



# City Council Meeting - Amended Agenda Agenda

February 17, 2026 at 5:30 PM

St. James City Hall – Council Chambers

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- 1. CALL TO ORDER**
- 2. ROLL CALL:** Mayor Christopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Hannah Rushing
- 3. DETERMINATION OF QUORUM**
- 4. APPROVAL OF MINUTES**
  - A.** Consideration to Approve Minutes – 02.04.2026 Council Meeting
- 5. CONSENT ITEMS**
  - A.** Payment of Claims and ACH Payments
- 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 - The Hickory
- 11. OLD BUSINESS**
  - A.** Consideration to Approve Second Reading of Proposed Ordinance No. 035, 4th Series - Amending Chapter §114.08(F) to the St. James City Code Pertaining to Mobile Food Units Parking
- 12. NEW BUSINESS**
  - A.** Consideration to Approve Resolution 02.26.01 - Approving Ordinance No. 035, 4th Series Amending Chapter §114.08(F) to the St. James City Code Pertaining to Mobile Food Unit Parking and Authorizing the Title and Summary for Publication
  - B.** Consideration to Approve Resolution 02.26.02 - Accepting Financial Gift from the American Legion Post #33
  - C.** Consideration to Approve Resolution 02.26.03 - Accepting Financial Gift from the American Legion Post #33
  - D.** Consideration to Approve Resolution 02.26.04 - Accepting Financial Gift from the American Legion Post #33

- E. Consideration to Approve Resolution 02.26.05 - Establishing Date and Time of Regular Meetings
- F. Consideration to Approve Resolution 02.26.06 - Authorizing the St. James Mayor and City Manager to Enter into the Safety Program Agreement with Safe Assure
- G. Consideration to Approve Resolution 02.26.07 - Accepting Resignation, Declaring a Vacancy, and Authorizing Posting of Council Vacancy
- H. Consideration to Approve Resolution 02.26.08 - Accepting 2026 Ambulance Wage Scale

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

**14. ADJOURNMENT**

February 17, 2026

**ITEM:** Approval of Minutes – 02.04.2026 Council Minutes

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**BACKGROUND:** The Minutes of February 4, 2026, City Council Meeting are attached for review and approval.

**STAFF RECOMMENDATION:** Approve/Deny Minutes.



## City Council Meeting Minutes

February 04, 2026 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 – 01.20.2026 Council Meeting

Motion made by Hanson, Seconded by Rushing.

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

Upon voice vote, the motion was unanimously approved.

### 5. CONSENT ITEMS

#### A. Payment of Claims and ACH Payments

Payment of Claims totaling \$666,903.27 is as follows: \$266,994.51 Check No. 705804 - 705868 and \$399,908.76 ACH No. 2214 - 2232 as listed in the check register.

Motion made by Craig, Seconded by Harris.

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

Upon voice vote, the motion 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 Gambling License - Pheasants Forever, Watonwan County Chapter #0725

Pheasants Forever - Watonwan County Chapter #0725, submitted a gambling permit application to host a raffle at the St. James American Legion located at 620 1st Avenue South on March 30, 2026.

Motion made by Harris, Seconded by Lindee.

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

Upon voice vote, the motion was unanimously approved.

## **11. OLD BUSINESS**

## **12. NEW BUSINESS**

### **A. Consideration to Approve New Hire - Fire Department Officers**

The following fire department members have accepted positions with the St. James Fire Department as Officials. The start date for these positions is January 1, 2026.

Lucus Sandbo, Fire Chief

Seth Basmoen, Assistant Fire Chief

Seth Reinke, Assistant Fire Chief

Joe Thulien, Captain - Truck 1

Shawn Gappa, Captain - Truck 2

Danny Rotert, Captain - Truck 3

Josh Moll, Captain - Truck 4

Mike Wolner, Captain - Truck 5

Bob Moll, Captain - Truck 6-7

Chris Whitehead, Captain - Truck 8-9

Nicholas Kielas, Fire Department Secretary

Motion made by Rushing, Seconded by Craig.

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

Upon voice vote, the motion was unanimously approved.

### **B. Consideration to Approve Purchase Request - Ambulance Equipment Replacement**

The Ambulance Department is requesting approval to purchase LUCAS 2 automatic chest compression devices for each ambulance rig through Zoll. This equipment will replace the current Stryker LUCAS devices, which are no longer supported or serviceable due to discontinued maintenance and replacement parts.

The total cost for the LUCAS 2 devices (Zoll AutoPulse NXT) is \$57,391.72, which also includes four Zoll AEDs for various city departments; those costs will be allocated to the appropriate departments. This purchase is not included in the 2026 budget and would be funded through the Ambulance Fund. Financing is available at 0% for three years.

The St. James Ambulance Association has committed to contributing \$3,000 annually for three years towards the purchase of this equipment.

Motion made by Craig, Seconded by Harris.

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

Upon voice vote, the motion was unanimously approved.

C. Consideration to Approve First Reading of Proposed Ordinance No. 035, 4th Series - Amending Chapter §114.08(F) to the St. James City Code Pertaining to Mobile Food Units Location

The proposed ordinance No. 035, 4th Series amends the City Code to prohibit mobile food units from parking in the downtown parking lot.

Motion made by Craig, Seconded by Hanson. Upon hand vote, the following voted:

Voting Yea: Craig, Hanson, Harris, Lindee

Voting Nay: Rushing

Whereupon Mayor Christopher Whitehead declared Ordinance 035, 4th Series to have received its first reading.

D. Consideration to Approve Agenda Request - Jon Wilson, Watonwan County Cares

Motion made by Craig, Seconded by Lindee.

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

Upon voice vote, the motion was unanimously approved.

Jon Wilson and Julio Zelaya addressed Council on behalf of Watonwan County Cares. They spoke about protecting residents and prevent abuses by Immigration, Customs and Enforcement (ICE). They provided a list of policies that they would like the City of St. James to adopt.

Motion made by Harris to schedule a work session with Council and Watonwan County Cares to collaborate on the policy requests.

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

Upon voice vote, the motion was unanimously approved.

### **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 6:09 p.m.

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Kristin Hurley, City Clerk-Treasurer

February 17, 2026

**ITEM:** Licenses and Permits – Liquor and/or Tobacco Application: The Hickory

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**BACKGROUND:** The attached Liquor and/or Tobacco Application was submitted by The Hickory for the On Sale of Liquor, On Sale of Wine, Sunday Liquor, and Sale of Tobacco. The staff has reviewed the application. The background check has been completed. The food license and liquor liability form are still pending. All other fees and other required documents have been received.

**STAFF RECOMMENDATION:** Approve/Deny Liquor and/or Tobacco Application.



STATE OF MINNESOTA)

COUNTY OF WATONWAN)

## CITY OF ST JAMES)

**LIQUOR AND/OR TOBACCO APPLICATION**

We, the undersigned hereby apply for license for the purposes as listed below subject to the Laws of the State of Minnesota and Ordinances of the City of St. James. For the period beginning and JANUARY 1, 2026 through DECEMBER 31, 2026.

**Cigarette/Tobacco: \$25.00**

**On Sale Liquor: \$1000.00**

On Sale 3.2: \$125.00

**Sunday Liquor: \$100.00**

Off Sale 3.2: \$50.00

~~On Sale Wine: \$125.00~~

**Investigation Fee Liquor/Wine: \$75.00**

Investigation Fee 3.2 Beer Only: \$25.00

**Please list name and address of business being licensed:**

Please list name and address of business being licensed:  
The Hickory, 1000 County Rd 104, St. James, MN 56081

We submit payment of \$ 1325.00, the license fee required for term of license applied.

STATE ID

FEDERAL ID: 

Signature Cassie Johnson

Telephone 612-845-8643

Email Address casie@thehickorystj.com

February 17, 2026

**ITEM:** Old Business – Proposed Ordinance No. 035, 4<sup>th</sup> Series: Amending Chapter §114.08(F) to the St. James City Code Pertaining to Mobile Food Units Parking

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**BACKGROUND:** The attached proposed ordinance amends the City Code to prohibit mobile food units from parking in the downtown parking lot.

**First Reading:** February 4, 2026

**Notice of Proposed Ordinance:** February 6, 2026

**Second Reading and Final Vote:** February 17, 2026

**Approval of Publication of Title and Summary of Ordinance by the Council:** February 17, 2026

**Publication of Title and Summary of Ordinance:** February 26, 2026

**Publication of Entire Text of Ordinance at Watonwan County Library:**

**Recorded in the Ordinance Book and Available on Website:**

**Effective Date of Ordinance:**

**ACTION REQUESTED:** Approve/Deny the 2<sup>nd</sup> Reading of Proposed Ordinance.

**State of Minnesota  
County of Watonwan**

**ORDINANCE 35, 4<sup>TH</sup> SERIES**

**AN ORDINANCE AMENDING CHAPTER §114.08(F) TO THE ST. JAMES CITY  
CODE PERTAINING TO MOBILE FOOD UNIT PARKING**

The City of St. James does ordain:

**Section 1.** Title Xi of the City Code is amended by revising Chapter §114.08(F) to read as follows:

**§ 114.08 MOBILE FOOD UNITS.**

(F) *Parking.* ~~Mobile food trucks must be located on a paved surface. A mobile food unit may not operate in a traffic lane, on a sidewalk, or in any location which causes an obstruction of traffic, such as queuing of patrons or advancement of vehicles. A pedestrian walkway of six feet must be maintained on the service side of the vehicle.~~ Mobile food units must be located on a paved surface outside of the downtown municipal parking lot(s). Mobile food units are not permitted to park or operate within the downtown parking lot(s) at any time. A mobile food unit may not operate in a traffic lane, on a sidewalk, or in any location that causes an obstruction of traffic, including but not limited to the queuing of patrons or advancement of vehicles. A pedestrian walkway of not less than six (6) feet must be maintained on the service side of the vehicle.

**Section 2.** Effective Date. The effective date of this ordinance shall be effective upon passage and publication.

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

Date Ordinance Takes Effect: \_\_\_\_\_

Adopted by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Christopher Whitehead, Mayor

ATTEST:

\_\_\_\_\_  
Kristin K. Hurley, City Clerk

February 17, 2026

**ITEM:** New Business – Resolution 02.26.01: Approving Ordinance No. 035, 4<sup>th</sup> Series Amending Chapter §114.08(F) to the St. James City Code Pertaining to Mobile Food Unit Parking and Authorizing the Title and Summary for Publication

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**BACKGROUND:** The attached resolution amends Chapter §114.08(F) prohibiting mobile food units from parking in the downtown parking lot. This resolution also approves the title and summary for publication.

**ACTION REQUESTED:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 02.26.01**

**RESOLUTION APPROVING ORDINANCE 035, 4<sup>TH</sup> SERIES AMENDING CHAPTER §114.08(F) TO THE ST. JAMES CITY CODE PERTAINING TO MOBILE FOOD UNIT PARKING AND AUTHORIZING THE TITLE AND SUMMARY FOR PUBLICATION**

**WHEREAS**, the City of St. James introduced the proposed Ordinance 035, 4<sup>th</sup> Series amending Chapter §114.08(F) to the St. James City Code pertaining to Mobile Food Unit parking; and

**WHEREAS**, the City of St. James City Council reviewed this item during their February 4, 2026, city council meeting, agreed with the recommendation and approved the first reading of the proposed Ordinance 035, 4<sup>th</sup> Series; and

**WHEREAS**, the City of St. James City Council held a second reading of the proposed Ordinance 035, 4<sup>th</sup> Series during their February 17, 2026, meeting; and

**WHEREAS**, Minnesota Statutes, Section 412.91, Subd. 4, allows publication by title and summary in the case of lengthy ordinances; and

**WHEREAS**, the City of St. James City Council finds that the following title and summary would clearly inform the public of the intent and effect of the Ordinance 035, 4<sup>th</sup> Series.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA**, that the City of St. James City Council hereby approved the second and final reading of the proposed Ordinance 035, 4<sup>th</sup> Series amending Chapter §114.08(F) to the St. James City Code pertaining to Mobile Food Unit parking.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the City Manager shall cause the following summary of the proposed Ordinance to be published in the official newspaper in lieu of the entire ordinance:

**PUBLIC NOTICE**

**ORDINANCE 035, 4<sup>TH</sup> SERIES AMENDING CHAPTER §114.08(F) TO THE ST. JAMES CITY CODE PERTAINING TO MOBILE FOOD UNIT PARKING**

The City Council of St. James has adopted Ordinance 035, 4th Series, amending the mobile food unit parking regulations, specifically prohibiting mobile food units to park in the downtown parking lot. The effective date of the ordinance is February 26, 2026.

This summary of Ordinance 035, 4<sup>th</sup> Series has been approved by the City Council on February 17, 2026. A printed copy of the full text of the ordinance is available for public inspection in the office of the city clerk.

Adopted by the City Council this 17<sup>th</sup> day of February 2026.

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Christopher Whitehead, Mayor

Attest:

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Kristin Hurley, City Clerk - Treasurer

February 17, 2026

**ITEM:** New Business – Resolution 02.26.02: Accepting Financial Gift from the American Legion Post #33

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**BACKGROUND:** The attached resolution accepts the financial donation from the American Legion Post #33 in the amount of \$813.00 towards the downtown snowflake initiative.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 02.26.02**

**RESOLUTION ACCEPTING FINANCIAL GIFT FROM THE  
AMERICAN LEGION POST #33**

**WHEREAS**, the American Legion Post #33 has offered financial support for the downtown snowflake initiative and to the citizens of St. James.

**NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF ST. JAMES,  
WATONWAN COUNTY, MINNESOTA** that the City hereby accepts the financial gift of \$813.00 from the American Legion Post #33 for the expressed purpose of contributing to the downtown snowflake initiative and for residents of the City of St. James.

Adopted by the Council this 17<sup>th</sup> day of February 2026.

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Christopher Whitehead, Mayor

ATTEST:

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Kristin K. Hurley, City Clerk-Treasurer

February 17, 2026

**ITEM:** New Business – Resolution 02.26.03: Accepting Financial Gift from the American Legion Post #33

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**BACKGROUND:** The attached resolution accepts the financial donation from the American Legion Post #33 in the amount of \$1,750.00 towards the fireworks.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 02.26.03**

**RESOLUTION ACCEPTING FINANCIAL GIFT FROM THE  
AMERICAN LEGION POST #33**

**WHEREAS**, the American Legion Post #33 has offered financial support for fireworks and to the citizens of St. James.

**NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF ST. JAMES,  
WATONWAN COUNTY, MINNESOTA** that the City hereby accepts the financial gift of \$1,750.00 from the American Legion Post #33 for the expressed purpose of contributing to fireworks and for residents of the City of St. James.

Adopted by the Council this 17<sup>th</sup> day of February 2026.

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Christopher Whitehead, Mayor

ATTEST:

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Kristin K. Hurley, City Clerk-Treasurer

February 17, 2026

**ITEM:** New Business – Resolution 02.26.04: Accepting Financial Gift from the American Legion Post #33

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**BACKGROUND:** The attached resolution accepts the financial donation from the American Legion Post #33 in the amount of \$300.00 towards the St. James Ambulance.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 02.26.04**

**RESOLUTION ACCEPTING FINANCIAL GIFT FROM THE  
AMERICAN LEGION POST #33**

**WHEREAS**, the American Legion Post #33 has offered financial support for the St. James Ambulance and to the citizens of St. James.

**NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF ST. JAMES,  
WATONWAN COUNTY, MINNESOTA** that the City hereby accepts the financial gift of \$300.00 from the American Legion Post #33 for the expressed purpose of contributing to the St. James Ambulance and for residents of the City of St. James.

Adopted by the Council this 17<sup>th</sup> day of February 2026.

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Christopher Whitehead, Mayor

ATTEST:

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Kristin K. Hurley, City Clerk-Treasurer

February 17, 2026

**ITEM:** New Business – Resolution 02.26.05: Establishing Date and Time of Regular Meetings

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**BACKGROUND:** The attached resolution establishes that March 3, 2026, shall be moved to March 10, 2026. Notification has been received that a quorum of the city council will not be present for the regularly scheduled meeting on March 3, 2026. As a quorum is required in order to conduct official city business, the meeting cannot proceed as scheduled. Proper public notice of the rescheduled meeting will be posted in accordance with Minnesota Open Meeting Law.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 02.26.05**

**RESOLUTION ESTABLISHING DATE AND TIME OF REGULAR MEETINGS**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA,** that the City Council meetings for the calendar year 2026 shall be held on the first and third Tuesday of each calendar month commencing at 5:30 PM at the Council Chambers at City Hall located 1205 6<sup>th</sup> Avenue South, St. James, Minnesota.

**NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA,** as follows:

**Section 1:** The city council meeting on March 3, 2026, shall be moved to March 10, 2026.

Adopted by the Council this 17<sup>th</sup> day of February 2026.

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Christopher Whitehead, Mayor

ATTEST:

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Kristin K. Hurley, City Clerk-Treasurer

February 17, 2026

**ITEM:** New Business – Resolution No. 02.26.06: Authorizing the Mayor and City Manager to Enter into the Safety Program Agreement with Safe Assure

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**BACKGROUND:** The attached resolution approves the 2026 Safety Program Agreement with Safe Assure.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 02.26.06**

**RESOLUTION AUTHORIZING THE ST. JAMES MAYOR AND CITY  
MANAGER TO ENTER INTO THE SAFETY PROGRAM AGREEMENT WITH  
SAFE ASSURE**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
THE CITY OF ST. JAMES, MINNESOTA, as follows:**

**Section 1:** The St. James Mayor and City Manager are hereby authorized and directed to sign the Safety Program Agreement with Safe Assure.

Adopted by the City Council this 17<sup>th</sup> day of February 2026.

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Christopher Whitehead, Mayor

ATTEST:

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Kristin Hurley, City Clerk



# **WHAT SAFEASSURE WILL DO FOR THE CITY OF ST. JAMES**

## **PROPOSAL/SERVICE AGREEMENT**

## INTRODUCTION/GENERAL INFORMATION

THIS AGREEMENT is effective the first day February 2026 for The City of St. James, St. James, Minnesota, herein referred to as The City of St. James and SafeAssure, 7505 93rd Ave NE Spicer, Minnesota, herein referred to as SafeAssure.

This proposal includes full service as described throughout this document to departments/employees stated within the schedule.

SafeAssure is a safety and OSHA compliance consulting company established on January 1, 1998, specializing primarily in Municipal, Construction, Manufacturing, and Medical operations.

SafeAssure has an A+ rating with the Better Business Bureau (BBB). A complaint has never been filed against SafeAssure.

SafeAssure currently provides full services to over 120 municipalities in Minnesota, any or all of which may be contacted for reference (a full list will be provided upon request).

Our employees are our largest asset. All SafeAssure on-site client services employees are individually trained through OSHA certification programs and by SafeAssure Education Systems prior to conducting classroom or consultation services. The SafeAssure training management system continually reviews OSHA Regulations/Statutes/Interpretations and confers with OSHA representatives on any new or revised regulations or statutes. Employees are continually evaluated on OSHA subject matter proficiencies.

SafeAssure employs 7 to 10 committed employees (depending on time of year), four of which operate mainly in the field. Although there is other support staff, key team members most directly servicing your specific organization will include:

- Chadwick Peterson (President/Owner/Consultant/Instructor) - Overall Operations/Client Services
- Melanie Bauman (Office Manager) - Scheduling/Coordinating/Client Services
- Jonathon Beale (Consultant/Instructor) - Client Services
- Tom Norgel (Consultant/Instructor) - Client Services
- Tom Paull (Consultant/Instructor) - Client Services
- Tom Guntzburger (Consultant/Instructor) - Client Services
- Seth Schueller (Consultant/Instructor) - Client Services
- Joe Brandt (Consultant/Instructor) - Client Services
- Cathy Hockert (Consultant/Instructor) - Client Services
- Jim Clemensen (Consultant/Instructor) - Client Services

## CONSULTING SERVICES

(See also Training Schedule)

- All written programs/services that are produced by SafeAssure are guaranteed to meet the requirements set forth by MNOSHA/OSHA. SafeAssure will reimburse The City of St. James should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure. SafeAssure does not take responsibility for financial loss due to MNOSHA/OSHA fines that are not directly related to improperly written programs.
- SafeAssure will continuously monitor OSHA Standards and modify all safety related programs as needed to ensure updates meet OSHA regulations and statutes. These changes or additions, when made during an agreement year, will be made at no additional cost to the City of St. James.
- SafeAssure will be an advisor to the Safety Committee, reviewing OSHA Standards/Statutes and providing recommendations for accident and injury prevention as requested. SafeAssure representatives may also attend safety committee meetings when scheduled immediately before or after a scheduled training session (see schedule).
- SafeAssure will conduct simulated OSHA audits of facilities (buildings), recording deficiencies and making corrective recommendations. Audits will include pictures of noted deficiencies and recommendations. All city owned buildings where city employees work will be inspected upon request and at no additional costs.
- SafeAssure will provide answers to all OSHA questions submitted by department Supervisors (or other persons as allowed by management). Unlimited Consulting.
- In the event of an actual OSHA inspection, a SafeAssure employee will directly assist during the inspection process. SafeAssure will be with you all the way, including a presence at the OSHA closing conference and/or citation contesting hearings when requested.
- SafeAssure will assist you in the event of a serious work-related employee injury or death including OSHA correspondence and negotiations.
- SafeAssure will provide an “ALERT” system that allows SafeAssure to quickly inform clients (through email) of any information that is pertinent to the safety of employees and/or OSHA compliance.
- SafeAssure will provide access to an SDS database specific to the City of St. James through Velocity/Accelerate. The SDS database related services provided (amount of SDS and use) will be unlimited.

## TRAINING SERVICES

(See also Training Schedule)

- SafeAssure clients may utilize multiple training formats and techniques including but not limited to:
  - On-site training with Power Point presentations, workbooks, videos, and topical employee participation games (see schedule).
  - Online training through video/question-answer as well as client-specific OSHA safety information.
- SafeAssure provides online safety training and complete documentation of individual employee training on required subjects for employees directed by management to do online training (such as new employees or employees who missed on-site training).
- All documents and classroom training produced by SafeAssure for The City of St. James are for the sole and express use by The City of St. James and its employees and not to be shared, copied, recorded, filmed, digitized, or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure.
- All programs, policies, training, and procedures referenced on the following page do not include the cost of hardware such as labels and signs. It will be the responsibility of The City of St. James to obtain this hardware as required to comply with OSHA standards.
- All time spent consulting, answering questions, and assisting with OSHA inspections both on and off-site are part of the agreement services and are included (see also schedule).
- Any additional classroom hours separate from the agreement and schedule will be billed and eligible for all “current client” discounts offered by SafeAssure. These hours (if any) will only be allowed upon approval of the City of St. James management representative.
- Training subject matter will include but will not be limited to the provided annual schedule.

of Quality Safety Management, it may be recommended that written procedures and documented employee training also be provided for the following Subparts when or if applicable during the agreement year. (Subparts represent multiple standards)

## **1910 Subparts**

Subpart D - Walking - Working Surfaces  
Subpart E - Means of Egress  
Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms  
Subpart G - Occupational Health and Environmental Control  
Subpart H - Hazardous Materials  
Subpart I - Personal Protective Equipment  
Subpart J - General Environmental Controls  
Subpart K - Medical and First Aid  
Subpart L - Fire Protection  
Subpart M - Compressed Gas and Compressed Air Equipment  
Subpart N - Materials Handling and Storage  
Subpart O - Machinery and Machine Guarding  
Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.  
Subpart Q - Welding, Cutting, and Brazing.  
Subpart S - Electrical  
Subpart Z - Toxic and Hazardous Substances

## **1926 Subparts**

Subpart C - General Safety and Health Provisions  
Subpart D - Occupational Health and Environmental Controls  
Subpart E - Personal Protective and Life Saving Equipment  
Subpart F - Fire Protection and Prevention  
Subpart G - Signs, Signals, and Barricades  
Subpart H - Materials Handling, Storage, Use, and Disposal  
Subpart I - Tools - Hand and Power  
Subpart J - Welding and Cutting  
Subpart K - Electrical  
Subpart L - Scaffolds  
Subpart M - Fall Protection  
Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors  
Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations  
Subpart P - Excavations  
Subpart V - Power Transmission and Distribution  
Subpart W - Rollover Protective Structures; Overhead Protection  
Subpart X - Stairways and Ladders  
Subpart Z - Toxic and Hazardous Substances  
Applicable MN OSHA 5205 Rules  
Applicable MN OSHA 5207 Rules  
Applicable MN OSHA 5206 Rules (Employee Right to Know)

**All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.**

## SAFEASSURE INSURANCE SPECIFICS

<b>COMMERCIAL GENERAL LIABILITY</b>	<b>EACH OCCURANCE</b>	<b>1,000,000</b>
	<b>DAMAGE TO RENTED PREMISIS (EA OCCURANCE)</b>	<b>300,000</b>
	<b>MED EXP (ANY ONE PERSON)</b>	<b>10,000</b>
	<b>PERSONAL &amp; ADV INJURY</b>	<b>1,000,000</b>
	<b>GENERAL AGGREGSTE</b>	<b>2,000,000</b>
	<b>PRODUCTS-COMP/OP AGG</b>	<b>2,000,000</b>
<b>AUTOMOBILE LIABILITY</b>	<b>COMBINED SINGLE UNIT (EA ACCIDENT)</b>	<b>1,000,000</b>
<b>UMBRELLA LIABILITY/EXCESS LIABILITY</b>	<b>EACH OCCURANCE</b>	<b>1,000,000</b>
	<b>AGGREGATE</b>	<b>2,000,000</b>
<b>WORKERS COMPENSATION</b>	<b>EACH ACCIDENT</b>	<b>500,000</b>
	<b>DISEASE-EACH EMPLOYEE</b>	<b>500,000</b>
	<b>DISEASE-POLICY LIMIT</b>	<b>500,000</b>
<b>PROFESSIONAL LIABILITY</b>		<b>1,000,000</b>

SafeAssure agrees to provide, at the time of execution of this agreement, The City of St. James (upon request) with a current Certificate of Insurance with the above coverage lines.

## Service Agreement-Signature Page

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees that The City of St. James will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts, or omissions of SafeAssure to third parties. SafeAssure expressly and in perpetuity releases and discharges The City of St. James and its agents, members, officers, employees, heirs, and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify, and hold harmless The City of St. James, its agents, members, and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure is an independent contractor of The City of St. James, and nothing in this agreement shall be considered to constitute the relationship of an employer/employee.

**In consideration** of this signed agreement, for the period of **12 months** from February 1, 2026, SafeAssure agrees to provide The City of St. James the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, scheduled classroom-training sessions (see 12-month schedule), unlimited online training, an online SDS management program, and the production and maintenance of mandatory OSHA programs. These features and services will be prepared to meet the specific needs of The City of St. James.

If SafeAssure fails to perform any of the provisions of this agreement or fails to administer the work as to endanger the performance of the agreement, such failure may constitute default. Unless the default is excused by the city, the city may, upon written notice to SafeAssure, cancel this agreement in partial or entirety. Either party can terminate the agreement upon written notice sixty days prior to the anniversary date of the agreement.

Below is the agreement fee calculated by aforementioned services and schedule to be paid in full (total each year as stated below) by the agreement start date of February 1, 2026 (or at a later date approved by SafeAssure or due date stated within the produced invoice).

1 YEAR TOTAL COST	\$12,103.39
SDS SERVICES (SDS ON-LINE)	(included)

<b>TOTAL ANNUAL</b>	<b>\$12,103.39</b>
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IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

<u>X</u>	The City of St. James	Date
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<u>X</u>	The City of St. James	Date
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<u>X</u>	010226	Date
President-SafeAssure		

February 17, 2026

**ITEM:** New Business – Resolution No. 02.26.08: Accepting 2026 Ambulance Wage Scale

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**BACKGROUND:** The attached resolution approves a revised ambulance pay structure. To simplify payroll administration, the St. James Ambulance is requesting a compensation adjustment. Currently most ambulance crew members are classified as paid on-call casual employees and are compensated as follows:

- **Driver/EMR/Driver = \$3.25/hour On-Call; \$25.00/hour Call Out**

Call out pay begins when the unit goes enroute and ends when the report is completed.

During the 2026 budget process, staff evaluated eliminating call-out pay and increasing the on-call rate. This approach improves budget predictability, as the city cannot forecast or control annual call volume within our PSA.

Additionally, during strategic discussions, the crew identified conversion to an ALS service as a priority. Achieving this goal will require consistently accepting transfer calls. Transfers provide stable, recurring revenue but require significantly more time per call. The proposed pay structure is:

- **Driver/EMR/Driver = \$6.00/hour On-Call; \$0.00/hour Call Out; \$24.00/differential per hour on a transfer call**

For reference, 2025 activity totals are as follows:

- Total call for service = 734
- Total patients served = 632
- Transfer request = 231
  - 80 refused
  - 151 completed

This structure supports financial stability, encourages transfer acceptance, and position the service for future ALS transition.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 02.26.07**

**RESOLUTION ACCEPTING RESIGNATION, DECLARING A VACANCY, AND  
AUTHORIZING POSTING OF COUNCIL VACANCY**

**WHEREAS**, the City of St. James City Council has received the written resignation of Hannah Rushing, effective on February 28, 2026; and

**WHEREAS**, pursuant to Minnesota Statutes and City Charter, a vacancy now exists on the St. James City Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
THE CITY OF ST. JAMES, MINNESOTA**, as follows:

**Section 1:** The Council hereby accepts Hannah Rushing's resignation effective February 28, 2026.

**Section 2:** The Council declares that a vacancy exists on the St. James City Council effective March 1, 2026.

**Section 3:** The Council authorizes the City Manager to post notice of the vacancy and to solicit applications from eligible residents for appointment to fill the unexpired term.

Adopted by the City Council this 17<sup>th</sup> day of February 2026.

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Christopher Whitehead, Mayor

ATTEST:

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Kristin Hurley, City Clerk

February 17, 2026

**ITEM:** New Business – Resolution No. 02.26.08: Accepting 2026 Ambulance Wage Scale

---

**BACKGROUND:** The attached resolution approves a revised ambulance pay structure. To simplify payroll administration, the St. James Ambulance is requesting a compensation adjustment. Currently most ambulance crew members are classified as paid on-call casual employees and are compensated as follows:

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During the 2026 budget process, staff evaluated eliminating call-out pay and increasing the on-call rate. This approach improves budget predictability, as the city cannot forecast or control annual call volume within our PSA.

Additionally, during strategic discussions, the crew identified conversion to an ALS service as a priority. Achieving this goal will require consistently accepting transfer calls. Transfers provide stable, recurring revenue but require significantly more time per call. The proposed pay structure is:

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  - 80 refused
  - 151 completed

This structure supports financial stability, encourages transfer acceptance, and position the service for future ALS transition.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 02.26.08**

**RESOLUTION ACCEPTING 2026 AMBULANCE WAGE SCALE**

**WHEREAS**, the proposed 2026 Ambulance wage scale is designed to maintain competitive and equitable compensation for ambulance crew members; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA**, as follows:

1. The city hereby adopts the 2026 Ambulance wage scale as presented in **Appendix A** effective March 1, 2026.
2. The City Manager is authorized and directed to take all necessary actions to implement these changes and ensure compliance with applicable payroll and benefit administration requirements.

Adopted by the Council this 17<sup>th</sup> day of February 2026.

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Christopher Whitehead, Mayor

ATTEST:

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Kristin Hurley, City Clerk

**APPENDIX A:****2026 Ambulance Wage Scale effective March 1, 2026**

Part-Time Employees		2026	
NAME	POSITION	ON-CALL PAY	TRANSFER PAY
AMBULANCE	Driver	\$6.00/Hour	\$24.00 Differential
AMBULANCE	EMR	\$6.00/Hour	\$24.00 Differential
AMBULANCE	EMT	\$6.00/Hour	\$24.00 Differential
AMBULANCE	EMT Captain	\$11.00/Hour	\$24.00 Differential
AMBULANCE	Ambulance Director	\$25,000.00/Annual	

