

# City Council Meeting Agenda

February 04, 2025 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 – 01.21.2025 City 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**

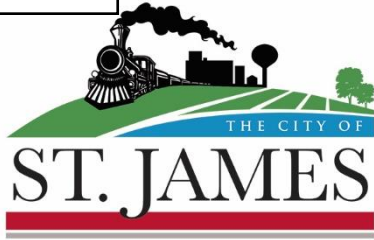
A. Consideration to Approve Gambling License - Pheasants Forever Watonwan County Chapter #0725

**11. OLD BUSINESS**

**12. NEW BUSINESS**

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

**14. ADJOURNMENT**



## City Council Meeting Minutes

January 21, 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 pm.

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

**Present:** Mayor Christopher Whitehead, Councilpersons: Susan Craig, Paul Harris, Stephen Lindee, Hannah Rushing

**Absent:** Councilperson Kathleen Hanson

### 3. DETERMINATION OF QUORUM

### 4. APPROVAL OF MINUTES

#### A. Consideration to Approve Minutes – Council Meeting 01.07.2025

Motion made by Rushing, seconded by Craig.

Voting Yea: Craig, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

### 5. CONSENT ITEMS

#### A. Payment of Claims and ACH Payments totaling \$869,654.34 is as follows: Check No. 703351 - 703352 & 703359 - 703451.

Motion made by Craig, Seconded by Harris.

Voting Yea: Craig, 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

## **11. OLD BUSINESS**

## **12. NEW BUSINESS**

- A. Consideration to Approve Resolution 01.25.14 - Ordering Improvements and Preparation of Plans

Motion made by Harris, Seconded by Rushing.

Voting Yea: Craig, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 01.25.14 duly passed.

- B. Consideration to Approve Resolution 01.25.15 - Authorization to Solicit Request for Proposal

Motion made by Lindee, seconded by Harris.

Voting Yea: Craig, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 01.25.15 duly passed.

- C. Consideration to Approve Resolution 01.25.16 - Approving Site Use Agreement with Lutheran Social Services

Motion made by Craig, Seconded by Rushing.

Voting Yea: Craig, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared resolution 01.25.16 duly passed.

- D. Consideration to Approve Pay Equity Report

Motion made by Lindee, Seconded by Harris.

Voting Yea: Craig, Harris, Lindee, Rushing

Upon hand vote, it was unanimously approved.

- E. Consideration to Approve Purchase Request - Light Department Fleet Equipment

Request permission to purchase fleet equipment - T86 T4 Bobcat Compact Track Loader. The requested equipment will replace the current 2019 John Deere Skid Steer. The trade-in amount is \$39,000.00. The state-bid price for the fleet equipment is \$98,856.32. The total cost is \$59,856.32. This purchase is within the 2025 budget and is being funded through the Electric Fund.

Motion made by Craig, seconded by Harris.

Voting Yea: Craig, Harris, Lindee, Rushing

Upon hand vote, it was unanimously approved.

- F. Consideration to Approve Purchase Request - Street Department Fleet Equipment

Request to purchase fleet equipment - Plow Truck with Chassis. The requested equipment will replace the current plow truck. The trade-in amount has not yet been determined, as another internal department may be interested in obtaining the existing plow truck. The state-bid price for the fleet equipment is \$254,421.00. This purchase was budgeted in 2024 and is being transferred to the 2025 budget. This purchase will be funded through the Capital Equipment Fund.

Motion made by Harris, Seconded by Lindee.

Voting Yea: Craig, Harris, Lindee, Rushing

Upon hand vote, it was unanimously approved.

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

### **14. ADJOURNMENT**

Motion made by Rushing, seconded by Harris.

Voting Yea: Craig, Harris, Lindee, Rushing

All Yea - motion carried. The meeting adjourned at 5:42 p.m.

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Kristin Hurley, City Clerk - Treasurer

February 4, 2025

**ITEM:** Licenses and Permits – Gambling License: Pheasants Forever – Watonwan County Chapter #0725

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**BACKGROUND:** A gambling license has been submitted for the Pheasants Forever – Watonwan County Chapter #0725 to host a raffle at the St. James American Legion on March 24, 2025.

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

## MINNESOTA LAWFUL GAMBLING

## LG220 Application for Exempt Permit

4/23  
Page 1 of 3

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Pheasants Forever - Watonwan County Chapter #0725 Previous Gambling Permit Number: X [REDACTED]

Minnesota Tax ID Number, if any: 4874648 Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: 35127 746th Ave

City: St. James State: MN Zip: 56081 County: Watonwan

Name of Chief Executive Officer (CEO): Ron Aden

CEO Daytime Phone: 507/380-7713 CEO Email: \_\_\_\_\_  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): everettgarlich@frontiernet.net

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☒ **A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767
- ☐ **IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted  
(for raffles, list the site where the drawing will take place): American Legion Post #33

Physical Address (do not use P.O. box): 620 1st Ave. So., St. James, MN. 56081

Check one:  
☒ City: St. James Zip: 56081 County: Watonwan  
☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): March 24, 2025

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.



**CG 220 Application for Exempt Permit****LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL  
for a gambling premises  
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

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

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

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

**TOWNSHIP (if required by the county)**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Ron Aden* Date: 1-22-25  
(Signature must be CEO's signature; designee may not sign)

Print Name: Ron Aden**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS****Mail application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

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