

City Council Meeting Agenda

June 17, 2025 at 5:30 PM

St. James City Hall – Council Chambers

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 – 05.20.2025 Council Meeting

[B.](#) Consideration to Approve Minutes – 06.03.2025 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 Special Event Permit - Run for Change

[B.](#) Consideration to Approve Business License Application - Precision Underground

[C.](#) Consideration to Approve Business License Application - Woratschka Excavation LLC

[D.](#) Consideration to Approve Business License Application - WW Blacktopping Inc

11. OLD BUSINESS

12. NEW BUSINESS

[A.](#) Oath of Office - Preston Mix, Police Officer

[B.](#) Consideration to Approve Resolution 06.25.04 - Certifying Local Matching Funds for the Greater Minnesota Housing Infrastructure Grant Program

[C.](#) Consideration to Approve Resolution 06.25.05 - Authorizing the Hiring of a Temporary Intern to Complete Sidewalk Inventory as Part of the Minnesota Active Transportation Planning Assistance Grant

[D.](#) Consideration to Approve Resolution 06.25.06 - Accepting Financial Gift from the American Legion Post #33

- E. Consideration to Approve Resolution 06.25.07 - Accepting Financial Gift from the American Legion Post #33

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

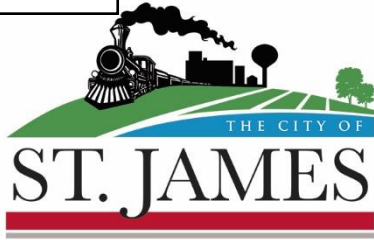
14. ADJOURNMENT

June 17, 2025

ITEM: Approval of Minutes – 05.20.2025 Council Minutes

BACKGROUND: The Minutes from May 20, 2025, City Council Meeting are attached for review and approval.

STAFF RECOMMENDATION: Approve/Deny Minutes.



City Council Meeting - Minutes

May 20, 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 Kathleen Hanson, Paul Harris, Stephen Lindee, Hannah Rushing

ABSENT: Councilperson Sue Craig

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 – 05.06.2025 Council Meeting

Motion made by Rushing, Seconded by Harris.

Voting Yea: 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 \$448,356.15 is as follows: \$448,356.15 Check No. 704084 - 704169 as listed in the check register.

Motion made by Harris, Seconded by Rushing.

Voting Yea: 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

11. OLD BUSINESS

- A. Consideration to Approve Second Reading of Proposed Ordinance 028, 4th Series - Cannabis Regulations

Ordinance 028, 4th Series Adding Chapter §124 to the St. James City Code Pertaining to Regulation of Cannabis Businesses.

Motion made by Rushing, Seconded by Lindee. Ordinance 028, 4th Series received its second reading. Upon hand vote, the following voted:

Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Ordinance 028, 4th Series to have received its second reading.

- B. Consideration to Approve Second Reading of Proposed Ordinance 029, 4th Series - Naming Street

Ordinance 029, 4th Series Renaming a Street in the City of St. James, Watonwan County, Minnesota.

Motion made by Harris, Seconded by Hanson. Ordinance 028, 4th Series received its second reading. Upon hand vote the following voted:

Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Ordinance 028, 4th Series to have received its second reading.

12. NEW BUSINESS

- A. Consideration to Approve Resolution 05.25.11 - Approving Ordinance 028, 4th Series Adding Chapter §124 to the St. James City Code and Authorizing the Title and Summary for Publication

Resolution 05.25.11 Approving Ordinance 028, 4th Series Adding Chapter §124 to the St. James City Code and Authorizing the Title and Summary for Publication.

Motion made by Rushing, Seconded by Lindee. Upon hand vote, the following voted:

Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.11 duly passed 4-0.

- B. Consideration to Approve Resolution 05.25.12 - Approving Ordinance 029, 4th Series Renaming a Street and Authorizing the Title and Summary for Publication

Resolution 05.25.12 - Approving Ordinance 029, 4th Series Renaming a Street and Authorizing the Title and Summary for Publication.

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

Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.12 duly passed 4-0.

- C. Consideration to Approve Resolution 05.25.13 - Amending the 2025 Fee Schedule

Resolution 05.25.13 - Amending the 2025 Fee Schedule to include cannabis retail registration and renewal application fees according to state law.

Motion made by Rushing, Seconded by Lindee. Upon hand vote, the following voted:

Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.13 duly passed 4-0.

- D. Consideration to Approve Resolution 05.25.14 - Accepting Bid for Project No. 24X.135115 7th Street South, 13th Avenue, and Moulton & Parsons Improvement Project

Resolution 05.25.14 - Accepting Bid for Project No. 24X.135115 7th Street South, 13th Avenue, and Moulton & Parsons Improvement Project. The following bids were received:

BIDDER	BID AMOUNT
Dirt Merchant, Inc.	\$1,845,944.00
W.W. Blacktopping, Inc.	\$2,028,111.02
GM Contracting, Inc.	\$2,054,737.19
ICON, LLC	\$2,213,918.10
OMG Midwest, Inc. (MN Paving & Materials)	\$2,232,485.63
M.R. Paving & Excavating, Inc.	\$2,276,110.34
Duininck, Inc.	\$2,454,028.10
R & R Excavating, Inc.	\$2,711,652.92

Dirt Merchant, Inc. of Mankato Minnesota is the lowest responsible bidder.

Motion made by Harris, Seconded by Hanson to accept the bid from Dirt Merchant, Inc. of Mankato Minnesota. Upon hand vote, the following voted:

Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.14 duly passed 4-0.

- E. Consideration to Approve Resolution 05.25.15 - Accepting Bid for 2025 Street Seal Coating

Resolution 05.25.15 - Accepting Bid for 2025 Street Seal Coating. The following bids were received:

BIDDER	BID AMOUNT
Asphalt Surface Technologies Corp.	\$191,277.44
Pearson Bros, Inc.	\$195,104.57
Allied Blacktop Company	\$217,462.59
M.R. Paving & Excavating	\$256,092.10

Asphalt Surface Technologies Corp. of St. Cloud Minnesota is the lowest responsible bidder.

Motion made by Rushing, Seconded by Lindee to approve the resolution with amendments correcting bidder information, as listed above. Upon hand vote, the following voted:

Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.15 duly passed 4-0.

- F. Consideration to Approve Resolution 05.25.16 - Establishing the Position of Police Sergeant within the Police Department of the City of St. James

Resolution 05.25.16 - Establishing the Position of Police Sergeant within the Police Department of the City of St. James. The creation of this position is recommended by the

Personnel Committee following a review of the department's current structure and staffing needs. Research into similar sized communities shows that it is standard practice to include a sergeant-level role rather than appointing an Assistance Police Chief. This structure better aligns with operational demands and budgetary considerations.

Motion made by Harris, Seconded by Rushing. Upon hand vote, the following voted:
Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.16 duly passed 4-0.

- G. Consideration to Approve Resolution 05.25.17 - Accepting Terms of Grant Agreement to State Transportation Fund Local Road Improvements Program Grant Terms and Conditions for SAP 083-594-004

Resolution 05.25.17 - Accepting Terms of Grant Agreement to State Transportation Fund Local Road Improvements Program Grant Terms and Conditions for SAP 083-594-004 (7th Street South Improvements).

Motion made by Lindee, Seconded by Hanson. Upon hand vote, the following voted:
Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.17 as duly passed 4-0.

- H. Consideration to Approve Resolution 05.25.18 - Accepting Financial Gift from the Eagles #3420

Resolution 05.25.18 - Accepting Financial Gift from the Eagles #3420 - Railroad Depot Museum sign project.

Motion made by Rushing, Seconded by Harris. Upon hand vote, the following voted:
Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.18 duly passed 4-0.

- I. Consideration to Approve Resolution 05.25.19 - Accepting Financial Gift from the Ellingsburg Zettle VFW Post #1914

Resolution 05.25.19 - Accepting Financial Gift from the Ellingsburg Zettle VFW Post #1914 - Archery Range

Motion made by Lindee, Seconded by Rushing. Upon hand vote, the following voted:
Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.19 duly passed 4-0.

- J. Consideration to Approve Resolution 05.25.20 - Accepting Financial Gift from the Ellingsburg Zettle VFW Post #1914

Resolution 05.25.20 - Accepting Financial Gift from the Ellingsburg Zettle VFW Post #1914 - Fire Department.

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

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.20 duly passed 4-0.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Rushing, Seconded by Lindee.

Voting Yea: Hanson, Harris, Lindee, Rushing

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

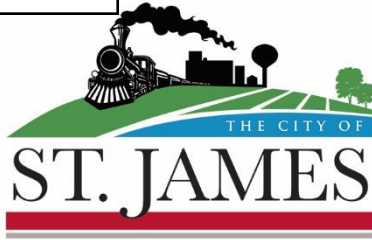
Kristin Hurley, City Clerk-Treasurer

June 17, 2025

ITEM: Approval of Minutes – 06.03.2025 Council Minutes

BACKGROUND: The Minutes from June 3, 2025, City Council Meeting are attached for review and approval.

STAFF RECOMMENDATION: Approve/Deny Minutes.



City Council Meeting Minutes

June 03, 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, Stephen Lindee

ABSENT: Councilpersons Paul Harris, 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 – 05.20.2025 Council Meeting

A motion was made by Hanson, seconded by Lindee to approve the 05.20.2025 Council Meeting Minutes and Craig abstained. Due to an insufficient number of members to vote, the motion could not proceed to a vote.

Subsequently, Lindee moved to table the item until the next meeting. The motion was seconded by Hanson. The motion to table was approved unanimously.

Voting Yea: Lindee, Hanson, Craig

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims and ACH Payments totaling \$622,804.24 is as follows: \$316,385.09 Check No. 704177 – 704189, 704194 - 704273 and \$306,419.15 ACH No. 1960 - 1973 as listed in the check register.

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Lindee, Hanson.

Upon voice vote, it was unanimously approved.

6. SCHEDULED BID LETTING

7. SCHEDULED PUBLIC HEARINGS

A. Tax Increment Financing District No. 1-8

Tax Increment Financing District No. 1-8: 12th Avenue South Highway District Expansion.

The public hearing opened at 5:31 p.m. Shannon Sweeney, David Drown Associates, Inc., shared with the Council how TIF works, the TIF establishment process and the proposed project. Discussion and comments from residents & council members were heard. The public hearing concluded at 5:39 p.m.

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

A. Consideration to Approve Special Event Permit - Fox 9 Town Ball

Jon Wilson applied for a Special Event Permit for Fox 9 Town Ball to be held on June 4, 2025. Fox 9 News will be showcasing our community. Town Ball Wednesday will be aired throughout the day, on the morning news, and aired live during the 5:00 pm and 6:00 pm news from Veterans Field.

Motion made by Hanson, Seconded by Craig.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

B. Consideration to Approve Special Event Permit - Farmers Market

St. Jams Chamber of Commerce - applied for a Special Event Permit for the St. James Farmers Market. The event will be held on Wednesdays from June 4, 2025, through October 29, 2025 from 3:00 - 6:00 pm. The St. James Farmers Market will be held at Memorial Park.

Motion made by Lindee, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

C. Consideration to Approve Special Event Permit - Music in the Park

City of St. James & Watonwan County Library applied for a Special Event Permit for Music in the Park. The event will be held on June 11th, June 25, July 9 and July 23, 2025, starting at 6:00 p.m. The event will be held in St. James Memorial Park.

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

D. Consideration to Approve Special Event Permit - Railroad Days

Railroad Days Committee applied for a Special Event Permit for the annual Railroad Days community festival to celebrate the history, people, and spirit of our community. Railroad Days will be held at various locations throughout the city from June 16 - June 22, 2025.

Motion made by Hanson, Seconded by Craig.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

E. Consideration to Approve Special Event Permit - Fireworks

St. James Chamber of Commerce applied for a Special Event Permit for 4th of July fireworks. The fireworks will take place at Memorial Park on Friday, July 4, 2025, starting at 10:00 pm.

Motion made by Lindee, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

11. OLD BUSINESS

12. NEW BUSINESS

A. Consideration to Approve Resolution 06.25.01 - Approving the Establishment of Tax Increment Financing District No. 1-8, and Adoption of the Tax Increment Financing Plan Relating Thereto.

Resolution 06.25.01 approves the establishment of the Tax Increment Financing District No. 1-8 for the 12th Avenue South Highway District expansion. The resolution also adopts the Tax Increment Financing Plan and approves the Development Agreement with BMP Investments LLC.

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 06.25.01 duly passed 3-1.

B. Consideration to Approve Resolution 06.25.02 - Ordering Preparation of Report on Improvement for 12th Avenue South Highway District Expansion

Resolution 06.25.02 orders the preparation of a report to determine if the proposed 12th Avenue South Highway District Expansion improvement is necessary, cost-effective, and feasible.

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 06.25.02 duly passed 3-1.

C. Consideration to Approve Resolution 06.25.03 - Accepting Financial Gift from the Fraternal Order of Eagles #3420

Resolution 06.25.03 accepts the financial donation from the Fraternal Order of Eagles #3420 in the amount of \$1,000.00 for fireworks.

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 06.25.03 duly passed 3-1.

D. Consideration to Approve New Hire - Preston Mix, Police Officer

Preston Mix has completed the hiring process for the police department for the position of full-time police officer. His start date is slated for Monday, June 9, 2025. His rate of pay has been set to \$30.90/Step 3 in accordance with the approved 2025 police wage scale.

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee

All Yea - motion carried. The meeting adjourned at 5:51 p.m.

Kristin Hurley, City Clerk-Treasurer

June 17, 2025

ITEM: Licenses and Permits – Special Event Permit: Run for Change

BACKGROUND: A special event application has been submitted to request a special event permit.

Event Name: Run for Change

Date and Time: Saturday, September 20, 2025

Location: Memorial Park – Event begins and ends at the Skatepark

Type of Event: 5K and 2-Mile Race Event

Purpose of Event: Fundraising

Anticipated Attendance: 150+

Contact Person: Eileen Kleidon

Event Description: Run for Change is a fun and competitive 5K and 2-Mile Walk/Run, featuring chip timing for accurate results and a great race-day experience. This is a family-friendly atmosphere raising funds for MN Teen Challenge.

Parking Plan: Memorial Park provides ample parking.

Street Closure: Levee Blvd

Equipment Request: Barricades, road closed signs, no parking signs, and police officer support for traffic control.

STAFF RECOMMENDATION: Approve/Deny Permit.

June 17, 2025

ITEM: Licenses and Permits – Business License Application: Precision Underground

BACKGROUND: A business license application has been submitted to request a special sewer/water license.

Type of License: Special Sewer/Water

Payment: \$55.00

Business Name: Precision Underground

Contact Person: Trevor Friel

Address: 51699 506th Street, Courtland, MN 56021

Pending Items: There are no pending items for this license application.

State of Minnesota License: Submitted

Minnesota Workers' Compensation Certificate of Compliance: Submitted

STAFF RECOMMENDATION: Approve/Deny License.

June 17, 2025

ITEM: Licenses and Permits – Business License Application: Woratschka Excavation LLC

BACKGROUND: A business license application has been submitted to request a special sewer/water license.

Type of License: Special Sewer/Water

Payment: \$55.00

Business Name: Woratschka Excavation LLC

Contact Person: Gary and James Woratschka

Address: 209 6th Street SE, Madelia, MN 56062

Pending Items: There are no pending items for this license application.

State of Minnesota License: Submitted

Minnesota Workers' Compensation Certificate of Compliance: Submitted

STAFF RECOMMENDATION: Approve/Deny License.

June 17, 2025

ITEM: Licenses and Permits – Business License Application: WW Blacktopping Inc

BACKGROUND: A business license application has been submitted to request a special sewer/water license.

Type of License: Special Sewer/Water

Payment: \$55.00

Business Name: WW Blacktopping Inc

Contact Person: Justin Schmit

Address: 700 Industrial Road, Mankato, MN 56001

Pending Items: There are no pending items for this license application.

State of Minnesota License: Submitted

Minnesota Workers' Compensation Certificate of Compliance: Submitted

STAFF RECOMMENDATION: Approve/Deny License.

June 17, 2025

ITEM: New Business – Oath of Office: Preston Mix, Police Officer

BACKGROUND: The City of St. James is pleased to welcome Preston Mix to the St. James Police Department and appreciates his commitment to public service. The Oath of Office will be conducted at the city council meeting by the mayor. Upon taking the oath, Preston Mix will be officially recognized as a sworn officer of the City of St. James.

STAFF RECOMMENDATION: N/A.

STATE OF MINNESOTA)
COUNTY OF WATONWAN) ss
CITY OF SAINT JAMES)

I, Preston Mix, do solemnly swear that I will support the Constitution of the United States and the State of Minnesota and the charter and ordinances of the City of St. James, and to faithfully discharge the duties devolving upon me as a Police Officer of the City of St. James, to the best of my judgement and ability; so help me God.

Preston Mix

Subscribed and sworn to before me this 17th Day of June 2025.

Christopher Whitehead, Mayor

June 17, 2025

ITEM: New Business – Resolution 06.25.04: Certifying Local Matching Funds for the Greater Minnesota Housing Infrastructure Grant Program

BACKGROUND: The City of St. James has applied for funding through the Greater Minnesota Housing Infrastructure Grant program to support public infrastructure improvements that will enable the development of new single-family housing.

The maximum grant amount is set at \$500,00. The total project estimated cost is \$1,863,910. If awarded grant funding, the city would bond for the remaining for the project costs. The proposal expands Mayberry Hills to the west including Outlot A, B, and F.

STAFF RECOMMENDATION: Approve/Deny Resolution.

RESOLUTION NO.: 06.25.04

State of Minnesota
County of Watonwan

RESOLUTION NO. 06.25.04

RESOLUTION CERTIFYING LOCAL MATCHING FUNDS FOR THE GREATER MINNESOTA HOUSING INFRASTRUCTURE GRANT PROGRAM

WHEREAS, the City of St. James intends to apply for funding through the State of Minnesota's Greater Minnesota Housing Infrastructure Grant Program to support public infrastructure improvements that will enable the development of new single-family housing within the community; and

WHEREAS, the Greater Minnesota Housing Infrastructure Grant Program requires that a portion of project funding come from nonstate sources; and

WHEREAS, the total estimated cost of the public infrastructure project is \$1,863,910, and the State requires a local match for a portion of that amount; and

WHEREAS, the City of St. James intends to fulfill the required nonstate match obligation by issuing bonds in accordance with Minnesota Statutes.

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

1. The City hereby certifies that the required local matching funds for the proposed project will be provided through the issuance of municipal bonds or other legally authorized financing methods.
2. The City acknowledges its responsibility for securing and expending the nonstate match in accordance with program guidelines and applicable laws.
3. The City further certifies that it has the legal authority and financial capacity to issue bonds to fulfill the matching obligation upon approval of the grant award.

Adopted by the City Council this 17th day of June 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk-Treasurer

RESOLUTION NO.: 06.25.04

Filed: _____

Published: _____

Effective Date: June 17, 2025

June 17, 2025

ITEM: New Business – Resolution 06.25.05: Authorizing the Hiring of a Temporary Intern to Complete Sidewalk Inventory as Part of the Minnesota Active Transportation Planning Assistance Grant

BACKGROUND: The City of St. James was selected to receive technical assistance through the Minnesota Department of Transportation’s Active Transportation Planning Assistance grant to support planning efforts that improve pedestrian and bicycle infrastructure.

City of St. James also received technical staffing support through Minnesota GreenCorps program for projects such as this. Recently, federal funding was cut to this program and our technical staffing support ended. The sidewalk inventory project has been 45% completed. The completion of the project is necessary to meet the requirements for the Active Transportation Planning Assistance grant.

City staff is requesting authorization to hire an intern not to exceed \$1,500 to complete the sidewalk inventory project. It is estimated that completion would require 80-100 hours.

STAFF RECOMMENDATION: Approve/Deny Resolution.

RESOLUTION NO.: 06.25.05

State of Minnesota
County of Watonwan

RESOLUTION NO. 06.25.05

**RESOLUTION AUTHORIZING THE HIRING OF A TEMPORARY INTERN TO
COMPLETE SIDEWALK INVENTORY AS PART OF THE MINNESOTA ACTIVE
TRANSPORTATION PLANNING ASSISTANCE GRANT**

WHEREAS, the City of St. James was selected to receive technical assistance through the Minnesota Department of Transportation's Active Transportation Planning Assistance Grant to support planning efforts that improve pedestrian and bicycle infrastructure; and

WHEREAS, a key requirement of the grant process includes the completion of a full sidewalk inventory to assess current conditions and identify infrastructure gaps; and

WHEREAS, the city received a grant that provided support and assistance through the Minnesota GreenCorps program to assist in the completion of such project; and

WHEREAS, due to recent federal funding cuts to the Minnesota GreenCorps program as part of AmeriCorps, the City of St. James did not receive the full term a GreenCorps member for the 2024–2025 program year; and

WHEREAS, the loss of GreenCorps assistance has created a gap in staffing capacity for grant-related work; and

WHEREAS, City staff have identified the need to hire a temporary intern to fulfill the data collection and inventory tasks required by the grant, at a cost not to exceed \$1,500, which may be accounted for as in-kind match or a qualified local contribution, if applicable.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA that the City Manager is hereby authorized to proceed with the hiring of a temporary intern, at a total cost not to exceed \$1,500.00, to complete the sidewalk inventory required under the Minnesota Active Transportation Planning Assistance Grant.

Adopted by the City Council this 17th day of June 2025.

Christopher Whitehead, Mayor

RESOLUTION NO.: 06.25.05

ATTEST:

Kristin K. Hurley, City Clerk-Treasurer

Filed: _____

Published: _____

Effective Date: June 17, 2025

June 17, 2025

ITEM: New Business – Resolution 06.25.06: Accepting Financial Gift from the American Legion Post #33

BACKGROUND: The attached resolution accepts the financial donation from the American Legion Post #33 in the amount of \$4,000 for the purpose of contributing to the Fire Department’s sponsorship of a band for Railroad Days.

The City of St. James extends a heartfelt thank you to the American Legion Post #33 for their generous donation to the St. James Fire Department, which is helping fund the band performance during Railroad Days. Your support adds energy and excitement to this community celebration.

STAFF RECOMMENDATION: Approve/Deny Resolution.

RESOLUTION NO.: 06.25.06

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 06.25.06

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

WHEREAS, the American Legion Post #33 has offered financial support for the Fire Department 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 gratefully accepts the financial gift of \$4,000.00 from the American Legion Post #33 for the expressed purpose of contributing to the Fire Department's sponsorship of a band for the Railroad Days celebration, to benefit the residents of the City of St. James.

Adopted by the City Council this 17th day of June 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk-Treasurer

Filed: _____

Published: _____

Effective Date: June 17, 2025

June 17, 2025

ITEM: New Business – Resolution 06.25.07: Accepting Financial Gift from the American Legion Post #33

BACKGROUND: The attached resolution accepts the financial donation from the American Legion Post #33 in the amount of \$1,500 for the purpose of contributing to the fireworks show hosted by the St. James Chamber of Commerce.

The City of St. James extends a heartfelt thank you to the American Legion Post #33 for their generous donation to the fireworks show slated for July 4th. Your support adds energy and excitement to this community celebration.

STAFF RECOMMENDATION: Approve/Deny Resolution.

RESOLUTION NO.: 06.25.07

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 06.25.07

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

WHEREAS, the American Legion Post #33 has offered financial support for the 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 gratefully accepts the financial gift of \$1,500.00 from the American Legion Post #33 for the expressed purpose of contributing to the fireworks show, to benefit the residents of the City of St. James.

Adopted by the City Council this 17th day of June 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk-Treasurer

Filed: _____

Published: _____

Effective Date: June 17, 2025