwater Expenditures**

<b>Account Description</b>	<b>Last year's amount</b>	<b>This year's proposed amount</b>	<b>Increase or (decrease)</b>	<b>Explanation</b>
Wages	5,720	4,350	(1,370)	Mary & Michelle's wages allocated across all funds with reduced allocation to the Stormwater Fund. This number reflects Mary as full time and wage adjustments to make Loretto's wages more competitive with neighboring cities. See <b>Proposed 2024 Wages</b> and <b>Budget Workshop Memo</b> for more details.
Benefits	870	660	(210)	PERA, medicare and SS.
Wages	8,250	11,900	3,650	Reflects PW position changes and wage adjustments to get more competitive with neighboring cities. See <b>Proposed 2024 Wages</b> spreadsheet and the <b>Budget Workshop Memo</b> for more details.
Benefits	1,250	1,730	480	PERA, medicare and SS.
Workers Comp	400	400	-	
Office Supplies	300	300	-	Split across all funds with General Fund covering majority.
Computer Software/Hardware	420	600	180	Split across all funds with General Fund covering majority.
Motor Fuels	2,500	2,500	-	Fuel - split across funds.
Engineering Fees	10,000	13,000	3,000	For MS4 permit renewal and next pond cleanout.
Legal Fees	-	-	-	Legal covered by the General Fund.

**2024 BUDGET PROPOSAL EXPLANATION  
FOR 8.22.23 BUDGET WORKSHOP**

Telephone	160	160	-	Split across all funds with General Fund covering majority.
Postage	420	400	(20)	Split across all funds with General Fund covering majority.
Publishing	-	-	-	Publishing covered by the General Fund.
Insurance	1,500	1,600	100	Property/casualty insurance.
Repairs & Maintenance	15,000	15,000	-	See <b>Proposed 2024 Repairs &amp; Maintenance</b> spreadsheet for details.
Dues and Subscriptions	8,775	8,400	(375)	See last page of <b>Proposed 2024 CIP</b> spreadsheet for more details.
Capital Outlay	27,350	30,350	3,000	See <b>Proposed 2024 CIP</b> and <b>Proposed 2024 LSWMP</b> (2nd last page of CIP) spreadsheets for details.
			-	
<b>SW Expenditure Totals:</b>	<b>82,915</b>	<b>91,350</b>	<b>8,435</b>	

<b>2024 SW Fund Rev</b>	<b>91,500</b>
<b>2024 SW Fund Exp</b>	<b>91,350</b>
	<b>150</b>

**WATER CAPITAL FUND (FUND 611)**

**Current Cash Balance:** 72,544      Saving up for infrastructure/water booster station repairs/maintenance/replacement.  
SEE PROJECT FUNDING WORKSHEET FOR INFORMATION ON FUNDS AVAILABLE

**WASTEWATER CAPITAL FUND (FUND 612)**

**Current Cash Balance:** 141,362      Saving up for wastewater capital projects.  
SEE PROJECT FUNDING WORKSHEET FOR INFORMATION ON FUNDS AVAILABLE

**STORMWATER CAPITAL FUND (FUND 614)**

**Current Cash Balance:** 128,541      Saving up for stormwater capital projects.  
SEE PROJECT FUNDING WORKSHEET FOR INFORMATION ON FUNDS AVAILABLE

ORDINANCE 2023-XX  
 EXHIBIT B  
 CITY OF LORETTO  
 SCHEDULE OF PARK FIELD USE RENTAL FEES

Budget 8.

The Loretto Ballfields consists of three baseball/softball fields.

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

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

Baseball and Softball Field Use

Game Ready Field*	<del>\$44/field</del> \$51/field	15% increase
Practice Field**	<del>\$25/field</del> \$29/field	15% increase
League and Tournament Rates	Fees calculated on case by case basis	
On-call fees for rechalking and dragging fields between games on nights and weekends	\$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.

**FIELD USE FEE INCREASE PROPOSAL  
For 2024 Budget Workshop**

In 2023 Vortex requested chalking wider lines resulting in higher cost to the city for chalk. They also requested the addition of a donated scoreboard, which will result in higher electric use.

Due to these changes, I'm proposing a 15% increase instead of 5% for 2024 budget

This should be re-evaluated for 2025 budget.

*Field use fees are based on a 2-hour time slot. Each 2-hour time slot = 1 unit.*

Table 1

RATES/FIELD/UNIT

<b>Fee Description</b>	<b>2021 Fees</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>% increase</b>		<b>20%</b>	<b>5%</b>	<b>15%</b>	<b>5%</b>	<b>5%</b>
Game ready field	\$ 35.00	\$ 42.00	\$ 44.10	\$ 50.72	\$ 53.25	\$ 55.91
Practice field	\$ 20.00	\$ 24.00	\$ 25.20	\$ 28.98	\$ 30.43	\$ 31.95
Park revenue estimate	\$ 8,000	\$ 9,600	\$ 10,080	\$ 11,592	\$ 12,172	\$ 12,780

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)	10% increase for 2024
405:10	Building Permits	(See City of Loretto Building Permit Fees and MetroWest 1994 Fee Schedule)	Amended in 2015
410:10 & 410:15	Water & Sewer Availability Charge/Conn FeeOrd Water - R-1 & PUD Districts Sewer - R-1 & PUD Districts Water - R-2 (per unit) Sewer - R-2 (per unit) Water - TC, GC, & I Districts Sewer - TC, GC, & I Districts	<del>\$3,000</del> \$3,500 <del>\$2,000</del> \$2,400 <del>\$1,750</del> \$2,000 <del>\$1,250</del> \$1,500 <del>\$4,000</del> \$4,600 <del>\$2,500</del> \$3,000	16% increase for 2024 20% increase for 2024 16% increase for 2024 20% increase for 2024 16% increase for 2024 20% increase for 2024
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	\$41.94 \$48.65 \$10.48 \$12.16 <del>\$10.00</del> \$11.60/1000 gal  \$9.36 \$10.86/month/account  \$37.26-\$44.71 <del>\$13.22</del> \$15.86	16% increase for 2024 Per 1,000gl - 16% increase for 2024 Plus \$20.00 16% increase for 2024  16% increase for 2024  20% increase for 2024 Per 1,000gl - 20% increase for 2024
410:35 Subd 3(a)	Storm Water Base Rate per REF value	\$21.85 \$23.82	9% increase for 2024
535:15	Garbage Collection Monthly Service Rates	\$1.25 Over Cost of Randy's	\$0.25 increase for 2022
536:10	Recycling Collection Monthly Service Rate (includes organics recycling)	\$6.60/Residence	
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 Public Works Employee Office Assistant Grounds keeper	\$68.24 \$43.20 \$32.00 \$21.92	new in 2012 new in 2012 new in 2012 new in 2012
430:00 Subd 2a	Preliminary Plat/Subdivision & Large Lot Divisions	\$250.00 + \$25.00/lot in excess of 3 lots	Plus Expenses*
430:00Subd 3a	Final Plat	\$150.00	Plus Expenses*
430:00 Subd 4	Simple Lot Divisions & Division and Rearrangement	\$100.00	Plus Expenses*
435:10 Subd 3	Sign Permit	\$50.00	Plus Expenses* & Building Permit
505:00	Returned Check Charge (M.S. 609.535)	\$35.00	
	MnWARN Equipment Rates: Cat 90 HP Utility Trailer 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 2023-xx  
EXHIBIT A  
CITY OF LORETTO - SCHEDULE OF LICENSES, PERMITS, AND FEES

CODE SECTION	DESCRIPTION	AMOUNT	COMMENTS
600:10	Dog Licenses (Kennel)	\$50.00	Plus expenses*
	Chicken License (Annual)	\$25.00	Plus expenses*
800:10 Subd 9	Tobacco License (Annual)	\$100.00	Plus expenses*
805:05	Mechanical Amusement Device	\$15.00	Plus expenses*
810:15	Bingo License (Annual)	\$25.00	Plus expenses*
815:25	Gambling License (Annual)	\$25.00	Plus expenses*
820:35	Peddler, Solicitor, Transient Merchant Lic.	\$50.00	Plus expenses*
835:30	Fireworks Sales License (Annual)	\$50.00	Plus expenses*
830:35 Subd 1	Adult Establishment License (Annual)	\$3,500.00	Plus expenses*
830:35 Subd 2	Investigation Fee - Adult Establishment	\$500.00	increased for 2011 from \$300
902:45 Subd 1	Liquor License Fees - Annual		
	On-Sale	\$3,500.00	
	Off-Sale	\$100.00	
	Sunday	\$200.00	
	2 AM Closing	\$200.00	
	Wine	\$500.00	
	3.2 Beer	\$100/fee waived for holder of Wine License	new in 2023
902:50	Investigation Fee - Liquor License	\$500.00	increased in 2010
902:30	Liquor License Fees - Temporary		
	3.2 Beer	\$25.00	
	Intoxicating Liquor	\$100.00	2022 Increase to cover inspection costs
	Site Development Escrow - Residential	<del>\$1,500</del> \$3,000	proposed increases for 2024 ** hasn't been changed since 2006
	Site Development Escrow - Commercial	<del>\$4,000</del> \$8,000	** hasn't been changed since 2006
	Site Modification Escrow - Residential	<del>\$1,000</del> \$2,000	** hasn't been changed since 2006
	Site Modification Escrow - Commercial	<del>\$2,000</del> \$4,000	** hasn't been changed since 2006
	Special Meeting of Council	<del>\$1,100</del> \$1,500	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.