



City Council Meeting Minutes

October 07, 2025, at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

Meeting called to order at 5:30 p.m.

2. ROLL CALL: Mayor Chrstopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Hannah Rushing

PRESENT: Mayor Christopher Whitehead, Councilpersons Sue Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Hannah Rushing

STAFF PRESENT: City Manager Amanda Knoll, City Clerk-Treasurer Kris Hurley, City Attorney Mike Kircher

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 09.16.2025 Council Meeting

Motion made by Rushing, Seconded by Lindee.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

B. Consideration to Approve Minutes - 09.23.2025 Special Council Meeting

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

Voting Abstaining: Harris, Rushing

Upon voice vote, it was approved 3-2.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims and ACH Payments totaling \$662,852.76 are as follows: \$255,428.96 Check No. 705005 - 705008, 705016 - 705111 and ACH No. 2084 - 2098 as listed in the check register.

Motion made by Rushing, Seconded by Craig.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

6. SCHEDULED BID LETTING

7. SCHEDULED PUBLIC HEARINGS

A. Consideration of Proposed Street Vacation

Motion made by Harris, Seconded by Rushing to close the regular meeting and open the public hearing. Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

Regular meeting closed and the public hearing opened at 5:31 p.m.

As a part of the platting process for the 12th Avenue South Highway District Expansion project, the city needs to consider vacating some of the right-of-way on 9th Street South to access the designated pond area. The proposed vacation of a public street is described as follows:

All that part of Ninth Street South, as dedicated on the plat of James Square, on file and of record with the Watonwan County Recorder, which lies southerly of the easterly extension of the south line of the North 450.00 feet of said Lot 1, Block One, James Square. Floor was opened for public questions & comments. There were no public questions or comments.

Motion made by Harris, Seconded by Lindee to close the public hearing and reopen the regular council meeting. Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

Public hearing closed and regular meeting opened at 5:34 p.m.

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

A. Consideration to Approve Special Event Permit - Starry Night Adventures

Michaela Ahrens and Maggie Maire submitted a special event application to host an event titled, "Starry Night Adventures". The event is scheduled to be held at Meadowlark Prairies on Monday, October 20, 2025, from 7:00 p.m. - 10:00 p.m. Alternative date Tuesday, October 21, 2025.

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

11. OLD BUSINESS

12. NEW BUSINESS

A. Oath of Office - Nolan Domeier, Police Officer

Mayor Whitehead administered the Oath of Office to Nolan Domeier, who was recently appointed as a Police Officer for the City of St. James. Officer Domeier took the Oath of Office in front of the City Council, staff, family and members of the public, affirming his commitment to uphold the Constitution of the United States, the Constitution of the State of Minnesota, and the ordinances and laws of the City of St. James in the performance of his duties.

- B. Consideration to Approve Proposal - St. James Water Asset Management Plan, John Graupman, Bolton & Menk, Inc.

John Graupman with Bolton & Menk Inc., presented a proposal regarding the St. James Drinking Water Asset Management Plan. The purpose of a Drinking Water Asset Management Plan is to identify the condition of the existing facility and prepare for future improvements. John provided a general schedule for the plan development.

Bolton & Menk Inc. propose completing the Drinking Water Asset Management Plan with an hourly rate not to exceed fee of \$27,965.00. The value of this proposal cannot increase without further authorization from the City of St. James.

Motion made by Harris, Seconded by Craig.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

- C. Consideration to Approve Resolution 10.25.01 - Acknowledging Procurement Under State Cooperative Purchasing Contract P-949(5), Contract No. 218097

Resolution 10.25.01 will formally document the City's use of the State of Minnesota Cooperative Purchasing Program for the recent splash pad project. This action provides clear administrative recordkeeping and ensures that our procurement files are consistent with State Auditor recommendations.

Motion made by Craig, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 10.25.01 duly passed 5-0.

- D. Consideration to Approve Resolution 10.25.02 - Granting Signage Approval Relating to 1101 Moulton and Parsons Drive

Resolution 10.25.02 grants approval to erect two free-standing signs at 1101 Moulton and Parsons Drive. The application proposes replacing existing signage and the addition of another sign at the corner of 7th Street South and 13th Avenue South.

Motion made by Harris, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 10.25.02 duly passed 5-0.

- E. Consideration to Approve Resolution 10.25.03 - Granting a Lot Division for a Property Located at 401 1st Avenue South

Resolution 10.25.03 grants approval to divide property located at 401 1st Avenue South into three parcels: Tract A, Tract B, and Tract C. Tract C is intended for business purposes. Tract A and Tract B are intended to be used for parking.

Motion made by Craig, Seconded by Rushing.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 10.25.03 duly passed 5-0.

- F. Consideration to Approve Resolution 10.25.04 - Approving Transfer of City-Owned Property to the Economic Development Authority

Resolution 10.25.04 approves transferring city-owned property (Parcel ID no. 110240110, adjacent to 7th Street South) to the EDA to support the 12th Avenue South Highway Expansion project.

Motion made by Rushing, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 10.25.04 duly passed 5-0.

G. Consideration to Approve Liability Coverage Waiver Form

Members who obtain liability coverage from the League of Minnesota Cities Insurance Trust (LMCIT) must decide annually whether to waive the statutory tort liability limits to the extent of the coverage purchased. It is recommended to NOT waive the monetary limits on municipal tort liability established by MN State Statute.

Motion made by Lindee, Seconded by Harris to NOT waive the monetary limits on municipal tort liability.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

H. Consideration to Approve First Reading Proposed Ordinance No. 032, 4th Series - Street Vacation

Ordinance 032, 4th Series authorizes the vacation of portion of 9th Street South as part of the plating process for the 12th Avenue South Highway District Expansion project to access the designated pond area.

Motion made by Craig, Seconded by Harris Ordinance 032, 4th Series received its first reading. Upon hand vote, the following voted:

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Ordinance 032, 4th Series to have received its first reading.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

Aaron Johnson from Southern Minnesota Initiative Foundation (SMIF) presented on SMIF's investments and partnerships in Watonwan County since 1986. SMIF has invested \$136,280.00 back into Watonwan County.

Southern Minnesota Initiative Foundation is a regional development and philanthropic organization that fosters economic and community vitality in southern Minnesota through a culture of collaboration and partnership. They serve 20 counties which include 175 communities and 1 Native nation.

14. ADJOURNMENT

Motion made by Craig, Seconded by Rushing.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

All Yea - motion carried. The meeting adjourned at 6:00 p.m.

Kristin Hurley, City Clerk-Treasurer