

**City of St. Paul Regular Meeting**

Monday, November 4, 2019 7:00 PM

704 6<sup>th</sup> Street

St. Paul, NE 68873

Ralph Kezeor: Present  
Brenda Klanecky: Present  
Katie Kowalski: Present  
Jerry Thompson: Present

1. **REMINDER OF A SPECIAL MEETING ON MONDAY, NOVEMBER 4, 2019 AT 5:30 P.M. REGARDING NEGOTIATIONS OF THE IBEW 1597 UNION CONTRACT.**
2. Mayor Bergman calls meeting to order, with the "Pledge of Allegiance" and the "Open Meeting Statement"
3. Submittal of Request for Future Agenda Items
4. Reserve time to Speak on an Agenda Item
5. Discuss - Approve / Deny by the request of the Howard County Medical Center to waive the borrowers one percent (1%) annum administrative fee regarding the Rural Economic Development Loan (REDLG) Agreement. The fee is payable monthly with the loan payment, and the Lender will prepare an amortization schedule for this fee beginning December 31 of each year. The term of the loan will be five (5) years, with 60 equal monthly payments of \$5,000 commencing October 1, 2018 and one (1) final installment on or before October 1, 2023, inclusive of the administrative fee. This loan carries a zero (0%) interest rate. See attached the REDLG crime insurance that City absorbs of \$1,257 and the REDLG Summary regarding the timeline the City Clerk spent on the REDLG grant. Arlan Johnson will be present.
6. The St. Paul Development Corp. (SPDC) Board request to discuss the Community Program Coordinator's (Sarah Call) responsibilities and duties regarding her employment; see attached duties (possible action). Dave Brehm will be present.
7. Discussion on cleaning the St. Paul Civic Center and the St. Paul Civic Center gymnasium.
  - a. Approve / Deny hiring a custodian to clean the St. Paul Civic Center and gymnasium.
8. Discuss - Approve / Deny Mayor Bergman signing the American Legion Auxiliary Centennial Day Community Proclamation. The American Legion Auxiliary was founded in 1919 to support the American Legion and honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad.
9. **Consent Agenda:**  
Discuss - Approve / Deny the minutes of October 3 (regular), October 9 (Northwest Drainage project), October 21 (employee health insurance), and October 21, 2019 (regular); November 4, 2019 disbursements; and

October 28, 2019 zoning permits.

10. Discuss - Approve / Deny Resolution 2019-8, whereas by Nebraska State Statute 53-124.11, the City of St. Paul Clerk and the Chief of Police is the designated agent for the City to determine whether a special designated liquor (SDL) license is to be approved or denied. If a new liquor license vendor has not submitted a prior special designated liquor (SDL) application, or the vendor liquor application is questionable by the City Clerk or the Chief of Police, then the application will be placed on the agenda for Mayor and City Council approval. **City Clerk Beck provided a procedure list that is attached to the agenda.**
11. Discuss - Approve / Deny the St. Paul Library employee wage increase of 3%; this was approved on July 17, 2019 by the St. Paul Library Board members.
12. Discussion on City Clerk Beck moving forward on the "Request for Proposals" (RFP) regarding City of St. Paul Branding and Website Development. See the attached minutes regarding the approval from the City Council and review the RFP document for any corrections, additions or deletions.
13. Discuss - Approve / Deny dirt work and installation of a culvert located in the northwest part of St. Paul on Todd Wojtalewicz's and Jeff Platek's property (Jerry Thompson)
14. Utility Superintendent Helzer updates:
  - a. Sanitary Sewer located between Archer Credit Union and Wells Plumbing.
15. Chief of Police Paczosa updates
16. City Council member updates
17. Mayor Bergman updates include:
  - a. Reimbursement check from LARM in the amount of \$10,419, regarding changes: (1) deductible from \$500 to \$1,000 deductible; (2) lowered Actual Market Value on vehicles & equipment; no replacement cost on the items; and (3) Automobile Liability, Public Officials Liability and Law Enforcement Liability coverage from \$4 million to \$5 million.
  - b. Mayor Bergman presented a \$300 Public Alliance Community Energy (ACE) check to Boy Scout Troop 121 for community clean-up.
  - c. History Nebraska is hosting a public meeting at the St. Paul Library on Wednesday, November 13, 2019 at 7:00 p.m. regarding an Historic Building Survey and reviewing programs.
18. Public Comment Period - restricted to items on the agenda
19. Public Announcements
20. Closed Session: Pending Litigation; Strategy Session with respect to real estate purchase; and prevent needless injury to the reputation of an individual

21. Mayor Bergman adjourns City Council meeting

22. Informational Items:

a. Crisis Center thank you letter

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Date

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Mayor Joel M. Bergman

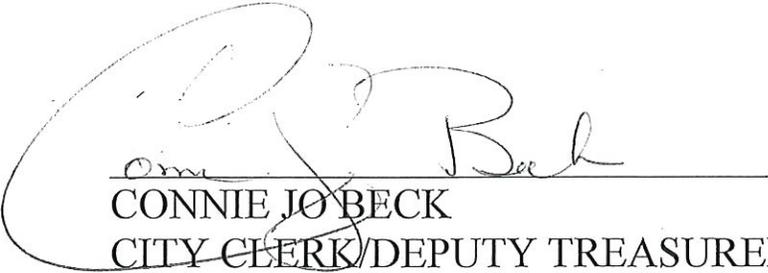
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City Clerk Connie Jo Beck

CITY OF SAINT PAUL  
704 6<sup>TH</sup> STREET  
SAINT PAUL, NEBRASKA 68873

NOTICE OF TIME AND PLACE OF  
SPECIAL MEETING

NOTICE IS HEREBY GIVEN THAT A SPECIAL MEETING OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAINT PAUL, NEBRASKA, WILL BE HELD AT **5:30 P.M., MONDAY, NOVEMBER 4, 2019** IN THE CITY COUNCIL CHAMBERS. THIS MEETING WILL BE OPEN TO THE PUBLIC. AN AGENDA FOR SUCH MEETING IS KEPT CONTINUALLY CURRENT AND IS AVAILABLE FOR PUBLIC INSPECTION AT THE OFFICE OF THE CITY CLERK AT THE CITY UTILITIES OFFICE. **THE PURPOSE OF THIS MEETING IS FOR THE NEGOTIATIONS OF THE IBEW 1597 UNION CONTRACT BETWEEN THE CITY OF SAINT PAUL AND IBEW 1597 UNION.** POSTED THIS 9TH DAY OF OCTOBER 2019.



CONNIE JO BECK  
CITY CLERK/DEPUTY TREASURER

Rev Code - 70-032

No interest

Acct

300301465

Date: September 17, 2018

Amount: \$360,000

GL - 11307

## RURAL ECONOMIC DEVELOPMENT LOAN AGREEMENT

This Agreement dated as of the date first written above between **Howard County Medical Center**, a corporation duly organized and existing under the laws of the State of Nebraska ("Borrower"), and the City of St. Paul, Nebraska, a Nebraska Corporation ("Lender") sets forth the terms and understandings between the Borrower and Lender regarding a loan (the "Loan") the Lender is making to the Borrower pursuant to Section 313 of the Rural Electrification Act of 1936, as amended ("Act") and 7 CFR part 4280, Subpart A – Rural Economic Development Loan and Grant Programs ("Regulations").

The Lender, on behalf of Borrower, has filed an application and supporting material (collectively, the "Application Materials") with United States of America ("Government") requesting the Loan for promoting rural economic development.

Lender wishes to make the Loan to the Borrower with proceeds of a grant from the Government to finance Approved Purposes for the rural development project ("Project") as described and defined in the Letter of Conditions between the Government and the Lender dated **June 6<sup>th</sup>, 2018**.

NOW, THEREFORE, in consideration of the mutual agreements herein contained, Lender and the Borrower agree as follows:

### A. Loan Terms

1. Lender shall lend **Howard County Medical Center (\$360,000)** to the Borrower to be used solely to promote rural economic development as more particularly described in the Application Materials, as those materials may have been modified by the Letter of Conditions. Borrower shall be obligated to pay an administrative fee equal to one percent (1%) per annum on the outstanding balance, during the term of the loan. This fee will be payable monthly with the loan payment, and Lender will prepare an amortization schedule. **The term of the loan will be 5 years, with 60 equal monthly payments of \$5,000.00 commencing October 1<sup>st</sup>, 2018, and one final installment on or before October 1<sup>st</sup>, 2023, of \$5,000 inclusive of the administrative fee (the "Loan").**
2. The loan will be continuously secured by the Cash Assets of the Howard County Medical Center to the lender.
3. Lender shall advance the proceeds of the Loan to the Borrower at one singular time, subject to submission by Borrower to Lender of evidence that the project is proceeding and expenditure of funds in the amount of the requested advance.

4. The Borrower shall repay the Loan in accordance with the note (as hereinafter defined) to be executed by the Borrower and made payable to Lender, with the first payment coming due on the 15<sup>th</sup> business day of each month. The Borrower shall begin to repay the Loan on the date set forth in the Note and shall continue paying without interruption until all indebtedness associated with the Loan has been repaid in full on or before the final maturity date of the Note.

5. The Loan will not bear interest although indebtedness not paid when due will be subject to late charges, costs, and other charges as provided in the Note.

6. If the Borrower fails to satisfy all conditions, requirements, and terms prerequisite to the advance of the proceeds of the Loan from the Lender as set forth in this agreement on or before October 1<sup>st</sup>, 2018, or such later date as the Lender and Government may approve in writing in furtherance of the purposes of the Act, the Loan committee shall be considered rescinded.

7. The Borrower will be responsible to reimburse Lender for its costs and expenses related to this transaction, and to obtain and pay for any and all appraisals, surveys, inspections, reports, title insurance, bank fees, etc related to the Project as may be required for Lender to meet its obligations to the Government.

B. Conditions. The obligation of Lender under this Agreement to consummate this transaction is subject to the following conditions:

1. Review and approval of all Loan documents by the Administrator of the REA or its representative;
2. Funding of the zero-interest grant by the Government to Lender;
3. Receipt by Lender of legal opinion from Borrower's Legal Counsel in a form and content satisfactory to Lender's Counsel;
4. Receipt by Lender of certified resolutions of Borrower's Board of Directors that approves the Loan and this transaction and authorizes an officer of the Borrower to execute all documents and to request in writing the advance of the Loan, and a certificate of authority in a form reasonably requested by Lender;
5. Receipt by Lender of the security instrument/collateral referenced in Section 1 hereof; and
6. Receipt of evidence satisfactory to the Lender that the Borrower has obtained or received binding commitments for supplemental financing of at least \$1,400,000 that is needed, in addition to the Loan proceeds, to ensure completion of the Project.

C. Affirmative Covenants. Borrower agrees as follows:

1. Borrower shall execute and deliver its promissory note (the "Note") to the Lender in the form attached hereto as Exhibit A and incorporated herein by this reference in order to evidence its obligation to repay the Loan by the terms of this Agreement, the Letter of Conditions, and the Note. The Borrower shall pay all indebtedness evidenced by the Note in the manner and at the times described herein and therein.
2. Borrower shall promptly use the proceeds of the Loan only in the manner and exclusively for the purposes set forth in the Application Materials as previously approved by the Government and in accordance with Letter of Conditions, this Agreement, and the Regulations (as they may be amended from time to time). No changes may be made in the foregoing without the prior written approval of the Government. Until disbursed by the Borrower for authorized Loan purposes, the Borrower shall deposit the Loan proceeds in a separate bank account which is fully insured by the Federal Deposit Insurance Corporation (FDIC).
3. Borrower shall make all payments on the Note by using an automated clearing house (ACH) system or, if notified by Lender in writing to do so, any other reasonable method of payment specified by Lender. Specific instructions for using ACH will be provided by the Lender.
4. Borrower shall deliver to Lender, and shall maintain a copy at its premises, a certified list of expenditures and attachments as described in this section for review by Lender and Government representatives, auditors or others conduction a review or audit for the Borrower and the expenditure of the proceeds of the Loan. The Borrower shall also submit a duplicate certified list of expenditures and attachments as described in this section to the Government for its files.
  - a. Borrower shall provide an itemized list to the Lender, with attached invoices, receipts, bills of sale, and other evidence representing the items shown on the list that shows the expenditures made on the Project for Approved Purposes using the proceeds of the Loan, with a signed certification from an authorized officer of the Borrower to the effect "I certify that the proceeds of the rural economic development loan from the City of St. Paul, Nebraska (Lender) were expended on approved purposes as shown on this list and the attached invoices, receipts, bills of sale, and other evidence represent items shown on the list."
  - b. Invoices, receipts, bills of sale, and other evidence must at least total the amount of funds that have been provided to the Borrower using the proceeds of the Loan; the certified list must be provided upon completion of the Project or within one year of the date of the first advance of funds to the borrower, whichever occurs first. If all funds have not been expended by the first advance of funds, the Borrower must provide to the Lender a certified list of current expenditures and a projected schedule of the expenditures to be incurred in the upcoming year. Upon completion of the Project, the Borrower must provide to the Lender a final certified list of the expenditures including the attachments.

c. Borrower shall expend the Loan funds within two years of the date of the first advance of funds to the Borrower, or by such later date as the Government may approve in writing in furtherance of the purposes of the Act. The Borrower shall return to the Lender all funds it provided from the proceeds of the Loan that have not been expended by the second anniversary of the date of the advance of funds to the borrower, or by such later date as the Government has approved, as a prepayment on the Note.

5. Borrower shall submit a duplicate certified listing of the expenditures and attachments to the Government for its files. The Borrower shall permit Lender and its agents to inspect and copy its records about the Project during regular business hours and shall permit Representatives of the Government to inspect the Project itself during regular business hours.

6. Borrower shall permit Lender to monitor performance to ensure that objectives proposed in the Application Materials are being achieved. Beginning one year from the date of advance of Loan proceeds to the Borrower and concluding three years from the date of advance or upon completion of the Project as proposed in the Application Materials, whichever date occurs later, the Borrower shall submit a project performance report to the Lender on an annual basis. The Project performance report shall describe: (i) the actual accomplishments of the Project, setting forth the number and types of jobs created and retained; (ii) the impact of the Project on the economy and quality of life of the rural community; (iii) reasons why any projections or objectives as proposed in the Application Materials were not met, and (iv) any problems, delays, or adverse conditions which have occurred, or are anticipated, which may affect the attainment of overall objectives of the Project. This disclosure shall be accompanied by a statement of the action taken or planned to resolve the delays, problems or adverse conditions. Upon completion of the Project or three years from the date of advance, whichever occurs later, the Borrower shall provide a final written performance report, accompanied by color photographs, including negatives or slides, documenting the overall accomplishments of the Project.

7. Borrower shall immediately notify the Lender in writing of the closure of operations of the Borrower, the transfer of operations by the Borrower from the original project site described in the Application Materials, or the institution of bankruptcy proceedings involving the Borrower.

8. Borrower shall comply with the Regulations, as they may be amended from time to time, including, without limitation, any Federal regulations or Federal statutes which the Regulations identify as being applicable to activities contemplated by the Application Materials or this Agreement.

9. Borrower shall provide to the Government and Lender, upon completion of the Project, a management representation letter certifying to the statements in Exhibit B of this Agreement.

10. This Loan is subject to the nondiscrimination provisions of Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; as amended; and Executive order 11246, Equal Employment Opportunity, as amended by Executive order 11375, Amending Executive Order 11246, Relating to Equal Employment Opportunity. Borrower shall comply with all such requirements in addition to the specific requirements set forth in the Regulations.

11. All facilities of the Project that are open to the public or in which physically handicapped persons may be employed shall be designed, constructed, and/or altered to be readily accessible to, and usable by handicapped persons, and comply with all applicable federal, state, and local laws and regulations.

12. If the Project is in an area subject to flooding, flood insurance must be provided by the Borrower to the extent available and required by law, covering all buildings, machinery, equipment, fixtures and furnishings contained in the buildings.

13. Borrower must certify that it will establish and make a good faith effort to maintain a drug-free workplace program in accordance with federal and state law and regulations.

14. Borrower must comply with, and provide certification with respect to, federal law related to debarment and suspension, and deliver to Lender a duly executed copy of a certification form substantially similar to that attached to this Agreement as Exhibit C, with respect to the Borrower and any lower tier subsidiaries of the Borrower.

15. Borrower shall comply with all federal law and regulations related to restrictions on lobbying and file a certifications statement regarding the use of federal appropriated funds to lobby the Executive and Legislative branches of the Government, and to file a disclosure form if engaged in these activities using unappropriated funds.

**D. Negative Covenant**

Borrower shall not enter into or request Lender to approve any agreements which would permit third parties to fund, develop, manage, own, lease or operate the Project in a manner that would violate the Regulations, this Agreement, or the Letter of Conditions if the Borrower were to undertake such activity in its own name.

**E. Representations and Warranties**

Borrower represents and warrants that on and as of the date first set forth above:

1. Borrower has been duly incorporated and validly existing as a corporation in good standing under the laws of the State of Nebraska with the corporate power and authority to perform its obligations under this Agreement, the Letter of Conditions, the Note, and the Regulations.

2. This Agreement, the Letter of Conditions and the Note have been duly authorized, executed and delivered by the Borrower and such documents constitute the legal and binding agreements of the Borrower, enforceable against the Borrower in accordance with their respective terms, subject to: (i) applicable bankruptcy, reorganization, insolvency, moratorium and other laws of general application relating to or affecting creditors' rights generally, and: (ii) the application of general principles of equity regardless of whether such enforceability is considered in a proceeding in equity or at law.

3. The execution or the delivery by the Borrower of this Agreement, the Letter of Conditions, and the Note; the consummation of the transactions contemplated herein or therein; and the fulfillment by the Borrower of the terms hereof or thereof, do not conflict with or violate, result in a breach of or constitute a default under any term or provision of the articles of incorporation or by-laws of the Borrower or any law or regulation or any order now applicable to the Borrower of any court, regulatory body having jurisdiction over the Borrower, or the terms of any indenture, deed of trust, mortgage, note, note agreement or instrument to which the Borrower or any of its properties is bound. The Borrower has not received any notice from any other party to any of the foregoing that a default has occurred or that any event or condition exists that with the giving of notice or lapse of time or both would constitute such a default.

4. No approval, authorization, consent, order, registration, filing, qualification, license or permit of or with any state or Federal court or governmental agency or body having jurisdiction over the Borrower is required by the Borrower for the consummation by the Borrower of the transactions contemplated by this Agreement, the Letter of Conditions, and the Note except such as have been obtained.

5. There is no pending or threatened action, suit or proceeding before any court or governmental agency, authority or body or any arbitrator concerning the Borrower, this Agreement, the Letter of Conditions, or the Note which, if adversely determined, would have a material adverse effect on the Borrower's ability to perform its obligations under this Agreement, the Letter of Conditions, or the Note.

6. All information, reports and other papers and data furnished to the Lender by the Borrower concerning the application of the Loan were, at the time the same were so furnished, complete and correct in all material respects to the extent necessary to the Lender and the Government a true and accurate knowledge of the subject matter and no document furnished or other written statement made to the Lender in connection with the Loan contains any untrue statement of a fact material to the financial condition of the Borrower or the Project or omits to state such a material fact necessary in order to make the statements contained therein not misleading.

7. Borrower has reviewed the Regulations and understands and accepts the requirements which the Regulations impose upon it.

8. Borrower does not expect or intend the Project to result primarily in the transfer of any existing employment or business activity from one area to another.

F. Default.

1. Upon the occurrence of an event of default as defined in this Agreement, the holder of the Note may declare all or any portion of the indebtedness arising under this Agreement, including indebtedness evidenced by the Note, to be immediately due and payable and may proceed to enforce its rights under this Agreement, the Letter of Conditions, and the Note.

2. As used in this Agreement, the term "event of default" shall mean the occurrence of any of the following:

- a. any installment is not paid within 20 days of the date which it is required to be made, whether by acceleration or otherwise;
- b. failure, inability or unwillingness of the Borrower to carry out or comply with, or cause to be carried out or complied with, the specific undertakings described in the Application Materials as approved by the Lender or the Government in the Letter of Conditions;
- c. any representation or warranty made by the Borrower herein, in the Application Materials, in the Letter of Conditions or in any certificate or report furnished by or on behalf of the Borrower about any of the foregoing shall prove to be false, incomplete or incorrect in any material respect;
- d. Default shall be made in the due observance or performance of any of the covenants, conditions or agreements of the Borrower, and such default shall continue for 30 days after written notice specifying such default and requiring the same to be remedied shall have been given to the Borrower by the holder of the Note;
- e. Commencement of a case in bankruptcy by or against the Borrower;
- f. Application for appointment of a receiver for, making a general assignment for the benefits or creditors by, or insolvency of the Borrower, or;
- g. Violation of the Regulations in any material respect, by officers, directors, employees or agents of the Borrower, and such violation shall continue for a period of 30 days without being rectified to the satisfaction of the Lender or the Government after written notice specifying such default and requiring the same to be rectified has been given by the Lender to the Borrower.

G. Miscellaneous

1. Every right or remedy herein conferred upon or reserved to the holder of the Note shall be cumulative and shall be in addition to every other right and remedy now or hereafter existing at law or in equity, or by statute or regulation.

2. The invalidity of any one or more phrases, clauses, sentences, paragraphs or provisions of this Agreement shall not affect the remaining portions hereof.

3. This Agreement may be amended only in a written instrument executed by both Borrower and Lender, which amendment has been submitted in advance to the review and approval by the Government and approved in advance by the Government.

4. This Agreement is entered into between the parties concerning a zero-interest loan which the Government is making to the Lender pursuant to § 313 of the Rural Electrification Act of 1936, as amended, to promote rural economic development and job creation projects. Accordingly, so long as Lender shall, under the terms of this Agreement, be the holder of the Note, this Agreement, the Letter of Conditions and the Note shall each be governed by and construed in accordance with the laws of the United States and the regulations that govern § 313 of the Rural Electrification Act of 1936, as amended.

**DISCLAIMER OF ORAL AGREEMENTS: NOTICE TO BORROWER**

A credit agreement must be in writing to be enforceable under Nebraska law. To protect Borrower and the Lender from any misunderstandings or disappointments, any contract, promise, undertaking, or offer to forebear repayment of money or to make any other financial accommodation in connection with this loan of money or grant or extension of credit, or any amendment of, cancellation of, waiver of, or substitution for any or all of the terms or provisions of any instrument or document executed in connection with this loan of money or grant or extension of credit, must be in writing to be effective.

IN WITNESS WHEREOF, the Howard County Medical Center, as Borrower, has caused this Loan Agreement to be signed in its name and its corporate seal to be hereunto affixed and attested by its duly authorized officers thereunto, and Lender has caused this Loan Agreement to be duly executed in its behalf, all as of the day and year first written above.

Howard County Medical Center St. Paul, NE 68873

**Borrower**

by: 

Arlan Johnson, CEO  
[Borrower President]

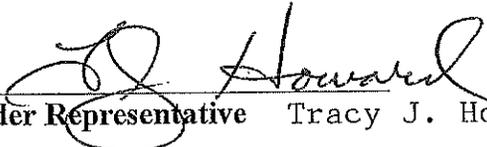
[Title] Chief Executive Officer

(SEAL)

Attest: 

Secretary

City of St. Paul, NE 68873  
Lender

by: 

**Lender Representative** Tracy J. Howard, Mayor

**SCHEDULE OF EXHIBITS**

Exhibit A: Promissory Note

Exhibit B: AD 1048 – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary  
Exclusion – Lower Tier Covered Transaction

## PROMISSORY NOTE

**Loan Amount: \$360,000**

**Date:** September 17, 2018

For value received, **Howard County Medical Center, (Borrower)** a corporation duly organized and existing under the laws of the State of Nebraska, promises to pay to the order of the City of St. Paul, Nebraska, (Lender) a Nebraska Corporation, at the times and in the manner hereinafter provided, the sum of **Three Hundred Sixty Thousand Dollars and 00/100, (\$360,000)** without interest, in monthly installments of **Five Thousand Dollars and 00/100 (\$5,000)** on the first day of the month beginning October 1<sup>st</sup>, 2018 and continuing on the first day of each month thereafter until the principal sum stated above has been paid in full or the fifth anniversary of the date first written above whichever first occurs. Borrower shall have the right to prepay the obligation set forth in this note in whole or in part at any time without penalty; provided, however, that in the event of a partial prepayment, the Borrower shall be obligated to continue making regular and uninterrupted monthly payments for the amount and on the monthly payment date specified in this note so long as any portion of the loan remains unpaid.

This Note is given in accordance with, and is required by, the terms and conditions of a certain Rural Economic Development Loan Agreement between Lender and Borrower dated as of 9-17- 2018 (the "Loan Agreement"), and evidences indebtedness created by a grant made by to Lender from the Government pursuant to Section 313 of the Rural Electrification Act of 1936, as amended, for the purpose of promoting rural economic development and job creation projects. Accordingly, this Note shall be governed by and construed in accordance with the laws of the United States and the regulations that govern Section 313 of the Rural Electrification Act of 1936, as amended. All capitalized terms which are not otherwise defined herein shall have the meaning ascribed to such term in the Loan Agreement.

Demand, presentment, protest, notice of protest, and notice of dishonor are hereby waived.

The Borrower shall pay a penalty on any payment not made within 20 days of the date it becomes due as originally scheduled or otherwise. The penalty shall be computed on the payment from the due date at a rate equal to the rate of the current value of funds to the United States Treasury as prescribed and published by the Secretary of the Treasury in the Federal Register and the Treasury Fiscal Requirements Manual Bulletins annually or quarterly, as the case may be, in accordance with 31 U.S.C. Section 3717(e)(2), not to exceed six percent a year on the amount due on a debt that is delinquent for more than 90 days. This charge shall accrue from the date of delinquency.

Amounts received on account of indebtedness evidenced by this note shall be applied as follows: first to expenses, costs and penalties; second to interest payments which are past due; third to principal that is past due; and fourth to principal installments not yet due.

Upon the occurrence of an event of default as defined below, the holder of this note may declare all or any portion of the note to be immediately due and payable. An "event of default" means:

- 1) any principal installment is not paid within 20 days of the date which it is required to be made;
- 2) failure, inability or unwillingness of the Borrower to carry out or comply with, or cause to be carried out or complied with, the specific undertakings described in the Application Materials approved by the holder of this Note or the Government in the Letter of Conditions;
- 3) any representation or warranty made by the Borrower herein, in the Application Materials, in the Letter of Conditions, Loan Agreement, or in any certificate or report furnished by or on behalf of the Borrower about any of the foregoing that proves to be false, incomplete or incorrect in any material respect;
- 4) default in the observance or performance of any of the covenants, conditions or agreements of the Borrower or the Regulations that govern this loan that continues for 30 days after written notice of the default has been given to the Borrower by or on behalf of the holder of the Note;
- 5) commencement of a case in bankruptcy by or against the Borrower;
- 6) application for appointment of a receiver for, making a general assignment for the benefit of creditors by, or insolvency of the Borrower; or
- 7) violation of the Regulations in any material respect, by officers, directors, employees or agents of the Borrower, and such violation shall continue for a period of 30 days without being rectified to the satisfaction of Lender or the Government after written notice specifying such default and requiring the same to be rectified has been given by Lender to the Borrower.

#### DISCLAIMER OF ORAL AGREEMENTS: NOTICE TO BORROWER

A credit agreement must be in writing to be enforceable under Nebraska law. To protect Borrower and the Lender from any misunderstandings or disappointments, any contract, promise, undertaking, or offer to forebear repayment of money or to make any other financial accommodation in connection with this loan of money or grant or extension of credit, or any amendment of, cancellation of, waiver of, or substitution for any or all of the terms or provisions of any instrument or document executed in connection with this loan of money or grant or extension of credit, must be in writing to be effective.



Connie Beck

*Kelley Messenger*

**From:** Messenger, Kelley - RD, Kearney, NE <kelley.messenger@usda.gov>  
**Sent:** Tuesday, October 29, 2019 1:12 PM  
**To:** Connie Beck  
**Subject:** REDLG

Connie:

Sorry, I had about 3 more phone calls after you called and here I am just now able to get to your email!

Per our regulation, Intermediaries (you), may charge reasonable loan servicing fees, which are limited to one percent per year of the principal amount outstanding on the loan; reasonable professional service fees that are customary for the service being provided and in accordance with any standard fee schedules that have been established for the service; and reasonable expenses the Intermediary has incurred from Independent Providers.

So according to the above, you can charge the servicing fee, a professional service fee or any special services provided, and a for expenses that you incurred from Independent Providers (such as title companies during loan closing). We usually only see the one percent loan servicing fee charged so that the Intermediary can pay for the administration costs of the revolving loan fund account, such as those costs involved in reporting on the account, completing loan reviews, closing costs not incurred by the borrower, etc. These costs cannot come out of the grant and matching funds, so that is why the servicing fee comes in place.

Let me know if you need anything else.

*Cannot use Redlg funds per USDA*

Kelley Messenger  
Business Programs Specialist | Kearney Office  
Rural Development  
United States Department of Agriculture  
4009 6<sup>th</sup> Avenue, Suite 1 | Kearney NE 68845-2386  
Phone: (308) 455-9837 | Fax: (855) 207-0384  
**PLEASE NOTICE NEW EMAIL ADDRESS!** [kelley.messenger@usda.gov](mailto:kelley.messenger@usda.gov)  
[www.rd.usda.gov](http://www.rd.usda.gov) or [www.rd.usda.gov/ne](http://www.rd.usda.gov/ne) | "Committed to the future of rural communities"

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## City of St. Paul REDLG Project

### Summary of Time

Dated: October 30, 2019

- 1) **January 5, 2015 Council Agenda:** SPDC Executive Director Feeken requested to submit a letter to the United States Dept. of Agriculture (USDA) in determining eligibility in designating the City Electrical System as a Rural Utility Service (RUS). The purpose of the Rural Economic Development Loan & Grant Program (REDLG) is to make available to rural communities through USDA Rural Development electric and telephone program borrowers, a grant to establish a revolving loan fund for community facilities and or infrastructure. This is the first step in the application process and does not obligate the City in any way to move forward with the project. Once the application is approved, then this will be brought back to the City Council for the loan application. This action was approved.
- 2) **January 8, 2015:** City Clerk Beck sent the Request for Rural Utility Service (RUS) Financing Eligibility Determination to Amy A. McWilliams, Policy Analysis & Loan Management Staff, USDA, 1400 Independence Avenue SW, Washington DC 20250-1566
- 3) **January 13, 2015:** USDA, Prashant V. Patel sent a letter, stating that they have reviewed the City's request. Based upon their review, it was determined that the City of St. Paul Electric Department would be eligible to become a borrower and apply for assistance under the RUS Electric Program for projects that serve rural areas.
- 4) **August 21, 2017:** Council Agenda: Discussion on the background RE: REDLG Program for the Howard County Medical Center expansion; this is a REDLG eligible project.
- 5) **September 18, 2017:** Council Agenda: Lori Ferguson with South Central Economic Development Corp. (SCEDD) gave a presentation, with discussion of the City's application for the REDLG Program funds to the Howard County Medical Center expansion.
  - a. Approval of adopting Resolution 2017-13 City's application for the REDLG funds
  - b. Approval of adopting the Revolving Loan Fund Plan for the REDLG funds
  - c. Approval of the City of St. Paul Revolving Loan Fund Plan
- 6) **October 11, 2017:** Letter from USDA acknowledging the receipt of the application in the amount of \$300,000 for a REDLG grant under the USDA Rural Development Business Programs. The grant will be used to finance the addition of Pod D to the existing clinic for the Howard County Medical Center located in St. Paul, NE.
- 7) **November 20, 2017:** Public hearing RE: a Conditional Use Permit for the Howard County Medical Center at 1113 Sherman Street. The permit will allow an addition to be built onto the Clinic in a Residential District (R-2).
  - a. Public comment on the Conditional Use Permit
  - b. Approval of Conditional Use Permit
- 8) **June 12, 2018:** City Clerk Beck to complete a Compliance Review document for Kelley Messenger, USDA prior to requesting funds
- 9) **June 14, 2018:** City Clerk Beck opened a REDLG Account at the Homestead Bank for the REDLG project in the amount of \$60,000 that was expended from the Sales Tax Account 300504420 and placing it into

the REDLG Account of 300301465. Three (3) pages of new account information had to be filled out by City Clerk Beck in getting the REDLG Account open. City Clerk Beck made entries into Fund Accounting to transfer the funds.

**10) June 27, 2018:** Howard County Medical Center Board of Trustees approved the Loan grant for repayment of the REDLG grant of \$300,000 at \$5,000 monthly for five (5) years.

**11) September 17, 2019:** Approval of the REDLG Plan by City Council members

- a. Approval of the USDA Rural Business – Cooperative Service Financial Assistance Agreement – Case No. 32-047-171888358.
- b. Approval of Resolution 2018-18, whereas the City has submitted an application for \$300,000 which will establish a Revolving Loan Fund for the purpose of sustaining rural economic development and job creation projects. And whereas, the City is committing \$60,000 from its economic development funds to meet the matching dollar requirement. The Howard County Medical Center is the recipient for the initial 0% interest loan for five (5) years RE: a clinic expansion. City Clerk Beck has the new revolving REDLG account open.  
Approval of Resolution 2018-18 authorizing the execution and delivery on behalf of the City of St. Paul the certification Form AD-1049, RE: ALL City employee’s signing off on a drug-free workplace requirement program. Lists of employee signatures are attached to the resolution.
- c. Approval of the USDA “Assurance Agreement: This assures that the City will comply with and will continue to comply with Title VI of the Civil Rights Act of 1964.
- d. Approval of the REDLG “Letter of Conditions”. The City acquired a grant in the amount of \$300,000 for an initial loan to the Howard County Medical Center (Ultimate Recipient) and to establish revolving loan fund accordance with the Grantee’s Revolving Loan Fund Plan dated 9/18/2017 as approved by the Rural Development Plan.
- e. Approval of “Letter of Conditions” (Supplemental Financing); Certification of Authority; Management Representation Letter by Intermediary; Management Representation Letter by Ultimate Loan Recipient; Agreement for Electronic Transactions; and USDA Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants.
- f. Approval of the Rural Economic Development Loan Agreement between the City of St. Paul and the Howard County Medical Center. The Agreement sets the terms and understandings between the Borrower and the Lender regarding the loan. The Lender shall lend the Howard County Medical Center \$360,000. The Borrower shall be obligated to pay an administrative fee equal to one (1%) per annum on the outstanding balance during the term of the loan. An amortization schedule will be prepared for the term of the five (5) year loan in 60 equal installments in the amount of \$5,000 commencing on October 1, 2018 and conclude on October 1, 2023, inclusive to the administrative fee.
- g. Approval of the Promissory Note between the City and the Howard County Medical Center; sign the Opinion letter from City Attorney Clark; set the Surety bond for the City Clerk and City Treasurer; and REDLG August 2018 Bank Statement.

**12) September 24, 2019:** Letter of Conditions (Attachment D) Management Representation Letter of Ultimate Load Recipient signed by Arlan Johnson, CEO of the Howard County Medical Center

**13) October 17, 2019:** Letter from USDA, Kelley Messenger still in need of the following items:

- a. Fidelity Bond: City has \$100,000, but needs \$300,000 for the grant
- b. Legal Opinion for HCMC (ultimate recipient)
- c. Form 400-4 Assurance Agreement from HCMC

- d. AD1048 form signed by HCMC
- e. Level 2 E-Authorization Account from Mr. Feeken, who is the Security Administrator in the USDA LINC System for reporting and adding in approved loans from the Revolving Loan Fund. Mrs. Beck has also been emailed this information in order to complete the task

- 14) October 17, 2018:** Once the above was submitted, USDA Kelley Messenger will be able to request funds. To request the funds, the authorized documents are needed:
- a. SF270 form: Signed by a representative from St. Paul (Mayor)
  - b. Copies of invoices to show all the expenses of the project, to verify all funds are being used for the approved purposes in the application
  - c. If funds are being requested in advance of the project being completed, only request the amount that will be needed and disbursed within 30 days, as the grant funds cannot be held in the REDLG fund for more than 30 days prior to their disbursement, and submit estimates for that portion of funding, followed by actual invoices.
  - d. SF3881 Electronic Funds Transfer Form: complete and submit anytime between now and the time we need funds, therefore USDA can place in system (form attached).
- 15) October 20, 2018:** Signed forms mailed to USDA: 1) General Award Information; 2) ACH Vendor Payment Enrollment Form; 3) Assurance Agreement; 4) US Dept. of Agriculture RE: Debarment, Suspension & Ineligibility; 5) Intermediary USDA E-Authentication for LINC System for Mr. Feeken.
- 16) December 13, 2018: Finally received the Travelers Insurance Policy of \$200,000 for the REDLG Project.** (This was a lengthy process in getting the Crime Insurance: Visited first with Christensen Insurance RE: getting an additional \$200,000 to go with the \$100,000 the City already has to equal the \$300,000 amount the USDA requires. The insurance would have costed \$3,000. Therefore, City Clerk Beck called LARM to see what they could do – the City ended up with **Travelers Insurance with LARM, costing \$1257 annually.**
- 17) January 29, 2019:** USDA is requesting 1) Proof of \$360,000 City check to the Howard County Medical Center; 2) Howard County Medical Center needs to show proof of the \$400,000 from the Howard County Hospital Foundation (City to upload); and 3) Invoice or the paid check (\$360,000).
- 18) January 30, 2019:** USDA sent letter stating that the funds in the amount of \$300,000 have been requested. A check has been processed and funds will be transferred electronically to your account no later than Monday, February 4, 2019. Account is being monitored RE: the transfer. When funds are received, an acknowledgement receipt needs to be completed and sent back to USDA, along with Mayor Bergman's signature.
- 19) March 4, 2019:** Federal Financial Report to be completed and Signed by City Clerk Beck
- 20) April, 2019:** Update the Americans with Disability Plan for the City of St. Paul; Section 504
- 21) May 1, 2019:** USDA needs the post compliance review for the following questions: Six (6) questions RE: ethnicity.
- 22) September 11, 2019:** Mayor Bergman signed a Multimedia Consent and Release form for the USDA
- 23) City Clerk Beck will be performing "Life of the Loan" reporting annually to the USDA, along with other REDLG Project.**

**24) September 16, 2019:** Began a REDLG Project regarding Teresa's Floral in the amount of \$18,000 for infrastructure.

- **Per USDA, Kelley Messenger, the City of St. Paul cannot utilize the REDLG grant or the City match for REDLG Title Searches, Loan Servicing Fees, or any other professional services; this will then come from other City funds.**
- **If the City decides to waive the one percent (1%) annual fee at the end of December, then the City will need to amend the "Agreement" stating why the City is wanting to eliminate the one percent (1%) fee; send amendment to USDA for review & approval; the amendment needs to be placed on the AGENDA for approval by City Council in Section A. Loan Terms of the "Agreement. This amendment will then be attached to the original "Agreement" once approved.**

File: Shared: Redlg File: Redlg Summary



2018-2019  
Civic Revenues

CITY OF ST PAUL  
\*Revenue Guideline©

Current Period: SEPTEMBER 18-19

		18-19 YTD Budget	18-19 YTD Amt	SEPTEMBER MTD Amt	18-19 YTD Balance	% of YTD Budget
<b>CIVIC CENTER</b>						
Active	R 66-010 PROPERTY TAX	\$8,000.00	\$8,122.75	\$2,288.02	-\$122.75	101.53%
Active	R 66-100 SINKING FUND	\$0.00	\$5,000.00	\$0.00	-\$5,000.00	0.00%
Active	R 66-220 Donation - Unrestricted	\$10,000.00	\$15,925.00	\$2,500.00	-\$5,925.00	159.25%
Active	R 66-223 Rec Register Fee	\$5,000.00	\$6,243.09	\$0.00	-\$1,243.09	124.86%
Active	R 66-225 Membership	\$5,500.00	\$7,617.00	\$135.00	-\$2,117.00	138.49%
Active	R 66-227 Memorials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 66-230 FEE,PERM,LIC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 66-250 RENTAL	\$25,000.00	\$31,952.50	\$3,070.00	-\$6,952.50	127.81%
Active	R 66-252 SPDC Office Rental	\$6,200.00	\$6,000.00	\$0.00	\$200.00	96.77%
Active	R 66-290 INVESTMENT INT	\$5.00	\$37.31	\$3.85	-\$32.31	746.20%
Active	R 66-420 TRANSFER IN	\$75,000.00	\$80,500.00	\$0.00	-\$5,500.00	107.33%
Active	R 66-610 GRANT	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 66-630 REIMBURSEMENT	\$0.00	\$17,768.40	\$0.00	-\$17,768.40	0.00%
Active	R 66-700 Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total CIVIC CENTER</b>	<b>\$135,205.00</b>	<b>\$179,166.05</b>	<b>\$7,996.87</b>	<b>-\$43,961.05</b>	<b>132.51%</b>

2018-2019  
Civic Expenditures

CITY OF ST PAUL  
\*Expenditure Guideline©

Current Period: SEPTEMBER 18-19

		18-19 YTD Budget	18-19 YTD Amt	SEPTEMBER MTD Amt	Enc Current	18-19 YTD Balance	% of YTD Budget
<b>CIVIC CENTER</b>							
Active	E 66-10-110 SALARY & WAGES	\$6,200.00	\$8,000.00	\$0.00	\$0.00	-\$1,800.00	129.03%
Active	E 66-10-121 Rec. Class Teach.	\$2,800.00	\$5,340.00	\$0.00	\$0.00	-\$2,540.00	190.71%
Active	E 66-20-117 JANITOR	\$2,400.00	\$4,250.00	\$425.00	\$0.00	-\$1,850.00	177.08%
Active	E 66-20-127 Recreation Supply	\$0.00	\$1,987.86	\$0.00	\$0.00	-\$1,987.86	0.00%
Active	E 66-20-150 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 66-20-212 LEGAL FEES	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 66-20-220 COMMUNICATION	\$0.00	\$191.96	\$0.00	\$0.00	-\$191.96	0.00%
Active	E 66-20-235 Publish REC	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00	0.00%
Active	E 66-20-240 PUBLISH / CODIF	\$550.00	\$27.00	\$0.00	\$0.00	\$523.00	4.91%
Active	E 66-20-250 CITY INSURANCE	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	100.00%
Active	E 66-20-261 CITY LIGHTS	\$15,000.00	\$12,314.61	\$943.43	\$0.00	\$2,685.39	82.10%
Active	E 66-20-262 BLACKHILLS GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 66-20-270 UTILITY R & M	\$3,000.00	\$4,451.16	\$85.00	\$0.00	-\$1,451.16	148.37%
Active	E 66-20-278 SUPPLY REIMB - CC	\$0.00	\$2,452.00	\$66.00	\$0.00	-\$2,452.00	0.00%
Active	E 66-20-291 SALES TAX	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 66-20-306 CHECK ORDER CHA	\$0.00	\$289.95	\$0.00	\$0.00	-\$289.95	0.00%
Active	E 66-20-320 MERCH & SUPPLY	\$3,500.00	\$2,888.74	\$13.77	\$0.00	\$611.26	82.54%
Active	E 66-20-324 SANITATION HAULIN	\$1,200.00	\$960.00	\$0.00	\$0.00	\$240.00	80.00%
Active	E 66-20-345 ACCOUNTING FEE	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	100.00%
Active	E 66-20-665 Reimbursement	\$0.00	\$15,779.20	\$0.00	\$0.00	-\$15,779.20	0.00%
Active	E 66-50-550 IMPROVEMENTS	\$84,000.00	\$18,000.00	\$0.00	\$0.00	\$66,000.00	21.43%
Active	E 66-50-570 GRANTS	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 66-50-631 BUILDING SINKING	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	100.00%
Active	E 66-70-160 TRANSFER OUT	\$0.00	\$5,500.00	\$0.00	\$0.00	-\$5,500.00	0.00%
	<b>Total CIVIC CENTER</b>	<b>\$134,875.00</b>	<b>\$97,632.48</b>	<b>\$1,533.20</b>	<b>\$0.00</b>	<b>\$37,242.52</b>	<b>72.39%</b>

2019-2020  
Civic Revenues

CITY OF ST PAUL  
\*Revenue Guideline©

Current Period: OCTOBER 19-20

		19-20	19-20	OCTOBER	19-20	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>CIVIC CENTER</b>						
Active	R 66-010 PROPERTY TAX	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
Active	R 66-100 SINKING FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 66-220 Donation - Unrestricted	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	R 66-223 Rec Register Fee	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
Active	R 66-225 Membership	\$5,500.00	\$0.00	\$0.00	\$5,500.00	0.00%
Active	R 66-227 Memorials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 66-230 FEE,PERM,LIC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 66-250 RENTAL	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
Active	R 66-252 SPDC Office Rental	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
Active	R 66-290 INVESTMENT INT	\$15.00	\$0.00	\$0.00	\$15.00	0.00%
Active	R 66-420 TRANSFER IN	\$75,000.00	\$0.00	\$0.00	\$75,000.00	0.00%
Active	R 66-610 GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 66-630 REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 66-700 Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
<b>Total CIVIC CENTER</b>		<b>\$135,615.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$135,615.00</b>	<b>0.00%</b>

2019-2020  
Civic expenditures

CITY OF ST PAUL  
\*Expenditure Guideline©

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Current Period: OCTOBER 19-20

		19-20 YTD Budget	19-20 YTD Amt	OCTOBER MTD Amt	Enc Current	19-20 YTD Balance	% of YTD Budget
<b>CIVIC CENTER</b>							
Active	E 66-10-110 SALARY & WAGES	\$6,200.00	\$0.00	\$0.00	\$0.00	\$6,200.00	0.00%
Active	E 66-10-121 Rec. Class Teach.	\$3,200.00	\$0.00	\$0.00	\$0.00	\$3,200.00	0.00%
Active	E 66-20-117 JANITOR	\$4,420.00	\$340.00	\$340.00	\$0.00	\$4,080.00	7.69%
Active	E 66-20-127 Recreation Supply	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0.00%
Active	E 66-20-150 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 66-20-212 LEGAL FEES	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 66-20-220 COMMUNICATION	\$0.00	\$42.84	\$42.84	\$0.00	-\$42.84	0.00%
Active	E 66-20-235 Publish REC	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00	0.00%
Active	E 66-20-240 PUBLISH / CODIF	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00	0.00%
Active	E 66-20-250 CITY INSURANCE	\$11,000.00	\$22,218.34	\$22,218.34	\$0.00	-\$11,218.34	201.98%
Active	E 66-20-261 CITY LIGHTS	\$15,000.00	\$794.73	\$794.73	\$0.00	\$14,205.27	5.30%
Active	E 66-20-262 BLACKHILLS GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 66-20-270 UTILITY R & M	\$3,000.00	\$131.76	\$131.76	\$0.00	\$2,868.24	4.39%
Active	E 66-20-278 SUPPLY REIMB - CC	\$0.00	\$60.00	\$60.00	\$0.00	-\$60.00	0.00%
Active	E 66-20-291 SALES TAX	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 66-20-306 CHECK ORDER CHA	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00	0.00%
Active	E 66-20-320 MERCH & SUPPLY	\$3,500.00	\$781.00	\$781.00	\$0.00	\$2,719.00	22.31%
Active	E 66-20-324 SANITATION HAULIN	\$1,200.00	\$160.00	\$160.00	\$0.00	\$1,040.00	13.33%
Active	E 66-20-345 ACCOUNTING FEE	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 66-20-665 Reimbursement	\$0.00	\$120.00	\$120.00	\$0.00	-\$120.00	0.00%
Active	E 66-50-550 IMPROVEMENTS	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	0.00%
Active	E 66-50-570 GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 66-50-631 BUILDING SINKING	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 66-70-160 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total CIVIC CENTER</b>	<b>\$135,520.00</b>	<b>\$24,648.67</b>	<b>\$24,648.67</b>	<b>\$0.00</b>	<b>\$110,871.33</b>	<b>18.19%</b>

# Treasurer's Report:

<i>Account Number</i>	<i>Prev. Mth Total</i>	<i>Current Mth Total</i>	<i>Total</i>
<b>Homestead Bank</b>	<b>August 31, 2019</b>	<b>September 30, 2019</b>	
Checking 100-027	\$ (695,324.71)	\$ 863,750.00	\$ 168,425.29
Sales Tax 300-277	\$ (55,608.66)	\$ 43,980.40	\$ (11,628.26)
<b>Civic Center 300-749</b>	\$ <b>(9,810.98)</b>	\$ <b>13,983.95</b>	\$ <b>4,172.97</b>
City REDLG 301-465	\$ (15,169.45)	\$ 20,161.04	\$ 4,991.59
Water Trmt 504-189	\$ (26,060.12)	\$ 17,564.17	\$ (8,495.95)
Keno 504-409	\$ (81,717.96)	\$ 86,511.89	\$ 4,793.93
Sales Tax 504420	\$ (78,121.94)	\$ 116,052.20	\$ 37,930.26
Pool 504-442	\$ (7,859.08)	\$ 7,860.42	\$ 1.34
Premium General 504-684	\$ (85,867.23)	\$ 86,198.01	\$ 330.78
General 504-805	\$ (28,200.94)	\$ 28,209.32	\$ 8.38
Sewer 504-849	\$ (22,647.24)	\$ 22,653.01	\$ 5.77
Police 504-860	\$ (12,613.79)	\$ 12,617.00	\$ 3.21
Senior Center 504-882	\$ (6,164.15)	\$ 6,165.20	\$ 1.05
Brick (Street) 504-915	\$ (2,020.32)	\$ 2,020.58	\$ 0.26
Library Maint. 504-970	\$ (15,300.22)	\$ 15,304.12	\$ 3.90
Light Sinking 504-981	\$ (24,485.72)	\$ 24,742.01	\$ 256.29
Fire Sinking 504-992	\$ (19,443.23)	\$ 19,448.18	\$ 4.95
EMT Sinking 505-003	\$ (8,862.48)	\$ 8,863.99	\$ 1.51
Street Sinking 505-014	\$ (9,027.27)	\$ 9,028.80	\$ 1.53
Park Sinking 505-025	\$ (14,540.22)	\$ 14,543.92	\$ 3.70
TIF Projects 505-036	\$ (930.54)	\$ 930.77	\$ 0.23
After School 505-146	\$ (3,171.47)	\$ 3,171.87	\$ 0.40
Elmwood Cemetery Found.	\$ -	\$ 9,606.89	\$ 9,606.89
<b>Civic Center Sink 505179</b>	\$ <b>(10,515.27)</b>	\$ <b>10,517.95</b>	\$ <b>2.68</b>
Housing Grant 4178-0	\$ (690.55)	\$ 740.63	\$ 50.08
Cemetery Sinking 5413-1	\$ -	\$ -	\$ -
Walk/Bike 5482-7	\$ (9,434.98)	\$ 9,437.30	\$ 2.32
Light CD 3212195	\$ (41,157.17)	\$ 41,157.17	\$ -
Water CD 3212196	\$ (31,258.61)	\$ 31,258.61	\$ -
Sewer CD 3212197	\$ (36,468.39)	\$ 36,468.39	\$ -
Sewer CD 3212198	\$ (36,468.39)	\$ 36,468.39	\$ -
General CD 3212199	\$ (39,594.23)	\$ 39,594.23	\$ -
Fire CD 3212200	\$ (23,964.94)	\$ 23,964.94	\$ -
Ambulance CD 3212201	\$ (51,576.71)	\$ 51,576.71	\$ -
Park CD 3212202	\$ (41,678.15)	\$ 41,678.15	\$ -
General CD 3051705	\$ (218,417.08)	\$ 218,417.08	\$ -
Sales Tax CD 3327564	\$ (78,862.55)	\$ 78,862.55	\$ -

Light CD 3640996	\$	(43,599.44)	\$	43,599.44	\$	-
General CD 3212279	\$	(150,463.16)	\$	150,463.16	\$	-
<b>Citizens Bank</b>						
Consumer Deposit 102-415	\$	(48,827.50)	\$	50,077.50	\$	1,250.00
Cafeteria 125 102-407	\$	(17,725.26)	\$	17,765.71	\$	40.45
Health Ded 102-482	\$	(82,758.24)	\$	79,367.96	\$	(3,390.28)
Cemetery Saving 753-122	\$	(37,742.19)	\$	37,756.11	\$	13.92
Park Aluminum 772682	\$	(1,324.27)	\$	1,483.28	\$	159.01
25% Infrastructure 102-342	\$	(233,368.78)	\$	240,316.98	\$	6,948.20
Light ICS 103217	\$	(445,622.85)	\$	677,045.23	\$	231,422.38
Water ICS 103225	\$	(87,212.59)	\$	87,417.10	\$	204.51
Sewer ICS 103241	\$	(199,056.62)	\$	199,482.42	\$	425.80
General ICS 103209	\$	(476,038.71)	\$	1,178,104.84	\$	702,066.13
Building ICS 103233	\$	(47,350.06)	\$	47,451.34	\$	101.28
Fire ICS 103268	\$	(107,787.75)	\$	108,040.50	\$	252.75
Ambulance ICS 103276	\$	(230,627.22)	\$	231,167.97	\$	540.75
Park ICS 103284	\$	(99,442.12)	\$	99,654.80	\$	212.68
(Batting Cage)						
Police ICS 103292	\$	(46,348.18)	\$	46,447.28	\$	99.10
Keno ICS 103314	\$	(65,043.16)	\$	65,182.26	\$	139.10
Street ICS 103349	\$	(60,051.30)	\$	60,179.76	\$	128.46
Library ICS 103365	\$	(30,025.65)	\$	30,089.87	\$	64.22
Senior Center ICS 103373	\$	(30,025.65)	\$	30,089.87	\$	64.22
Redlg ICS 103381	\$	(80,068.41)	\$	62,233.27	\$	(17,835.14)
Pool ICS 103348	\$	(20,017.10)	\$	20,059.92	\$	42.82
Cemetery ICS 103446	\$	(17,930.81)	\$	17,969.16	\$	38.35
General TCD 109366	\$	(56,707.73)	\$	56,707.73	\$	-
General TCD 109367	\$	(56,697.50)	\$	56,697.50	\$	-
<b>Heritage Bank</b>						
UB ACH 411025	\$	(993,110.80)	\$	378,797.26	\$	(614,313.54)
Investors 4100744	\$	(258,096.34)	\$	28,106.24	\$	(229,990.10)
<b>CITY FUND TOTAL</b>						
	\$	(5,866,104.13)	\$	6,155,264.30	\$	289,160.17

## Civic Center Job Duties

### Recruiting new members

- emailing renewal letter, but first have to sort through and get emails in order
- Managing Social media flyers and Advertising

### Trying to recruit and create new events for members and non- members

- leagues
- Tournaments
- craft shows
- youth programs

### Structuring the Civic Center Website

- Needs a lot of updating

### Responding to emails

- this takes up more time than I would have expected.

### Creating signage for the facility

- Gym rules
- Facility hours
- upcoming events

### Managing the calendar

### Sending out invoices for events

### Invoicing and managing the electronic sign

### Paying Civic Center Bills

### Managing Quick Books

### Tracking and Invoicing Gym times

- School
- SPSYA
- Wellness Center
- Cat Hoops

## Showing the Civic Center for Events

### Cleaning

- We have a cleaner once a week. But the facility still requires daily cleaning.

I created this list off of my current to do list. Which is just the tip of the iceberg. I truly feel that if we push the civic center to the full potential of the facility this position could be created into a full-time job.

**Connie Beck**

---

**From:** Sarah Call <civiccenterstpaul@gmail.com>  
**Sent:** Monday, October 21, 2019 11:39 AM  
**To:** Connie Beck  
**Subject:** Job Duties  
**Attachments:** Civic Center Job Duties.docx

Connie, Sorry I am just getting this to you. Attached is a quick write up of the duties I have come up with in my first week in the position.  
I hope it helps!

Thank you,

**Sarah Call**  
**Community Programs Coordinator**  
308-750-5616  
[civiccenterstpaul@gmail.com](mailto:civiccenterstpaul@gmail.com)

Community  
Program  
Coordinator  
Duties

---

# Sarah Calls Hours

Day	IN	LUNCH	OUT	DEPARTMENT	HOURS
Oct 14th	430	NA	630	City	2
Oct 15th	9AM	NA	4pm	city	7
Oct 16th	10	na	4	CITY	6
OCT 16TH	6pm		7pm	CITY	1
Oct 17th	10am	na	4pm	CITY	6
Oct 18th	830am	na	3pm	City	6.5
Oct 18th				SPDC	1
Oct 21st	9am	na	4pm	City	7
Oct 22nd	930am	na	4pm	City	6.5
Oct 23rd	9am	na	4pm	city	7
Oct 24th	10am	na	4pm	City	6
Oct 24th	6pm	na	7pm	City	1
Oct 25th	10	na	3pm	City	5
Oct 25th				SPDC	1

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2019-2020  
Civic Revenues

CITY OF ST PAUL  
\*Revenue Guideline©

Current Period: OCTOBER 19-20

		19-20 YTD Budget	19-20 YTD Amt	OCTOBER MTD Amt	19-20 YTD Balance	% of YTD Budget
<b>CIVIC CENTER</b>						
Active	R 66-010 PROPERTY TAX	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
Active	R 66-100 SINKING FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 66-220 Donation - Unrestricted	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	R 66-223 Rec Register Fee	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
Active	R 66-225 Membership	\$5,500.00	\$0.00	\$0.00	\$5,500.00	0.00%
Active	R 66-227 Memorials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 66-230 FEE,PERM,LIC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 66-250 RENTAL	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
Active	R 66-252 SPDC Office Rental	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
Active	R 66-290 INVESTMENT INT	\$15.00	\$0.00	\$0.00	\$15.00	0.00%
Active	R 66-420 TRANSFER IN	\$75,000.00	\$0.00	\$0.00	\$75,000.00	0.00%
Active	R 66-610 GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 66-630 REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 66-700 Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
	<b>Total CIVIC CENTER</b>	<b>\$135,615.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$135,615.00</b>	<b>0.00%</b>

2019-2020  
Civic expenditures

CITY OF ST PAUL  
\*Expenditure Guideline©

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Current Period: OCTOBER 19-20

		19-20 YTD Budget	19-20 YTD Amt	OCTOBER MTD Amt	Enc Current	19-20 YTD Balance	% of YTD Budget
<b>CIVIC CENTER</b>							
Active	E 66-10-110 SALARY & WAGES	\$6,200.00	\$0.00	\$0.00	\$0.00	\$6,200.00	0.00%
Active	E 66-10-121 Rec. Class Teach.	\$3,200.00	\$0.00	\$0.00	\$0.00	\$3,200.00	0.00%
Active	E 66-20-117 JANITOR	\$4,420.00	\$340.00	\$340.00	\$0.00	\$4,080.00	7.69%
Active	E 66-20-127 Recreation Supply	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0.00%
Active	E 66-20-150 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 66-20-212 LEGAL FEES	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 66-20-220 COMMUNICATION	\$0.00	\$42.84	\$42.84	\$0.00	-\$42.84	0.00%
Active	E 66-20-235 Publish REC	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00	0.00%
Active	E 66-20-240 PUBLISH / CODIF	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00	0.00%
Active	E 66-20-250 CITY INSURANCE	\$11,000.00	\$22,218.34	\$22,218.34	\$0.00	-\$11,218.34	201.98%
Active	E 66-20-261 CITY LIGHTS	\$15,000.00	\$794.73	\$794.73	\$0.00	\$14,205.27	5.30%
Active	E 66-20-262 BLACKHILLS GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 66-20-270 UTILITY R & M	\$3,000.00	\$131.76	\$131.76	\$0.00	\$2,868.24	4.39%
Active	E 66-20-278 SUPPLY REIMB - CC	\$0.00	\$60.00	\$60.00	\$0.00	-\$60.00	0.00%
Active	E 66-20-291 SALES TAX	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 66-20-306 CHECK ORDER CHA	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00	0.00%
Active	E 66-20-320 MERCH & SUPPLY	\$3,500.00	\$781.00	\$781.00	\$0.00	\$2,719.00	22.31%
Active	E 66-20-324 SANITATION HAULIN	\$1,200.00	\$160.00	\$160.00	\$0.00	\$1,040.00	13.33%
Active	E 66-20-345 ACCOUNTING FEE	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 66-20-665 Reimbursement	\$0.00	\$120.00	\$120.00	\$0.00	-\$120.00	0.00%
Active	E 66-50-550 IMPROVEMENTS	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	0.00%
Active	E 66-50-570 GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 66-50-631 BUILDING SINKING	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 66-70-160 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total CIVIC CENTER</b>	<b>\$135,520.00</b>	<b>\$24,648.67</b>	<b>\$24,648.67</b>	<b>\$0.00</b>	<b>\$110,871.33</b>	<b>18.19%</b>

2018-2019  
Civic Revenues

CITY OF ST PAUL  
\*Revenue Guideline©

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Current Period: SEPTEMBER 18-19

		18-19	18-19	SEPTEMBER	18-19	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>CIVIC CENTER</b>						
Active	R 66-010 PROPERTY TAX	\$8,000.00	\$8,122.75	\$2,288.02	-\$122.75	101.53%
Active	R 66-100 SINKING FUND	\$0.00	\$5,000.00	\$0.00	-\$5,000.00	0.00%
Active	R 66-220 Donation - Unrestricted	\$10,000.00	\$15,925.00	\$2,500.00	-\$5,925.00	159.25%
Active	R 66-223 Rec Register Fee	\$5,000.00	\$6,243.09	\$0.00	-\$1,243.09	124.86%
Active	R 66-225 Membership	\$5,500.00	\$7,617.00	\$135.00	-\$2,117.00	138.49%
Active	R 66-227 Memorials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 66-230 FEE,PERM,LIC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 66-250 RENTAL	\$25,000.00	\$31,952.50	\$3,070.00	-\$6,952.50	127.81%
Active	R 66-252 SPDC Office Rental	\$6,200.00	\$6,000.00	\$0.00	\$200.00	96.77%
Active	R 66-290 INVESTMENT INT	\$5.00	\$37.31	\$3.85	-\$32.31	746.20%
Active	R 66-420 TRANSFER IN	\$75,000.00	\$80,500.00	\$0.00	-\$5,500.00	107.33%
Active	R 66-610 GRANT	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 66-630 REIMBURSEMENT	\$0.00	\$17,768.40	\$0.00	-\$17,768.40	0.00%
Active	R 66-700 Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total CIVIC CENTER</b>		<b>\$135,205.00</b>	<b>\$179,166.05</b>	<b>\$7,996.87</b>	<b>-\$43,961.05</b>	<b>132.51%</b>

2018-2019  
Civic Expenditures

CITY OF ST PAUL  
\*Expenditure Guideline©

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Current Period: SEPTEMBER 18-19

		18-19 YTD Budget	18-19 YTD Amt	SEPTEMBER MTD Amt	Enc Current	18-19 YTD Balance	% of YTD Budget
<b>CIVIC CENTER</b>							
Active	E 66-10-110 SALARY & WAGES	\$6,200.00	\$8,000.00	\$0.00	\$0.00	-\$1,800.00	129.03%
Active	E 66-10-121 Rec. Class Teach.	\$2,800.00	\$5,340.00	\$0.00	\$0.00	-\$2,540.00	190.71%
Active	E 66-20-117 JANITOR	\$2,400.00	\$4,250.00	\$425.00	\$0.00	-\$1,850.00	177.08%
Active	E 66-20-127 Recreation Supply	\$0.00	\$1,987.86	\$0.00	\$0.00	-\$1,987.86	0.00%
Active	E 66-20-150 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 66-20-212 LEGAL FEES	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 66-20-220 COMMUNICATION	\$0.00	\$191.96	\$0.00	\$0.00	-\$191.96	0.00%
Active	E 66-20-235 Publish REC	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00	0.00%
Active	E 66-20-240 PUBLISH / CODIF	\$550.00	\$27.00	\$0.00	\$0.00	\$523.00	4.91%
Active	E 66-20-250 CITY INSURANCE	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	100.00%
Active	E 66-20-261 CITY LIGHTS	\$15,000.00	\$12,314.61	\$943.43	\$0.00	\$2,685.39	82.10%
Active	E 66-20-262 BLACKHILLS GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 66-20-270 UTILITY R & M	\$3,000.00	\$4,451.16	\$85.00	\$0.00	-\$1,451.16	148.37%
Active	E 66-20-278 SUPPLY REIMB - CC	\$0.00	\$2,452.00	\$66.00	\$0.00	-\$2,452.00	0.00%
Active	E 66-20-291 SALES TAX	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 66-20-306 CHECK ORDER CHA	\$0.00	\$289.95	\$0.00	\$0.00	-\$289.95	0.00%
Active	E 66-20-320 MERCH & SUPPLY	\$3,500.00	\$2,888.74	\$13.77	\$0.00	\$611.26	82.54%
Active	E 66-20-324 SANITATION HAULIN	\$1,200.00	\$960.00	\$0.00	\$0.00	\$240.00	80.00%
Active	E 66-20-345 ACCOUNTING FEE	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	100.00%
Active	E 66-20-665 Reimbursement	\$0.00	\$15,779.20	\$0.00	\$0.00	-\$15,779.20	0.00%
Active	E 66-50-550 IMPROVEMENTS	\$84,000.00	\$18,000.00	\$0.00	\$0.00	\$66,000.00	21.43%
Active	E 66-50-570 GRANTS	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 66-50-631 BUILDING SINKING	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	100.00%
Active	E 66-70-160 TRANSFER OUT	\$0.00	\$5,500.00	\$0.00	\$0.00	-\$5,500.00	0.00%
	<b>Total CIVIC CENTER</b>	<b>\$134,875.00</b>	<b>\$97,632.48</b>	<b>\$1,533.20</b>	<b>\$0.00</b>	<b>\$37,242.52</b>	<b>72.39%</b>

# Treasurer's Report:

<i>Account Number</i>	<i>Prev. Mth Total</i>	<i>Current Mth Total</i>	<i>Total</i>
<b>Homestead Bank</b>	<b>August 31, 2019</b>	<b>September 30, 2019</b>	
Checking 100-027	\$ (695,324.71)	\$ 863,750.00	\$ 168,425.29
Sales Tax 300-277	\$ (55,608.66)	\$ 43,980.40	\$ (11,628.26)
<b>Civic Center 300-749</b>	\$ <b>(9,810.98)</b>	\$ <b>13,983.95</b>	\$ <b>4,172.97</b>
City REDLG 301-465	\$ (15,169.45)	\$ 20,161.04	\$ 4,991.59
Water Trmt 504-189	\$ (26,060.12)	\$ 17,564.17	\$ (8,495.95)
Keno 504-409	\$ (81,717.96)	\$ 86,511.89	\$ 4,793.93
Sales Tax 504420	\$ (78,121.94)	\$ 116,052.20	\$ 37,930.26
Pool 504-442	\$ (7,859.08)	\$ 7,860.42	\$ 1.34
Premium General 504-684	\$ (85,867.23)	\$ 86,198.01	\$ 330.78
General 504-805	\$ (28,200.94)	\$ 28,209.32	\$ 8.38
Sewer 504-849	\$ (22,647.24)	\$ 22,653.01	\$ 5.77
Police 504-860	\$ (12,613.79)	\$ 12,617.00	\$ 3.21
Senior Center 504-882	\$ (6,164.15)	\$ 6,165.20	\$ 1.05
Brick (Street) 504-915	\$ (2,020.32)	\$ 2,020.58	\$ 0.26
Library Maint. 504-970	\$ (15,300.22)	\$ 15,304.12	\$ 3.90
Light Sinking 504-981	\$ (24,485.72)	\$ 24,742.01	\$ 256.29
Fire Sinking 504-992	\$ (19,443.23)	\$ 19,448.18	\$ 4.95
EMT Sinking 505-003	\$ (8,862.48)	\$ 8,863.99	\$ 1.51
Street Sinking 505-014	\$ (9,027.27)	\$ 9,028.80	\$ 1.53
Park Sinking 505-025	\$ (14,540.22)	\$ 14,543.92	\$ 3.70
TIF Projects 505-036	\$ (930.54)	\$ 930.77	\$ 0.23
After School 505-146	\$ (3,171.47)	\$ 3,171.87	\$ 0.40
Elmwood Cemetery Found.	\$ -	\$ 9,606.89	\$ 9,606.89
<b>Civic Center Sink 505179</b>	\$ <b>(10,515.27)</b>	\$ <b>10,517.95</b>	\$ <b>2.68</b>
Housing Grant 4178-0	\$ (690.55)	\$ 740.63	\$ 50.08
Cemetery Sinking 5413-1	\$ -	\$ -	\$ -
Walk/Bike 5482-7	\$ (9,434.98)	\$ 9,437.30	\$ 2.32
Light CD 3212195	\$ (41,157.17)	\$ 41,157.17	\$ -
Water CD 3212196	\$ (31,258.61)	\$ 31,258.61	\$ -
Sewer CD 3212197	\$ (36,468.39)	\$ 36,468.39	\$ -
Sewer CD 3212198	\$ (36,468.39)	\$ 36,468.39	\$ -
General CD 3212199	\$ (39,594.23)	\$ 39,594.23	\$ -
Fire CD 3212200	\$ (23,964.94)	\$ 23,964.94	\$ -
Ambulance CD 3212201	\$ (51,576.71)	\$ 51,576.71	\$ -
Park CD 3212202	\$ (41,678.15)	\$ 41,678.15	\$ -
General CD 3051705	\$ (218,417.08)	\$ 218,417.08	\$ -
Sales Tax CD 3327564	\$ (78,862.55)	\$ 78,862.55	\$ -

Light CD 3640996	\$	(43,599.44)	\$	43,599.44	\$	-
General CD 3212279	\$	(150,463.16)	\$	150,463.16	\$	-
<b>Citizens Bank</b>						
Consumer Deposit 102-415	\$	(48,827.50)	\$	50,077.50	\$	1,250.00
Cafeteria 125 102-407	\$	(17,725.26)	\$	17,765.71	\$	40.45
Health Ded 102-482	\$	(82,758.24)	\$	79,367.96	\$	(3,390.28)
Cemetery Saving 753-122	\$	(37,742.19)	\$	37,756.11	\$	13.92
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25% Infrastructure 102-342	\$	(233,368.78)	\$	240,316.98	\$	6,948.20
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(Batting Cage)						
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Library ICS 103365	\$	(30,025.65)	\$	30,089.87	\$	64.22
Senior Center ICS 103373	\$	(30,025.65)	\$	30,089.87	\$	64.22
Redlg ICS 103381	\$	(80,068.41)	\$	62,233.27	\$	(17,835.14)
Pool ICS 103348	\$	(20,017.10)	\$	20,059.92	\$	42.82
Cemetery ICS 103446	\$	(17,930.81)	\$	17,969.16	\$	38.35
General TCD 109366	\$	(56,707.73)	\$	56,707.73	\$	-
General TCD 109367	\$	(56,697.50)	\$	56,697.50	\$	-
<b>Heritage Bank</b>						
UB ACH 411025	\$	(993,110.80)	\$	378,797.26	\$	(614,313.54)
Investors 4100744	\$	(258,096.34)	\$	28,106.24	\$	(229,990.10)
<b>CITY FUND TOTAL</b>						
	\$	(5,866,104.13)	\$	6,155,264.30	\$	289,160.17



**American Legion Auxiliary Centennial Day**  
**Community Proclamation**

WHEREAS, The American Legion was chartered by Congress in 1919 as a wartime veterans organization based on the four (4) pillars of care for veterans, national security, Americanism, and children & youth; and

WHEREAS, The members of the American Legion are dedicated to upholding the ideals of freedom and democracy, while working to make a difference in the lives of fellow Americans; and

WHEREAS, The American Legion Auxiliary was also founded in 1919 to support The American Legion and honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad.

WHEREAS, The American Legion Auxiliary is celebrating its centennial in 2019-2020;

NOW, THEREFORE, I, Mayor Joel M. Bergman of the City of St. Paul, Nebraska, do hereby proclaim November 4, 2019 as "American Legion Auxiliary Centennial Day."

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of St. Paul on the 4<sup>th</sup> Day of November 2019.

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Joel M. Bergman, Mayor

ATTEST:

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Connie Jo Beck, City Clerk/Deputy Treasurer

(SEAL)

City of St. Paul Regular Meeting  
704 6<sup>th</sup> Street  
St. Paul, NE 68873

**Monday, October 7, 2019**

A meeting of the Mayor and City Council of the City of St. Paul, Nebraska was held at City Hall in said City on Monday, October 7, 2019, at 7:00 p.m. Present were Mayor Joel Bergman and Council members: Brenda Klanecky, Katie Kowalski and Jerry Thompson. Absent: Ralph Kezeor. Notice of the meeting was given in advance thereof by publication in the Phonograph Herald, a legal newspaper published in said City and County. Notice of this meeting was also posted in four (4) places. Notice of this meeting was communicated in the advance notice. All proceeds thereafter shown were taken while the convened meeting was opened to the attendance of the public.

Mayor Bergman opened the meeting at 7:00 p.m., thanking the public for attending and announcing that the City of St. Paul abides by the Open Meetings Act, which is posted on the west wall as required by Nebraska State Law. Mayor Bergman also stated that the City Council may vote to go into Closed Session on any agenda item as allowed by State Law; this was followed by the "Pledge of Allegiance."

Individuals who have appropriate agenda items for City Council consideration should complete the "Request for Future Agenda Items" form located at the City Office. If the issue can be handled administratively without Council action, notification will be provided. If the item is scheduled for a meeting or study session, notification of the date will be given.

There was an opportunity for individuals wishing to provide input on any of tonight's agenda items. Those individuals were asked to reserve time to speak.

Council member Kowalski moved to approve Diamond Engineering's Pay Request #1 in the amount of \$42,054 for the 2019 Street Improvement Project #18-3348. The pay request consists of the Paul Street paving northeast of the Matelyn Retirement facility; work entailed earthwork, immobilization, 6" pavement with an integral curb, manhole adjustment and removing a PC header. The expenditure of funds will be absorbed by City reserve funds. Council member Thompson seconded the motion. Council members Klanecky, Kowalski & Thompson voted aye, nays none. Motion carried 3/0.

The State Legislature has made some changes on March 8, 2019 to the way the One (1) & Six (6) Year Report, the NE Board of Public Roads Classification Standards (NBCS) Budget and the Income/Expenditure Report are reported. One (1) major change is that they have eliminated the annual filing of the One (1) & Six (6) NBCS Forms, the Standard System of Annual Reporting (SSAR) NBCS Forms, the County Road and Bridge Contracts Report and the LB 904, 2006 Local Option Sales Tax Certification. In Lieu of creating and filing the former NBCS Forms, municipalities will file annually a new Municipal Annual Certification of Program Compliance form that is signed by the Mayor and Street Superintendent.

Council member Klanecky moved to approve Resolution 2019-7; for the authorization of Mayor Bergman signing the 2019 Municipal Annual Certification of Program Compliance Form. Council member Kowalski seconded the motion. Council members Klanecky, Kowalski & Thompson voted aye, nays none. Motion carried 3/0.

Council member Klanecky moved to approve the St. Paul Chamber of Commerce funding request of \$14,000 to be utilized for promotions or marketing (General \$5,000 & Sales Tax \$9,000). Council member Kowalski seconded the motion. Council members Klanecky, Kowalski & Thompson voted aye, nays none. Motion carried 3/0.

Council member Kowalski moved to approve two (2) County Cage (Kersten Kucera) Special Designated Liquor applications: (1) Saturday, October 26, 2019 from 11:00 a.m. to 1:00 a.m. regarding a one (1) year anniversary tailgate party; permission was received from abutting land owners; and (2) Saturday, November 9, 2019 from 4:00 p.m. to 1:00 a.m. at the St. Paul Civic Center (413 Howard Avenue) regarding a wedding reception. Identification will be checked, along with wristbands being utilized for underage drinking. Council member Thompson seconded the motion. Council members Klanecky, Kowalski & Thompson voted aye, nays none. Motion carried 3/0. Chief of Police Paczosa approved the two (2) applications.

Council member Thompson moved to approve the NE Liquor Control Commission application regarding Charles Schmid as the American Legion Post 119 #C-008455 corporate manager. Council member Klanecky seconded the motion. Council members Klanecky, Kowalski & Thompson voted aye, nays none. Motion carried 3/0.

Council member Kowalski moved to approve the August 2019 Treasurer's report; minutes of September 3 (regular), September 11 (union negotiations), September 16 (regular), and September 30, 2019 (SDL application); October 7, 2019 disbursements; September 30, 2019 zoning permits; and City Clerk Beck and Deputy Clerk Royle attending the Heartland Clerk's meeting in Grand Island, NE on Thursday, October 17, 2019. Council member Thompson seconded the motion. Council members Kowalski & Thompson voted aye on all the above items, Council member Klanecky voted aye on all the above items, with the exception of abstaining on a personal zoning permit #2019-56, nays none. Motion carried 3/0.

Aurora Co-op (G&O)	1199.55
Beck, Connie (Sup)	13.89
Beed, Elwin (Srv)	5000.00
BJ's Garage (Rep)	602.59
Bok Financial (Bnd)	139386.25
Bomgaars (Rep)	926.42
Cardmember Services (Sup)	1963.03
Central Comm College (Edu)	170.00
Charter Communication (Srv)	174.97
City 125 Plan (Ins)	180.00
Core & Main (Sup)	2027.50
Crisis Center (Dnt)	1200.00
Custer Co Recycling (Srv)	79.20
Danko Equip (Sup)	175.45
Entech Pest Mgmt. (Srv)	85.00
Hach (Rep)	284.58
Heartland Clerk (Sub)	20.00
Hireright (Srv)	35.70
Hometown Mrk (Sup)	173.48
Ho Co Register of Deeds (Srv)	26.00
Ho Co Treasurer (Srv)	2782.05
Hydro Optimization (Rep)	1271.08
Jarecke Motors (Rep)	50.20
Jim's Champlin (G&O)	1802.31
John Deere Fin. (Veh)	144.65
Larm (Ins)	145988.83
Loup Valley Supply (Sup)	67.45
Madison Nation Life (Ins)	193.32
Metering & Tech Sol (Sup)	3377.92
Midland Telecom (Sup)	484.58
Ne Public Health Env (Lts)	485.00
OfficeNet (Sup)	289.88
Olsson (Eng)	1892.69
One Call Concepts (Srv)	45.35
Overland Ready Mix (Sup)	1233.50
Parts Bin (Sup)	56.59
Petty Cash (PtC)	67.55
Regional Care (Ins)	88.00
Road Builders (Rep)	783.36
S E Smith (Sup)	246.94
Schaper & White (Srv)	500.00
Schmid, Charles (Mil)	73.66
Solomon Corp (Rep)	301.76
State of NE Central Ser (Srv)	373.28
Thiels Tire (Rep)	142.13
Thompson Welding (Rep)	120.00
U Betcha Auto (Rep)	281.25

United Healthcare (Ins)	18482.02
Van Diest Supply (Sup)	790.00
Verizon (Srv)	239.39
Payroll	78392.57

There was a brief discussion on compensating the Street Department for the usage of the City bobcat from the other City departments. Electrical Commissioner Ed Thompson questioned why the bobcat is being singled out compared to the other City equipment that is being utilized by the other departments. It was agreed upon by the Mayor and City Council members to keep track of the bobcat hours, and then bring the hours back to the Council members by the first of August 2020.

William Gregoski was in attendance to give his perspective on retaining his usual position as the Sewer Wastewater Superintendent/Operator. Topics of discussion included: (1) Pay rate; (2) Vacation hours; (3) Sick Leave hours; and (4) Seniority. Mr. Gregoski began employment on September 26, 2005 and ended his employment on Friday, September 27, 2019. Further discussion was postponed until the later part of the night for Closed Session.

Mayor Bergman opened a discussion regarding the possibility of hiring a City part-time person to be shared by both the City office and the Police Department. Council member Kowalski moved to hire a part-time person; there was no second; therefore motion died.

The Mayor and City Council members were in agreement to set Monday, November 4, 2019 at 5:30 p.m. for the next IBEW 1597 Union negotiation meeting.

The Mayor and City Council members will also meet on Monday, October 21, 2019 at 6:00 p.m. to discuss the union contract and employee health insurance.

Utility Superintendent Helzer reported on the Kendall Street paving by the Archer Credit Union Bank.

Chief of Police Paczosa submitted an "Incident & Nuisance" report.

Council member Klanecky reported on City truck routes, nuisances and questioned whether the tree board was still active.

Council member Thompson questioned if the City could raise the sign at Howard Avenue and US Hwy 281, due to the visibility of heavy equipment getting onto the state highway. Utility Helzer will check with the State of NE.

Mayor Bergman updates consisted of: (1) Ms. Berthelsen offered seat on the NE Recycling Council's Advisory Board; (2) Tax Increment Financing (TIF) LB 874 documents submitted to the NE Dept. of Revenue: Legislative bill requires each redevelopment authority to report the progress of the redevelopment project to the governing body of each political subdivision whose property taxes are affected by the division of taxes and retain such documents three (3) years after the division of taxes; (3) Special meeting Wednesday, October 9, 2019 (6:00 p.m.) at the Howard County Court House RE: Northwest Drainage, along with having a dialogue on the south river bridge; (4) the Civic Center Advisory Committee (CARC) meeting on Wednesday, October 9, 2019 at the St. Paul Civic Center has been postponed; (5) LB 840 Citizens Advisory Review Committee (CARC) member Janet Edwards will not be available for re-appointment on the CARC Board; Ms. Edward's term is up January 2020. A thank you note will be mailed regarding her dedicated service; (6) the City will possibly be submitting a Pre-Application for the CDBG "Emergent Threat" grant; (7) a pipe line meeting was attending in Ravenna, NE; (8) the St. Paul Development Corp. hired Sarah Call as the Community Project Coordinator; her office will be located at the St. Paul Civic Center for event scheduling and activities; and (9) St. Paul Development Corp. Board member Dave Brehm extended an invitation to the Mayor, City Council members and all City employees regarding an open house for Mike Feeken on Wednesday, October 9, 2019 at the Loup River Distillery from 5:00 p.m. to 7:00 p.m.

Mayor Joel Bergman thanked Mike Feeken for his excellent and dedicated service to the development of the City.

For public comment, Mike Feeken expressed his support as a citizen of St. Paul in retaining William Gregoski as the Sewer Wastewater Superintendent/Operator and employing a part-time office staff person. Mr. Feeken stated that the City needs to retain quality personnel and consider the well-being/safety of the employees.

Council member Thompson moved to go into Closed Session at 8:38 p.m. to prevent the needless injury to the reputation of an individual. Council member Kowalski seconded the motion. A motion has been made and seconded to go into Closed Session. There was no discussion. The pending motion is to go into Closed Session to prevent the needless injury to the reputation of an individual. Council members Klanecky, Kowalski & Thompson voted aye, nays none. Motion carried 3/0. Council member Thompson moved to adjourn the closed session at 9:10 p.m. Council member Kowalski seconded the motion. Council members Klanecky, Kowalski & Thompson voted aye, nays none. Motion carried 3/0.

Mayor Joel M. Bergman moved to re-appoint William Gregoski as the Sewer Wastewater Superintendent/Operator. Council member Klanecky moved to approve the re-appointment of Mr. Gregoski, with the stipulation that the starting wage is \$23/hourly; vacation will accumulate at 6.67 hours per month, with Mr. Gregoski choosing whether to bank or cash his accumulation; Sick Leave will begin at zero, pending negotiations; and seniority terminates once an employee quits, per the union contract. Council member Thompson seconded the motion. Council members Klanecky, Kowalski & Thompson voted aye, nays none. Motion carried 3/0.

Mayor Bergman adjourned the City Council meeting 9:13 p.m.

Date: \_\_\_\_\_

\_\_\_\_\_  
Connie Jo Beck, City Clerk/Deputy Treasurer

\_\_\_\_\_  
Joel M. Bergman, Mayor

City of St Paul  
Special Council Meeting Minutes  
Northwest Drainage

Wednesday, October 9, 2019 - 6:00 p.m.

A special meeting of the Mayor, City Councilmembers and the Howard County Commissioners of St. Paul, Nebraska was held at the Howard County Court House in said City on Wednesday, October 9, 2019 at 6:00 p.m. Present were Mayor Bergman, Councilmembers: Brenda Klanecky, Katie Kowalski & Jerry Thompson and Howard County Commissioners: Rance Lierman, Kathy Hirschman and Dave Boehle. Notice of the meeting was posted in four (4) different places around the City. Notice of this meeting was communicated in the advance notice. All proceeds thereafter shown were taken while the convened meeting was opened to the attendance of the public.

Also, in attendance were Randy Kauk and Alan Lewandowski from the Farwell Irrigation District; an attendance sheet was also passed around for signatures.

Howard County Commissioner Kathy Hirschman opened the meeting at 6:00 p.m., with announcing the Open Meetings Act, which was posted in the Commissioners room as required by the Nebraska State Law.

The study session was to discuss possible solutions to the northwest drainage problem affecting the west section of St. Paul, and then later discussing the Middle Loup River bridge flooding and bank erosion problem south of St. Paul on US Highway 281.

Utility Superintendent Helzer stated that the City of St. Paul has been experiencing the flooding problem for the past 12 years. In July 2014, Olsson's performed a St. Paul Northwest Drainage Study; the study offered the City three (3) options in alleviating the flooding issue. The proposed alternatives consisted of: (1) replacement of three (3) bridges along Paul Street, Inman Road, and Hardy Road; (2) constructing a dam approximately 2.3 miles upstream of Paul Street, having a drainage area of 6.6 miles; and (3) widen the existing tributary channel.

After a lengthy dialogue regarding the flooding problem, the consensus between the City of St. Paul and Howard County is to attend the Lower Loup Natural Resource District (NRD) sub-committee meeting on Tuesday, October 15, 2019 at 1:00 p.m. and the regular NRD meeting on Tuesday, October 22, 2019 at 7:00 p.m.

The focus was then turned to the discussion of the Middle Loup River flooding and erosion problem south of St. Paul. Utility Superintendent Helzer stated that he utilized the St. Paul Public School drone to acquire the pictures of the Middle Loup River; placed them on a disk and mailed them to Bradley Thompson, Army Corp. of Engineers, Omaha, NE.

At this point, it was the consensus of the City Council and Commissioners to have Mayor Bergman develop a letter to the Army Corp. of Engineers expressing the concerns regarding the erosion of the north bank of the Middle Loup River on US Highway 281 and Ms. Puncochar's river bank at 1076 Hardy Road. Mayor Bergman will ensure that the letter is reviewed by both entities prior to mailing.

There was no further business to come before this session of the Council.

Howard County Commissioner Hirschman and Mayor Bergman closed the special meeting at 7:11 p.m.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Connie Jo Beck, City Clerk/Deputy Treasurer

\_\_\_\_\_  
Joel M. Bergman, Mayor

City of St Paul  
Special Council Meeting Minutes  
Employee Health Insurance

Monday, October 21, 2019, 6:00 p.m.

A special meeting of the Mayor and Councilmembers of the City of St. Paul, Nebraska was held at the City Hall in said City on Monday, October 21, 2019 at 6:00 p.m. Present were Mayor Joel M. Bergman and Councilmembers: Brenda Klanecky, Ralph Kezeor, Katie Kowalski & Jerry Thompson. Absent: None. Notice of the meeting was posted in four (4) different places around the City. Notice of this meeting was communicated in the advance notice. All proceeds thereafter shown were taken while the convened meeting was opened to the attendance of the public.

Mayor Bergman opened the meeting at 6:00 p.m., with announcing that the City of St. Paul abides by the Open Meetings Act, which is posted on the west wall as required by the Nebraska State Law.

Mayor Bergman also stated that the City Council may vote to go into Closed Session on any agenda item as allowed by State Law.

The purpose of this meeting was to discuss employee health insurance regarding the negotiations of the IBEW 1597 Union contract. City representative, JJ Green from Primark Insurance was in attendance to discuss the health insurance options.

The Mayor and City Council members will meet with the IBEW 1597 Union representatives on Monday, November 4, 2019 at 5:30 p.m. in the City Council Chambers to discuss the union contract.

Due to time restraints, Mayor Bergman closed the special meeting at 6:53 p.m. to convene into the 7:00 p.m. regular City Council meeting.

Mayor Bergman reopened the earlier special meeting again at 8:30 p.m. in continuing the discussion of the employee health insurance.

Mayor Bergman closed the special meeting at 8:54 p.m.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Joel M. Bergman, Mayor

\_\_\_\_\_  
Connie Jo Beck, City Clerk/Deputy Treasurer

City of St. Paul Regular Meeting  
704 6<sup>th</sup> Street  
St. Paul, NE 68873

**Monday, October 21, 2019**

A meeting of the Mayor and City Council of the City of St. Paul, Nebraska was held at the City Hall in said City on Monday, October 21, 2019 at 7:00 p.m. Present were Mayor Joel M. Bergman and Councilmembers: Brenda Klanecky, Ralph Kezeor, Katie Kowalski & Jerry Thompson. Absent: None. Notice of the meeting was given in advance thereof by publication in the Phonograph Herald, a legal newspaper published in said City and County. Notice of the meeting was also posted in four (4) places. Notice of this meeting was communicated in the advance notice. All proceeds thereafter shown were taken while the convened meeting was opened to the attendance of the public.

Mayor Bergman opened the meeting at 7:00 p.m., thanking the public for attending and announcing that the City of St. Paul abides by the Open Meetings Act, which is posted on the west wall as required by Nebraska State Law. Mayor Bergman also stated that the City Council may vote to go into Closed Session on any agenda item as allowed by State Law; this was followed by the "Pledge of Allegiance."

Individuals who have appropriate agenda items for City Council consideration should complete the "Request for Future Agenda Items" form located at the City Office. If the issue can be handled administratively without Council action, notification will be provided. If the item is scheduled for a meeting or study session, notification of the date will be given.

There was an opportunity for individuals wishing to provide input on any of tonight's agenda items. Those individuals were asked to reserve time to speak.

On March 8, 2019, Howard County was awarded the NE Crime Commission 2019 Community-based Juvenile Service Aid Grant #19-CB-0524 in the amount of \$24,160. The grant is for a School Resource Officer (SRO) wage (\$15,541) and travel time for an on-site Mental Health Therapist (\$6,203). The grant will be utilized by the St. Paul Public School and Elba Public School. The personnel wage breakdown for the position is \$18.09/hour x 21 hours/week x 38 weeks/year = \$14,436; fringe benefit (tax) breakdown is \$1,105. Howard County provided a match share of \$2,416 (10% of grant), which came from a portion of the Howard County Attorney's wage (\$2,244) and payroll tax (\$172). The grant will expire in June 2020. After a lengthy discussion with St. Paul Public School Superintendent Poppert and Howard County Sheriff Busch regarding the SRO topic, Council member Kezeor moved to approve the City supplementing the St. Paul Public School Resource Officer (SRO) wage. The approximate amount will range from \$1200 to \$1500 depending on the weeks left in the school year; this will supplement the SRO wage from \$18.09 to \$20 hourly. Council member Kowalski seconded the motion. Council members Kezeor, Kowalski & Thompson voted aye, Council member Klanecky voted nay. Motion carried 3/1. St. Paul Public School Superintendent Poppert will structure an Interlocal agreement between the City of St. Paul, St. Paul Public School and Howard County; the document will be brought back to the City Council prior to the exchange of funds.

Council member Kowalski moved to approve the request of the After Prom Committee to expand their project of "Showing Your School Spirit" to include the sidewalk in front of a downtown business; the event will begin on Saturday, October 19, 2019, with either painting a blue "SP" or a red Husker "N". Council member Thompson seconded the motion. Council members Klanecky, Kezeor, Kowalski & Thompson voted aye, nays none. Motion carried 4/0. If the property owner of the business places the After Prom logo in front of their business, it is their responsibility to maintain it in good condition.

Council member Klanecky moved to approve Brian and Cathryn Sack's Property Improvement application regarding 715 Howard Avenue in the amount of \$5,000. The project application includes new windows and exterior doors. The St. Paul Development Corp. Board of Directors recommends the approval of the application. Council member Kezeor seconded the motion. Council members Klanecky, Kezeor, Kowalski & Thompson voted aye, nays none. Motion carried 4/0. The funds will be expended from the sales tax account.

Council member Kezeor moved to approve the September 2019 Treasurer's Report and the zoning permits of October 14, 2019. Council member Klanecky seconded the motion. Council members Klanecky, Kezeor, Kowalski & Thompson voted aye, nays none. Motion carried 4/0. In viewing permit #2019-60, Ms. Berthelsen will correct the description of language from shed to fence.

A brief discussion ensued on approving Resolution 2019-8, whereas by Nebraska State Statute 53-124.11, the City Clerk and the Chief of Police are the designated agents for the City in determining whether a special designated liquor (SDL) license should be approved or denied. The item was tabled until November 4, 2019 to allow City Clerk Beck time to create a check list of the special designated liquor application procedure for the City, Deputy Clerk and Police Sergeant.

Council member Kowalski moved to approve the proposal from BTS Communications in replacing the City's old telephone system with the new BTS Communication system, powered by Clearly. The initial equipment and installation is \$4,127; yearly license fee of \$754, along with the monthly telephone bill of approximately \$148. Currently, the City's monthly telephone bill is \$373. The monthly telephone bill will not reflect any changes, due to the Water DSL (\$111) and Treatment Plant (\$18), Pool (\$19) & Parks (\$18) remaining the same as current. The only change is paying for the upfront cost of the equipment and installation. Council member Klanecky seconded the motion. Council members Klanecky, Kezeor, Kowalski & Thompson voted aye, nays none. Motion carried 4/0.

Council member Thompson moved to approve removing Mike Feeken's name from the St. Paul Civic Center checking account and sinking fund and adding Sarah Call's name only to the St. Paul Civic Center checking account signature card. Council member Kezeor seconded the motion. Council members Klanecky, Kezeor, Kowalski & Thompson voted aye, nays none. Motion carried 4/0. The minutes will be provided to the Homestead Bank for the signature card file.

Notice of Special meeting dates: (1) Monday, October 21, 2019 at 6:00 p.m. regarding the discussion of the employee's health insurance coverage (JJ Green, Primark Insurance will be present); (2) Tuesday, October 22, 2019 at 7:00 p.m. regarding a Lower Loup Natural Resource District (NRD) meeting in Ord, NE to discuss the City's Northwest Drainage project; and (3) Monday, November 4, 2019 at 5:30 p.m. regarding the IBEW 1597 Union negotiations contract.

Utility Superintendent Helzer updates include: (1) Overland Ready Mix Concrete will be increasing cement 5% - 7%, effective January 1, 2020. The Howard Avenue concrete project bid will reflect the old cost, due to the bid letting; (2) Island Glass, Grand Island, NE replaced the glass in the east Civic Center door on Thursday, October 3, 2019. The City will receive approximately \$78, due to the \$500 deductible; (3) Diamond Engineering has been working on a sanitary sewer manhole at 4<sup>th</sup> and Kendall Streets and (4) a Tree Board meeting will soon be scheduled.

Chief of Police Paczosa submitted an "Incident & Nuisance" report, along with reporting on police business.

Council member Klanecky stated that there was interest from persons regarding the Northwest Drainage meeting at the Howard County Courthouse on Wednesday, October 9, 2019.

In preparation of the Northwest Drainage meeting schedule at the NRD on Tuesday, October 22, 2019 at 7:00 p.m. in Ord, NE, Mayor Bergman and Utility Superintendent Helzer assessed the drainage and backflow of water on the northwest side of St. Paul, and visited with Todd Wojtalewicz concerning the matter.

Mayor Bergman also visited with Kenny Rich at the NE Dept. of Transportation (NDOT); Mr. Rich stated that the NDOT will be cleaning out the right-of-ways on both sides of the US Highway 92 Bridge to make water flow more efficient in the area.

Mayor Bergman updates include: (1) there will be Council member discussion on Sarah Call's Community Program Coordinator employment hours (SPDC will be present on November 4, 2019 meeting); (2) City Clerk Beck checked on the City's 2019-2020 levy with Howard County Clerk Bev Sack; (3) a City resident submitted a letter to Mayor Joel Bergman concerning the street dance on Saturday, October 5, 2019; (4) Mike Feeken

will continue to stay on the St. Paul Library and Housing Authority Boards; (5) Dana Cole & Co. will be auditing the City books from October 29 - 31, 2019; (6) City received a LARM reimbursement of \$16,041 regarding Attorney Pigsley's legal fees concerning Ms. Killinger's CIR & NEOC courtcases; (7) Todd Wojtalewicz paid the Wellfield Pasture rent of \$5,406; (8) St. Paul Development Corp. has submitted an "Invitation for Bids" regarding the Middle Loup Subdivision construction project; and (9) active advertisement to fill Mike Feeken's position at the St. Paul Civic Center.

Council member Kezeor updated the City Council on the St. Paul Civic Center advisory meeting.

Brad Slaughter, formerly a bond underwriter with Ameritas Investment Corp., requested to inform the Mayor and City Council on his transition from Ameritas Investment Corp. to Piper Jaffray Public Finance, Lincoln, NE. Piper Jaffray was founded in 1895, and is a full service U.S. Investment bank and asset management firm offering investment underwriting. Mr. Slaughter stated that this will not change the City's existing bonds; the bonds will continue to be paid through the Depository Trust Clearing Corp. (DTCC) or the Bank of Oklahoma Financial (BOK).

Mayor Bergman adjourned the City Council meeting at 8:29 p.m. and reopened the 6:00 p.m. special meeting again at 8:30 p.m. in continuing the discussion of the employee health insurance (see special meeting for adjournment).

Date: \_\_\_\_\_

\_\_\_\_\_  
Connie Jo Beck, City Clerk/Deputy Treasurer

\_\_\_\_\_  
Joel M. Bergman, Mayor

Accounts Payable List to Be Approved				Date/ Notes
Vendor	Check No.	Amount	November 4, 2019	
Disbursement Approval: November 4, 2019		\$ 61,114.73	November 4, 2019	
October 2019 Payroll	ACH	\$ 77,114.44	Payroll	
Dept of Revenue Form 10 (October 2019)	ACH	\$ 15,037.75	Checking 100027	
Howard Greeley REA	65820	\$ 161,909.48	Public Utilities	
Computer on the Run (ACH)		\$ 800.00	Checking 100027	
Heritage Bank (ACH Fee)	ACH	\$ 25.00	411025	
St Paul Chamber of Commerce	65810	\$ 5,000.00	Checking 100027	
Black Hills Energy	65811	\$ 304.17	Natural Gas	
City Health Insurance Savings	65812	\$ 5,808.00	Health Savings	
City of St. Paul Light	65813	\$ 9,266.24	Utilities	
Heartland Disposal	65814	\$ 5,712.68	September Sanitation	
Mid_Nebraksa Disposal Inc	65815	\$ 3,415.93	September Sanitation	
Phonograph Herald	65816	\$ 515.37	Legal notices	
United State Post Office	65817	\$ 260.00	Postage	
St Paul Chamber of Commerce	65810	\$ 5,000.00	Checking 100027	
Cut Ck from General 411025 ACH UB Heritage Bank	1109	\$ 81,000.00	to Checking 100027 Pay Disb.	
<b>TOTAL</b>		<b>\$ 432,283.79</b>		
<b>ADDITIONS:</b>				
Civic - Heartland Disposal	1271	\$ 80.00	Civic 300749	
Civic - Utility Bill	1272	\$ 794.73	Civic 300749	
Civic - Hydro Tech - Sprinkler Inspection	1273	\$ 37.28	Civic 300749	
Civic - LARM Reimb to City	1274	\$ 11,109.17	Civic 300749	
Sales Tax - SPDC	367	\$ 15,000.00	Sales Tax 367	
Sales Tax - Cathryn Sack Property Improvement	1145	\$ 5,000.00	Sales Tax 1145	
Civic Center - Entech Pest Control	1276	\$ 85.00	Civic 300749	
Civic Center - Bomgaars - East Door Tarp	1277	\$ 9.48	Civic 300749	
<b>Total</b>		<b>\$ 32,115.66</b>		

**\*Check Detail Register©**

NOVEMBER 19-20

Check Amt Invoice Comment

**11100 CHECKING**

Paid Chk# 065824 11/4/2019 911 CUSTOM

E 32-20-268	Uniforms	\$199.00	38617	Pol. - long sleeve shirts for officers
E 32-20-268	Uniforms	\$76.00	38617	Pol. - short sleeve shirt
E 32-20-268	Uniforms	\$224.00	38617-1	Pol. - pants for the officers

<b>Total 911 CUSTOM</b>		<b>\$499.00</b>		
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Paid Chk# 065825 11/4/2019 BJ S GARAGE LLC

E 21-20-271	VEHICLE R & M	\$446.32	60	Strs. - #16 water pump and thermostat
E 21-20-271	VEHICLE R & M	\$445.00	63	Strs. - #48 repair turn signal cam assembly and labor

<b>Total BJ S GARAGE LLC</b>		<b>\$891.32</b>		
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Paid Chk# 065826 11/4/2019 BOMGAARS SUPPLY INC

E 44-20-270	UTILITY R & M	\$3.99	43498562	Lib. - bulb for emergency light
E 01-20-270	UTILITY R & M	\$7.44	43498736	Lgts. - cover
E 34-20-521	GROUNDNS / R & M	\$2.79	43498750	Cem. - lampholder for flag light
E 01-20-270	UTILITY R & M	\$4.78	43498771	Lgts. - spraypaint
E 01-20-270	UTILITY R & M	\$4.78	43498777	Lgts. - spraypaint
E 03-20-270	UTILITY R & M	\$27.99	43499733	Sew. - lift station battery backup
E 01-20-270	UTILITY R & M	\$28.91	43500319	Lgts. - sanding sponge, truck bed coating, WD40
E 21-20-270	UTILITY R & M	\$3.29	43500476	Strs. - great stuff for gaps
E 01-20-270	UTILITY R & M	\$63.87	43500481	Lgts. - bulbs
E 21-20-270	UTILITY R & M	\$3.29	43500484	Strs. - great stuff for gaps
E 01-20-270	UTILITY R & M	\$10.64	43500528	Lgts. - stringline refill
E 02-20-272	TOOLS	\$21.03	43500736	Wtr. - screwdriver, blade, cut-off wheels
E 03-20-270	UTILITY R & M	\$197.31	43500757	Sew. - mouse traps, filter for frig. And liftstation battery backup
E 01-20-270	UTILITY R & M	\$24.46	43501355	Lgts. - batteries
E 21-20-272	TOOLS	\$4.99	43502223	Strs. - speedlite
E 03-20-270	UTILITY R & M	\$56.43	43502317	Sew. - wipes, glove, thermometer, shop towels for main liftstation
E 21-20-270	UTILITY R & M	\$12.98	43502359	Strs. - oil absorbent and paint marker
E 01-20-270	UTILITY R & M	\$2.12	43502750	Lgts. - battery
E 21-20-270	UTILITY R & M	\$24.69	43503102	Strs. - grease and hose washer
E 21-20-231	CITY GAS & OIL	\$2.49	43504364	Strs. - oil
E 01-20-271	VEHICLE R & M	\$23.39	43504422	Lgts. - motor treatment
E 02-20-270	UTILITY R & M	\$17.00	43504754	Wtr. - bulb
E 42-20-521	GROUNDNS / R & M	\$11.99	43504944	Prks. - max lawn starter
E 01-20-270	UTILITY R & M	\$7.98	43505065	Lgts. - bulb, grain trailer
E 01-20-270	UTILITY R & M	\$25.50	43506144	Lgts. - batteries
E 34-20-270	UTILITY R & M	\$8.07	43506165	Cem. - shut off hose
E 34-20-270	UTILITY R & M	\$2.18	43506379	Cem. - mender hose
E 02-20-270	UTILITY R & M	\$12.72	43506388	Wtr. - key

<b>Total BOMGAARS SUPPLY INC</b>		<b>\$617.10</b>		
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Paid Chk# 065827 11/4/2019 BREHMS DRUG INC .

E 43-20-192	After School Expense	\$1.49		ASP - hand soap
E 01-20-270	UTILITY R & M	\$24.49		Lgts. - toilet paper
E 02-20-270	UTILITY R & M	\$24.49		Wtr. - toilet paper

<b>Total BREHMS DRUG INC .</b>		<b>\$50.47</b>		
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Paid Chk# 065828 11/4/2019 BSN SPORTS INC

E 42-20-521	GROUNDNS / R & M	\$153.99	906503244	Prks. - 4 poles, yellow socket set, anti-whip net
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<b>Total BSN SPORTS INC</b>		<b>\$153.99</b>		
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Paid Chk# 065829 11/4/2019 CARDMEMBER SERVICE

E 10-20-210	PROF&SCHOOLS	\$2.50		Gen. - parking for meeting
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**\*Check Detail Register©**

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			Check Amt	Invoice	Comment
E 10-20-210	PROF&SCHOOLS		\$92.70		Gen. - workshop for recycling L. Berthelsen
E 10-20-313	POSTAGE		\$8.30		Gen. - postage for TIF projects
E 10-20-313	POSTAGE		\$7.35		Gen. - postage for NBCS report
E 10-20-210	PROF&SCHOOLS		\$15.25		Gen. - meal for Heartland Clerk mtg for Connie and Lori
E 32-20-210	PROF&SCHOOLS		\$31.62		Pol. - meals for POAN conference for Marcus and Mike
E 10-20-313	POSTAGE		\$5.93		Gen. - postage for lost box returned
E 32-20-295	PUBLIC RELATIONS		\$39.92		Pol. - candy for Boo-Bash
E 01-20-310	OFFICE SUPPLIES		\$16.86		Lgts. - cups, napkins, silverware and cleaning supplies
E 02-20-310	OFFICE SUPPLIES		\$16.86		Wtr. - cups, napkins, silverware and cleaning supplies
E 03-20-310	OFFICE SUPPLIES		\$16.87		Sew. - cups, napkins, silverware and cleaning supplies
E 03-20-270	UTILITY R & M		\$115.38		Sew. - #47 vac repairs
E 03-20-270	UTILITY R & M		\$10.06		Sew. - sharpie, calculator and small basket
E 44-20-242	BOOKS		\$1,051.37		Lib. - books
<b>Total CARDMEMBER SERVICE</b>			<b>\$1,430.97</b>		
<hr/>					
Paid Chk#	065830	11/4/2019	<b>CENTRAL DISTRICT HEALTH DEPT</b>		
E 02-20-232	LAB SAMPLE		\$117.00	20366	Wtr. - water testing for coliform
<b>Total CENTRAL DISTRICT HEALTH DEPT</b>			<b>\$117.00</b>		
<hr/>					
Paid Chk#	065831	11/4/2019	<b>CENTRAL NEBRASKA BOBCAT</b>		
E 34-20-521	GROUNDS / R & M		\$145.00	GI1909050	Cem. - rental fee for tree spade
<b>Total CENTRAL NEBRASKA BOBCAT</b>			<b>\$145.00</b>		
<hr/>					
Paid Chk#	065832	11/4/2019	<b>CHARTER COMMUNICATIONS</b>		
E 10-20-220	COMMUNICATION		\$89.99		Gen. - Fire Hall internet service
E 10-20-220	COMMUNICATION		\$84.98		Gen. - City Office internet service
<b>Total CHARTER COMMUNICATIONS</b>			<b>\$174.97</b>		
<hr/>					
Paid Chk#	065833	11/4/2019	<b>CITY HEALTH INSURANCE SAVINGS</b>		
E 03-10-130	INSURANCE		\$363.00		Sew. - Health Savings
E 42-10-130	INSURANCE		\$363.00		Prks. - Health Savings
E 21-10-130	INSURANCE		\$726.00		Strs. - Health Savings
E 01-10-130	INSURANCE		\$1,089.00		Lgts. - Health Savings
E 02-10-130	INSURANCE		\$726.00		Wtr. - Health Savings
E 32-10-130	INSURANCE		\$1,452.00		Pol. - Health Savings
E 10-10-130	INSURANCE		\$1,089.00		Gen. - Health Savings
<b>Total CITY HEALTH INSURANCE SAVINGS</b>			<b>\$5,808.00</b>		
<hr/>					
Paid Chk#	065834	11/4/2019	<b>CITY OF ST PAUL125 PLAN</b>		
E 32-10-130	INSURANCE		\$40.00		Pol. - Modern Woodmen Life Insurance
E 01-10-130	INSURANCE		\$40.00		Lgts. - Modern Woodmen Life Insurance
E 02-10-130	INSURANCE		\$30.00		Wtr. - Modern Woodmen Life Insurance
E 03-10-130	INSURANCE		\$10.00		Sew. - Modern Woodmen Life Insurance
E 21-10-130	INSURANCE		\$20.00		Strs. - Modern Woodmen Life Insurance
E 10-10-130	INSURANCE		\$30.00		Gen. - Modern Woodmen Life Insurance
E 42-10-130	INSURANCE		\$10.00		Prks. - Modern Woodmen Life Insurance
<b>Total CITY OF ST PAUL125 PLAN</b>			<b>\$180.00</b>		
<hr/>					
Paid Chk#	065835	11/4/2019	<b>CONSOLIDATED CONCRETE CO.</b>		
E 21-20-280	Concrete - Streets		\$676.25	290913	Strs. - Alley behind Jarecke Motors
<b>Total CONSOLIDATED CONCRETE CO.</b>			<b>\$676.25</b>		
<hr/>					
Paid Chk#	065836	11/4/2019	<b>CORE &amp; MAIN</b>		
E 02-20-270	UTILITY R & M		\$897.90	L281266	Wtr. - meter horns
E 02-20-269	Water Meters		\$1,073.07	L291738	Wtr. - 3/4 iperl smart mode & 5' cable w/itron connector
E 02-20-270	UTILITY R & M		\$20.74	L291758	Wtr. - 3/4 brass
E 02-20-270	UTILITY R & M		\$146.15	L319268	Wtr. - insulating blanket & rubber washer
E 02-20-270	UTILITY R & M		\$56.79	L345829	Wtr. - rubber mtr. Washers

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			Check Amt	Invoice	Comment
E 02-20-270	UTILITY R & M		\$633.03	L402667	Wtr. - pipe, 3/4 ball curb, curb boxes
E 02-20-269	Water Meters		\$1,495.20	L402667	Wtr. - Water meters
<b>Total CORE &amp; MAIN</b>			<b>\$4,322.88</b>		
<hr/>					
Paid Chk#	065837	11/4/2019	<b>CUSTER COUNTY RECYCLING</b>		
E 04-20-325	Recycle Delivery		\$36.20	168	Lndfl. - recycling trailer
E 04-20-325	Recycle Delivery		\$21.80	169	Lndfl. - recycling trailer
E 04-20-325	Recycle Delivery		\$28.80	172	Lndfl. - recycling trailer
<b>Total CUSTER COUNTY RECYCLING</b>			<b>\$86.80</b>		
<hr/>					
Paid Chk#	065838	11/4/2019	<b>ELMWOOD CEMETERY</b>		
E 34-20-315	CEMETERY PERPETUAL		\$200.00		Cem. - 2 spaces for Mathine
<b>Total ELMWOOD CEMETERY</b>			<b>\$200.00</b>		
<hr/>					
Paid Chk#	065839	11/4/2019	<b>EMS BILLING SERVICE INC.</b>		
E 36-20-311	EMS/ FIRE BILLING		\$645.74	14433	EMT- billing service
<b>Total EMS BILLING SERVICE INC.</b>			<b>\$645.74</b>		
<hr/>					
Paid Chk#	065840	11/4/2019	<b>ENTECH PEST MANAGEMENT, INC</b>		
E 02-20-520	BLDG/ R & M		\$40.00	33559	Wtr. - October Pest Control
E 10-20-520	BLDG/ R & M		\$45.00	33561	Gen. - October Pest Control
<b>Total ENTECH PEST MANAGEMENT, INC</b>			<b>\$85.00</b>		
<hr/>					
Paid Chk#	065841	11/4/2019	<b>EVIDENT, INC.</b>		
E 32-20-272	TOOLS		\$75.65	150060A	Pol. - drug testing kits
<b>Total EVIDENT, INC.</b>			<b>\$75.65</b>		
<hr/>					
Paid Chk#	065842	11/4/2019	<b>FARWELL FIRE/RESCUE</b>		
E 36-20-210	PROF&SCHOOLS		\$275.00		EMT - HCP CPR training
<b>Total FARWELL FIRE/RESCUE</b>			<b>\$275.00</b>		
<hr/>					
Paid Chk#	065843	11/4/2019	<b>FILTER CARE</b>		
E 21-20-271	VEHICLE R & M		\$21.50	119245	Strs. - #18 cleaned filters
<b>Total FILTER CARE</b>			<b>\$21.50</b>		
<hr/>					
Paid Chk#	065844	11/4/2019	<b>HANSEN INTERNATIONAL TRUCK INC</b>		
E 01-20-271	VEHICLE R & M		\$73.34	T139067	Lgts. - valve
E 01-20-271	VEHICLE R & M		\$5.50	T139157	Lgts. - sales tax for valve
<b>Total HANSEN INTERNATIONAL TRUCK INC</b>			<b>\$78.84</b>		
<hr/>					
Paid Chk#	065845	11/4/2019	<b>HAWKINS INC</b>		
E 02-20-274	CHEMICALS		\$1,999.98	4603894	Wtr. - Chlorine & Potassium Permanganate
<b>Total HAWKINS INC</b>			<b>\$1,999.98</b>		
<hr/>					
Paid Chk#	065846	11/4/2019	<b>HOMESTEAD BANK</b>		
E 10-20-209	Pay ACH Fee		\$30.20		Gen. - September ACH fees
<b>Total HOMESTEAD BANK</b>			<b>\$30.20</b>		
<hr/>					
Paid Chk#	065847	11/4/2019	<b>HOMETOWN MARKET</b>		
E 01-20-310	OFFICE SUPPLIES		\$23.35		Lgts. - coffee and cups
E 03-20-232	LAB SAMPLE		\$5.78		Sew. - ice for 24 hr composite sample
E 34-20-521	GROUNDS / R & M		\$10.00		Cem. - soap for the trees at Cemetery
<b>Total HOMETOWN MARKET</b>			<b>\$39.13</b>		
<hr/>					
Paid Chk#	065848	11/4/2019	<b>HOWARD CO. MEDICAL CENTER</b>		
E 01-20-210	PROF&SCHOOLS		\$15.00	1910153902-5	Lgts. - drug testing L. Wroblewski
E 02-20-270	UTILITY R & M		\$15.00	1910153902-5	Wtr. - drug testing L. Wroblewski
E 02-20-270	UTILITY R & M		\$30.00	1910183902-4	Wtr. - drug testing R. Switzer

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		Check Amt	Invoice	Comment
<b>Total HOWARD CO. MEDICAL CENTER</b>		<b>\$60.00</b>		
Paid Chk#	065849	11/4/2019	HOWARD COUNTY TREASURER (CCCC)	
E	32-20-214	DISPATCHER	\$2,782.05	Pol. - Dispatcher Pay
<b>Total HOWARD COUNTY TREASURER (CCCC)</b>		<b>\$2,782.05</b>		
Paid Chk#	065850	11/4/2019	HYDRO OPTIMIZATION & AUTOMATIO	
E	02-20-270	UTILITY R & M	\$197.25	8617 Wtr. - Well 9 murphy switch programming
<b>Total HYDRO OPTIMIZATION &amp; AUTOMATIO</b>		<b>\$197.25</b>		
Paid Chk#	065851	11/4/2019	JARECKE MOTORS	
E	31-20-271	VEHICLE R & M	\$176.36	11401 Fire- #56 changed oil, & installed battery maintainer
<b>Total JARECKE MOTORS</b>		<b>\$176.36</b>		
Paid Chk#	065852	11/4/2019	JOHN DEERE FINANCIAL	
E	21-20-271	VEHICLE R & M	\$179.69	1042042 Strs. - hose and fittings
<b>Total JOHN DEERE FINANCIAL</b>		<b>\$179.69</b>		
Paid Chk#	065853	11/4/2019	KILLINGER ELECTRIC	
E	02-20-520	BLDG/ R & M	\$495.99	Wtr. - remove & reinstall conduit wires, replace switch & belt & checked damper motor
<b>Total KILLINGER ELECTRIC</b>		<b>\$495.99</b>		
Paid Chk#	065854	11/4/2019	LOUP VALLEY SUPPLY, INC.	
E	21-20-270	UTILITY R & M	\$140.00	65274 Strs. - Grass seed for north west birm
<b>Total LOUP VALLEY SUPPLY, INC.</b>		<b>\$140.00</b>		
Paid Chk#	065855	11/4/2019	MADISON NATIONAL LIFE	
E	42-10-130	INSURANCE	\$10.74	Prks. - Life Insurance
E	03-10-130	INSURANCE	\$21.48	Sew. - Life Insurance
E	01-10-130	INSURANCE	\$42.96	Lgts. - Life Insurance
E	21-10-130	INSURANCE	\$21.48	Strs. - Life Insurance
E	02-10-130	INSURANCE	\$32.22	Wtr. - Life Insurance
E	10-10-130	INSURANCE	\$21.48	Gen. - Life Insurance
E	32-10-130	INSURANCE	\$42.96	Pol. - Life Insurance
<b>Total MADISON NATIONAL LIFE</b>		<b>\$193.32</b>		
Paid Chk#	065856	11/4/2019	METERING & TECHNOLOGY SOLUTION	
E	02-20-269	Water Meters	\$1,213.93	15406 Wtr. - water meter radios
E	02-20-269	Water Meters	\$2,617.02	15481 Wtr. - 3/4" M25 & model 25 gall 8-Dial HRE
<b>Total METERING &amp; TECHNOLOGY SOLUTION</b>		<b>\$3,830.95</b>		
Paid Chk#	065857	11/4/2019	MIDLAND TELECOM, INC.	
E	31-50-540	MACH & EQUIPMENT	\$600.00	35138 Fire - (2) 2 way portable radios
<b>Total MIDLAND TELECOM, INC.</b>		<b>\$600.00</b>		
Paid Chk#	065858	11/4/2019	NE STATE TREASURER	
E	10-20-211	ADM. & DUES	\$90.28	Gen. - dog and cat licensing fees
<b>Total NE STATE TREASURER</b>		<b>\$90.28</b>		
Paid Chk#	065859	11/4/2019	OFFICENET INC	
E	01-20-310	OFFICE SUPPLIES	\$20.03	927665-0 Lgts. - Clipboards, clips and business cards
E	02-20-310	OFFICE SUPPLIES	\$20.03	927665-0 Wtr. - Clipboards, clips and business cards
E	03-20-310	OFFICE SUPPLIES	\$20.04	927665-0 Sew. - Clipboards, clips and business cards
E	10-20-310	OFFICE SUPPLIES	\$12.99	928472-0 Gen. - record book for redlg
E	10-20-520	BLDG/ R & M	\$15.32	IN51981 Gen. - Police copier September
E	02-20-520	BLDG/ R & M	\$15.00	IN51982 Wtr. - Water Dept. copier September
E	01-20-520	BLDG/ R & M	\$41.15	IN51995 Lgts. - City Office copier September

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			Check Amt	Invoice	Comment
E 02-20-520	BLDG/ R & M		\$41.15	IN51995	Wtr. - City Office copier September
E 03-20-520	BLDG/ R & M		\$41.16	IN51995	Sew. - City Office copier September
<b>Total OFFICENET INC</b>			<b>\$226.87</b>		
<hr/>					
Paid Chk#	065860	11/4/2019	<b>OLSSON</b>		
E 21-20-213	ENGINEER FEES		\$6,942.90	340792	Strs. - stake M & Paul Streets, review shop drawings, verify pay application, project administration
E 02-20-213	ENGINEER FEES		\$911.78	341014	Wtr. - Water main relocation for alley between 2nd and 3rd & Howard & Grand
<b>Total OLSSON</b>			<b>\$7,854.68</b>		
<hr/>					
Paid Chk#	065861	11/4/2019	<b>OVERLAND READY MIXED</b>		
E 21-20-280	Concrete - Streets		\$152.50	TX 86766	Strs. - Storm sewer repair @ Sherman & Elm
E 03-20-270	UTILITY R & M		\$134.00	TX 86953	Sew. - repairs to sanitary sewer manhole 5th & Paul
<b>Total OVERLAND READY MIXED</b>			<b>\$286.50</b>		
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Paid Chk#	065862	11/4/2019	<b>PARTS BIN, INC.</b>		
E 21-20-271	VEHICLE R & M		\$10.49	855050	Strs. - #6 fuel cap
E 01-20-271	VEHICLE R & M		\$35.87	855799	Lgts. - #12Y brake bleeder and fluid
E 03-20-231	CITY GAS & OIL		\$9.98	856357	Sew. - #8 10W30 oil
<b>Total PARTS BIN, INC.</b>			<b>\$56.34</b>		
<hr/>					
Paid Chk#	065863	11/4/2019	<b>PETTY CASH, CITY OF ST PAUL</b>		
E 01-20-231	CITY GAS & OIL		\$12.20		Lgts. - gas for A. Smith conference & SCEDD mtg.
E 21-20-210	PROF&SCHOOLS		\$31.00		Strs. - R. Goettsche CDL license
<b>Total PETTY CASH, CITY OF ST PAUL</b>			<b>\$43.20</b>		
<hr/>					
Paid Chk#	065864	11/4/2019	<b>REGIONAL CARE, INC</b>		
E 01-10-130	INSURANCE		\$16.50	26180	Lgts. - Health reimbursement
E 02-10-130	INSURANCE		\$11.00	26180	Wtr. - Health reimbursement
E 03-10-130	INSURANCE		\$5.50	26180	Sew. - Health reimbursement
E 10-10-130	INSURANCE		\$16.50	26180	Gen. - Health reimbursement
E 21-10-130	INSURANCE		\$11.00	26180	Strs. - Health reimbursement
E 32-10-130	INSURANCE		\$22.00	26180	Pol. - Health reimbursement
E 42-10-130	INSURANCE		\$5.50	26180	Prks. - Health reimbursement
<b>Total REGIONAL CARE, INC</b>			<b>\$88.00</b>		
<hr/>					
Paid Chk#	065865	11/4/2019	<b>RESCO</b>		
E 01-20-270	UTILITY R & M		\$555.83	765935-00	Lgts. - cutout polly 100A type c & arrester riser
<b>Total RESCO</b>			<b>\$555.83</b>		
<hr/>					
Paid Chk#	065866	11/4/2019	<b>ROBERTS PUMP &amp; SUPPLY</b>		
E 02-20-270	UTILITY R & M		\$567.47	816136-1	Wtr. - New pump for backwash detention cell @ WTP
<b>Total ROBERTS PUMP &amp; SUPPLY</b>			<b>\$567.47</b>		
<hr/>					
Paid Chk#	065867	11/4/2019	<b>S E SMITH AND SONS</b>		
E 42-20-520	BLDG/ R & M		\$7.29	634831	Prk. - CD Sfty Hasp Swiv
E 02-50-550	IMPROVEMENTS		\$24.48	635292	Wtr. - New shelves for WTP
E 02-50-550	IMPROVEMENTS		\$542.72	635359	Wtr. - New shelves for WTP
<b>Total S E SMITH AND SONS</b>			<b>\$574.49</b>		
<hr/>					
Paid Chk#	065868	11/4/2019	<b>SERVI-TECH INC</b>		
E 03-20-232	LAB SAMPLE		\$148.60	H-976024	Sew. - lab sample
E 03-20-232	LAB SAMPLE		\$219.30	H-976385	Sew. - 24 hr compsite sample
<b>Total SERVI-TECH INC</b>			<b>\$367.90</b>		
<hr/>					
Paid Chk#	065869	11/4/2019	<b>SITEONE LANDSCAPE SUPPLY</b>		
E 42-20-521	GROUNDS / R & M		\$1,087.94	89272618-001	Prk. - Fertilizer

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			Check Amt	Invoice	Comment
<b>Total SITEONE LANDSCAPE SUPPLY</b>			<b>\$1,087.94</b>		
Paid Chk#	065870	11/4/2019	ST PAUL PUBLIC SCHOOL		
E 01-20-310	OFFICE SUPPLIES		\$124.50		Lgts. - 10 cases of paper
E 02-20-310	OFFICE SUPPLIES		\$124.50		Wtr. - 10 cases of paper
<b>Total ST PAUL PUBLIC SCHOOL</b>			<b>\$249.00</b>		
Paid Chk#	065871	11/4/2019	STATE OF NEBRASKA CENTRAL SERV		
E 10-20-220	COMMUNICATION		\$17.93		Prks. - Park phone service
E 01-20-220	COMMUNICATION		\$71.69		Lgts. - City office phone service
E 10-20-220	COMMUNICATION		\$17.93		Gen. - Pool phone service
E 44-20-220	COMMUNICATION		\$25.81		Lib. - Library phone service
E 10-20-220	COMMUNICATION		\$24.35		Gen. - Fire phone service
E 01-20-220	COMMUNICATION		\$20.99		Lgts. - City Office phone service
E 02-20-220	COMMUNICATION		\$217.25		Wtr. - DSL phone service
E 02-20-220	COMMUNICATION		\$17.97		Wtr. - WTP phone service
E 10-20-220	COMMUNICATION		\$42.09		Gen. - Police phone service
E 10-20-220	COMMUNICATION		\$17.93		Gen. - Police fax line
<b>Total STATE OF NEBRASKA CENTRAL SERV</b>			<b>\$473.94</b>		
Paid Chk#	065872	11/4/2019	THIELS TIRE & AUTO REPAIR		
E 21-20-271	VEHICLE R & M		\$19.26	25265	Strs. - #6 flat repair
<b>Total THIELS TIRE &amp; AUTO REPAIR</b>			<b>\$19.26</b>		
Paid Chk#	065873	11/4/2019	THOMPSON WELDING		
E 02-50-550	IMPROVEMENTS		\$703.77		Wtr. - new shelves at WTP
<b>Total THOMPSON WELDING</b>			<b>\$703.77</b>		
Paid Chk#	065874	11/4/2019	THOMPSON, JERRY E		
E 10-20-210	PROF&SCHOOLS		\$60.00		Gen. - mileage for NRD mtg in Ord
<b>Total THOMPSON, JERRY E</b>			<b>\$60.00</b>		
Paid Chk#	065875	11/4/2019	TO HAAS TIRE CO INC		
E 42-20-271	VEHICLE R & M		\$18.76	33-34620	Prks. - #11 tire repair
<b>Total TO HAAS TIRE CO INC</b>			<b>\$18.76</b>		
Paid Chk#	065876	11/4/2019	UNITED HEALTHCARE INS		
E 02-10-130	INSURANCE		\$2,457.24		Wtr. - Health Insurance
E 10-10-130	INSURANCE		\$3,973.47		Gen. - Health Insurance
E 01-10-130	INSURANCE		\$3,400.24		Lgts. - Health Insurance
E 42-10-130	INSURANCE		\$1,603.57		Prks. - Health Insurance
E 32-10-130	INSURANCE		\$2,662.74		Pol. - Health Insurance
E 21-10-130	INSURANCE		\$2,689.03		Strs. - Health Insurance
E 03-10-130	INSURANCE		(\$1,122.45)		Sew. - Credit on Health Insurance
<b>Total UNITED HEALTHCARE INS</b>			<b>\$15,663.84</b>		
Paid Chk#	065877	11/4/2019	UNITED LIFE INSURANCE COMPANY		
E 31-10-130	INSURANCE		\$3,126.24		Fire - Life Insurance
E 36-10-130	INSURANCE		\$1,352.70		EMT. - Life Insurance
<b>Total UNITED LIFE INSURANCE COMPANY</b>			<b>\$4,478.94</b>		
Paid Chk#	065878	11/4/2019	USA BLUE BOOK		
E 02-20-270	UTILITY R & M		\$147.78	035029	Wtr. - 3/4" nipples, 2" nipples & hydrant adapter
<b>Total USA BLUE BOOK</b>			<b>\$147.78</b>		
Paid Chk#	065879	11/4/2019	VERIZON WIRELESSLLC		
E 10-20-220	COMMUNICATION		\$51.85		Gen. - EMT cell phone
E 10-20-220	COMMUNICATION		\$187.69		Gen. - Police cell phones

**\*Check Detail Register©**

NOVEMBER 19-20

Check Amt Invoice Comment

Total VERIZON WIRELESSLLC \$239.54

11100 CHECKING \$61,114.73

Fund Summary

11100 CHECKING

01 LIGHTS	\$5,833.37
02 WATER	\$17,731.51
03 SEWER	\$280.43
04 LANDFILL	\$86.80
10 GENERAL	\$6,051.01
21 STREETS	\$12,584.15
31 FIREMEN	\$3,902.60
32 POLICE	\$7,647.94
34 CEMETERY	\$368.04
36 AMBULANCE	\$2,273.44
42 PARK	\$3,272.78
43 RECREATION	\$1.49
44 LIBRARY	\$1,081.17
	<hr/>
	\$61,114.73

St. Paul Planning Commission  
October 28, 2019  
Meeting Minutes

A meeting of the St. Paul Planning Commission was convened in open and public session on the 28<sup>th</sup> day of October, 2019 at 5:00 p.m. in the City Council Chambers, 704 6<sup>th</sup> Street, St. Paul, Nebraska.

Chairman Chuck Schmid called the meeting to order at 5:01 p.m. with a statement regarding the Open Meeting Act, which is posted on the west wall of the City Council Chambers. The agenda was sent to the Commission members prior to the meeting and posted in four (4) public places. Commission members present: Chairman Chuck Schmid, Connie Becker, Wilber Medbery, and Tony Walch. Absent was Arvilla Jacobs. Also present Zoning Administrator Matt Helzer, Laura Berthelsen (minutes).

Commission member Becker moved to approve the October 14 26, 2019 meeting minutes. Commission member Medbery seconded the motion. Commission members Becker, Medbery, Schmid, and Walch voted aye, nays none. Motion carried 4/0.

Chairman Schmid presented the following zoning permits:

2019-64	Diane Lamberson – Construct deck at 1120 Davis Street
2019-65	Dallas McIntyre – Construct utility shed at 1318 Bruce Street
2019-66	Connor Bolling – Construct deck at 1309 Grant Street
2019-67	Sts. Peter & Paul Parish Life Center – Install sign on building at 713 Elm St.
2019-68	Bob Holthaus – Addition to house at 1103 9 <sup>th</sup> Street

Commission member Medbery moved to approve Zoning Permit applications 2019-64 through 2019-67. Commission member Becker seconded the motion. Commission members Becker, Medbery, Schmid, and Walch voted aye, nays none. Motion carried 4/0.

After discussion of Zoning Permit application 2019-68, it was determined that the principal building (house) is in conformance with the zoning regulations, and the permit application will not add to the existing non-conformity of the accessory building (garage). Based on this conclusion, Commission member Becker moved to approve Zoning Permit application 2019-68. Commission member Medbery seconded the motion. Commission members Becker, Medbery, Schmid, and Walch voted aye, nays none. Motion carried 4/0.

Chairman Schmid announced that the next St. Paul Planning Commission meeting will be held on Monday, November 25, 2019 at 5:00 p.m. If zoning permit applications are filed that need to be addressed earlier, a meeting will be held on November 12, 2019 at noon.

Chairman Schmid adjourned the meeting at 5:34 p.m.

Sincerely,

Matthew T. Helzer  
Zoning Administrator

Charles M. Schmid  
Chairman

Laura Berthelsen  
Planning Secretary

Zoning Classification R-2 Value \$ 1,000  
Please call 811 before completing form

PERMIT NUMBER 2019-64  
FEE \$ 25.00 CASH  CHECK# \_\_\_\_\_  
pd 10/14/19

APPLICATION FOR A RESIDENTIAL ZONING PERMIT

St. Paul, Nebraska: DIRECTIONS: Fill in the following information as accurately and completely as possible. This application is not acceptable unless all requirement information is furnished.

Property Owner Diane Lamberson Contractor Casey Damnhart

Address 1120 DAVIS ST. Address \_\_\_\_\_

City, State, Zip ST Paul NE 68873 Phone Number \_\_\_\_\_

Phone Number 308 754-3095 Cell Phone 308 383-6212

Complete Legal Description of the Property 1/3 of Lot 2 Block 2 Dornallo's Add St. Paul

Address of Construction Site 1120 DAVIS ST.  
(If none, one must be registered with City of St. Paul) In the Flood plain NO ?

Proposed Structure Wood Deck Dimension of Structure 10'x12'

Distance from <sup>South</sup> Front property line 19'

Rear Property Line <sup>North</sup> 72' Side Property Line <sup>East</sup> 33' Second Side Line <sup>West</sup> 29' Between other buildings (Min 10') \_\_\_\_\_

Is there a utility easement on either the back or side property? Yes If so attach a copy of neighbor approval.

Approximately when will construction Start Oct 2019 Finish March 2019

To Whom Should the Improvements be assessed? Diane Lamberson

Contact Utility Superintendent at (308) 754-4483 regarding Set-Back Inspection. Matt Helzer Date of visit 10-14-19  
(Matt Helzer's signature)

Recommendations needed before approval: \_\_\_\_\_

(One Mile radius outside city limits) If the structure is a residence on less than 10 acres indicate the date this property was platted as a separate parcel \_\_\_\_\_ and the Name of the Lot Split or Subdivision, \_\_\_\_\_

For Office Use Only:

Is the proposed use permitted within this zoning district? ~~NO~~  YES \_\_\_\_\_ NO

Does the proposed use meet all the required setback distances?  YES \_\_\_\_\_ NO

Is a conditional use required for the proposed use? \_\_\_\_\_ YES  NO

Has a Conditional Use Permit been issued for this proposed use? \_\_\_\_\_ YES  NO  
If yes, when does it expire? \_\_\_\_\_

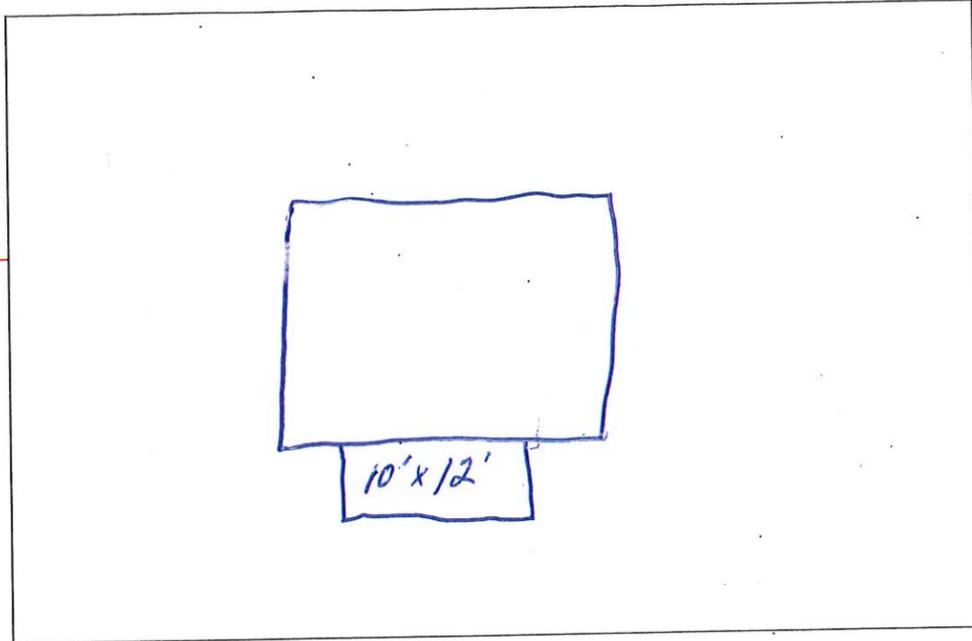
Site Plan Sketch:

North Street Name REAR 73'

Street Name

29'

W



Street Name

33'

E

South Street Name DAVIS 19'

Indicate, by drawing, the shape and dimensions of the land, shape and dimensions of all existing and proposed building and structures and the distances from the proposed building and structures to all lot lines (from road frontages, side and rear lot lines). Show the location of roads fronting the property. **MUST CALL DIGGERS HOTLINE @ 811 BEFORE DIGGING - CONSTRUCTION ON UTILITY EASEMENTS IS NOT PERMITTED. NEW HOMES MUST CALL ELECTRICAL INSPECTOR, Kim Farnstrom 308-728-7612**

The above information is, to the best of my knowledge, true and accurate. It is understood and agreed that any error, misstatement or misrepresentation of fact, either with or without intention on my part, such as might, if known, cause a refusal of this application, or any alteration or change in plans made without the approval of the Zoning Administrator subsequent to the issuance of the Permit, shall constitute sufficient grounds for the revocation of such permit. This permit is valid for one (1) year from approval date and work must be started within the first 6 months.

**The signature also indicates permission granted to the Zoning Administrator to inspect the construction site in which this permit is granted at any time until construction is completed and a Certificate of Occupancy is issued.**

Signature of Applicant [Handwritten Signature] Date 10/14/19

**For Office Use Only:**

Permit is Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_  
Zoning Administrator

Reasons for Denial:

Zoning Classification R-1 Value \$ 3000  
Please call 811 before completing form

PERMIT NUMBER 2019-65  
FEE \$25.00 CASH CHECK# 8571  
pd 10/18/19

APPLICATION FOR A RESIDENTIAL ZONING PERMIT

St. Paul, Nebraska: DIRECTIONS: Fill in the following information as accurately and completely as possible. This application is not acceptable unless all requirement information is furnished.

Property Owner Dallas McIntyre Contractor Home Depot  
Address 1318 Bruce ST Address 911 Allen Drive  
City, State, Zip St Paul Neb Phone Number 308-389-3515  
Phone Number 308-750-3080 Cell Phone \_\_\_\_\_

Complete Legal Description of the Property Lot 2, Christensen's 1st Addition

Address of Construction Site 1318 Bruce ST  
(If none, one must be registered with City of St. Paul) In the Flood plain no?

Proposed Structure Utility Shed - Wood Dimension of Structure 8x12

Distance from Front property line West 102' Back of Lot  
Rear Property Line East 6-7' Side Property Line North 6-7' South Side Line 84' Between other buildings (Min 10') 30'

Is there a utility easement on either the back or side property? yes If so attach a copy of neighbor approval. ?

Approximately when will construction Start Oct 2019 Finish Nov 2019

To Whom Should the Improvements be assessed? Dallas McIntyre

Contact Utility Superintendent at (308) 754-4483 regarding Set-Back Inspection. Matt Helzer Date of visit 10-22-19  
(Matt Helzer's signature)

Recommendations needed before approval: \_\_\_\_\_

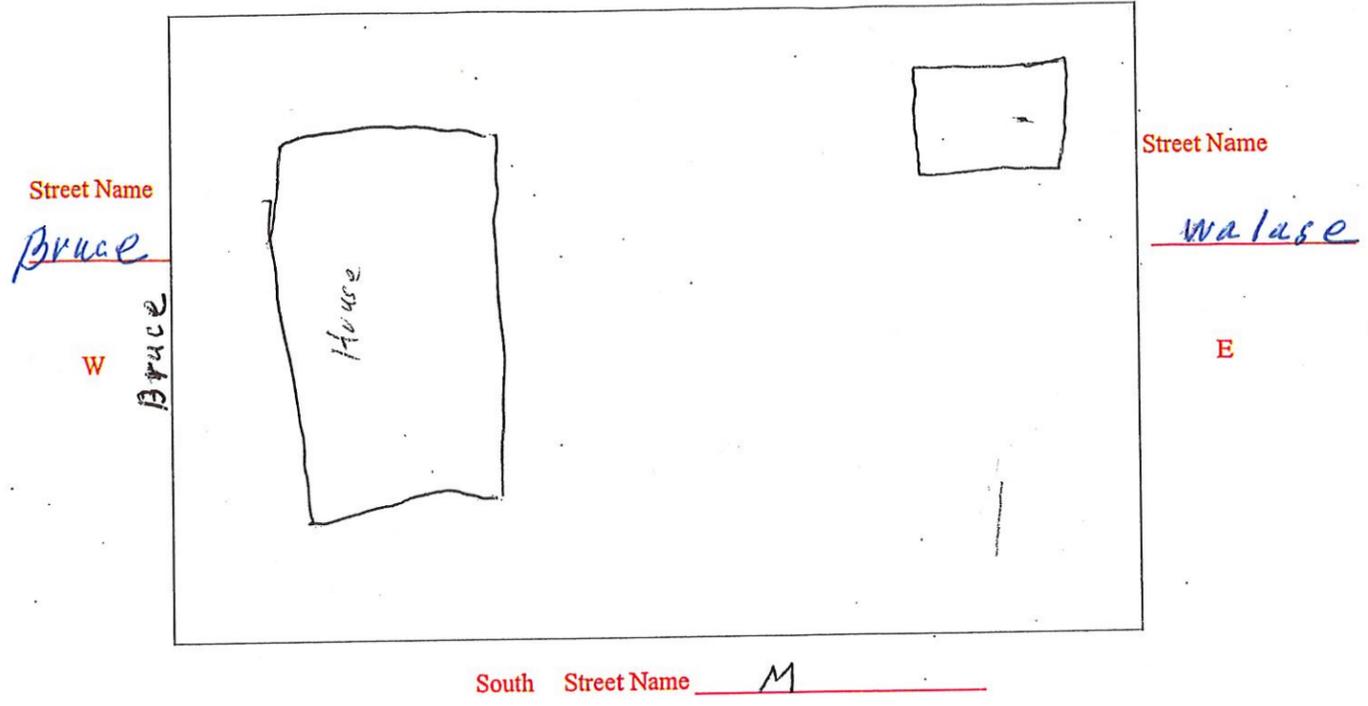
(One Mile radius outside city limits) If the structure is a residence on less than 10 acres indicate the date this property was platted as a separate parcel \_\_\_\_\_ and the Name of the Lot Split or Subdivision, \_\_\_\_\_

For Office Use Only:

Is the proposed use permitted within this zoning district? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Does the proposed use meet all the required setback distances? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Is a conditional use required for the proposed use? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Has a Conditional Use Permit been issued for this proposed use? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes, when does it expire? \_\_\_\_\_

Site Plan Sketch:

North Street Name N



Indicate, by drawing, the shape and dimensions of the land, shape and dimensions of all existing and proposed building and structures and the distances from the proposed building and structures to all lot lines (from road frontages, side and rear lot lines). Show the location of roads fronting the property. **MUST CALL DIGGERS HOTLINE @ 811 BEFORE DIGGING - CONSTRUCTION ON UTILITY EASEMENTS IS NOT PERMITTED. NEW HOMES MUST CALL ELECTRICAL INSPECTOR, Kim Farnstrom 308-728-7612**

The above information is, to the best of my knowledge, true and accurate. It is understood and agreed that any error, misstatement or misrepresentation of fact, either with or without intention on my part, such as might, if known, cause a refusal of this application, or any alteration or change in plans made without the approval of the Zoning Administrator subsequent to the issuance of the Permit, shall constitute sufficient grounds for the revocation of such permit. This permit is valid for one (1) year from approval date and work must be started within the first 6 months.

The signature also indicates permission granted to the Zoning Administrator to inspect the construction site in which this permit is granted at any time until construction is completed and a Certificate of Occupancy is issued.

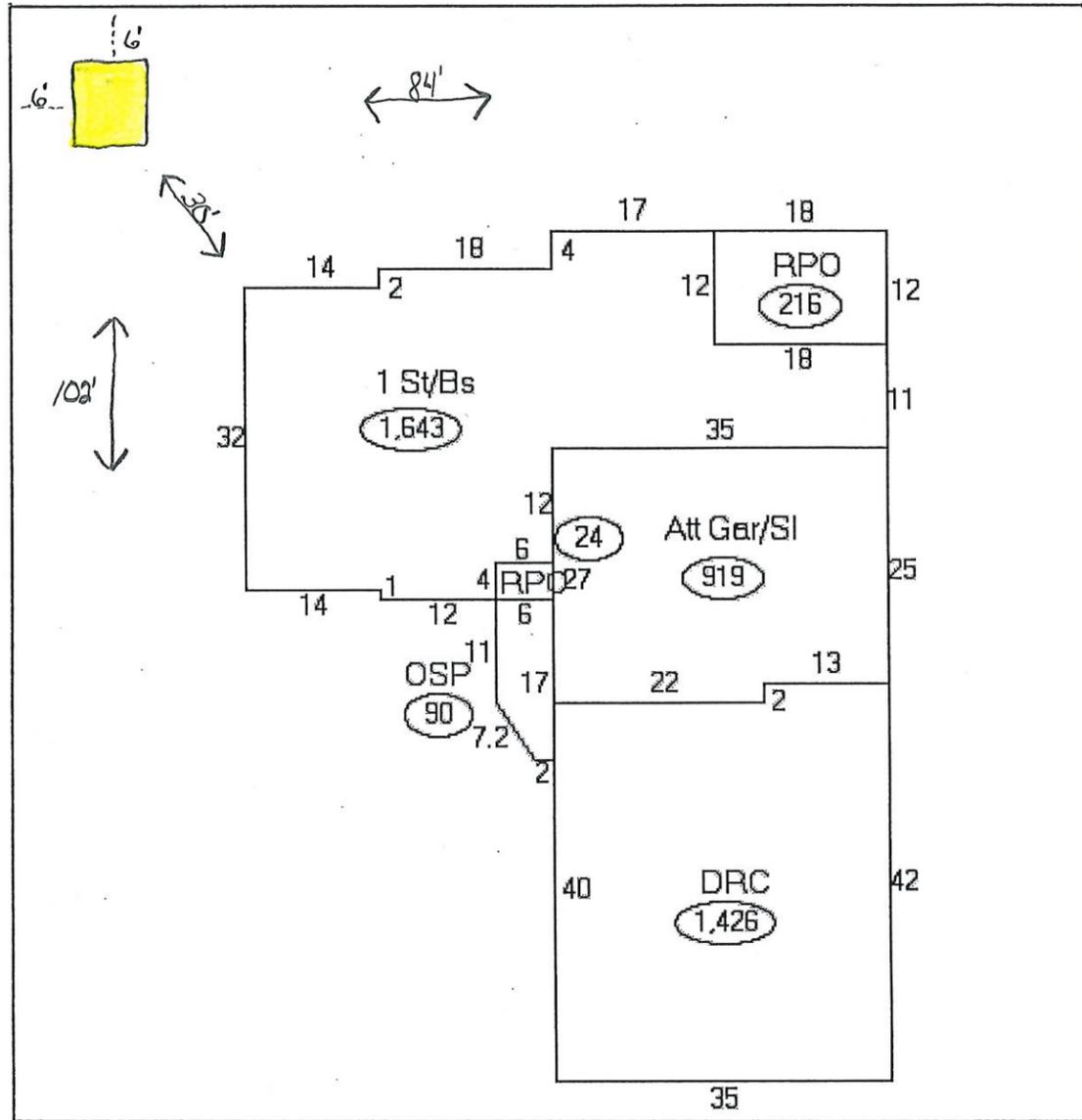
Signature of Applicant [Signature] Date 10-18-19

**For Office Use Only:**  
Permit is Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_  
Zoning Administrator

Reasons for Denial:

Hiley

2019-65



North ←

→ South

Bruce Street

Zoning Classification R-2 Value \$ 3,000  
Please call 811 before completing form

PERMIT NUMBER 2019-66  
FEE \$25.<sup>00</sup> CASH CHECK# \_\_\_\_\_

APPLICATION FOR A RESIDENTIAL ZONING PERMIT

St. Paul, Nebraska: DIRECTIONS: Fill in the following information as accurately and completely as possible. This application is not acceptable unless all requirement information is furnished.

Property Owner Connor Bolling Contractor self

Address 1309 Grant St. Address \_\_\_\_\_

City, State, Zip St. Paul, NE 68873 Phone Number \_\_\_\_\_

Phone Number 308-940-1479 Cell Phone \_\_\_\_\_

Complete Legal Description of the Property lot 4 + N 1/2 lot 5, Block 6, Bryan's Addition

Address of Construction Site 1309 Grant St.  
(If none, one must be registered with City of St. Paul) In the Flood plain No?

Proposed Structure Ultra deck-composite Dimension of Structure 9' x 20'

Distance from Front property line 18'

Rear Property Line 105' <sup>West</sup> Side Property Line 22' <sup>North</sup> Second Side Line 24' <sup>South</sup> Between other buildings (Min 10') \_\_\_\_\_

Is there a utility easement on either the back or side property? Yes If so attach a copy of neighbor approval.

Approximately when will construction Start Nov 2019 Finish March 2020

To Whom Should the Improvements be assessed? property owner

Contact Utility Superintendent at (308) 754-4483 regarding Set-Back Inspection. Matt Helzer Date of visit 10-23-19  
(Matt Helzer's signature)

Recommendations needed before approval: Section 9.1.03 2B

(One Mile radius outside city limits) If the structure is a residence on less than 10 acres indicate the date this property was platted as a separate parcel \_\_\_\_\_ and the Name of the Lot Split or Subdivision, \_\_\_\_\_

**For Office Use Only:**

Is the proposed use permitted within this zoning district?  YES  NO

Does the proposed use meet all the required setback distances?  YES  NO

Is a conditional use required for the proposed use?  YES  NO

Has a Conditional Use Permit been issued for this proposed use?  YES  NO

If yes, when does it expire? \_\_\_\_\_

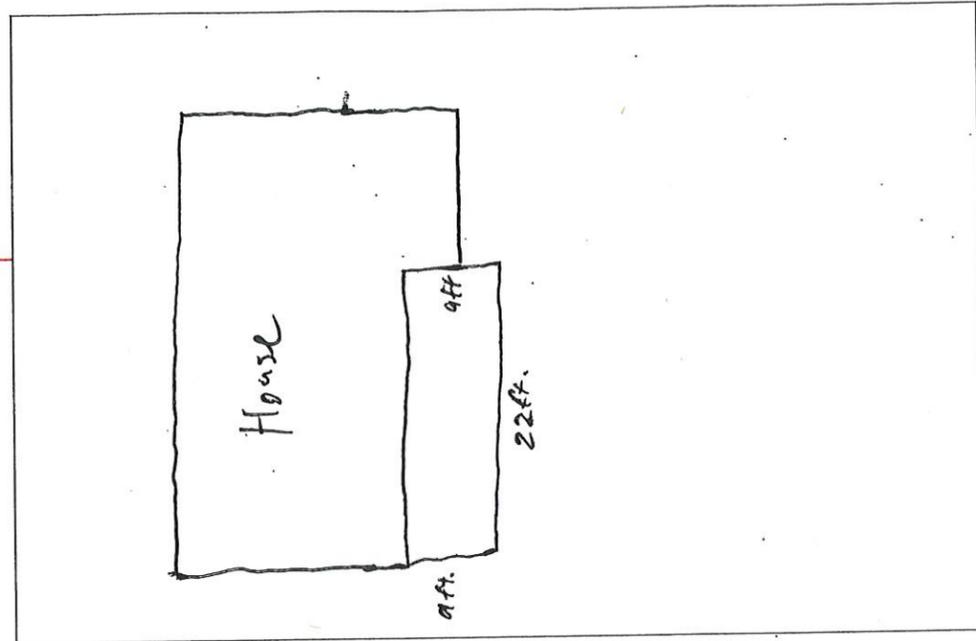
Site Plan Sketch:

North Street Name \_\_\_\_\_

Street Name

Alleg

W



Street Name

Grant St.

E

South Street Name \_\_\_\_\_

Indicate, by drawing, the shape and dimensions of the land, shape and dimensions of all existing and proposed building and structures and the distances from the proposed building and structures to all lot lines (from road frontages, side and rear lot lines). Show the location of roads fronting the property. **MUST CALL DIGGERS HOTLINE @ 811 BEFORE DIGGING - CONSTRUCTION ON UTILITY EASEMENTS IS NOT PERMITTED. NEW HOMES MUST CALL ELECTRICAL INSPECTOR, Kim Farnstrom 308-728-7612**

The above information is, to the best of my knowledge, true and accurate. It is understood and agreed that any error, misstatement or misrepresentation of fact, either with or without intention on my part, such as might, if known, cause a refusal of this application, or any alteration or change in plans made without the approval of the Zoning Administrator subsequent to the issuance of the Permit, shall constitute sufficient grounds for the revocation of such permit. This permit is valid for one (1) year from approval date and work must be started within the first 6 months.

The signature also indicates permission granted to the Zoning Administrator to inspect the construction site in which this permit is granted at any time until construction is completed and a Certificate of Occupancy is issued.

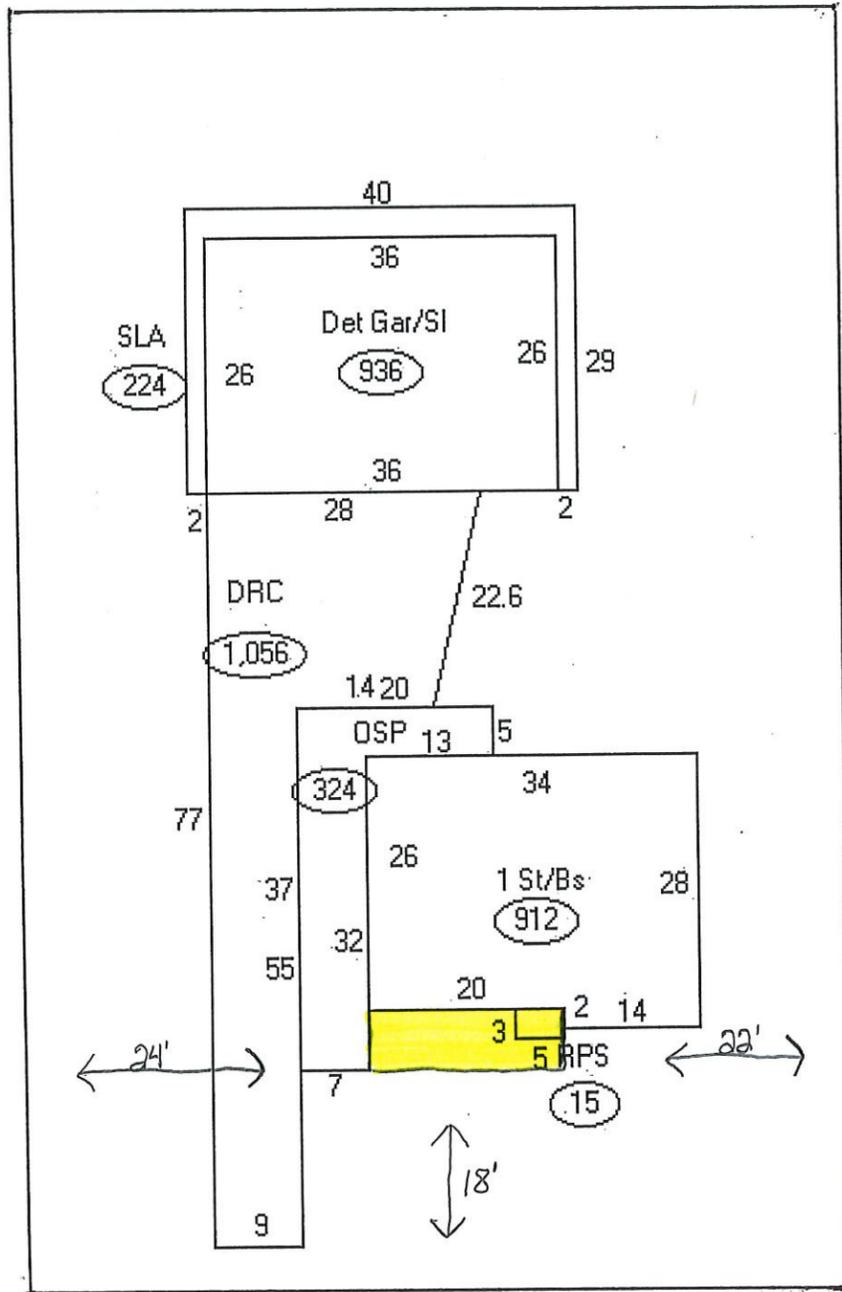
Signature of Applicant *Ann Bay* Date 9-22-2019

**For Office Use Only:**

Permit is Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_  
Zoning Administrator

Reasons for Denial:

2019-66



North →

Property line

Grant Street

Zoning Classification R-2 Value \$ 5,000.00 PERMIT NUMBER 2019-67  
Please call 811 Diggers Hotline before designing FEE \$ 50.00 CASH CHECK# 00-10/22/19

**APPLICATION FOR A COMMERCIAL ZONING PERMIT**

St. Paul, Nebraska: DIRECTIONS: Fill in the following information as accurately and completely as possible. This application is not acceptable unless all requirement information is furnished.

Property Owner Sts. Peter & Paul Parish Life Center Contractor Mayhew Signs Inc  
Address 713 Elm St Address 4413 E US Hwy 30 STE 2 Grand Island NE 68801  
City, State, Zip St Paul NE 68873 Phone Number 308-382-7230  
Phone Number 308-754-4002 Cell Phone 308-383-3025

Complete Legal Description of the Property All block 94 <sup>Original Town</sup> old township and part of vacated st St Paul

Address of Construction Site 713 Elm St, St Paul, NE 68873  
(If none, one must be registered with City of St. Paul or the 911 center.) In the Flood Plain NO ?

Proposed Structure & Use 24" Bronze Formed Plastic Letters Dimension of Structure 316" x 61.68  
(non-illuminated)

Distance from Front property line \_\_\_\_\_ Plans Submitted to Fire Marshall Office NA

Rear Property Line NA Side Property Line NA Second Side Line NA Between other buildings (Min 10') \_\_\_\_\_

Is there a utility easement on either the back or side property? \_\_\_\_\_ If so attach a copy of neighbor approval.

Approximately when will construction Start October 23, 2019 Finish October 30, 2019

To Whom Should the Improvements be assessed? Sts Peter & Paul Parish

Contact Utility Superintendent at (308) 754-4483 regarding Set-Back Inspection. Matthew Helzer Date of visit 10-23-19  
(Matt Helzer's signature)

Recommendations needed before approval: \_\_\_\_\_

(One Mile radius outside city limits) If the structure is a residence on less than 10 acres indicate the date this property was platted as a separate parcel \_\_\_\_\_ and the Name of the Lot Split or Subdivision, \_\_\_\_\_

**For Office Use Only:**

Is the proposed use permitted within this zoning district?  YES  NO  
Does the proposed use meet all the required setback distances?  YES  NO  
Is a conditional use required for the proposed use?  YES  NO  
Has a Conditional Use Permit been issued for this proposed use?  YES  NO  
If yes, when does it expire? \_\_\_\_\_

PERMIT NUMBER 2019-67

Site Plan Sketch:

North Street Name \_\_\_\_\_

*See Attached*

South Street Name \_\_\_\_\_

Name

W

Street Name

E

Indicate, by drawing, the shape and dimensions of the land, shape and dimensions of all existing and proposed building and structures and the distances from the proposed building and structures to all lot lines (from road frontages, side and rear lot lines). Show the location of roads fronting the property. **MUST CALL DIGGERS HOTLINE @ 811 BEFORE DIGGING – CONSTRUCTION ON UTILITY EASEMENTS IS NOT PERMITTED. NEW CONSTRUCTION MUST CALL Electrical Inspector, Kim Farnstrom 308-728-7612**

The above information is, to the best of my knowledge, true and accurate. It is understood and agreed that any error, misstatement or misrepresentation of fact, either with or without intention on my part, such as might, if known, cause a refusal of this application, or any alteration or change in plans made without the approval of the Zoning Administrator subsequent to the issuance of the Permit, shall constitute sufficient grounds for the revocation of such permit. This permit is valid for one (1) year from approval date and work must be started within the first 6 months.

**The signature also indicates permission granted to the Zoning Administrator to inspect the construction site in which this permit is granted at any time until construction is completed and a Certificate of Occupancy is issued.**

Signature of Applicant *Vond Mathison* Date 10-22-2019

**For Office Use Only:**

Permit is Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_  
 Zoning Administrator

Reasons for Denial:

City of St. Paul Zoning Administrator  
 704 6<sup>th</sup> St, St. Paul, NE 68873  
 Phone 308-754-4483, e-mail: mhelzer@cityofstpaulne.org

2019-67

Sts Peter & Paul Parish Life Center  
713 Elm St Saint Paul NE 68873

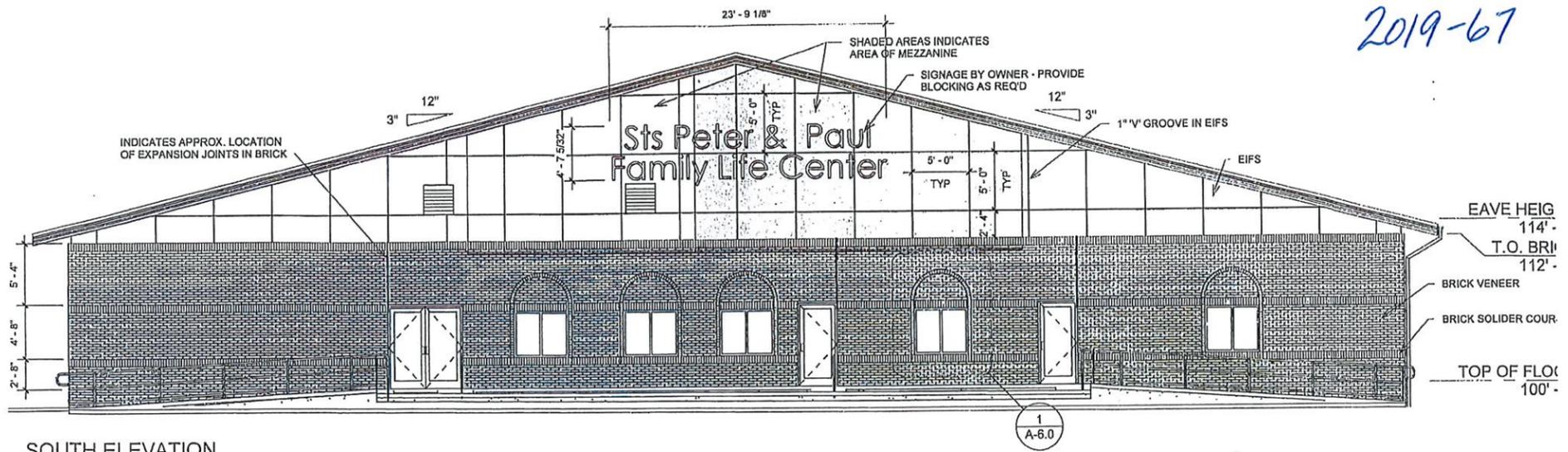


Professional Installation by:

Mayhew Signs Inc  
4413 E US Hwy 30 STE 2  
Grand Island NE 68801

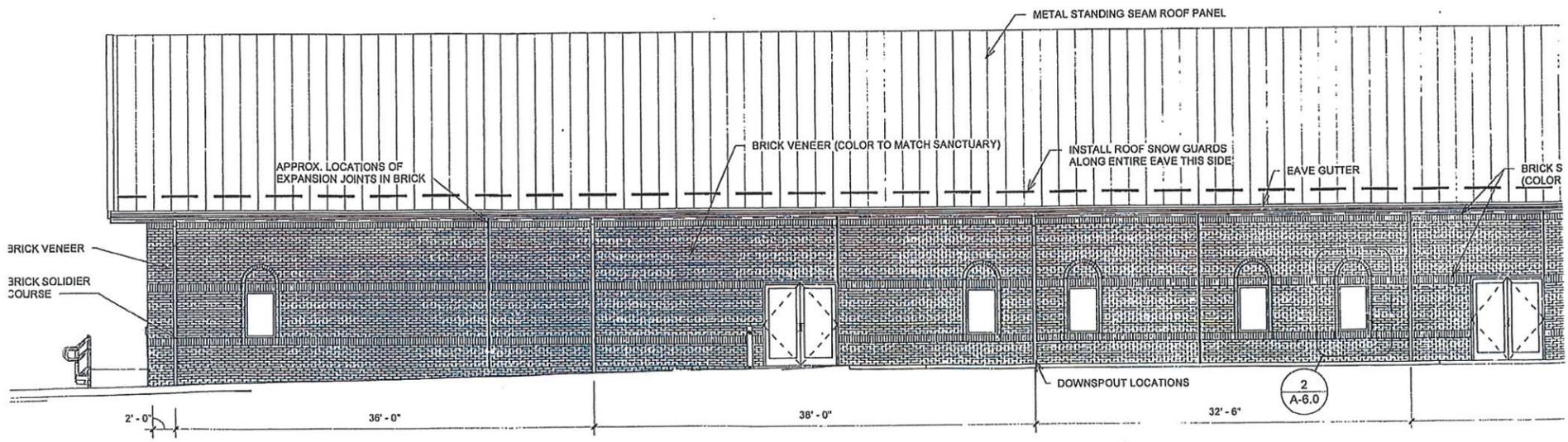


2019-67



**SOUTH ELEVATION**

1/8" = 1'-0"



**EAST ELEVATION**

1/8" = 1'-0"

2019-67

ORDER# **5168203** PO/REF#: 13192 PATTERN TYPE: Mounting-Drill Pattern VERSION 2 9/23/19 1026644

**FORMED PLASTIC**

24" Formed Roman ROUND  
3130 Dur Bronze Formed Plastic  
Comb Mount-Standard



**Sts. Peter & Paul  
Parish Life Center**

**NOTE:**

Brianna P / [brianna.poppe@geminisignproducts.com](mailto:brianna.poppe@geminisignproducts.com) / 1-800-538-8377 ext 1958

Zoning Classification R-2 Value \$ 40,000  
Please call 811 before completing form

PERMIT NUMBER 2019-68  
FEE \$25.<sup>00</sup> CASH pd CHECK# 161479

APPLICATION FOR A RESIDENTIAL ZONING PERMIT

St. Paul, Nebraska: DIRECTIONS: Fill in the following information as accurately and completely as possible. This application is not acceptable unless all requirement information is furnished.

Property Owner Bob Holt Haars Contractor Tom Tjaden

Address 1103 9th St Address \_\_\_\_\_

City, State, Zip St Paul NE 68873 Phone Number \_\_\_\_\_

Phone Number 402 705 4174 Cell Phone 308 380 5034

Complete Legal Description of the Property Lots 8 and 9 Block 8 Bartlett's Add. St. Paul

Address of Construction Site 1103 9th St  
(If none, one must be registered with City of St. Paul) In the Flood plain NO?

Proposed Structure Addition to house Kitchen Dimension of Structure 11' X 29'

Distance from Front property line 93' of 4' open vinyl fence 31' East

Rear Property Line 72' west Side Property Line 33' Second Side Line 48' south Between other buildings (Min 10') 8' garage

Is there a utility easement on either the back or side property? yes If so attach a copy of neighbor approval.

Approximately when will construction Start 10-18-19 Finish 10-1-20

To Whom Should the Improvements be assessed? Bob Holt Haars

Contact Utility Superintendent at (308) 754-4483 regarding Set-Back Inspection. Matt Helzer Date of visit 10-23-19  
(Matt Helzer's signature)

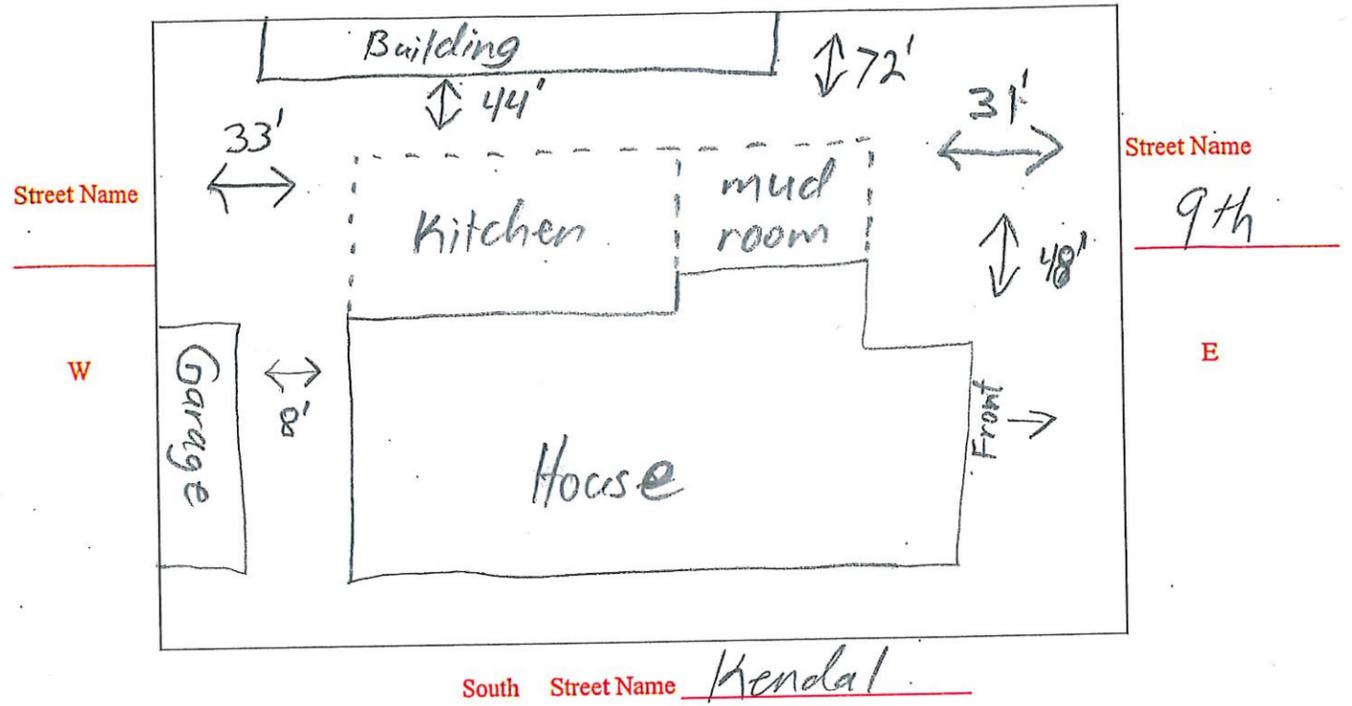
Recommendations needed before approval: \_\_\_\_\_

(One Mile radius outside city limits) If the structure is a residence on less than 10 acres indicate the date this property was platted as a separate parcel \_\_\_\_\_ and the Name of the Lot Split or Subdivision, \_\_\_\_\_

**For Office Use Only:**  
Is the proposed use permitted within this zoning district?  YES  NO  
Does the proposed use meet all the required setback distances?  YES  NO  
Is a conditional use required for the proposed use?  YES  NO  
Has a Conditional Use Permit been issued for this proposed use?  YES  NO  
If yes, when does it expire? \_\_\_\_\_

Site Plan Sketch:

North Street Name \_\_\_\_\_



South Street Name Kendal

Indicate, by drawing, the shape and dimensions of the land, shape and dimensions of all existing and proposed building and structures and the distances from the proposed building and structures to all lot lines (from road frontages, side and rear lot lines). Show the location of roads fronting the property. **MUST CALL DIGGERS HOTLINE @ 811 BEFORE DIGGING - CONSTRUCTION ON UTILITY EASEMENTS IS NOT PERMITTED. NEW HOMES MUST CALL ELECTRICAL INSPECTOR, Kim Farnstrom 308-728-7612**

The above information is, to the best of my knowledge, true and accurate. It is understood and agreed that any error, misstatement or misrepresentation of fact, either with or without intention on my part, such as might, if known, cause a refusal of this application, or any alteration or change in plans made without the approval of the Zoning Administrator subsequent to the issuance of the Permit, shall constitute sufficient grounds for the revocation of such permit. This permit is valid for one (1) year from approval date and work must be started within the first 6 months.

The signature also indicates permission granted to the Zoning Administrator to inspect the construction site in which this permit is granted at any time until construction is completed and a Certificate of Occupancy is issued.

Signature of Applicant Bob Halshaw Date 10-15-19

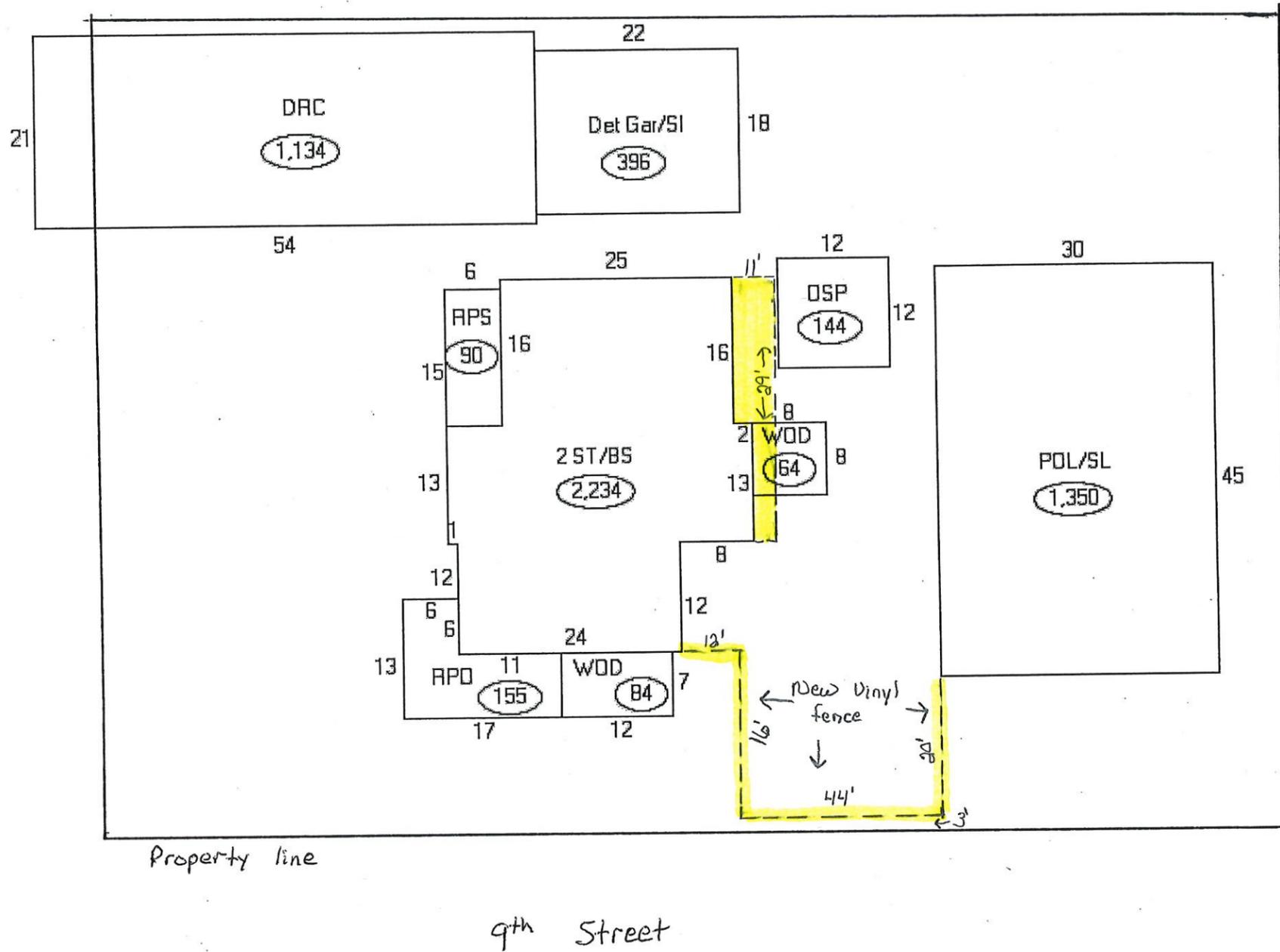
**For Office Use Only:**

Permit is Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_  
Zoning Administrator

Reasons for Denial:

2019-68

Kendall Street



2019-68

## MEMORANDUM

TO: Planning Commission Members  
FROM: Matt Helzer, Zoning Administrator  
DATE: October 23, 2019  
RE: Zoning Permit Application 2019-68

Bob Holthaus has applied for a residential zoning permit to complete an addition to his house at 1103 9<sup>th</sup> Street. The addition will be to the back of the house. The house currently meets all setback requirements. The property also contains a nonconforming detached garage. The detached garage is non-conforming because it is located approximately eight (8) feet from the house instead of the required minimum of ten (10) feet.

The project will not extend or alter the nonconforming garage. The project will, however, continue the eight (8) foot separation between the house and garage for approximately an additional four (4) feet.

Zoning regulations that may apply:

- Section 2.2.02 indicates that ". . . no building or structure or part thereof shall hereafter be erected, constructed, reconstructed, replaced, moved or structurally altered except in conformity with all of the regulations herein specified in the zoning district in which it is located."
- Section 9.5.02 indicates that ". . . no separate accessory building shall be erected within ten (10) feet of any other building . . .".

The permit application applies to the principal building, not the accessory building (garage). No changes will be made to the non-conforming garage. The proposed house addition meets setback requirements from the property lines.

It is suggested that the approval or denial of this application contain a statement indicating the Planning Commission's interpretation of the zoning regulations regarding this specific application.

2019-68



07.14.2016

## Special Designated Liquor Application Procedures to Attain Approval by City Council

- Website: Nebraska Liquor Control Commission
  - Click on Special Designated Licenses
- SDL Specialist: Michelle Porter (402)471-2821 or Mary Beth Olson (402)471-4893

- 1) **Applicant must be: Retail Liquor License Holder or a Non-Profit Organization.**
- 2) **All Special Designated License applications NEED to be submitted via the ON-LINE PORTAL by the Retail License Holder or the Non-Profit Organization.**
- 3) **ON-LINE PORTAL REGISTERING:** If the Retail liquor license holder or the Non-Profit Organization has not registered on the on-line portal, below are links to register either your retail liquor license or the non-profit organization. You will only need to register once for the on-line portal. Please do not attempt to login to the portal until the Nebraska Liquor Control Commission has acknowledged via email that your account is set up. (See attached Exhibit #1: Registration for Retail Liquor License Holder AND Exhibit #2: Registration for Non-Profit Organizations).
- 4) **LOCAL APPROVAL:** Approval from the local governing body or City's designated agents (Statute 53-124.11) is REQUIRED before submittal of the application on the PORTAL. The form(s) that you will need for this requirement are found in the "Form Links" section. Please keep in mind that the local governing body may require additional information or paperwork.
  - Please do not use outdated copies of "Local Recommendation Form #200" OR submit City Clerk minutes or letters regarding this requirement. **The form MUST be signed and dated by the local governing body before submittal. THERE ARE NO EXCEPTIONS.**
  - **Form #200 (Exhibit 3)** must be completed by the applicant – Local governing body MUST sign and date the bottom section of the form. All information provided on Form #200 must match the information entered on the PORTAL application.
  - **Form #201 (Exhibit 4)** Special Designated License Application under Nebraska Liquor Control Act Affidavit of Non-Profit Status must ONLY be completed by a non-profit applicant.
  - **Form #109 (Exhibit 5)** Outdoor Area Diagram must ONLY be completed if event includes an outdoor area.
  - **Form #140 (Exhibit 6)** Request for Exemption for Waiver of Double Fencing Rule must ONLY be completed by a non-profit requesting a fence.
- 5) **PROCEDURES IN SUBMITTING A SPECIAL DESIGNATED LIQUOR (SDL) APPLICATION:**
  - a. The Retail Liquor License Holder or a Non-Profit Organization must submit a complete Special Designated License Local Recommendation Form #200 to the City Clerk to place on the Agenda one (1) month prior to the special event. It is very important to have the email on the Form #200, due to the SDL application being forwarded to the email address once it is approved by either the Governing Body or by the Designated Agents.
  - b. The City Clerk will review Form #200 for completion and place (type) on the form: ALL IDENTIFICATION WILL BE CHECKED, ALONG WITH WRISTBANDS BEING UTILIZED FOR UNDERAGE DRINKING.

- c. The Retail Liquor License Holder or Non-Profit Organization MUST present to the City Clerk a CURRENT Certificate of Insurance regarding General AND Liquor Liability Insurance (the coverage must follow the coverage amount that is written in the "Caterer Alcohol Agreement").
- d. The Retail Liquor License Holder or Non-Profit Organization MUST sign an "AGREEMENT OF ALCOHOL CATERER" either for the utilization of the St. Paul Civic Center OR sign an "AGREEMENT OF ALCOHOL CATERER" for any event taken place in City Limits for the City of St. Paul, NE (see attached agreements).

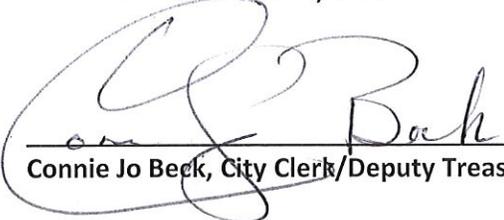
**6) LOCAL GOVERNMENT (CITY) APPROVAL OF SPECIAL DESIGNATED LIQUOR APPLICATION:**

- a. The Special Designated Liquor application will be placed on the AGENDA if: (1) a new liquor license vendor has not submitted a prior special designated liquor (SDL) application, or (2) the liquor license application is questionable by the City Clerk or the Chief of Police.

Otherwise, the City will follow the Resolution No. 2019-8 by virtue of Nebraska State Statute §53-124-11; whereas the City Clerk and the Chief of Police for the City of St. Paul is designated agent to determine whether a special designated liquor license is to be approved or denied.

- b. Once the SDL application is approved, the City Clerk will scan the application and upload the document to the email address provided on the application. The City Clerk will call the SDL recipient to make sure the email was received on their end to avoid the Nebraska Liquor Control Commission not receiving the application.
- c. The Retail Liquor License Holder or the Non-Profit Organization will then go to their PORTAL to upload the City Clerk's scanned document.

Dated: November 4, 2019

  
\_\_\_\_\_  
Connie Jo Beck, City Clerk/Deputy Treasurer

(SEAL)

File:Shared:2019 SDL's: Procedures for SDL Approval



## Special Designated License Initial Registration Retail Liquor License Holder

Please note: You must complete both Steps 1 & 2 on this page in order for registration to be completed. You will be contacted by our office after both steps have been followed.

### **Step 1: Registering your Retail Liquor License.**

Please use the **link below** to create your User name and Password. Please note: You will be registering a person's name when registering, not the name of the business. This person will be entering the SDL's for the applying business and should be a permanent person listed on the liquor license. If the person leaves, the User name and security information will no longer be available.

Please be sure to print or write the completed registration page information before you hit "Register Account". It is very important to have a copy of the information for future use.

After you have hit register account, **please return to the instruction below (Step 2).**

**<https://enterpriseregistration.nebraska.gov/SelfRegistration.aspx?Return=LCC-SDL>**

### **Step 2: Please email the following information to: [lcc.sdl.licensing@nebraska.gov](mailto:lcc.sdl.licensing@nebraska.gov)**

**USER name**

**Liquor license number**

**Contact email address**

**Contact name**

**Contact phone number**

When we receive this email, we will create your account. Please **do not log** onto the portal until you have received an email back from our office that your account has been activated. If you do not wait for us to add your information, it will only cause an error to occur.

## Special Designated License Initial Registration Instructions Non-Profit Corporations

Please note: You must complete both Steps 1 & 2 on this page in order for registration to be completed. You will be contacted by our office after both steps have been followed.

### **Step 1: Registering your Non-Profit Organization.**

Please use the **link below** to create your User name and Password. Please note: You will be registering a person's name when registering, not the name of the Non-Profit. This person will be entering the SDL's for the applying organization and should be a permanent board member. If the person leaves, the User name and security information will no longer be available.

Please be sure to print or write the completed registration page information before you hit "Register Account". It is very important to have a copy of the information for future use.

After you have hit register account, please return to the instruction below on Step 2.

<https://enterpriseregistration.nebraska.gov/SelfRegistration.aspx?Return=LC-C-SDL>

### **Step 2: Complete the \*Non-Profit Registration Form and return form via fax at (402)471-2814 or email to [lcc.sdl.licensing@nebraska.gov](mailto:lcc.sdl.licensing@nebraska.gov)**

This \*Non-Profit Registration Form is found on the SDL page below the Non-Profit instructions link.

When we receive the Registration Form on Step 2, we will create your account. Please **do not log** onto the portal until you have received an email back from our office that your account has been activated. If you do not wait for us to add your information, it will only cause an error to occur.

**Special Designated License  
Local Recommendation (Form 200)**

Applications must be entered on the portal after local approval – no exceptions  
Late applications are non-refundable and will be rejected

Retail Liquor License Name or \*Non-Profit Organization (\*Must include Form #201 as Page 2)

Retail Liquor License Address or Non-Profit Business Address

Retail License Number or Non-Profit Federal ID #

**Consecutive Dates only**

Event Date(s): \_\_\_\_\_

Event Start Time(s): \_\_\_\_\_

Event End Time(s): \_\_\_\_\_

Alternate Date: \_\_\_\_\_

Alternate Location Building & Address: \_\_\_\_\_

Event Building Name: \_\_\_\_\_

Event Street Address/City: \_\_\_\_\_

Indoor area to be licensed in length & width: \_\_\_\_\_ X \_\_\_\_\_

Outdoor area to be licensed in length & width: \_\_\_\_\_ X \_\_\_\_\_ (Diagram Form #109 must be attached)

Type of Event: \_\_\_\_\_ Estimate # of attendees: \_\_\_\_\_

Type of alcohol to be served: Beer \_\_\_\_\_ Wine \_\_\_\_\_ Distilled Spirits \_\_\_\_\_  
(If not marked, you will not be able to serve this type of alcohol)

Event Contact Name: \_\_\_\_\_ Event Contact Phone Number: \_\_\_\_\_

Event Contact Email: \_\_\_\_\_

\*Signature Authorized Representative: \_\_\_\_\_ Printed Name \_\_\_\_\_

*I declare that I am the authorized representative of the above named license applicant and that the statements made on this application are true to the best of my knowledge and belief. I also consent to an investigation of my background including all records of every kind including police records. I agree to waive any rights or causes of action against the Nebraska Liquor Control Commission, the Nebraska State Patrol or any other individual releasing said information to the Liquor Control Commission or the Nebraska State Patrol. I further declare that the license applied for will not be used by any other person, group, organization or corporation for profit or not for profit and that the event will be supervised by persons directly responsible to the holder of this Special Designated License.*

\*Retail licensee – Must be signed by a member listed on permanent license

\*Non-Profit Organization – Must be signed by a Corporate Officer

**Local Governing Body completes below:**

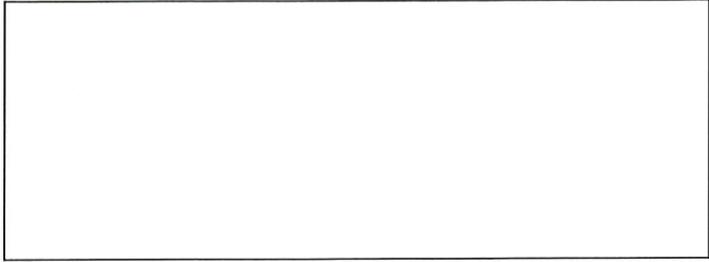
The local governing body for the City/Village of \_\_\_\_\_ **OR** County of \_\_\_\_\_ approves  
the issuance of a Special Designated License as requested above. (Only one should be written above)

Local Governing Body Authorized Signature

Date

**APPLICATION FOR SPECIAL DESIGNATED LICENSE  
Non-Profit Applicants ONLY**

NEBRASKA LIQUOR CONTROL COMMISSION  
301 CENTENNIAL MALL SOUTH  
PO BOX 95046  
LINCOLN, NE 68509-5046  
PHONE: (402) 471-2571  
FAX: (402) 471-2814  
Website: [www.lcc.nebraska.gov/](http://www.lcc.nebraska.gov/)  
Email Applications: michelle.porter@nebraska.gov



**This page is required to be completed by Non-Profit applicants only.**

**Application for Special Designated License  
Under Nebraska Liquor Control Act  
Affidavit of Non-Profit Status**

I HEREBY DECLARE THAT THE CORPORATION MAKING APPLICATION FOR A SPECIAL DESIGNATED LICENSE UNDER THE NEBRASKA LIQUOR CONTROL ACT IS EITHER A MUNICIPAL CORPORATION, A FINE ARTS MUSEUM INCORPORATED AS A NONPROFIT CORPORATION, A RELIGIOUS NONPROFIT CORPORATION WHICH HAS BEEN EXEMPTED FROM THE PAYMENT OF FEDERAL INCOME TAXES, A POLITICAL ORGANIZATION WHICH HAS BEEN EXEMPTED FROM THE PAYMENT OF FEDERAL INCOME TAXES, OR ANY OTHER NONPROFIT CORPORATION, THE PURPOSE OF WHICH IS FRATERNAL, CHARITABLE, OR PUBLIC SERVICE AND WHICH HAS BEEN EXEMPTED FROM THE PAYMENT OF FEDERAL INCOME TAXES AS PER §53-124.11(1).

AS SIGNATORY I CONSENT TO THE RELEASE OF ANY DOCUMENTS SUPPORTING THIS DECLARATION AND ANY DOCUMENTS SUPPORTING THIS DECLARATION WILL BE PROVIDED TO THE NEBRASKA LIQUOR CONTROL COMMISSION, THE NEBRASKA STATE PATROL OR ANY AGENT OF THE LIQUOR CONTROL COMMISSION IMMEDIATELY UPON DEMAND. I ALSO CONSENT TO THE INVESTIGATION OF THIS CORPORATE ENTITY TO DETERMINE IT'S NONPROFIT STATUS.

I AGREE TO WAIVE ANY RIGHTS OR CAUSES OF ACTION AGAINST THE NEBRASKA LIQUOR CONTROL COMMISSION, THE NEBRASKA STATE PATROL OR ANY PARTY RELEASING INFORMATION TO THE AFOREMENTIONED PARTIES.

\_\_\_\_\_  
NAME OF CORPORATION

\_\_\_\_\_  
FEDERAL ID NUMBER

\_\_\_\_\_  
SIGNATURE OF TITLE OF CORPORATE OFFICERS

THE ABOVE INDIVIDUAL STATES THAT THE STATEMENT ABOVE IS TRUE AND CORRECT: IF ANY FALSE STATEMENT IS MADE ON THIS APPLICATION, THE APPLICANT SHALL BE DEEMED GUILTY OF PERJURY AND SUBJECT TO PENALTIES PROVIDED BY LAW. (SEC. §53-131.01) NEBRASKA LIQUOR CONTROL ACT

SUBSCRIBED IN MY PRESENCE AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE & SEAL

# OUTDOOR AREA DIAGRAM

HOW AREA WILL BE PATROLLED \_\_\_\_\_

- IF APPLICABLE, OUTDOOR AREA MUST BE CONNECTED TO INDOOR AREA IF INDOOR AREA IS TO LICENSED
- MEASUREMENT OF OUTER WALLS OF AREA TO BE LICENSED MUST INCLUDED LENGTH & WIDTH IN FEET
- DOUBLE FENCING IS REQUIRED FOR ALL NON-PROFIT ORGANIZATIONS UNLESS FORM #140 IS FILED WITH THIS FORM AND IS APPROVED BY THE COMMISSION
- RETAILER LIQUOR LICENSE HOLDERS ARE NOT REQUIRED TO DOUBLE FENCE, ALTHOUGH MEASURES NEED TO BE TAKEN TO SECURE THE AREA

DIAGRAM OF PROPOSED AREA:



**EXHIBIT #6**

**REQUEST FOR EXEMPTION FOR WAIVER OF DOUBLE FENCING RULE**

**(MUST BE SENT WITH APPLICATION A MINIMUM OF 30 DAYS PRIOR TO THE DATE OF THE EVENT)**

**WHY DOUBLE FENCING IS NOT AVAILABLE** \_\_\_\_\_

\_\_\_\_\_

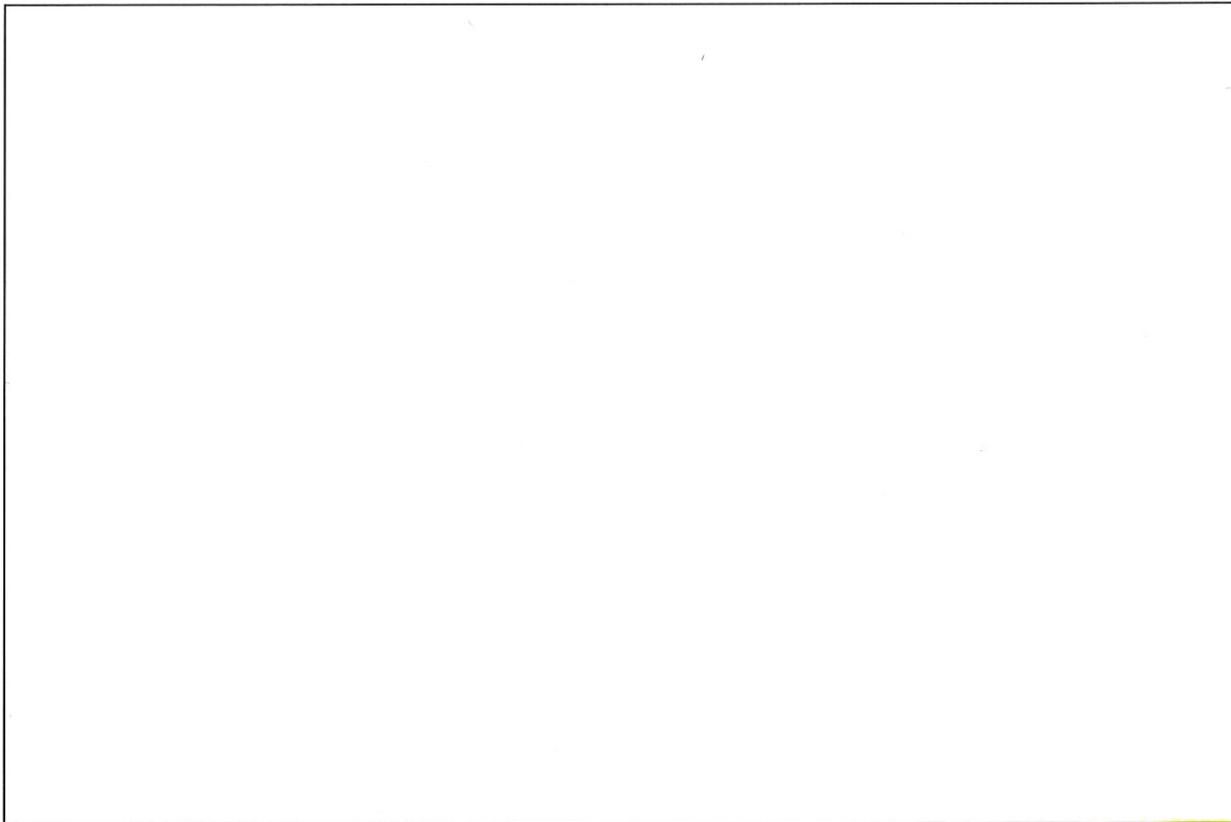
**TYPE OF FENCING TO BE USED** \_\_\_\_\_

**HEIGHT OF FENCING TO BE USED** \_\_\_\_\_

**HOW AREA WILL BE PATROLLED** \_\_\_\_\_

**EXPECTED NUMBER OF ATTENDEES** \_\_\_\_\_

**DIAGRAM OF PROPOSED AREA:**



# City Limits

Caterers must have a valid Nebraska Liquor Control Commission license, including a Special Designated License (SDL). **MINORS ABSOLUTELY WILL NOT BE SERVED ALCOHOLIC BEVERAGES.** All caterers shall be solely and completely responsible for the liquor permit and any resulting violations.

The CITY OF ST. PAUL will assume NO responsibility for problems, legal or otherwise, which could result from consuming alcoholic beverages in the City Limits of the CITY OF ST. PAUL.

**Insurance Requirements:** Anyone serving liquor in the City Limits of the CITY OF ST. PAUL is required to have at least One Million Dollars (\$1,000,000.00) in general liability insurance. The CITY OF ST. PAUL must be listed as an Additional Insured. They must also have liquor liability insurance in an amount of at least \$100,000 per occurrence / \$300,000 aggregate. Proof of insurance must be provided prior to the City Council meeting for approval of the Special Designated License (SDL).

## AGREEMENT OF ALCOHOL CATERER

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

The undersigned acknowledges that it will be the CATERER of alcoholic beverages in the City Limits of the CITY OF ST. PAUL.

1. CATERER shall follow all laws and rules regarding the provision of alcoholic beverages within the City Limits of the CITY OF ST. PAUL.
2. CATERER has a general liability insurance policy in effect in an amount not less than \$1,000,000.00. CATERER shall list the CITY OF ST. PAUL as an Additional Insured on said policy. CATERER also has a liquor liability policy in effect in an amount not less than \$100,000 per occurrence / \$300,000 aggregate. CATERER shall provide CITY proof of said insurance for catering alcohol in the City Limits of the CITY OF ST. PAUL.
3. All responsibilities for damages or problems, legal or otherwise, which might result from providing alcoholic beverages in the City Limits of the CITY OF ST. PAUL, shall be assumed by CATERER and CATERER agrees to hold the CITY harmless from any liability and indemnify the CITY OF ST. PAUL for any costs incurred arising from CATERER's services in the City Limits of the CITY OF ST. PAUL.
4. It is agreed that the terms of this agreement are contractual and not mere recitals and are binding upon the parties hereto, their successors, heirs, personal representatives, and assigns.
5. If any provision or paragraph of this agreement is unenforceable, the remaining provisions or paragraphs shall nevertheless be carried into effect.

CITY OF ST. PAUL, NEBRASKA

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
City of St. Paul Designated Agent

CATERER NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Authorized Agent of Caterer

# Civic Center

Caterers must have a valid Nebraska Liquor Control Commission license, including a Special Designated License (SDL). **MINORS ABSOLUTELY WILL NOT BE SERVED ALCOHOLIC BEVERAGES.** All caterers shall be solely and completely responsible for the liquor permit and any resulting violations.

The City of St. Paul and the St. Paul Development Corporation will assume no responsibility for problems, legal or otherwise, which could result from consuming alcoholic beverages in the St. Paul Civic Center, or surrounding property.

**Insurance Requirements:** Anyone serving liquor at the St. Paul Civic Center is required to have at least One Million Dollars (\$1,000,000.00) in general liability insurance. The City of St. Paul must be listed as an Additional Insured. They must also have liquor liability insurance in an amount of at least \$100,000 per occurrence/\$300,000 aggregate. Proof of insurance must be provided prior to the City Council meeting for approval of the Special Designated License (SDL).

## AGREEMENT OF ALCOHOL CATERER

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

The undersigned acknowledges that it will be the CATERER of alcoholic beverages in the St. Paul Civic Center.

1. CATERER shall follow all laws and rules regarding the provision of alcoholic beverages in the St. Paul Civic Center.
2. CATERER has a general liability insurance policy in effect in an amount not less than \$1,000,000.00. CATERER shall list the CITY OF ST. PAUL as an Additional Insured on said policy. CATERER also has a liquor liability policy in effect in an amount not less than \$100,000 per occurrence/\$300,000 aggregate. CATERER shall provide CITY proof of said insurance for catering alcohol in the St. Paul Civic Center.
3. All responsibilities for damages or problems, legal or otherwise, which might result from providing alcoholic beverages in the St. Paul Civic Center, or surrounding property, shall be assumed by CATERER and CATERER agrees to hold the CITY AND ST. PAUL DEVELOPMENT CORPORATION harmless from any liability and indemnify the CITY AND ST. PAUL DEVELOPMENT CORPORATION for any costs incurred arising from CATERER's services at the St. Paul Civic Center.
4. It is agreed that the terms of this agreement are contractual and not mere recitals and are binding upon the parties hereto, their successors, heirs, personal representatives, and assigns.
5. If any provision or paragraph of this agreement is unenforceable, the remaining provisions or paragraphs shall nevertheless be carried into effect.

CITY OF ST. PAUL, NEBRASKA

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
City of St. Paul Designated Agent

CATERER NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Authorized Agent of Caterer

RESOLUTION NO. 2019 – 8  
OF THE CITY OF ST. PAUL, NEBRASKA

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF ST. PAUL, NEBRASKA, that:

Sec. 1. That by virtue of §53-124.11 of the Nebraska statutes, the City Clerk and the Chief of Police for the City of St. Paul is designated agent for the City of St. Paul, NE to determine whether a special designated liquor license is to be approved or denied.

Sec. 2. If the applicant for a special designated liquor license has not previously applied for a special designated liquor license, the designated agent shall refer the application to the City Council to determine if the application should be approved or denied.

Sec. 3. In determining if the special designated liquor license should be approved or denied, the above-designated agent(s) shall determine that all statutes, rules and requirements affecting said special designated liquor license are complied with and fulfilled prior to approving said license.

Sec. 4. In the event the designated agent(s) is out of the City of St. Paul for an extended period of time, the **Deputy Clerk and/or Police Sergeant** shall be the designated agent to determine if said license is to be approved or denied.

Sec. 5. In the event the designated agent determines that unusual or special circumstances are involved in approving or denying said license, the designated agent shall refer said application to the City Council for approval or denial of said license.

Sec. 6. In approving or denying said license, the designated agent shall consider all established criteria that has been followed by the City Council previous to this resolution in determining if the license should be granted or denied, shall follow any criteria established by the City Council following the passage of this resolution.

Sec. 7. An applicant for a special designated liquor license that has had the license denied by the designated agent may appeal the determination of the designated agent to the City Council.

Sec. 8. The notice of approval or denial of the license shall be forwarded to the Nebraska Liquor Control Commission in the same manner as if the approval or denial was issued by the City Council.

PASSED AND APPROVED this 4th day of November, 2019.

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Joel M. Bergman, Mayor

ATTEST:  
(Seal)

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Connie Jo Beck, City Clerk/Deputy Treasurer

**53-124.11. Special designated license; issuance; procedure; fee.**

(1) The commission may issue a special designated license for sale or consumption of alcoholic liquor at a designated location to a retail licensee, a craft brewery licensee, a microdistillery licensee, a farm winery licensee, the holder of a manufacturer's license issued pursuant to subsection (2) of section 53-123.01, a municipal corporation, a fine arts museum incorporated as a nonprofit corporation, a religious nonprofit corporation which has been exempted from the payment of federal income taxes, a political organization which has been exempted from the payment of federal income taxes, or any other nonprofit corporation the purpose of which is fraternal, charitable, or public service and which has been exempted from the payment of federal income taxes, under conditions specified in this section. The applicant shall demonstrate meeting the requirements of this subsection.

(2) No retail licensee, craft brewery licensee, microdistillery licensee, farm winery licensee, holder of a manufacturer's license issued pursuant to subsection (2) of section 53-123.01, organization, or corporation enumerated in subsection (1) of this section may be issued a special designated license under this section for more than six calendar days in any one calendar year. Only one special designated license shall be required for any application for two or more consecutive days. This subsection shall not apply to any holder of a catering license.

(3) Except for any special designated license issued to a holder of a catering license, there shall be a fee of forty dollars for each day identified in the special designated license. Such fee shall be submitted with the application for the special designated license, collected by the commission, and remitted to the State Treasurer for credit to the General Fund. The applicant shall be exempt from the provisions of the Nebraska Liquor Control Act requiring an application or renewal fee and the provisions of the act requiring the expiration of forty-five days from the time the application is received by the commission prior to the issuance of a license, if granted by the commission. The retail licensees, craft brewery licensees, microdistillery licensees, farm winery licensees, holders of manufacturer's licenses issued pursuant to subsection (2) of section 53-123.01, municipal corporations, organizations, and nonprofit corporations enumerated in subsection (1) of this section seeking a special designated license shall file an application on such forms as the commission may prescribe. Such forms shall contain, along with other information as required by the commission, (a) the name of the applicant, (b) the premises for which a special designated license is requested, identified by street and number if practicable and, if not, by some other appropriate description which definitely locates the premises, (c) the name of the owner or lessee of the premises for which the special designated license is requested, (d) sufficient evidence that the holder of the special designated license, if issued, will carry on the activities

and business authorized by the license for himself, herself, or itself and not as the agent of any other person, group, organization, or corporation, for profit or not for profit, (e) a statement of the type of activity to be carried on during the time period for which a special designated license is requested, and (f) sufficient evidence that the activity will be supervised by persons or managers who are agents of and directly responsible to the holder of the special designated license.

(4) No special designated license provided for by this section shall be issued by the commission without the approval of the local governing body. The local governing body may establish criteria for approving or denying a special designated license. The local governing body may designate an agent to determine whether a special designated license is to be approved or denied. Such agent shall follow criteria established by the local governing body in making his or her determination. The determination of the agent shall be considered the determination of the local governing body unless otherwise provided by the local governing body. For purposes of this section, the local governing body shall be the city or village within which the premises for which the special designated license is requested are located or, if such premises are not within the corporate limits of a city or village, then the local governing body shall be the county within which the premises for which the special designated license is requested are located.

(5) If the applicant meets the requirements of this section, a special designated license shall be granted and issued by the commission for use by the holder of the special designated license. All statutory provisions and rules and regulations of the commission that apply to a retail licensee shall apply to the holder of a special designated license with the exception of such statutory provisions and rules and regulations of the commission so designated by the commission and stated upon the issued special designated license, except that the commission may not designate exemption of sections 53-180 to 53-180.07. The decision of the commission shall be final. If the applicant does not qualify for a special designated license, the application shall be denied by the commission.

(6) A special designated license issued by the commission shall be mailed or delivered electronically to the city, village, or county clerk who shall deliver such license to the licensee upon receipt of any fee or tax imposed by such city, village, or county.

**Source:** Laws 1983, LB 213, § 9; Laws 1988, LB 490, § 5; Laws 1991, LB 344, § 27; Laws 1994, LB 1292, § 4; Laws 1996, LB 750, § 7; Laws 2000, LB 973, § 4; Laws 2006, LB 562, § 4; Laws 2007, LB549, § 8; Laws 2010, LB861, § 58; Laws 2016, LB1105, § 17; Laws 2019, LB56, § 1.

**Effective Date: September 1, 2019**

RESOLUTION NO. \_\_\_\_\_

OF THE

CITY OF O'NEILL, NEBRASKA

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF O'NEILL, NEBRASKA, that:

Sec. 1. That by virtue of §53-124.11 of the Nebraska statutes, the City Clerk for the City of O'Neill is designated agent for the City of O'Neill to determine whether a special designated liquor license is to be approved or denied.

Sec. 2. If the applicant for a special designated liquor license has not previously applied for a special designated liquor license, the designated agent shall refer the application to the City Council to determine if the application should be approved or denied.

Sec. 3. In determining if the special designated liquor license should be approved or denied, the above-designated agent shall determine that all statutes, rules and requirements affecting said special designated liquor license are complied with and fulfilled prior to approving said license.

Sec. 4. In the event the designated agent is out of the City of O'Neill for an extended period of time, the Deputy City Clerk shall be the designated agent to determine if said license is to be approved or denied.

Sec. 5. In the event the designated agent determines that unusual or special circumstances are involved in approving or denying said license, the designated agent shall refer said application to the City Council for approval or denial of said license.

Sec. 6. In approving or denying said license, the designated agent shall consider all established criteria that has been followed by the City Council previous to this resolution in determining if the license should be granted or denied, shall follow any criteria established by the City Council following the passage of this resolution.

Sec. 7. An applicant for a special designated liquor license that has had the license denied by the designated agent may appeal the determination of the designated agent to the City Council.

Sec. 8. The notice of approval or denial of the license shall be forwarded to the Nebraska Liquor Control Commission in the same manner as if the approval or denial was issued by the City Council.

PASSED AND APPROVED this 7th day of July, 2014.

\_\_\_\_\_  
WILLIAM T. PRICE, MAYOR

ATTEST:  
(SEAL)

\_\_\_\_\_  
NIKKI SCHWANZ, CITY CLERK

**July 17, 2019 Library Board  
Meeting Agenda 7:00 pm Library  
Community Room**

**I. Call to Order at 7:10 pm**

Attendance: Chris P Jill Ab Mike P Janet P Linda P Jason P

*add  
-lowen*

Jill arrived at 7:28 pm

President Chris Elstermeier stated that a current copy of the Nebraska Open Meetings Act is available for review and noted the location of said copy in the room. Proper notice of the meeting had been printed in the Phonograph Herald newspaper.

**II. Approval of the Minutes of the Last Meeting** (no minutes on June meeting)

**III. Librarian Director's report Correspondence and Communications**

**Library is going to discontinue the "kits" due to age and lack of use. Director is going to contact other libraries on funding and charges of Cricut.**

**IV. Discussion**

- Library Board Video  
Tabled until next meeting.
- Therapy Dog Update/Progress,  
board asked Kelli to document usage each week.
- Monthly Newsletter  
sent by email to library patrons, need to update email list.
- Job Description for Assistant Director  
Jason made motion and Janet seconded the motion and board voted to accept job description of Assistant Director
- Budget 2019-2020  
Discussed budget, increase programming and decrease

computers, Budget workshop for City is Tuesday the 23rd.

- Crossroads Application Library Hosted similar event several years ago, topic rural America is the subject.

- Strategic Plan/Accreditation- timeline See Directors packet

- Copier/Scanner- Office Net Contract see directors packet

Mike made motion and Linda seconded  
Motion passed all yays

- Improvements line See packet.

Jason made motion and Jill seconded  
Motion passed all yays

- Policy several to add, Per strategic plan outline.

- Homestead Bank employees donated 135 Dollars to the library, money will be given to foundation.

## **V. New Business**

- Approve Job Description for Assistant Director
- Approve Budget
- Approve Application for Crossroads
- Approve Strategic Plan/Accreditation- timeline
- Approve Copier/Scanner- Office Net Contract
- Improvements line
  - Approve Policy

Updates VI. Old Business

- No Old Business from previous meetings

VII. - Financial Report Motion to approve: 1st: Jason 2nd: Janet Roll call vote: Motion passed all yays

\* 3% Wage increase for Library employees 1st Chris 2nd Jill Roll Call vote

Motion passed All yays

Proposed 2019-2020 budget Motion to accept 1st Linda, 2nd Jill Roll call vote

Motion passed All yays.

VIII. Adjournment Motion to approve: 1st: Jill 2nd: Chris Roll call vote:

\_\_\_\_\_ Chris Jill Mike Janet Linda Jason

Next meeting Aug 14, 2019 @ 7:00 pm

Given to Payroll Clerk to change wages.



# The City of St. Paul, Nebraska

704 6th Street • St. Paul, NE 68873

Phone (308) 754-4483

Request for Proposal (RFP)  
COMMUNITY BRANDING & WEBSITE  
DATE: November 6, 2019

## **Background**

For several years the City of St. Paul, Nebraska has utilized the term “St. Paul – Batting 1.000” as its town slogan. This term is in relation to the community’s connection with baseball and the hometown legacy of Major League Baseball (MLB) Hall of Famer Grover Cleveland Alexander. While the slogan has served the community well – it seems to be time for a slogan update, along with comprehensive community branding.

## **Project Description**

The City of St. Paul, Nebraska with a population of 2,299 is seeking a qualified individual or organization to create a logo, slogan, branding strategy, graphics standards and website for the community. This will be a concept to completion production. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged. Specifically, the quoted work should provide the following deliverables:

### **1. Community Branding:**

- a. A project plan and timeline for all deliverables
- b. New “catch-phrase” or slogan that highlights the community, including three (3) potential slogan examples
- c. Logo design including three (3) potential designs
- d. Brand strategy recommendations for future branding efforts
- e. Written guide of graphics standards/style guide

### **2. Website Development:**

The City of St. Paul, Nebraska is accepting proposals to design, develop and host a redesigned [www.stpaulnebraska.com](http://www.stpaulnebraska.com) website with a goal to create an interactive, searchable website that showcases the governmental function, livability, attractions, amenities, and events in St. Paul.



“This institution is an equal opportunity provider, and employer”.



Designated representatives of the City of St. Paul will provide the information necessary to populate the website with narrative content. A firm that can handle interface design and website hosting is a must. The site must include a technology solution that allows the City of St. Paul staff or designated representative(s) easy access to update content after the launch. Content management systems are required.

**To be effective, the website must be:**

- Easily navigable
- Visually pleasing
- Intuitive
- Able to connect with a national market
- Built on a content management system with web access

**Timeline**

This RFP is dated November 6, 2019. Interested parties may also request a copy be sent via email by contacting Connie Jo Beck at [cjbeck@cityofstpaulne.org](mailto:cjbeck@cityofstpaulne.org)

This process is open and competitive. **Proposals are due no later than Wednesday, December 4, 2019 by 3:30 p.m. CST to be considered.** Proposals will be evaluated immediately thereafter. During this time, we may require interviews at our office with our evaluation team. You will be notified if this is requested.

The Candidate Firm selected will be contacted the week of December 17, 2019. All other candidates not selected will be notified immediately after December 18, 2019. Negotiations will begin immediately with the successful candidate and should conclude no later than Monday, December 30, 2019.

**Project will need to be completed and delivered by Monday, March 2, 2020 by 4:00 p.m.**

**Proposal Guidelines and Requirements**

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. The budget must encompass all design, production, and software acquisitions necessary for development and ongoing maintenance of the website.

If the execution of work to be performed by you or your company requires the hiring of sub-contractors you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. The City of St. Paul will not refuse a proposal based upon the use of sub-contractors; however, we retain the right to refuse the sub-contractors you have selected.

**Submission Information**

When responding to the above request, the bidder should elaborate on what type or types of design methods are recommended and why. Consideration should be given for cost and time when making any recommendations. Please include the following in your submission:

1. Statement of the project's objectives
2. Design philosophy and methodology
3. Public participation process methodology
4. Qualifications of the person or firm, including company profile, length of time in business and core competencies
5. Portfolio of similar past work including logo design, naming, messaging, brand strategy, the development of graphics standards, and website creation
6. Provide five (5) references of "like" website projects that incorporate similar elements found in this RFP
7. Please discuss your testing and support plan
8. Time frame for completion

**Basis for Award of Contract**

1. Relevant experience with similar projects preferred
2. Ability of the consultant to meet the stated needs in the time frame
3. Price

**Submit Cover Letter and Proposals Electronically to:**

Connie Jo Beck

City of St. Paul City Clerk/Deputy Treasurer

704 6<sup>th</sup> Street

St. Paul, Nebraska 68873

[cjbeck@cityofstpaulne.org](mailto:cjbeck@cityofstpaulne.org)

Telephone (308)754-4483

**The City of St. Paul reserves the right to dismiss any and all proposals for any reason.**

## Request for Proposal Names

### **FES**

PO Box 82552  
Lincoln, NE 68501-2552  
(800)850-8397  
(402)479-6667

### **SOCS**

Dan Kunzman, Vice President  
(800)850-8397 x 6663  
Email: [dank@fes.org](mailto:dank@fes.org)

### **Golden Shovel**

43 East Broadway Street  
Little Falls, MN 56345  
(888)266-4778  
GoldenShovel.com

### **Miller & Associates Consulting Engineers, P.C.**

1111 Central Avenue  
Kearney, NE 68847-6833  
(308)234-6456  
Fax: (308)234-1146  
[www.miller-engineers.com](http://www.miller-engineers.com)

### **Ideabank Marketing**

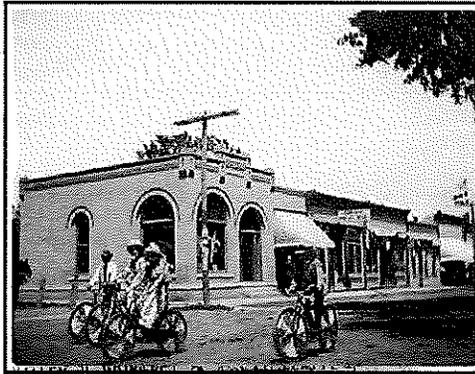
701 W. Second Street  
Hastings, Nebraska 68901  
(402)463-0588  
ideabankmarketing.com

### **Ron Sack**

[rsack@renze.com](mailto:rsack@renze.com)  
(402)440-0823  
(800)627-9131

The Nebraska State Historic Preservation Office of History Nebraska (formerly Nebraska Historical Society) is conducting a historic buildings survey of Howard County. The historic buildings survey will locate and record historic buildings and structures throughout the county.

Please join the Nebraska State Historic Preservation Office for a public meeting on November 13th, 2019 and discover the opportunities that historic preservation can offer communities, what programs might benefit your town and view historic photographs from the state's photograph collections of your county.



**HOWARD**

# WHAT'S IN YOUR COUNTY?

Historic Buildings Survey  
Public Meeting



## OPEN TO THE PUBLIC!

Discover historic maps & photographs and what resources History Nebraska offers.

Learn about the Historic Preservation Programs: Survey and Geographic Information Systems, National Register of Historic Places, Historical Markers, Certified Local Government, and State Historic Tax Credits.

St. Paul Library, 1301 Howard Ave, St. Paul, NE.  
NOVEMBER 13TH, 2019 FROM 7 PM TO 8 PM



St. Paul, NE Area Chamber of Commerce

· Yesterday ·

9

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gicrisis.com

Information

# Break the Cycle Crisis Center, Inc.

Serving Hall, Hamilton, Howard and Merrick Counties  
SAFETY & EMPOWERMENT – AN ALTERNATIVE TO A LIFE OF FEAR

2251 N Webb Rd  
PO Box 5885  
Grand Island, NE 68802-5885  
Office & Hotline 308.381.0555  
Toll Free 866.995.4422

Date: October 21, 2019

Dear City of St. Paul / Connie Beck

On behalf of Crisis Center, INC and the clients that we serve we would like to thank you for the generous donation of:

Monetary Donation for our agency of: \$1,200.00

Your gift will help with the following services in Howard County:

- Safe shelter
- Safety planning
- Assistance with protection orders and harassment orders
- Assistance with Financial planning and budgeting
- Education/Prevention support groups
- Advocacy and crisis support

Our clients served along with our team and volunteers, through Crisis Center, INC, appreciate your thoughtfulness. Please reach out to our agency at any time. We are here to help.

Sincerely yours,

Karla Schwieger-Arnold

Director / 308-382-8250  
Crisis Center, INC

NOTE: For tax purposes, Crisis Center, INC did not provide any service in return for this donation.

*Breaking the cycle for all lives affected by domestic violence and sexual assault by providing:  
SAFETY ~ SUPPORT ~ EDUCATION FOR SURVIVORS & OFFENDERS ~ EMPOWERMENT  
in a dignified and confidential manner.*

