



City Council Meeting Minutes

March 18, 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 Christopher 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 Attorney Mike Kircher

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 03.04.2025 Council Meeting

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee, Rushing

Voting Abstaining: Harris

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims and ACH Payments totaling \$459,778.84 is as follows: \$459,748.85 Check No. 703714 - 703719, 703726 - 703800 and \$29.99 ACH No. 1881 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

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

A. Consideration to Approve Liquor and/or Tobacco Application - LB3 d/b/a Band Box

LB3 d/b/a Band Box applied for On-Sale Wine, On-Sale 3.2 and Consumption and Display licenses to sell wine, hard beer, 3.2 beer and allow consumption and display at 612 1st Ave South. All documentation has been received, background check completed and fees paid.

Motion made by Craig, Seconded by Harris.

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

Upon voice vote, it was unanimously approved.

11. OLD BUSINESS

12. NEW BUSINESS

A. Consideration to Approve New Hire - Nick Kielas

Nick Kielas has completed the hiring process for the police department for the position of part-time police officer. His start date with the department was Tuesday, March 4, 2025. His rate of pay is set at \$35.00 per hour.

Motion made by Lindee, Seconded by Harris.

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

Upon voice vote, it was unanimously approved

B. Consideration to Approve New Hire - Eric Gratz

Eric Gratz has completed the hiring process for the police department for the position of part-time police officer. His start date with the department was Tuesday, March 4, 2025. His rate of pay is set at \$35.00 per hour.

Motion made by Rushing, Seconded by Lindee.

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

Upon voice vote, it was unanimously approved.

C. Consideration to Approve Resolution 03.25.10 - Approving Independent Fee Evaluation for Airport 6 Unit T-Hangar Improvement Project

Resolution 03.25.10 approves Sambatek, LLC to complete the independent fee evaluation required by the Federal Aviation Administration (FAA) for the upcoming T-Hangar project. The T-Hangar project will have a cost that exceeds \$100,000.00. The cost for the evaluation is \$3,500.00.

Motion made by Hanson, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared resolution 03.25.10 duly passed.

D. Consideration to Approve Resolution 03.25.11 - Requiring Parallel Parking Only

Resolution 03.25.11 requires parallel parking only for the SAP #083-594-004 improvement project of 7th Street S from 10th Ave S to 13th Ave S; 13th Ave S from 7th St S east 302 feet; and Ring Road from 13th Ave S 810 feet. The city is required to define parking within the State-Aid submittal. The requirement of parallel parking only is standard within the city.

Motion made by Craig, Seconded by Rushing.

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

Whereupon Mayor Christopher Whitehead declared resolution 03.25.11 duly passed.

E. Consideration to Approve Resolution 03.25.12 - Accepting Donation

Resolution 03.25.12 accepts a donation in the amount of \$1,500.00 from the American Legion Post #33 for the purpose of implementing an archery range.

Motion made by Rushing, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared resolution 03.25.12 duly passed.

F. Consideration to Approve Resolution 03.25.13 - Authorizing Participation for Future Qualifying Part-Time Police Officers in the Public Employees Retirement Association

Resolution 03.25.13 authorizes part-time police officers to participate in the Police and Fire Public Employees Retirement Association plan.

Motion made by Hanson, Seconded by Lindee.

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

Whereupon Mayor Christopher Whitehead declared resolution 03.25.13 duly passed.

G. Consideration to Approve Resolution 03.25.14 - Approving Funding Request for the Demolition of 403 Tiell Drive

Resolution 03.25.14 approves the funding request of \$10,000.00 for the purpose of the removing of the structure located at 403 Tiell Drive. This structure is unsafe and poses a risk to public health and safety. Funds for this project will be sourced from the General Fund. The funding must be expended directly to the contractor once work has been completed.

Motion made by Craig, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared resolution 03.25.14 duly passed.

H. Consideration to Approve Resolution 03.25.15 - Authorizing Safe Routes to School (SRTS) Boost Grant

Resolution 03.25.15 is the first step in obtaining the awarded Safe Routes to School (SRTS) Boost Grant in the amount of \$13,173.00 for the 2025 - 2026 school year. Once the grant has been received, the City Council will approve the grant terms for execution.

Motion made by Rushing, Seconded by Lindee.

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

Whereupon Mayor Christopher Whitehead declared resolution 03.25.15 duly passed.

I. Consideration to Approve Resolution 03.25.16 - Recognizing the Life Save Event and Honoring Those Involved

Resolution 03.25.16 recognizes the life save event of Steven Jeppson and honors those involved. Following the approval of the resolution, South Central Minnesota EMS Regional System presentation of awards.

Motion made by Harris, Seconded by Rushing.

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

Whereupon Mayor Christopher Whitehead declared resolution 03.25.16 duly passed.

J. Presentation of Life Save Event Awards

Mark Griffith, South Central Minnesota EMS Regional System presented life save event awards to the following:

Amanda Brandts, Beth Henderson, Brad Nestegard, Lindsey Wooten, Randee Nelson, Holly Wallace, Bill Whitehead, Kim Hall and Tamara Colon

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Rushing, Seconded by Harris.

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

All Yea - motion carried. The meeting adjourned at 5:48 p.m.

Kristin Hurley, City Clerk-Treasurer