



# City Council Meeting Minutes

February 18, 2025 at 5:30 PM

St. James City Hall – Council Chambers

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## 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 Clerk-Treasurer Kris Hurley, City Attorney Mike Kircher

## 3. DETERMINATION OF QUORUM

## 4. APPROVAL OF MINUTES

### A. Consideration to Approve Minutes – Council Meeting 02.04.2025

Motion made by Harris, Seconded by Lindee.

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

Upon voice vote, it was unanimously approved.

## 5. CONSENT ITEMS

### A. Payment of Claims and ACH Payments

Payment of Claims totaling \$145,021.15 is as follows: \$145,021.15 Check No. 703532 - 703546, 703553 - 703625 as listed in the check register.

Motion made by Rushing, Seconded by Hanson.

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 Special Event Permit Application - Rail Run

St. James Chamber of Commerce - Railroad Days applied for a Special Event Permit for the Railroad Days Rail Run to be held on June 19, 2025, from 4:00 - 9:00 p.m. Staff have reviewed and approved the permit application with no pending items needed.

Motion made by Craig, Seconded by Lindee.  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing  
Upon voice vote, it was unanimously approved.

## **11. OLD BUSINESS**

## **12. NEW BUSINESS**

### **A. Consideration to Approve Resolution 02.25.01 - Agreement with SafeAssure**

Resolution Authorizing the Mayor and City Manager to Enter into Service Agreement with SafeAssure

Motion made by Rushing, Seconded by Harris.  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 02.25.01 duly passed 5-0.

### **B. Consideration to Approve Resolution 02.25.02 - Agreement with Midwest EMS Billing**

Resolution Authorizing the City Manager to Enter into Ambulance Service Billing Agreement with Midwest EMS Billing

Motion made by Craig, Seconded by Hanson.  
Voting Yea: Craig, Hanson, Harris, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 02.25.02 duly passed 5-0.

### **C. Consideration to Approve Resolution 02.25.03 - Amendment to 2025 Fee Schedule**

Resolution Amending the 2025 Fee Schedule

Motion made by Rushing, Seconded by Hanson.  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 02.25.03 duly passed 5-0.

### **D. Consideration to Approve Resolution 02.25.04 - Intent of Reimbursement of Certain Expenditures from the Proceeds of Bonds**

Resolution Declaring the Official Intent of the City of St. James to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City

Motion made by Hanson, Seconded by Craig.  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 02.25.04 duly passed 5-0.

### **E. Consideration to Approve Resolution 02.25.05 - Appointing Airport Engineer**

Resolution Appointing Airport Engineer for the City of St. James Municipal Airport (JYG)

Motion made by Harris, Seconded by Rushing.  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 02.25.05 duly passed 5-0.

### **F. Consideration to Approve Resolution 02.25.06 - Consulting Agreement with Region Nine**

Resolution Accepting the Consulting Agreement Between Frontier Energy, Inc and Region Nine Development Commission for Energy Audits to be Performed on Certain City Facilities

Motion made by Harris, Seconded by Lindee.

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

Whereupon Mayor Christopher Whitehead declared Resolution 02.25.06 duly passed 5-0.

**G. Consideration to Approve Purchase Request - Generator**

Mark Anderson, Wastewater Superintendent, is requesting to purchase a new generator to replace the current generator. The current diesel generator was installed in 1991 and has served its lifetime with the City. The request comes as expensive repairs are needed. The new generator would run on natural gas, which would be a cleaner method to burn fuel, opposed to the current diesel generator.

Mark has received quotes from WinCo Generator for \$198,706.00 and Blue Star Generator for \$189,610.00. The current lead times are 38 and 40 weeks respectively. Recommendation is for the Blue Star Generator.

This purchase is not budgeted though it is in the City's best interest to replace the generator.

Motion made by Harris, Seconded by Rushing to approve the Blue Star Generator purchase  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

**H. Consideration to Approve New Hire - Water Foreman**

Daniel Rotert has been hired as the full-time Water Foreman in the Water Department. His start date was February 10, 2025. His rate of pay is set at Grade 11, Step 1 according to the full-time union wage scale.

Motion made by Craig, Seconded by Lindee.

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

Upon voice vote, it was unanimously approved.

**I. Consideration to Approve Proposed Ordinance No. 026, 4th Series - Amending Chapter 90.006 of the St. James City Code Pertaining to Public Nuisances - 1st Reading**

Motion made by Rushing, Seconded by Hanson.

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

Whereupon Mayor Christopher Whitehead declared Ordinance No. 026, 4th Series to have received its first reading.

**13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS**

**14. ADJOURNMENT**

Motion made by Rushing, Seconded by Lindee.

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

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