

City Council Meeting Agenda

October 20, 2026 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: Mayor Christopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Mary Shupe

4. DETERMINATION OF QUORUM

5. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 10.06.2026 Council Meeting

6. CONSENT ITEMS

A. Payment of Claims and ACH Payments

7. SCHEDULED BID LETTING

8. SCHEDULED PUBLIC HEARINGS

9. ADMINISTRATIVE APPEALS

10. FINANCIAL REPORTS

11. LICENSES AND PERMITS

12. OLD BUSINESS

A. Consideration to Approve Second Reading of Proposed Ordinance No. 040, 4th Series - Amending Chapter §124.06(C)(4) to the St. James City Code Pertaining to Lower-Potency Hemp Edibles

13. NEW BUSINESS

A. Introduction of Economic Development Advisor, Rod Hamilton

B. Consideration to Approve Resolution 10.26.09 - Approving Ordinance 040, 4th Series Amending Chapter §124.06(C)(4) to the St. James City Code Pertaining to Lower-Potency Hemp Edibles

C. Consideration to Approve Resolution 10.26.10 - Determining Sufficiency of Petition and Ordering Preparation of Report for Local Road Improvement

D. Consideration to Approve Resolution 10.26.11 - Electing Not to Waive the Statutory Municipal Tort Liability Limits

E. Consideration to Approve Resolution 10.26.12 - Authorizing the St. James EMS Director to Enter into the Treatment-In-Place Grant Agreement with the Minnesota Office of Emergency Medical Services

- [F.](#) Consideration to Approve Resolution 10.26.13 - Approving State Airport Fund Grant Agreement with the Minnesota Department of Transportation
- [G.](#) Consideration to Approve Resolution 10.26.14 - Approving State Airport Fund Grant Agreement with the Minnesota Department of Transportation

14. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

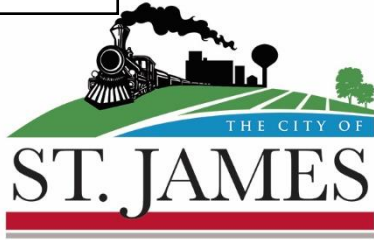
15. ADJOURNMENT

October 20, 2026

ITEM: Approval of Minutes – 10.06.2026 Council Minutes

BACKGROUND: The Minutes of October 6, 2026, City Council Meeting are attached for review and approval.

STAFF RECOMMENDATION: Approve/Deny Minutes.



City Council Meeting Minutes

October 06, 2026 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

Meeting called to order at 5:30 p.m.

2. CALL TO ORDER

3. ROLL CALL: Mayor Christopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Mary Shupe

PRESENT: Mayor Christopher Whitehead, Councilpersons Kathleen Hanson, Paul Harris, Stephen Lindee, Mary Shupe

ABSENT: Councilpersons Sue Craig

STAFF PRESENT: City Manager Amanda Knoll, City Clerk-Treasurer Kris Hurley, City Attorney Mike Kircher

4. DETERMINATION OF QUORUM

5. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 09.15.2026 Council Meeting

Motion made by Harris, Seconded by Shupe.

Voting Yea: Hanson, Harris, Shupe

Voting Abstaining: Lindee

Upon voice vote, it was approved 3-0-1.

6. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims totaling \$1,029,438.77 is as follows: \$578,009.21 Check No. 707238 - 707247, 707251 - 707372 and \$451,429.56 ACH No. 2488 - 2504 as listed in the check register.

Motion made by Harris, Seconded by Hanson.

Voting Yea: Hanson, Harris, Lindee, Shupe

Upon voice vote, it was unanimously approved.

7. SCHEDULED BID LETTING

8. SCHEDULED PUBLIC HEARINGS

9. ADMINISTRATIVE APPEALS

10. FINANCIAL REPORTS

11. LICENSES AND PERMITS

12. OLD BUSINESS

- A. Consideration to Approve Second Reading of Proposed Ordinance No. 039, 4th Series - Rezoning Property from I-2, General Industrial, to B-2, Service Business District

Ordinance No. 039, 4th Series - If approved would rezone property located at 309 Armstrong Blvd North from I-2, General Industrial, to B-2 Service Business District.

Motion made by Lindee, Seconded by Harris Ordinance No. 039, 4th Series received its second reading. Upon hand vote, the following voted:

Voting Yea: Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Ordinance No. 039, 4th Series to have received its second reading.

13. NEW BUSINESS

- A. Consideration to Approve Resolution 10.26.01 - Approving Ordinance 039, 4th Series Rezoning Property From I-2, General Industrial, To B-2, Service Business District

Resolution 10.26.01 rezones property located at 309 Armstrong Blvd North from I-2, General Industrial, to B-2 Business Service District. The resolution also approves the title and summary for publication.

Motion made by Lindee, Seconded by Harris.

Voting Yea: Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.01 duly passed 4-0.

- B. Consideration to Approve Resolution 10.26.02 - Granting a Variance for a Property Located at 1005 5th Street North

Resolution 10.26.02 grants a variance for a property located at 1005 5th Street North.

Motion made by Harris, Seconded by Hanson.

Voting Yea: Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.02 duly passed 4 - 0.

- C. Consideration to Approve Resolution 10.26.03 - Granting a Variance for a Property Located at 609 3rd Avenue South

Resolution 10.26.03 grants a variance for a property located at 609 3rd Avenue South.

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.03 duly passed 4 - 0.

- D. Consideration to Approve Resolution 10.26.04 - Granting Signage Approval Relating to 1210 Heckman Court

Resolution 10.26.04 grants signage approval relating to 1210 Heckman Court.

Motion made by Lindee, Seconded by Shupe.

Voting Yea: Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.04 duly passed 4 - 0.

- E. Consideration to Approve Resolution 10.26.05 - Authorizing the City Clerk-Treasurer to Transfer Funds

Resolution 10.26.05 authorizes the City Clerk - Treasurer to transfer funds from Fund 237, Small Cities Development Fund to Fund 238, Commercial Revitalization Fund.

Motion made by Hanson, Seconded by Harris.

Voting Yea: Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.05 duly passed 4 - 0.

- F. Consideration to Approve Resolution 10.26.06 - Authorizing the St. James Mayor and City Manager to Enter into the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program Agreement with the Minnesota Housing Finance Agency

Resolution 10.26.06 authorizes the St. James Mayor and City Manager to enter into the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program Agreement with the Minnesota Housing Finance Agency.

Motion made by Harris, Seconded by Lindee.

Voting Yea: Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.06 duly passed 4 - 0.

- G. Consideration to Approve Resolution 10.26.07 - Accepting the Caselle Community Connect Proposal and Authorizing the City Manager to Execute the Agreement

Resolution 10.26.07 accepts the Caselle Community Connect proposal and authorizes the City Manager to execute the agreement.

Motion made by Hanson, Seconded by Shupe.

Voting Yea: Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.07 duly passed 4 - 0.

- H. Consideration to Approve Resolution 10.26.08 - Accepting the EDA Services Proposal and Authorizing the City Manager to Execute the Agreement

Resolution 10.26.08 accepts the EDA services proposal and authorizes the City Manager to execute the agreement.

Motion made by Harris, Seconded by Hanson.

Voting Yea: Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.08 duly passed 4 - 0.

- I. Consideration to Approve Resolution 10.26.09 - Ordering Preparation of Report on Improvement for 1st Avenue South Improvements

Resolution 10.26.09 orders preparation of report on improvements for 1st Avenue South.

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.09 duly passed 4 - 0.

- J. Consideration to Approve First Reading of Proposed Ordinance No. 040, 4th Series - Amending Chapter §124.06(C) to the St. James City Code Pertaining to Lower-Potency Hemp Edibles

Ordinance No. 40, 4th Series, if approved amends Chapter §124.06(C) to the St. James City Code Pertaining to Lower-Potency Hemp Edibles.

Motion made by Hanson, Seconded by Harris Ordinance No. 40, 4th Series received its first reading. Upon hand vote the following voted:

Voting Yea: Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Ordinance No. 40, 4th Series to have received its first reading.

14. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

15. ADJOURNMENT

Motion made by Hanson, Seconded by Harris to adjourn.

All Yea - motion carried. The meeting adjourned at 5:55 p.m.

Kristin Hurley, City Clerk-Treasurer

October 20, 2026

ITEM: Old Business – Proposed Ordinance No. 040, 4th Series: Amending Chapter §124.06(C)(4) to the St. James City Code Pertaining to Lower-Potency Hemp Edibles

BACKGROUND: The attached proposed ordinance amends the language pertaining to the storage and display of lower-potency hemp edibles in accordance with state law and regulations.

~~**First Reading:** October 6, 2026~~

~~**Notice of Proposed Ordinance:** October 9, 2026~~

Second Reading and Final Vote: October 20, 2026

Approval of Publication of Title and Summary of Ordinance by the Council:

Publication of Title and Summary of Ordinance:

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 2nd Reading of Proposed Ordinance.

State of Minnesota
County of Watonwan

ORDINANCE 040, 4TH SERIES

AN ORDINANCE AMENDING CHAPTER §124.06(C)(4) TO THE ST. JAMES CITY
CODE PERTAINING TO LOWER-POTENCY HEMP EDIBLES

The City of St. James does ordain:

Section 1. Title XI of the City Code is amended by revising Chapter §124.06(C)(4) to read as follows:

§ 124.06 LOWER-POTENCY HEMP EDIBLES.

(C) *Additional standards*

(4). Storage and display of product. ~~Low-potency edibles shall be sold behind a counter and stored in a locked case.~~ Lower-potency hemp edibles, other than lower-potency hemp edibles intended to be consumed as a beverage, shall be displayed behind a checkout counter where the public is not permitted or in a locked case. Lower-potency hemp edibles that are not displayed shall be stored in a secure area. Lower-potency hemp beverages may be displayed and stored in accordance with applicable state laws and regulations.

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

October 20, 2026

ITEM: New Business – Resolution 10.26.09: Approving Ordinance 040, 4th Series Amending Chapter §124.06(C)(4) to the St. James City Code Pertaining to Lower-Potency Hemp Edibles

BACKGROUND: The proposed ordinance amendment updates the display and storage requirements for lower-potency hemp edibles to align with Minnesota Statutes.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 10.26.09

**RESOLUTION APPROVING ORDINANCE 040, 4TH SERIES AMENDING
CHAPTER §124.06(C)(4) TO THE ST. JAMES CITY CODE PERTAINING TO
LOWER-POTENCY HEMP EDIBLES**

WHEREAS, the City of St. James introduced the proposed Ordinance 040, 4th Series amending §Chapter 124.06(C)(4) to the St. James City Code pertaining to lower-potency hemp edibles; and

WHEREAS, the City of St. James City Council reviewed this item during their October 6, 2026, city council meeting, agreed with the recommendation and approved the first reading of the proposed Ordinance 040, 4th Series; and

WHEREAS, the City of St. James City Council held a second reading of the proposed Ordinance 040, 4th Series during their October 20, 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 040, 4th 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 040, 4th Series amending §Chapter 124.06(C)(4) to the St. James City Code pertaining to lower-potency hemp edibles.

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 040, 4TH SERIES AMENDING CHAPTER §124.06(C)(4) TO THE ST.
JAMES CITY CODE PERTAINING TO LOWER-POTENCY HEMP EDIBLES**

The City Council of St. James has adopted Ordinance 040, 4th Series, amending §Chapter 124.06(C)(4) to the St. James City Code pertaining to lower-potency hemp edibles. The effective date of the ordinance is upon publication.

This summary of Ordinance 040, 4th Series has been approved by the City Council on

October 20, 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 20th day of October 2026.

Christopher Whitehead, Mayor

Attest:

Kristin Hurley, City Clerk - Treasurer

October 20, 2026

ITEM: New Business – Resolution 10.26.10: Determining Sufficiency of Petition and Ordering Preparation of Report for Local Road Improvement

BACKGROUND: The city received a petition requesting the improvement of 2nd Avenue South and Stauffer Avenue between 11th Street South and 15th Street South from gravel to a 4-inch asphalt surface.

Staff reviewed the petition and determined that it meets the required 35% property frontage threshold under Minnesota Statutes, Chapter 429.

The proposed resolution formally determines the petition to be sufficient and authorizes the City Engineer to prepare a preliminary report evaluating the necessity, feasibility, and estimated cost of the proposed improvement.

Approval of this resolution does not authorize construction or commit the City to proceeding with the project. Once the preliminary report is completed, it will be presented to the City Council for consideration of the next steps, including whether to schedule a public hearing.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 10.26.10

**RESOLUTION DETERMINING SUFFICIENCY OF PETITION AND ORDERING
PREPARATION OF REPORT FOR LOCAL ROAD IMPROVEMENT**

WHEREAS, a petition has been submitted to the City Council of the City of St. James requesting a local road improvement consisting generally of the improvement of 2nd Avenue South and Stauffer Avenue between 11th Street South and 15th Street South from a gravel surface to a paved 4-inch asphalt surface; and

WHEREAS, Minnesota Statutes, Chapter 429, provides a process by which municipalities may undertake local improvements and assess all or a portion of the cost of such improvements against benefited property; and

WHEREAS, pursuant to Minnesota Statutes § 429.035, the City Council is required to determine by resolution whether a petition for a local improvement has been signed by the required percentage of owners of property affected by the proposed improvement; and

WHEREAS, the City has reviewed the petition and determined that it has been signed by owners representing not less than thirty-five percent (35%) in frontage of the real property abutting the street identified in the petition as the location of the proposed improvement; and

WHEREAS, the City Council's determination that the petition is sufficient does not constitute approval or an order to construct the proposed improvement, and further review is necessary pursuant to Minnesota Statutes, Chapter 429.

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

1. The petition requesting the improvement of 2nd Avenue South and Stauffer Avenue between 11th Street South and 15th Street South from a gravel surface to a paved 4-inch asphalt surface is hereby determined to be sufficient pursuant to Minnesota Statutes §429.031 and §429.035.
2. The City Engineer is hereby authorized and directed to prepare a preliminary report regarding the proposed improvement in accordance with Minnesota Statutes §429.031.
3. The preliminary report shall address whether the proposed improvement is necessary, cost effective, and feasible; whether the improvement should be made as proposed or in connection with another improvement; and the estimated cost of the recommended improvement.

4. Upon completion of the preliminary report, the report shall be presented to the City Council for consideration and determination of whether to proceed with further proceedings under Minnesota Statutes, Chapter §429, including consideration of calling a public hearing on the proposed improvement.

Adopted by the City Council this 20th day of October 2026.

Christopher Whitehead, Mayor

Attest:

Kristin Hurley, City Clerk - Treasurer



Petition For Local Improvements¹

St. James, Minnesota

Date of Petition

To the City Council of St. James, Minnesota:

We, the undersigned, owners of not less than 35% in frontage of the real property abutting on 2nd Ave S & Stauffer Ave ~~Street~~, between 11th Street S line of _____ Street and the _____ line of 15th Street S Street hereby petition that such street be improved by 4" asphalt surfacing pursuant to Minnesota Statutes, Chapter 429.

	Signature of Owner ³	Description of Property or Property ID Number
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

Amanda Knoll
City Manager

9/23/2026
Date Received

¹ This form itself need not be used by petitioning landowners. It merely demonstrates the information required to petition the City Council.

² Identify action requested such as asphalt surfacing, installation of curbs and gutters, the construction of watermain, etc.

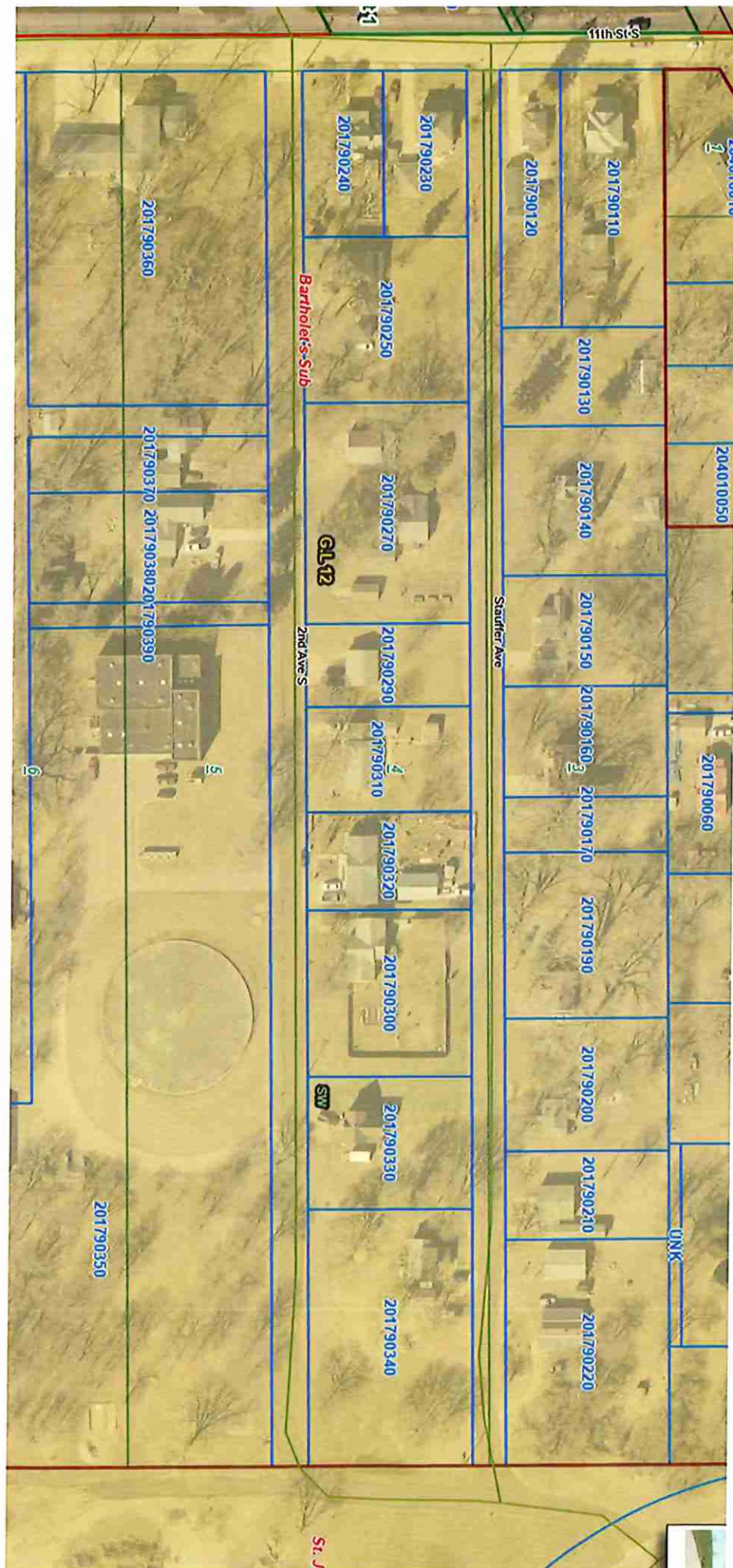
³ Property owned in joint tenancy or by tenants in common should be signed by each owner.

PETITION FOR LOCAL IMPROVEMENT

PARCEL ID	ADDRESS	OWNER	FRONTAGE FOOTAGE	SIGNATURE
201790370	1108 2nd Ave S	Jose Garza	50.1	<i>Jose Garza</i>
201790380	1110 2nd Ave S	Esmeralda Marroquin	100	<i>Esmeralda Marroquin</i>
201790250	1105 2nd Ave S	Pascual & Maria B Sanchez	150	<i>Maria B Sanchez</i>
201790270	1110 Stauffer Ave	Seven & One LLC	201	<i>Seven & One LLC</i>
201790290	1109 2nd Ave S	Taylor Berg	72.98	<i>Taylor Berg</i>
201790310	1111 2nd Ave S	Taylor Berg	94.79	<i>Taylor Berg</i>
201790320	1113 2nd Ave S	Vicente & Candelaria Ibarra	89.58	<i>Candelaria Ibarra</i>
201790300	1115 2nd Ave S	George Olsen	152.1	<i>George Olsen</i>
201790330	1121 2nd Ave S	Juan & Nancy Rios	119.8	<i>Juan & Nancy Rios</i>
201790340	1132 Stauffer Ave	Martin Alarado	232.8	<i>Martin Alarado</i>
201790350	1120 2nd Ave S	City of St. James	758.3	<i>City of St. James</i>
201790130	1111 Stauffer Ave	Alex Olson	90.63	<i>Alex Olson</i>
201790140	1113 Stauffer Ave	Guadalupe Cedillo	136.5	<i>Guadalupe Cedillo</i>
201790150	1115 Stauffer Ave	Melvin Tema	97.92	<i>Melvin Tema</i>
201790160	1119 Stauffer Ave	Roberto Moran Trejo	98.98	<i>Roberto Moran Trejo</i>
201790170	1116 First Ave S	Raymond Augst	50	<i>Raymond Augst</i>
201790190	1125 Stauffer Ave	Jesus Jimenez-Perez	150	<i>Jesus Jimenez-Perez</i>
201790200	1129 Stauffer Ave	Bounthavy Keosaksith	119.8	<i>Bounthavy Keosaksith</i>
201790210	1131 Stauffer Ave	Jose Galdamez	81.25	<i>Jose Galdamez</i>
201790150	1137 Stauffer Ave	Brandon Firchau	101	<i>Brandon Firchau</i>

1,663.12

2nd Ave S
Stauffer Ave1,268
1,455TOTAL 2,723
35% 953.05 ✓



October 20, 2026

ITEM: New Business – Resolution 10.26.11: Electing Not to Waive the Statutory Municipal Tort Liability Limits

BACKGROUND: The city obtains liability insurance coverage through the League of Minnesota Cities Insurance Trust (LMCIT). As part of its annual insurance renewal, LMCIT requires the City to determine whether to waive the statutory monetary limits on municipal tort liability established under Minnesota Statutes § 466.04.

The proposed resolution elects **not to waive** these statutory limits, maintaining the City's existing liability protections. The resolution also authorizes the City Manager to execute and submit the required LMCIT Liability Coverage Waiver Form.

STAFF RECOMMENDATION: Approve/Deny Resolution.

State of Minnesota
County of Watonwan

RESOLUTION NO. 10.26.11

**RESOLUTION ELECTING NOT TO WAIVE THE STATUTORY MUNICIPAL
TORT LIABILITY LIMITS**

WHEREAS, the City of St. James obtains liability insurance coverage through the League of Minnesota Cities Insurance Trust (LMCIT; and

WHEREAS, Minnesota Statutes § 466.04 establishes statutory monetary limits on municipal tort liability; and

WHEREAS, LMCIT requires its members to annually determine whether to waive the statutory municipal tort liability limits to the extent of the liability coverage obtained from LMCIT; and

WHEREAS, the City Council has considered the available options and has determined that it is in the best interest of the City of St. James to retain the statutory monetary limits on municipal tort liability.

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

1. **Election Not to Waive.** The City of St. James hereby elects NOT TO WAIVE the statutory monetary limits on municipal tort liability established by Minnesota Statutes §466.04.
2. **Authorization.** The City Manager is hereby authorized to execute and submit the LMCIT Liability Coverage Waiver Form reflecting the City's election.
3. **Annual Review.** This election shall apply to the applicable LMCIT liability coverage period, subject to future annual review and determination by the City Council.

Adopted by the City Council this 20th day of October 2026.

Christopher Whitehead, Mayor

Attest:

Kristin Hurley, City Clerk - Treasurer



League of Minnesota Cities Insurance Trust Liability Coverage Waiver Form

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Use the submit button below, otherwise, print and email to pstech@lmc.org, or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

Select one of the options below.

- ☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04
- ☐ The member **WAIVES** monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT

LMCIT Member Name: City of St. James

Date of member's governing body meeting: 10/20/2026

Name and title of person completing this form: Amanda Knoll

Signature of person completing this form: _____

SUBMIT

October 20, 2026

ITEM: New Business – Resolution 10.26.12: Authorizing the St. James EMS Director to Enter into the Treatment-In-Place Grant Agreement with the Minnesota Office of Emergency Medical Services

BACKGROUND: St. James EMS has been awarded a \$30,000 grant through the Minnesota Office of Emergency Medical Services (OEMS) Treatment-In-Place (TIP) Pilot Program.

The program will allow EMS personnel to assess and treat eligible patients at their location when ambulance transportation to an emergency department is not medically necessary. The goal is to improve patient care, reduce unnecessary transport, and enhance the efficiency of emergency medical services.

The grant provides reimbursement of \$500 per qualifying treatment-in-place response, up to a maximum of \$30,000. The grant period extends through August 31, 2027, and includes requirements for protocol development, staff training, program implementation, and reporting.

The proposed resolution authorizes EMS Director Holly Wallace to execute the grant agreement on behalf of the city.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 10.26.12

**RESOLUTION AUTHORIZING THE ST. JAMES EMS DIRECTOR TO ENTER
INTO THE TREATMENT-IN-PLACE GRANT AGREEMENT WITH THE
MINNESOTA OFFICE OF EMERGENCY MEDICAL SERVICES**

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

1. The St. James EMS Director is hereby authorized and directed to sign the Treatment-In-Place Grant Agreement with the Minnesota Office of Emergency Medical Services.

Adopted by the City Council this 20th day of October 2026.

Christopher Whitehead, Mayor

Attest:

Kristin Hurley, City Clerk - Treasurer



This Grant Contract Agreement is between the State of Minnesota, acting through its Director of Emergency Medical Services, 335 Randolph Ave, Suite 170, St. Paul, MN 55102 ("State") and City of St. James, St. James EMS, 1205 6th Ave S, St James, MN, 56081 ("Grantee").

Recitals

Under Minnesota Statutes 144E.011 the State is empowered to enter into this Grant Contract Agreement. The State is in need of an eligible ambulance service to create treatment-in-place protocols and provide treatment-in-place services to patients in response to calls for service through the 911 system. The Grantee represents that it is duly qualified and agrees to perform all services in accordance with this Grant Contract Agreement.

Grant Contract Agreement

1. Term of Grant Contract Agreement

1.1 Effective Date. October 1, 2026, or the date the State obtains all required signatures, whichever is later.

Per [Minnesota Statutes § 16B.98, Subd. 5](#), the Grantee must not begin work until this Grant Contract Agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence.

Per [Minnesota Statutes § 16B.98 Subd. 7](#), no payments will be made to the Grantee until this Grant Contract Agreement is fully executed.

1.2 Expiration Date. August 31, 2027, or until all obligations have been fulfilled, whichever occurs first.

1.3 Survival of Terms.

The following clauses survive the expiration or cancellation of this Grant Contract Agreement: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

2. Specifications, Duties, and Scope of Work

2.1 Grant Management. Grantee will comply with [OGM Policy 08-10: Grant Monitoring](#) and cooperate with the State for required monitoring visit(s) and shall comply with State requests for supporting documentation for financial reconciliation and other information, before, during and after the visit(s).

2.2 Duties. The parties will perform the services outlined in Exhibit A: TIP Work Plan. This includes developing Treatment-in-place ambulance service protocols, training ambulance staff on TIP protocols, and TIP project roll-out. All qualifying TIP responses must include specific criteria within the patient care report to be eligible for reimbursement.

ing Requirements.

- A. Grantee must provide monthly progress reports on work plan status in a format provided by the state. Progress reports will be evaluated against prior reports and the original work plan.
- B. Once TIP responses have been completed, the patient care report must be finalized in the ambulance services patient care reporting system. Each patient care report must be transmitted to the state EMS patient care report repository as required by M.S. 144E.123. Patient care reports for treatment-in-place must conform to the schematron and validation rules which have been adopted by the Office. This documentation can be found at [OEMS Incorporated by Reference Documents / Office of Emergency Medical Services \(OEMS\)](#). These documents are incorporated into this contract by reference. For the purposes of program evaluation and payment facilitation, each patient care report must identify the following information to be eligible for reimbursement:
 - A. **For eDisposition.27 the value must be selected as Patient Contact Made code 4227001**
 - B. **For eDisposition.28 the value must be selected as Patient Evaluated and Care Provided code 4228001**
 - C. **Procedure Code 698314001 Treatment-in-place Offered (RHTP Use Only) must be documented in eProcedures.03**
 - D. **For eDisposition.30 the value must be selected as No Transport code 4230013**
 - E. **For eSituation.13 the value selected must not be blank, not recorded, or not applicable**
 - F. **Patient first name, last name and date of birth must be provided within the patient care report.**
- C. The final grant report is due in a format provided by the state on **September 15th, 2027**.
- D. A final grantee performance evaluation will be posted publicly at [Grant Eval Uploader | OSP](#) per Minnesota Statute § [16B.98 MN Subd. 12](#) and [OGM Policy 08-13](#).

3. Time

The Grantee must comply with all the time requirements described in this Grant Contract Agreement. In the performance of this Grant Contract Agreement, time is of the essence and failure to meet a deadline date may be a basis for a determination by the State's Authorized Representative that the Grantee has not complied with the terms of the Grant Contract Agreement. The Grantee is required to perform all the duties cited within clause two "Specifications, Duties, and Scope of Work" within the grant period. The State is not obligated to extend the grant period.

4. Consideration and Terms of Payment

The consideration for all services performed by the Grantee pursuant to this Grant Contract Agreement shall be paid by the State as follows:

- 4.1 Compensation.** The total obligation of the State under this Grant Contract Agreement, including all compensation and reimbursements, is not to exceed **\$30,000**, which shall be paid in accordance with the submitted budget:

Total Number of Estimated TIP Eligible Responses	Fixed Amount per TIP Response	Maximum Reimbursement Amount
60	\$500	\$30,000

Payments will not be made if reports or deliverables are past due.

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Reimbursement Qualification. An ambulance response is eligible for reimbursement by providing treatment-in-place following protocols approved by the ambulance service medical director. Additionally, the treatment-in-place intervention must meet one or more of the following criteria:

- A. A medication was administered to the patient and documented within eMedications.03; or
- B. A procedure other than previously required **Procedure Code 698314001** was performed on the patient and documented within eProcedures.03; or
- C. A clinically meaningful assessment was performed and documented that ultimately led to a medical decision that resulted in non-transport

4.2.3.1 The invoice and patient care reporting template will be required in the format provided by the state.

4.3 Administrative Costs. Administrative costs are not an allowable expense.

4.4 Travel Expenses. Reimbursement for travel and subsistence expenses are not allowable expenses.

4.5 Invoices. Payments shall be made by the State after the Grantee's presentation of invoices for services satisfactorily performed and the written acceptance of such services by the State's Authorized Representative. Invoices shall be submitted timely, with additional details as requested by the State, and according to the following schedule:

- | | |
|----------------|----------------|
| • Nov 15, 2026 | • May 15, 2027 |
| • Dec 15, 2026 | • Jun 15, 2027 |
| • Jan 15, 2027 | • Jul 15, 2027 |
| • Feb 15, 2027 | • Aug 15, 2027 |
| • Mar 15, 2027 | • Sep 15, 2027 |
| • Apr 15, 2027 | |

4.1 Federal Funds. Payments will be made from federal funds obtained by the state to the Grantee from the U.S. Department of Health and Human Services through the Centers for Medicare and Medicaid Services Rural Health Transformation Program, Assistance Listing Number 93.798 and Federal Award Identification Number RHTCMS332077. Grantee is responsible for compliance with all federal requirements on these funds and accepts full financial responsibility for any requirements imposed by Grantee's failure to comply with federal requirements.

5. Conditions of Payment

The State will issue payment for services actually performed and that meet all terms, conditions, and specifications of the Grant Contract Agreement. If the State disputes in good faith or raises questions regarding any portion of the amount owed to the Grantee or if the State otherwise requires any adjustment to an invoiced amount, the State will notify Grantee in writing of the nature and basis of the dispute or adjustment. The Grantee will not receive payment for work that does not meet all terms, conditions, and specifications of the Grant Contract Agreement or that was performed in violation of federal, state, or local law. Additionally, the State has authority to temporarily withhold payments in accordance with [Minnesota Statutes § 15.013, subd. 7](#), when there is a credible allegation of fraud under investigation.

5.1 Payment Recoupment

Grantee must repay State upon demand or State may deduct from future payments under this grant contract agreement any improper payments made under this Grant Contract Agreement including:

- A. The grantee may not receive payment from any other sources for the ambulance services emergency response that resulted in a claimed Treatment-in-place reimbursement. This section does not preclude a grantee from receiving payment for providing other types of service to a patient including but not limited to

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community EMT services, community paramedic services, primary care, care coordination, non-emergency medical transportation.

- B. The grantee may not receive payment for a treatment-in-place intervention under the terms of this grant if a patient had previously received a treatment-in-place intervention by the same ambulance service within the immediately preceding 72 hours. This time is measured from **eTimes.03 Date/Time** unit notified by dispatch.
- C. Any amounts paid by State for which Grantee's books, records and other documents required to be maintained by Grantee pursuant to Section 12, State Audit and Section 13, Government Data Practices, are not sufficient to clearly substantiate that those amounts were used by Grantee to perform contract services, in accordance with Section 2, Specifications, Duties, and Scope of Work;
- D. Any amount paid by State for services which either duplicate services covered by other grants or contracts, or for any other costs determined by State as non-allowable or ineligible;
- E. Any unexpended funds that have not been accounted for in a financial report to the State.

6. Subcontracting and Subcontract Payment

6.1 Subrecipient

A subrecipient is a person or entity that has been awarded a portion of the work authorized by this Grant Contract Agreement with the Grantee. The Grantee must document any subaward through a formal legal subagreement. The Grantee must provide timely notice to the State of any subrecipient(s) prior to the subrecipient(s) performing work under this Grant Contract Agreement.

6.2 Monitoring

The Grantee must monitor the activities of the subrecipient(s) to ensure the subaward is used for authorized purposes; is in compliance with the terms and conditions of the subaward, [Minnesota Statutes § 16B.97, Subd.4 \(a\) \(1\)](#) and other relevant statutes and regulations; and that subaward performance goals are achieved. During this Grant Contract Agreement, if a subrecipient is determined to be performing unsatisfactorily by the State's Authorized Representative, the Grantee will receive written notification that the subrecipient can no longer perform services authorized by this Grant Contract Agreement.

6.3 Performance

No subagreement will reduce, replace, or change the Grantee's primary legal responsibility to complete all required work under this Grant Contract Agreement on time and to the agreed specifications.

6.4 Payment

The Grantee must pay any subrecipient or contractor for completed work in a timely manner, not to exceed 30 days of receiving reimbursement or payment for services from the granting agency.

7. Contracting and Bidding Requirements

The Grantee is required to comply with [Minnesota Statutes § 471.345, Uniform Municipal Contracting Law](#) when contracting for goods or services.

7.1 Suspend and Debar

The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#) or by the federal government: [Excluded Entity Information](#).

Representatives**8.1 State**

- A. The Program Manager is Dylan Ferguson, Director, OEMS, 335 Randolph Avenue, St. Paul, MN 55012, (651) 201-2806, dylan.ferguson@state.mn.us, or their successor or delegate, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this agreement.
- B. The Fiscal Manager is Melanie Riddle, Grants and Financial Manager, OEMS, 335 Randolph Avenue, St. Paul, MN 55012 (651) 201-2809, melanie.q.riddle@state.mn.us, or their successor or delegate, and has the responsibility to monitor the Grant Contract Agreement, receive invoices and approve payments to the Grantee.

8.2 Grantee

- A. The Grantee's representative for executing the contract and management of the grant is Holly Wallace, Director of EMS, holly.wallace@ci.stjames.mn.us, 1205 6th Ave S, St James, MN, 56081, (507) 317-0501, or their successor or delegate.
- B. If the Grantee's Authorized Representatives change at any time during this grant contract agreement, the Grantee must immediately notify the State.

8.3 Website Posting

The Grantee must clearly post on the Grantee's website the contact information for the Grantee's leaders and contact information for the person(s) responsible for managing and overseeing this Grant Contract Agreement. The Grantee further agrees to keep this contact information current and provide a prompt response to public inquiries about the Grant Contract Agreement.

9. Assignment, Amendments, Waiver, and Contract Complete**9.1 Assignment**

The Grantee may neither assign nor transfer any rights or obligations under this Grant Contract Agreement without the prior consent of the State and a fully executed agreement by the authorized parties or their successors.

9.2 Amendments

Any amendment to this Grant Contract Agreement must be in writing and will not be effective until it has been approved and executed by the same parties who approved and executed the original Grant Contract Agreement or their successors.

9.3 Waiver

If the State fails to enforce any provision of this Grant Contract Agreement, that failure does not waive the provision or its right to enforce it.

9.4 Contract Complete

This Grant Contract Agreement contains all agreements between the State and the Grantee. No other understanding regarding this Grant Contract Agreement, whether written or oral, may be used to bind either party.

10. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from performance of this Grant Contract Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Contract Agreement.

Pursuant to [Minnesota Statutes § 16B.98, Subd. 8](#), the Grantee's books, records, documents, and accounting procedures and practices relevant to this Grant Contract Agreement are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Grant Contract Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

State may recover payments as described in Section 5.1, Payment Recoupment, for improper payments found during the term of the grant award, during the audit period described in this section, or until expiration of the relevant statute of limitations, whichever is later.

12. Government Data Practices

All data collected, created, received, stored, used, maintained, or disseminated under this Grant Contract Agreement by the State or Grantee are government data as defined in [Minnesota Statutes § 13.02, subd. 7](#). The Grantee and the State must comply with the Minnesota Government Data Practices Act, [Minnesota Statutes Chapter 13](#). The civil remedies in [Minnesota Statutes § 13.08](#), administrative remedy in [Minnesota Statutes § 13.085](#), and the criminal penalties in [Minnesota Statutes § 13.09](#) apply to the administration of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must promptly notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

13. Workers' Compensation

The Grantee certifies that it is in compliance with [Minnesota Statutes § 176.181, Subd. 2](#), pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

14. Governing Law, Jurisdiction, Venue

Venue for all legal proceedings out of this Grant Contract Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination

15.1 Termination by the State

A. Without Cause

The State may terminate this Grant Contract Agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services performed in accordance with this Grant Contract Agreement.

B. With Cause

The State may immediately terminate this Grant Contract Agreement if the State finds that there has been a failure to comply with the provisions of this Grant Contract Agreement, that reasonable progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled. The

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e may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

Per [Minnesota Statutes § 16B.991](#), the State must immediately terminate this Grant Contract Agreement if the recipient is convicted of a criminal offense related to a State grant. "Recipient" includes individuals, entities, and key personnel of entities, including board members, officers, executives, employees, or agents with authority over or access to grant funds, and any individual in a position of fiduciary responsibility related to the grant. Grantee must promptly notify the State if, during this award, any of its employees with access to grant funds is convicted of a criminal offense related to a state grant.

15.2 Termination by the Commissioner of Administration

The Commissioner of Administration may immediately and unilaterally terminate this Grant Contract Agreement if further performance under the agreement would not serve agency purposes or performance under the Grant Contract Agreement is not in the best interest of the State.

15.3 Termination for Insufficient Funding

The State may immediately terminate this Grant Contract Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Grant Contract Agreement. Termination must be by written notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services performed in accordance with the Grant Contract Agreement to the extent that dedicated funds are available.

In the event of temporary lack of funding or appropriation, the State may pause its obligations under this Grant Contract Agreement without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Contract Agreement. The Grantee will be notified in writing of the temporary pause, and the Grantee's ability to provide services may be temporarily suspended during this period. The State will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the Grant Contract Agreement may resume.

The State will not be assessed any penalty if the Grant Contract Agreement is terminated due to insufficient funding. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving notice.

16. Publicity and Endorsement

16.1 Publicity

Any publicity pertaining to the services resulting from this Grant Contract Agreement shall identify the State as the sponsoring agency. Publicity includes, but is not limited to: websites, social media platforms, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee or its employees individually or jointly with others or any subcontractors. All projects primarily funded by state grant appropriations must publicly credit the State, including on the Grantee's website, when practicable.

16.2 Endorsement

The Grantee must not claim that the State endorses its products or services.

Under [Minnesota Statutes § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

18. Grantee Operations and Mandatory Disclosures

18.1 Conflict of Interest

Grantee and any subrecipients must maintain written standards of conduct governing conflicts of interest and the actions of its employees and representatives involved in administering any aspect of this Grant Contract Agreement, including the selection and oversight of contracts or subawards or subrecipients. In addition, the Grantee must maintain written standards of conduct covering organizational conflicts of interest.

18.2 Complaints

Grantee must maintain a process for receiving, investigating, and resolving complaints regarding the provision of any services outlined in this Grant Contract Agreement, including complaints about potential fraud or unlawful use of state grants administered by Grantee.

18.3 Prevailing Wage

The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.

18.4 Paid Leave

The Grantee must be in compliance with MN Paid Leave governed by [Minnesota Statutes Chapter 268B](#), as applicable. The Grantee's employees and agents will not be considered State employees.

18.5 Voter Registration

As applicable, Grantee certifies that it will comply with [Minnesota Statutes § 201.162](#) by providing voter registration services for its employees and for the public served by Grantee. Voter registration materials can be found on the Secretary of State's website.

18.6 Grantee Certification

Grantee certifies that none of its employees with access to grant funds, or who holds fiduciary responsibility or authority over the grants, including board members, officers, executives, employees, or agents of Grantee has been convicted of a criminal offense related to a state grant. Grantee must promptly notify the State if, during the course of this award, any of its employees with access to grant funds is convicted of a criminal offense related to a state grant.

18.7 Notification of Unlawful Use of Funds

Grantee must promptly disclose to the State whenever, in connection with this grant award, it has evidence of unlawful use of grant funds or violations of federal or state law related to this grant, including possible fraud or misuse, conflict of interest, bribery, or other financial crimes by personnel of the grantee, subgrantee, subrecipients, or beneficiaries.

19. Exhibits

The following Exhibits are attached and incorporated into this Grant Contract Agreement. In the event of a conflict between the terms of this Grant Contract Agreement and its Exhibits, or between Exhibits, the order of precedence is first the Grant Contract Agreement, and then in the following order:

Exhibit A: TIP Work Plan

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Grant Contract Agreement Signature Page

State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15

Print Name: Nga Branchini

Signature:  Digitally signed by Nga Branchini
Date: 2026.09.23 13:29:41 -05'00'

Title: Acctg Tech

SWIFT Contract No. 297108/46014/300-0384

State Agency

With delegated authority

Print Name:

Signature:

Title: Date:

Grantee

With delegated authority

Print Name: Holly Wallace

Signature:

Title: Date:

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Exhibit A: TIP Work Plan

	St.James EMS			
Goals and Objectives	Description of Tasks, Duties, and Deliverables	Action Plan	Expected Outcomes	Planned Completion Date
St. James EMS seeks to develop and implement a Treatment in Place (TIP) program designed to provide safe, clinically appropriate assessment and treatment for select low-acuity patients in the prehospital setting. The primary objective is to establish evidence-informed patient care guidelines that allow EMS providers to address appropriate presenting symptoms on scene while reducing unnecessary emergency department transportation. The TIP program will be limited to clearly defined patient populations and clinical presentations. Each protocol will establish appropriate inclusion and exclusion criteria, recommended treatment interventions, required reassessment following treatment, and clear criteria for determining whether treatment has been effective. Patient safety will remain the primary consideration throughout the development and implementation of the program. Patients who meet TIP criteria and are successfully treated on scene will receive appropriate education regarding their condition, instructions for managing recurrent or worsening symptoms, and recommendations for timely follow-up with a primary care provider or urgent care facility. Patients who do not meet TIP criteria, fail to demonstrate adequate improvement following treatment, or otherwise require a higher level of care will continue to be transported for further medical evaluation. Patients who meet TIP criteria but nonetheless desire transportation will retain the option to be transported.	St. James EMS will collaborate with the MJM Medical Direction Consortium to develop a limited and clinically appropriate set of TIP protocols. Protocol development will focus on specific low-acuity symptoms and patient presentations for which assessment and treatment in the prehospital environment can be performed safely and effectively. The protocol-development process will include: •Establishing patient inclusion and exclusion criteria. •Identifying specific low-acuity conditions appropriate for TIP consideration. •Defining approved assessment and treatment interventions. •Establishing required post-treatment reassessment criteria. •Defining clinical indicators for successful treatment and safe disposition. •Establishing criteria requiring emergency department transportation or additional medical evaluation. •Developing standardized documentation requirements for TIP encounters. •Establishing patient education and discharge instructions. •Providing recommendations for primary care or urgent care follow-up. •Establishing a process for monitoring TIP utilization, outcomes, and patient safety. The resulting protocols will provide EMS personnel with a consistent, standardized framework for determining when a patient may appropriately receive treatment on scene rather than being transported to an emergency department.	St. James EMS will work directly with the MJM Medical Direction Consortium throughout the protocol-development process to ensure that all guidelines are medically appropriate, operationally feasible, and consistent with applicable EMS standards and medical direction. The initial phase will involve identifying appropriate low-acuity patient presentations and reviewing current EMS practices and available clinical guidance. Following identification of appropriate patient populations, St. James EMS and the medical direction team will develop protocol criteria, treatment recommendations, reassessment requirements, and disposition guidelines. Once draft protocols have been developed, they will be reviewed and refined with medical direction prior to implementation. EMS personnel will be educated on the new protocols, including patient selection, treatment requirements, reassessment, documentation, patient education, and circumstances requiring transportation. Following implementation, St. James EMS will monitor the program to evaluate utilization, treatment effectiveness, patient disposition, and any identified safety concerns. Data collected through the program will be used to evaluate outcomes and identify opportunities for protocol improvement.	The implementation of a TIP program is expected to reduce low- and non-acute emergency department transports while maintaining patient safety and quality of care. By providing appropriate treatment at the patient's location, St. James EMS will be able to address certain medical needs without requiring patients to utilize emergency department resources when emergency transportation is not clinically necessary. Expected outcomes include: 1.Reduction in unnecessary emergency department transports among appropriately selected low-acuity patients. 2.Improved access to appropriate care by providing treatment and education at the patient's location. 3.Improved patient experience by allowing appropriate patients to receive care without an unnecessary emergency department visit. 4.Improved continuity of care through recommendations for timely primary care or urgent care follow-up. 5.Improved EMS resource utilization by reducing transports for conditions that can be safely assessed and treated on scene. 6.Enhanced patient safety through standardized inclusion/exclusion criteria, required reassessment, documentation, and clear transportation criteria. 7.Ongoing quality improvement through collection and review of TIP utilization and patient outcome data. The program will emphasize that Treatment in Place is not intended to replace emergency medical transportation when transportation is clinically indicated. Rather, it will provide EMS providers with an additional, medically directed option for appropriately selected low-acuity patients.	St. James EMS plans to complete development and medical-direction review of the initial Treatment in Place protocols by November 1, 2026, with implementation and ongoing evaluation to follow. The program will be monitored to ensure that it continues to meet patient safety, clinical quality, and community healthcare needs.
Training Plan The primary goal of the training plan is to ensure that all St. James EMS crew members are thoroughly educated on the Treatment in Place (TIP) protocols and are prepared to implement them safely, consistently, and effectively. Training will focus on four key objectives: 1.Protocol knowledge: Ensure all crew members understand the TIP protocols, including patient eligibility criteria, treatment procedures, contraindications, and appropriate follow-up recommendations. 2.Patient assessment and treatment evaluation: Strengthen crew members' ability to recognize patients who may be appropriate candidates for TIP, conduct an appropriate assessment before treatment, and reassess the patient following treatment to determine effectiveness. 3.Patient education: Prepare crew members to provide patients with clear instructions regarding the treatment received, expected outcomes, warning signs, and appropriate follow-up care. Crew members will also become familiar with the patient education materials and community resources provided through the TIP program. 4.Documentation: Ensure meticulous and consistent documentation for every call in which TIP guidelines are considered or utilized, including the patient's initial presentation, assessment findings, treatment provided, response to treatment, disposition, and follow-up recommendations.	Tasks, Duties, and Deliverables: St. James EMS will implement a structured TIP training program consisting of initial medical-director-led education, protocol instruction, scenario-based tabletop exercises, patient education training, and documentation training. Crew members will be trained to identify appropriate TIP candidates, conduct pre- and post-treatment assessments, evaluate treatment effectiveness, provide patient education and follow-up resources, and accurately document TIP encounters. The MJM Medical Direction Consortium will lead the initial training, with ongoing reinforcement incorporated into routine crew meetings. Additional in-service education, case reviews, and remediation will be conducted as learning needs or quality-improvement opportunities are identified. Deliverables will include completed initial training, documented crew participation, training materials and protocol resources, scenario-based exercises, patient education materials, TIP-related documentation, ongoing case reviews, and targeted remediation when necessary. Initial training will be completed on or before January 1, 2027.	Training will be implemented in multiple stages and through a variety of educational modalities to support both initial competency and continued proficiency. The MJM Medical Direction Consortium will lead the initial training experience and establish clear expectations for TIP implementation from the medical directors' perspective. This initial training will provide crew members with an overview of the TIP protocols, patient selection criteria, assessment requirements, treatment procedures, reassessment expectations, documentation standards, and patient education responsibilities. Training will incorporate a combination of didactic instruction, written materials, protocol handouts, and scenario-based tabletop exercises. Scenario-based learning will allow crew members to apply the protocols to realistic patient presentations and practice determining whether a patient meets TIP criteria. Scenarios will also emphasize appropriate pre-treatment and post-treatment assessment, recognition of treatment effectiveness, patient education, and complete documentation. Following the initial training, TIP education will be reinforced during routine crew meetings. Additional in-service training will be provided as needed based on identified learning needs, case reviews, changes to the protocols, or opportunities for improvement identified during implementation. Crew members will also be familiarized with the program's patient "leave-behind" materials and available follow-up resources. This will ensure that patients receiving TIP services leave the encounter with appropriate information regarding their treatment, continued care, and circumstances that should prompt additional medical evaluation.	Upon completion of the initial training, St. James EMS crew members will demonstrate the ability to: •Accurately identify patients whose symptoms and clinical presentation meet established TIP criteria. •Conduct an appropriate patient assessment before administering TIP treatment. •Safely administer the recommended treatment in accordance with the established protocol. •Reassess the patient following treatment and accurately identify changes in symptoms and clinical condition. •Determine, using established criteria and assessment checklists, whether an encounter qualifies as a TIP incident. •Provide patients with clear and appropriate education regarding treatment, follow-up care, and available resources. •Complete accurate, thorough, and consistent documentation for all TIP-related encounters. Ongoing routine check-ins, case reviews, competency reinforcement, and targeted remediation will be used to identify and address knowledge or performance gaps. This continuous quality-improvement approach will help ensure that TIP protocols are implemented consistently and that crew members maintain the skills necessary to provide safe, effective patient care.	The initial TIP training program for St. James EMS crew members will be completed on or before January 1, 2027. Continued reinforcement, case review, and education will occur throughout the implementation period to support sustained competency and adherence to the TIP protocols.

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Exhibit A: TIP Work Plan

TIP Project Roll-Out Following completion of initial training and approval of the Treatment in Place (TIP) protocols, St. James EMS will transition the program into routine daily operations. The roll-out will focus on safe implementation, consistent protocol adherence, ongoing quality assurance, and evaluation of patient outcomes.	•Implementation of TIP protocols: Integrate approved TIP protocols and interventions into daily EMS operations for eligible patients. •Protocol compliance monitoring: Monitor utilization of TIP interventions to ensure that patient selection, assessment, treatment, reassessment, disposition, and documentation are consistent with approved protocols. •Encounter tracking: Maintain a comprehensive record of all TIP encounters to support program evaluation, quality improvement, and reporting requirements. •Patient outcome evaluation: Collect and review relevant patient outcome data, including treatment response, disposition, follow-up needs, and subsequent healthcare utilization when available. •Quality assurance: Conduct routine reviews of TIP encounters to identify trends, assess protocol compliance, evaluate treatment effectiveness, and identify opportunities for improvement. •Medical oversight: Meet quarterly with the Medical Director to review program performance, utilization, patient outcomes, documentation, and any identified clinical or operational concerns. •Healthcare partner education: Provide education and information to community healthcare partners regarding the TIP program, its purpose, eligibility criteria, available interventions, and appropriate follow-up resources. •Protocol improvement: Modify or refine TIP protocols and operational processes as indicated by utilization data, patient outcomes, quality assurance findings, clinical evidence, or identified operational needs.	1. Launch approved TIP protocols following completion of required training, medical direction, and implementation preparations. 2. Begin operational use of TIP interventions for patients who meet established eligibility criteria. 3. Track all TIP encounters using standardized documentation and data collection processes. 4. Conduct monthly quality assurance reviews of TIP encounters to evaluate protocol compliance, clinical outcomes, documentation, and opportunities for improvement. 5. Meet quarterly with the Medical Director to evaluate program performance, review utilization and outcome data, and address clinical or operational concerns. 6. Modify protocols and implementation processes as needed based on utilization patterns, patient outcomes, quality assurance findings, and recommendations from medical direction.	Successful implementation of the TIP program is expected to produce measurable improvements in access, care delivery, and EMS resource utilization. Anticipated outcomes include: •Increased access to appropriate care for patients with low-acuity conditions who can safely and effectively be treated without ambulance transport to an emergency department. •Reduction in unnecessary ambulance transports by providing appropriate treatment and disposition options for eligible patients at the point of care. •Potential reduction in emergency department utilization among appropriately selected patients whose needs can be safely addressed through TIP interventions and appropriate follow-up. •Improved patient experience and satisfaction through timely treatment, reduced disruption to patients and families, and connection to appropriate follow-up resources. •Improved utilization of EMS and healthcare resources by aligning the level of care with patient needs while maintaining patient safety and clinical oversight. •Development of a sustainable TIP model for St. James EMS supported by standardized protocols, trained personnel, ongoing quality assurance, medical oversight, outcome monitoring, and continuous program improvement. The roll-out will utilize an ongoing quality-improvement framework to ensure that TIP remains clinically appropriate, responsive to patient needs, and sustainable within St. James EMS operations.	TIP protocols will continue to be utilized by St. James EMS in daily operations throughout the length of the grant period which ends August 31, 2027.
Additional Goal: Quality Improvement and Program Evaluation The goal of the Quality Improvement and Program Evaluation component is to systematically evaluate the effectiveness, safety, and sustainability of the Treatment in Place (TIP) program. St. James EMS will use standardized performance measures, patient outcome data, and ongoing medical oversight to assess program performance and identify opportunities for continuous improvement.	St. James EMS will establish a structured quality improvement and evaluation process to monitor the implementation and impact of the TIP program. Key tasks, duties, and deliverables will include: •Monitor key performance measures to evaluate TIP utilization, clinical outcomes, patient safety, and program performance. •Review patient outcomes and protocol compliance to determine whether TIP interventions are being appropriately applied and are producing the intended results. •Monitor repeat 911 utilization following TIP encounters to identify potential gaps in treatment, follow-up, or patient selection. •Conduct Medical Director reviews of selected TIP encounters to provide ongoing clinical oversight and ensure adherence to established protocols. •Identify opportunities for improvement based on performance data, case reviews, patient outcomes, and feedback from EMS personnel and healthcare partners. •Implement corrective actions when quality improvement reviews identify opportunities to strengthen patient care, documentation, protocol adherence, or program operations.	1. Establish baseline data for ambulance transports and non-transport encounters prior to or at the initiation of the TIP program to provide a point of comparison for future evaluation. 2. Track key program performance measures, including: a. Number of TIP encounters. b. Number of ambulance transports avoided through appropriate TIP intervention. c. Number of repeat 911 calls within 72 hours following a TIP encounter. d. Number and findings of Medical Director reviews. 3. Conduct quarterly quality improvement reviews to evaluate utilization, patient outcomes, protocol compliance, safety indicators, and overall program performance. 4. Identify and implement corrective actions when data or case review indicates a need for additional training, protocol modification, operational changes, or other interventions. 5. Use evaluation findings to support continuous program improvement and inform future decisions regarding program sustainability, expansion, and reimbursement.	Through systematic quality improvement and program evaluation, St. James EMS expects to: •Demonstrate the effectiveness of TIP interventions through objective utilization and outcome data. •Maintain patient safety through ongoing monitoring, medical oversight, protocol compliance reviews, and timely corrective action. •Identify trends and opportunities for improvement that can strengthen the quality and consistency of TIP services. •Establish measurable evidence of program impact on ambulance utilization, patient outcomes, and healthcare resource utilization. •Develop a data-driven foundation for program sustainability and provide supporting evidence for potential future reimbursement opportunities.	September 30, 2027 Evaluation activities will occur throughout the TIP implementation period, with quarterly quality improvement reviews providing ongoing assessment and opportunities for program refinement.

October 20, 2026

ITEM: New Business – Resolution 10.26.13: Approving State Airport Fund Grant Agreement with the Minnesota Department of Transportation

BACKGROUND: The City of St. James has been awarded a State Airport Fund grant through the Minnesota Department of Transportation (MnDOT) for Phase 2 of the St. James Municipal Airport project.

MnDOT requires the City to adopt the attached resolution before releasing the formal grant agreement. As a result, the final agreement, including its specific terms and conditions, is not available for Council review at this time.

The proposed resolution acknowledges the grant award under Agreement No. 1064571 and authorizes the appropriate City officials to execute the agreement upon receipt and review.

Staff will review the agreement before execution. Should the agreement contain unexpected financial obligations or material terms requiring additional Council consideration, it will be brought back to Council prior to signing.

STAFF RECOMMENDATION: Approve/Deny Resolution.

RESOLUTION NO. 10.26.13

**RESOLUTION APPROVING
STATE AIRPORT FUND GRANT AGREEMENT
WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION**

It is resolved by the **City of St. James** as follows:

- That it has applied for and been awarded a State Airport Fund grant by the Minnesota Department of Transportation, Agreement Number **1064571** (“Agreement”);
- That it hereby agrees to the terms and conditions identified in the solicitation/application process as conditions for receiving an award through the Minnesota Department of Transportation; and
- That the proper signing officers are hereby authorized to execute the above-referenced Agreement and any amendments thereto on behalf of the **City of St. James**.

Adopted by the _____ on this ____ day of _____, _____.
[GRANTEE NAME]

By:

Print Name:

Title/Date:

ATTESTATION:

(different authorized signer than above)

By:

Print Name:

Title/Date:

October 20, 2026

ITEM: New Business – Resolution 10.26.14: Approving State Airport Fund Grant Agreement with the Minnesota Department of Transportation

BACKGROUND: The City of St. James has been awarded a State Airport Fund grant through the Minnesota Department of Transportation (MnDOT) for Phase 3 of the St. James Municipal Airport project.

MnDOT requires the City to adopt the attached resolution before releasing the formal grant agreement. As a result, the final agreement, including its specific terms and conditions, is not available for Council review at this time.

The proposed resolution acknowledges the grant award under Agreement No. 1064572 and authorizes the appropriate City officials to execute the agreement upon receipt and review.

Staff will review the agreement before execution. Should the agreement contain unexpected financial obligations or material terms requiring additional Council consideration, it will be brought back to Council prior to signing.

STAFF RECOMMENDATION: Approve/Deny Resolution.

RESOLUTION NO. 10.26.14

**RESOLUTION APPROVING
STATE AIRPORT FUND GRANT AGREEMENT
WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION**

It is resolved by the **City of St. James** as follows:

- That it has applied for and been awarded a State Airport Fund grant by the Minnesota Department of Transportation, Agreement Number **1064572** (“Agreement”);
- That it hereby agrees to the terms and conditions identified in the solicitation/application process as conditions for receiving an award through the Minnesota Department of Transportation; and
- That the proper signing officers are hereby authorized to execute the above-referenced Agreement and any amendments thereto on behalf of the **City of St. James**.

Adopted by the _____ on this ____ day of _____, _____.
[GRANTEE NAME]

By:

Print Name:

Title/Date:

ATTESTATION:

(different authorized signer than above)

By:

Print Name:

Title/Date: