

City Council Meeting Agenda

January 07, 2025 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

A. OATH OF OFFICE

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 – Council Meeting

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

6. SCHEDULED BID LETTING

7. SCHEDULED PUBLIC HEARINGS

A. Project No. 24X.135115.00 - 7th Street South, 13th Avenue South, and Ring Road Improvements

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

A. Consideration to Approve Gambling License - SE Region Chapters of Delta Waterfowl Foundation

11. OLD BUSINESS

12. NEW BUSINESS

A. Consideration to Approve Resolution 01.25.01 - Authorizing the City Clerk to Prepay Invoices

B. Consideration to Approve Resolution 01.25.02 - Naming the Official Newspaper

C. Consideration to Approve Resolution 01.25.03 - Establishing Official Depositories

D. Consideration to Approve Resolution 01.25.04 - Amending Personnel Policies

E. Consideration to Approve Resolution 01.25.05 - Establishing Date and Time of Meetings

F. Consideration to Approve Resolution 01.25.06 - Adopting 2025 Fee Schedule

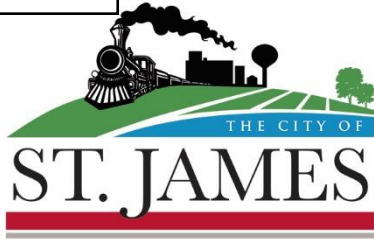
G. Consideration to Approve Resolution 01.25.07 - 2025 Mayoral Appointments

H. Consideration to Approve Resolution 01.25.08 - Authorizing Transfers

- I. Consideration to Approve Resolution 01.25.09 - Authorizing Bond Transfers
- J. Consideration to Approve Resolution 01.25.10 - Designating Authorized Representation to Western MN Municipal Power Agency
- K. Consideration to Approve Resolution 01.25.11 - Designating Authorized Representation to Missouri River Energy Services
- L. Consideration to Approve Resolution 01.25.12 - Declaring Excess Property
- M. Consideration to Approve Resolution 01.25.13 - Supporting Appointment to EMS Advisory Council
- N. Consideration to Approve Purchase Request - Street Fleet Vehicle
- O. Consideration to Approve New Hire - Lindsey Wooten
- P. Consideration to Approve New Hire - Randee Nelson

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT



City Council Meeting - Amended Minutes

December 17, 2024 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

Meeting Called to Order 5:30 pm

2. ROLL CALL: Mayor Jonathan Wilson, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Eugene Hildebrandt, Hannah Rushing

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – Council Meeting 12.03.2024

Motion made by Hildebrandt, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Hildebrandt

Voting Abstaining: Rushing

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Motion made by Craig, Seconded by Rushing.

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

Payment of claims totaling \$510,514.76 as follows: Check No. 703165 - 703259 and ACH No. 1797 - 1798 as listed in the check register.

6. SCHEDULED BID LETTING

7. SCHEDULED PUBLIC HEARINGS

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

11. OLD BUSINESS

12. NEW BUSINESS

A. Consideration to Approve Resolution 12.24.06 - Setting 2025 Tax Levy

Motion made by Craig, Seconded by Harris.

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

Whereupon Mayor Wilson declared RESOLUTION 12.24.06 duly passed 5-0.

B. Consideration to Approve Resolution 12.24.07 - Setting 2025 Final Budget

Motion made by Hildebrandt, Seconded by Harris.

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

Whereupon Mayor Wilson declared RESOLUTION 12.24.07 duly passed 5-0.

C. Consideration to Approve Resolution 12.24.08 - Accepting Community Donations

Motion made by Harris, Seconded by Hanson.

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

Whereupon Mayor Wilson declared RESOLUTION 12.24.08 duly passed 5-0.

D. Consideration to Approve Resolution 12.24.09 - Establishing Polling Place

Motion made by Craig, Seconded by Rushing.

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

Whereupon Mayor Wilson declared RESOLUTION 12.24.09 duly passed 5-0.

E. Consideration to Approve Resolution 12.24.10 - Amending Wastewater Rates

Motion made by Rushing, Seconded by Hildebrandt.

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

Whereupon Mayor Wilson declared RESOLUTION 12.24.10 duly passed 5-0.

F. Consideration to Approve Resolution 12.24.11 - Amending Water Rates

Motion made by Harris, Seconded by Hanson.

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

Whereupon Mayor Wilson declared RESOLUTION 12.24.11 duly passed 5-0.

G. Consideration to Approve Resolution 12.24.12 - Amending Electric Rates

Motion made by Harris, Seconded by Craig.

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

Whereupon Mayor Wilson declared RESOLUTION 12.24.12 duly passed 5-0.

H. Consideration to Approve Resolution 12.24.13 - Approving 2025 License Renewals

Motion made by Hanson, Seconded by Rushing.

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

Whereupon Mayor Wilson declared RESOLUTION 12.24.13 duly passed 5-0.

I. Consideration to Approve Resolution 12.24.14 - Approving Minnesota City Participation Program Agreement

Motion made by Hildebrandt, Seconded by Harris.

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

Whereupon Mayor Wilson declared RESOLUTION 12.24.14 duly passed 5-0.

J. Consideration to Approve Resolution 12.24.15 - Establishing Incentive Program for Mayberry Hills 6th Addition Lots

Motion made by Craig, Seconded by Harris.

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

Whereupon Mayor Wilson declared RESOLUTION 12.24.15 duly passed 5-0.

K. Consideration to Approve Resolution 12.24.16 - Declaring Excess Property

Motion made by Rushing, Seconded by Hanson.

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

Whereupon Mayor Wilson declared RESOLUTION 12.24.16 duly passed 5-0.

L. Consideration to Approve Resolution 12.24.17 - Amending Electric Service Policy

Motion made by Harris, Seconded by Craig.

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

Whereupon Mayor Wilson declared RESOLUTION 12.24.17 duly passed 5-0.

M. Consideration to Approve New Hire - Arturo Martinez

Motion made by Harris, Seconded by Rushing.

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

Upon voice vote, it was unanimously approved.

N. Consideration to Approve New Hire - Fire Department Officers

Motion made by Harris, Seconded by Rushing.

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

Upon voice vote, it was unanimously approved.

O. Consideration to Approve Retirement - Chet Anderson, Assistant Police Chief

Motion made by Harris, Seconded by Hildebrandt.

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

Upon voice vote, it was unanimously approved.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Harris, Seconded by Rushing.

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

All ayes - motion carried. The meeting was adjourned at 6:07 pm.

January 7, 2025

ITEM: Scheduled Public Hearings – Project No. 24X.135115.00: 7th Street South, 13th Avenue South, and Ring Road Improvements

BACKGROUND: Public hearings are conducted at council meetings and shall include an opportunity for the public and interested parties to hear and see all information and to ask questions, provide additional information, express support or opposition, and/or suggest modifications to the proposal. The mayor will conduct the public hearing and explain the procedure to be followed before the hearing begins. The public will be allowed to participate and must follow the rules of conduct. Hearings are formal proceedings and will be conducted as such. While everyone will be given an opportunity to participate, comments should be germane to the topic at hand and concise. If many people share the same viewpoint, the council encourages the appointment of a spokesperson to avoid repetitive testimony.

The public hearing will be conducted in the following manner:

1. Staff Presentation- City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.
2. Applicant's Presentation - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.
3. Public Comment - Once staff and the applicant have completed their background information, the public will be allowed to speak.

All speakers in the public comment portion of the hearing will be limited to five (5) minutes. The mayor may allow extended time at his/her discretion. All speakers will be encouraged to present factual evidence for public consideration and to refrain from broad statements without any basis of fact. Speakers may provide written materials to the Council. The Council will listen to testimony and will not express opinions during the public hearing. The council may ask pertinent questions of the speaker or staff and must refrain from debating or engaging in discussion with the public during the public hearing.

After all evidence and testimony has been received and everyone has been given an opportunity to be heard, the public hearing will be closed by the mayor. Action on the hearing issue may or may not be scheduled for later in the meeting. If action is to be taken, the City Council will discuss the issue in open session. During the Council discussion portion of the meeting, citizens will no longer be allowed to participate.

STAFF RECOMMENDATION: No action required.

January 7, 2025

ITEM: Licenses and Permits – Gambling License: SE Region Chapters of Delta Waterfowl Foundation

BACKGROUND: A gambling license has been submitted for the SE Region Chapters of Delta Waterfowl Foundation to host a raffle at the St. James American Legion on January 11, 2025.

STAFF RECOMMENDATION: Approve/Deny License.

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization
Name: SE Region Chapters of Delta Waterfowl Fndn

Previous Gambling Permit Number: X- [REDACTED]

Minnesota Tax ID
Number, if any: _____

Federal Employer ID

Number (FEIN), if any:

Mailing Address: 4816 chantrey pl

City: Minnetonka State: mn Zip: 55345 County: Hennepin

Name of Chief Executive Officer (CEO): **Derron Wahlen**

CEO Daytime Phone: 612/801-0296 CEO Email: dwahlen@deltawaterfowl.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ IRS income tax exemption (501(c)) letter in your organization's name

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): **St James American Legion**

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

Check one:

City: St James Zip: 56081 County: Wantowon

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 1/11/25

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

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

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

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

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: Derron Wahlen**REQUIREMENTS****Complete a separate application for:**

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

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

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

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

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

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

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

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

Questions?

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

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

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

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

| How You May Spend Gambling Funds | How You May Not Spend Gambling Funds |
|--|---|
| <p>Allowable expenses - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. <p>Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public or active military personnel in need); • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements). | <ol style="list-style-type: none"> 1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: <ul style="list-style-type: none"> • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements. |

MINNESOTA GAMBLING CONTROL BOARD

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the [Lawful Gambling Manual](#); 3) the online class, “[Conduct of Raffles](#)”; and 4) the [phone number and email address](#) of your county’s Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

| Check Box | RAFFLES |
|-----------|---|
| | 1. Tickets are printed in accordance with MN Rule 7861.0310 . |
| | 2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (349.173) |
| | 3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173) |
| | 4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. (7861.0260) |
| | 5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260) |
| | 6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260) |
| | 7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166) |
| | 8. Cash must not be substituted for merchandise prizes that have been won. (7861.0260 Subp. 4C(2)) |
| | 9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707) |
| | 10. Only cash, personal checks, cashier’s checks, money orders, travelers’ checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (349.2127) (7861.0260) |
| | 11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization’s control. (349.173) |
| | 12. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310) |
| | 13. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310) |
| | 14. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310) |
| | 15. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection. |
| | 16. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166) |
| | BINGO |
| | 1. Clear and legible house rules in accordance with MN Rule 7861.0270 are prominently posted at the point of winner selection. |
| | 2. House rules include the policy on declaring bingo and last number called. (7861.0270 Subp. 2A(1)) |
| | 3. House rules include the reasons for potentially cancelling bingo occasions. (7861.0270 Subp. 2A(1)) |
| | 4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (7861.0270 Subp. 5B(1)) |
| | 5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (7861.0270 Subp. 5B(7)) |
| | 6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (7861.0270 Subp. 3A) |
| | 7. No reservation of bingo cards or bingo paper for any person (7861.0270 Subp. 3F) |
| | 8. Bingo records (including bingo program) must be kept for 3½ years. (7861.0270 Subp. 11) |
| | BINGO AND RAFFLES |
| | 1. Gambling records must be kept for 3½ years. (7861.0310) |
| | 2. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 Subd. 3a) (349.12 Subd. 25) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf) |

January 7, 2025

ITEM: New Business – Resolution 01.25.01: Authorizing the City Clerk-Treasurer to Pre-Pay Discount Invoices Prior to Council Approval and Invest Surplus Funds at the Best Practice Rate

BACKGROUND: The attached resolution authorizes the City Clerk to prepay invoices. There is no change to the annual resolution from prior years.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.25.01

**RESOLUTION AUTHORIZING THE CITY CLERK-TREASURER TO PRE-PAY
DISCOUNT INVOICES PRIOR TO COUNCIL APPROVAL AND INVEST
SURPLUS FUNDS AT THE BEST PRACTICAL RATE**

WHEREAS, the requirement that payment of invoices be first approved by the City Council of the City of St. James has caused the city to lose opportunities to make payments at discount rates; and

WHEREAS, the requirement that the City Council approve the investment by the Clerk-Treasurer of surplus funds of the City has caused delay in the investment of these funds at the best practical rate.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, that the City Clerk-Treasurer is hereby authorized to pre-pay all discount invoices prior to Council approval provided that said invoices are a legitimate and provable claim against the City of St. James, and further, authorizing the City Clerk-Treasurer to invest any and all surplus funds in any manner which, in the judgment, will provide the best possible return with the required security. A report of said transactions shall be made in writing to the City Council.

Adopted by the City Council this 7th day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: _____

January 7, 2025

ITEM: New Business – Resolution 01.25.02: Naming the St. James Plaindealer as the Official Newspaper for City Business for 2025

BACKGROUND: The attached resolution establishes the St. James Plaindealer as the Official Newspaper for city business in 2025. There is no change to the annual resolution from prior years.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.25.02

**RESOLUTION NAMING THE ST. JAMES PLAIND DEALER AS THE OFFICIAL
NEWSPAPER FOR CITY BUSINESS FOR 2025**

WHEREAS, it is the desire of the City Council to name the St. James Plaindealer as the official newspaper for City Business,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, hereby designates the St. James Plaindealer as the official newspaper for the City of St. James business for the year 2025.

Adopted by the City Council this 7th day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: January 2, 2024

January 7, 2025

ITEM: New Business – Resolution 01.25.03: Establishing Pioneer Bank of St. James, First National Bank of St. James, Minnesota Municipal Money Market Fund and Edward Jones Investment Branch of St. James the Official City Depositories for City Business

BACKGROUND: The attached resolution establishes the city's official depositories. There is no change to the annual resolution from prior years.

STAFF RECOMMENDATION: Approve/Deny Resolution.

State of Minnesota
County of Watonwan

RESOLUTION NO. 01.25.03

RESOLUTION ESTABLISHING PIONEER BANK OF ST. JAMES, FIRST NATIONAL BANK OF ST. JAMES, MINNESOTA MUNICIPAL MONEY MARKET FUND AND EDWARD JONES INVESTMENT BRANCH OF ST. JAMES THE OFFICIAL CITY DEPOSITORIES FOR CITY BUSINESS

WHEREAS, the Charter of the City of St. James, Section 58, provides that funds paid to the City Treasurer shall be deposited in a bank or banks approved by the City Council; and

WHEREAS, it is the desire of the City Council to establish the Pioneer Bank of St. James, First National Bank of St. James, Edward Jones Investment Branch of St. James and Minnesota Municipal Money Market Fund as official City Depositories.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, that the Pioneer Bank of St. James, First National Bank of St. James, Edward Jones Investment Branch of St. James and Minnesota Municipal Money Market Fund are hereby designated as the official City Depositories.

Adopted by the Council this 7th day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: January 2, 2024

January 7, 2025

ITEM: New Business – Resolution 01.25.04: Amending Resolution 01.24.05 Providing for Amendments to the City of St. James Employee Handbook of Personnel Policies

BACKGROUND: The attached resolution amends the personnel policies for the city to include the 2025 non-union full-time, part-time, and paid-on-call wages, 2025 medical insurance, 2025 SAFE pay equity system, and other needed amendments to the policies.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.25.04

**RESOLUTION AMENDING RESOLUTION 01.24.05
PROVIDING FOR AMENDMENTS TO THE CITY OF ST. JAMES
EMPLOYEE HANDBOOK OF PERSONNEL POLICIES**

WHEREAS, The City of St. James, Minnesota has provided for its employees a working document of policies and procedures relating to personnel issues; and

WHEREAS, these policies and procedures have provisions to be amended from time to time as necessary; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, that the following amendment is hereby incorporated into the City of St. James Employee Handbook of Personnel Policies:

1. Appendix A: 2025 Wages Scale Effective January 1, 2025, per position.
2. Appendix B: Major Medical Insurance for 2025
3. Appendix C: 2025 Pay Scale System using the SAFE pay equity system.
4. Appendix D: 2025 Recommended policy changes.

Adopted by the Council this 7th day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: _____

APPENDIX A:**2025 Wage Scale effective January 1, 2025**

| Full-Time Non-Union Employees | | | | |
|-------------------------------|---|---------------|---------|---------|
| | | | 2025 | |
| NAME | POSITION | PAY EQUITY | MIN | MAX |
| AMBULANCE | | | | |
| WOOTEN, LINDSEY | EMT Captain | 227 | \$23.81 | \$30.31 |
| BUILDING INSPECTION | | | | |
| SHOWALTER, BRANDON | Code Enforcement | 141 | \$23.81 | \$30.31 |
| CITY HALL | | | | |
| GROTHEM, KATHERINE S | Utility Billing Clerk/Deputy City Clerk | 203 | \$28.30 | \$36.04 |
| HURLEY, KRISTIN K | City Clerk | 275 | \$40.01 | \$50.99 |
| RODRIGUEZ, SYLVIA | Accounts Payable | 173 | \$26.71 | \$34.02 |
| VERA, ALICIA | Receptionist | 141 | \$23.81 | \$30.31 |
| CITY MANAGER | | | | |
| KNOLL, AMANDA | City Manager | 483 | \$56.62 | \$72.20 |
| COMMUNITY DEVELOPMENT | | | | |
| STEVENS, TAMMY SUE | Community Outreach/Marketing | 238 | \$29.97 | \$38.19 |
| ECONOMIC DEVELOPMENT | | | | |
| SANDERS, BRIANNA | EDA Director | 275 | \$37.76 | \$48.12 |
| LIGHT DEPARTMENT | | | | |
| RUNGE, MATT | Light Superintendent | 363 | \$53.43 | \$68.13 |
| GIFFERSON, JUSTIN | Light Foreman | 289 | \$47.59 | \$60.67 |
| FLORES, GEOVANNI | Light Lineman | 225 | \$31.75 | \$40.46 |
| NICKEL, BRADY | Light Lineman | 225 | \$31.75 | \$40.46 |
| HJELMER, DUSTIN | Light Journeyman | 266 | \$40.01 | \$50.99 |
| LIQUOR | | | | |
| LENNING, BEVERLY J | Liquor Store Manager | 291 | \$31.75 | \$40.46 |
| HELGET, BROOKE | Assistant Liquor Store Manager | 153 | \$23.81 | \$30.31 |
| POLICE | | | | |
| BUSBOOM, ALANA M | Police Receptionist | 169 | \$25.22 | \$32.11 |
| NESTEGARD, BRAD | Police Chief | 410 | \$50.42 | \$64.29 |
| STREETS | | | | |
| STRADTMAN, CHAD M | Street/Park Superintendent | 301 | \$40.01 | \$50.99 |
| WASTEWATER | | | | |
| ANDERSON, MARK W | Wastewater Superintendent | 291 | \$42.39 | \$54.03 |
| WATER QUALITY | | | | |
| NELSON, WILLIAM | Water Superintendent | 291 | \$40.01 | \$50.99 |

| Part-Time Employees | | | | |
|-------------------------------|------------------------|--------------------|---------|--------------|
| | | 2025 | | |
| NAME | POSITION | PAY EQUITY | MIN | MAX |
| GENERAL GOVERNMENT BUILDINGS | | | | |
| REID, STEPHANIE | Cleaning Service | N/A | \$22.09 | \$26.92 |
| STURM, MARK | EDA MAINTENANCE | N/A | \$22.09 | \$26.92 |
| LIQUOR | | | | |
| CONNELL, KRISTI | Liquor Store Clerk | 141 | \$16.44 | \$20.03 |
| FISCHER, ROXANNE E | Liquor Store Clerk | 141 | \$16.44 | \$20.03 |
| JOHNSON, TRAVIS | Liquor Store Clerk | 141 | \$16.44 | \$20.03 |
| NELSON, RANDALL W | Liquor Store Clerk | 141 | \$16.44 | \$20.03 |
| WOOTEN, MARGE | Liquor Store Clerk | 141 | \$16.44 | \$20.03 |
| THEATRE | | | | |
| AGUILAR, SORAYA | Theatre Attendant | N/A | \$13.77 | \$16.78 |
| AGUILAR, VALERIA | Theatre Attendant | N/A | \$13.77 | \$16.78 |
| DANNHOFF, ASHLYNN | Theatre Attendant | N/A | \$13.77 | \$16.78 |
| ELLIAS, JOHN H. | Theatre Attendant | N/A | \$13.77 | \$16.78 |
| KUEHL, LILLIANNA | Theatre Attendant | N/A | \$13.77 | \$16.78 |
| WESTMAN, JULIA | Theatre Attendant | N/A | \$13.77 | \$16.78 |
| GERTSEMA, KRISTEN | Theatre Lead | N/A | \$15.50 | \$18.88 |
| ELLIAS, JOSHUA D. | Theatre Lead | N/A | \$15.50 | \$18.88 |
| SHORES, JESSICA | Theatre Manager | 131 | \$22.09 | \$26.92 |
| SWIMMING POOL | | | | |
| VACANT | Slider | N/A | \$12.98 | \$15.81 |
| VACANT | Lifeguard | N/A | \$14.61 | \$17.80 |
| VACANT | Lifeguard Lead | N/A | \$15.50 | \$18.88 |
| VACANT | Assistant Pool Manager | N/A | \$17.44 | \$21.25 |
| SHORES, JESSICA | Pool Manager | 131 | \$22.09 | \$26.92 |
| Paid On-Call/Casual Employees | | | | |
| | | On-Call | | Call-Out |
| FIRE DEPARTMENT | | | | |
| VARIOUS | Firefighter | \$0.00/Hour | | \$30.00/Call |
| BASMOEN, SETH | Assistant Fire Chief | \$3,000.00/Annual | | |
| REINKE, SETH | Assistant Fire Chief | \$3,000.00/Annual | | |
| SANDBO, LUCUS | Fire Chief | \$5,000.00/Annual | | |
| AMBULANCE | | | | |
| VARIOUS | EMR | \$3.25/Hour | | \$25.00/Call |
| VARIOUS | EMT | \$3.25/Hour | | \$25.00/Call |
| NELSON, RANDEE | EMT Captain | \$8.25/Hour | | \$25.00/Call |
| WALLACE, HOLLY | Ambulance Director | \$22,000.00/Annual | | |

APPENDIX B:**Major Medical Insurance for 2025****NON-UNION EMPLOYEE HEALTH INSURANCE BENEFIT**

The 2025 Health Insurance Monthly Contribution for AFSCME Union and Non-Union employees are:

| <u>PLAN</u> | <u>TOTAL PREMIUM</u> | <u>EMPOYER SHARE</u> | <u>EMPLOYEE SHARE</u> |
|--------------------|-----------------------------|-----------------------------|------------------------------|
| Employee ONLY | \$ Individual Premium | 100% | 0% |
| Employee PLUS | \$ Individual Premium | 75% | 25% |

City will pay \$2,750.00 toward the deductible through payroll contribution.

The 2025 Health Insurance Monthly Contribution for LELS Union employees are:

| <u>PLAN</u> | <u>TOTAL PREMIUM</u> | <u>EMPOYER SHARE</u> | <u>EMPLOYEE SHARE</u> |
|--------------------|-----------------------------|-----------------------------|------------------------------|
| Employee ONLY | \$ Individual Premium | 90% | 10% |
| Employee PLUS | \$ Individual Premium | 70% | 30% |

City will pay \$3,000.00 toward the deductible through payroll contribution.

APPENDIX C:**2025 Pay Scale System using the SAFE pay equity system.**

| NON-UNION | | | | | | | | | | |
|------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| FULL-TIME | | | | | | | | | | |
| Step | | | | | | | | | | |
| Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | 18.92 | 19.44 | 19.96 | 20.50 | 21.06 | 21.63 | 22.21 | 22.82 | 23.43 | 24.08 |
| 2 | 20.04 | 20.58 | 21.14 | 21.71 | 22.30 | 22.91 | 23.53 | 24.17 | 24.82 | 25.50 |
| 3 | 21.22 | 21.80 | 22.39 | 23.00 | 23.62 | 24.26 | 24.92 | 25.60 | 26.29 | 27.01 |
| 4 | 22.48 | 23.09 | 23.71 | 24.36 | 25.02 | 25.70 | 26.40 | 27.11 | 27.85 | 28.62 |
| 5 | 23.81 | 24.45 | 25.12 | 25.80 | 26.50 | 27.22 | 27.96 | 28.72 | 29.50 | 30.31 |
| 6 | 25.22 | 25.90 | 26.61 | 27.33 | 28.07 | 28.84 | 29.62 | 30.43 | 31.25 | 32.11 |
| 7 | 26.71 | 27.44 | 28.18 | 28.95 | 29.74 | 30.55 | 31.38 | 32.23 | 33.11 | 34.02 |
| 8 | 28.30 | 29.07 | 29.86 | 30.67 | 31.50 | 32.36 | 33.24 | 34.15 | 35.08 | 36.04 |
| 9 | 29.97 | 30.79 | 31.63 | 32.49 | 33.37 | 34.28 | 35.22 | 36.18 | 37.16 | 38.19 |
| 10 | 31.75 | 32.62 | 33.51 | 34.42 | 35.36 | 36.32 | 37.31 | 38.33 | 39.37 | 40.46 |
| 11 | 33.64 | 34.56 | 35.50 | 36.47 | 37.46 | 38.48 | 39.53 | 40.61 | 41.72 | 42.87 |
| 12 | 35.64 | 36.61 | 37.61 | 38.64 | 39.69 | 40.77 | 41.88 | 43.03 | 44.20 | 45.42 |
| 13 | 37.76 | 38.79 | 39.85 | 40.93 | 42.05 | 43.20 | 44.38 | 45.59 | 46.84 | 48.12 |
| 14 | 40.01 | 41.10 | 42.22 | 43.37 | 44.56 | 45.77 | 47.02 | 48.31 | 49.63 | 50.99 |
| 15 | 42.39 | 43.54 | 44.73 | 45.96 | 47.21 | 48.50 | 49.82 | 51.19 | 52.59 | 54.03 |
| 16 | 44.91 | 46.14 | 47.40 | 48.69 | 50.02 | 51.39 | 52.80 | 54.24 | 55.72 | 57.25 |
| 17 | 47.59 | 48.89 | 50.22 | 51.60 | 53.01 | 54.46 | 55.94 | 57.47 | 59.05 | 60.67 |
| 18 | 50.42 | 51.80 | 53.22 | 54.67 | 56.17 | 57.70 | 59.28 | 60.90 | 62.57 | 64.29 |
| 19 | 53.43 | 54.89 | 56.39 | 57.93 | 59.52 | 61.15 | 62.82 | 64.54 | 66.31 | 68.13 |
| 20 | 56.62 | 58.17 | 59.76 | 61.39 | 63.07 | 64.80 | 66.57 | 68.39 | 70.26 | 72.20 |

| NON-UNION | | | | | | | | | |
|------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| PART-TIME AND SEASONAL | | | | | | | | | |
| Step | | | | | | | | | |
| Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | 12.60 | 12.92 | 13.24 | 13.57 | 13.91 | 14.26 | 14.61 | 14.98 | 15.35 |
| 2 | 12.98 | 13.30 | 13.64 | 13.98 | 14.33 | 14.68 | 15.05 | 15.43 | 15.81 |
| 3 | 13.37 | 13.70 | 14.04 | 14.40 | 14.76 | 15.12 | 15.50 | 15.89 | 16.29 |
| 4 | 13.77 | 14.11 | 14.47 | 14.83 | 15.20 | 15.58 | 15.97 | 16.37 | 16.78 |
| 5 | 14.18 | 14.54 | 14.90 | 15.27 | 15.65 | 16.04 | 16.45 | 16.86 | 17.28 |
| 6 | 14.61 | 14.97 | 15.35 | 15.73 | 16.12 | 16.53 | 16.94 | 17.36 | 17.80 |
| 7 | 15.05 | 15.42 | 15.81 | 16.20 | 16.61 | 17.02 | 17.45 | 17.88 | 18.33 |
| 8 | 15.50 | 15.88 | 16.28 | 16.69 | 17.11 | 17.53 | 17.97 | 18.42 | 18.88 |
| 9 | 15.96 | 16.36 | 16.77 | 17.19 | 17.62 | 18.06 | 18.51 | 18.97 | 19.45 |
| 10 | 16.44 | 16.85 | 17.27 | 17.70 | 18.15 | 18.60 | 19.07 | 19.54 | 20.03 |
| 11 | 16.93 | 17.36 | 17.79 | 18.24 | 18.69 | 19.16 | 19.64 | 20.13 | 20.63 |
| 12 | 17.44 | 17.88 | 18.32 | 18.78 | 19.25 | 19.73 | 20.23 | 20.73 | 21.25 |
| 13 | 17.96 | 18.41 | 18.87 | 19.35 | 19.83 | 20.33 | 20.83 | 21.35 | 21.89 |
| 14 | 18.50 | 18.97 | 19.44 | 19.93 | 20.42 | 20.94 | 21.46 | 21.99 | 22.54 |
| 15 | 19.06 | 19.54 | 20.02 | 20.52 | 21.04 | 21.56 | 22.10 | 22.65 | 23.22 |
| 16 | 19.63 | 20.12 | 20.62 | 21.14 | 21.67 | 22.21 | 22.77 | 23.33 | 23.92 |
| 17 | 20.22 | 20.72 | 21.24 | 21.77 | 22.32 | 22.88 | 23.45 | 24.03 | 24.64 |
| 18 | 20.83 | 21.35 | 21.88 | 22.43 | 22.99 | 23.56 | 24.15 | 24.76 | 25.37 |
| 19 | 21.45 | 21.99 | 22.54 | 23.10 | 23.68 | 24.27 | 24.88 | 25.50 | 26.14 |
| 20 | 22.09 | 22.65 | 23.21 | 23.79 | 24.39 | 25.00 | 25.62 | 26.26 | 26.92 |

APPENDIX D:

2025 Recommended Policy Changes

Please review the attached proposed changes to the personnel policies:

1. Scope. On page 7, added verbiage clarifying that policies apply to all employees of the city, including paid-per-call or call-on firefighters and ambulance employees.
2. Benefits. On page 27 and continuing onto page 28, updated verbiage to reflect benefit changes to health insurance.
3. Severance Pay. On page 51, added verbiage regarding employees working less than 40 hours per week, who fail to complete 6-month probationary period will not receive accrued vacation payout.
4. Cell Phone Stipend. On page 59, added verbiage regarding full time employees cell phone stipend for city-related use.

January 7, 2025

ITEM: New Business – Resolution 01.25.05: Establishing Date and Time of Regular Meetings

BACKGROUND: The attached resolution establishes the date and time of regular city council meetings for 2025.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.25.05

RESOLUTION ESTABLISHING DATE AND TIME OF REGULAR MEETINGS

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, that the City Council meetings for the calendar year 2025 shall be held on the first and third Tuesday of each calendar month commencing at 5:30 PM at the Council Chambers at City Hall located 1205 6th Avenue South, St. James, Minnesota.

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

Section 1: The city council meeting on August 5, 2025 shall to be moved to August 6, 2025.

Adopted by the Council this 7th day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: January 7, 2025

January 7, 2025

ITEM: New Business – Resolution 01.25.06: Adopting the 2025 Fee Schedule

BACKGROUND: The attached resolution adopts the 2025 Fee Schedule. Please note amendments are highlighted yellow. Any changes throughout the year will result in amending this Fee Schedule by Resolution.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.25.06

RESOLUTION ADOPTING THE 2025 FEE SCHEDULE

WHEREAS, multiple Chapters of the St. James City Code of Ordinances requires the City of St. James to set fees and charges; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, that the fees and charges listed in Appendix E shall be effective beginning January 1, 2025.

AND, THEREFORE, BE IT ALSO RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, that whenever a provision of this resolution is in conflict with the St. James City Code, it is the intent of the City Council that the Code shall prevail.

AND, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, that this resolution shall supersede any previous measures of the City Council that sets, establishes, or fixes a specific amount for such fees and charges.

Adopted by the Council this 7th day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: January 7, 2025

APPENDIX E:**2025 FEE SCHEDULE**

| | 2024 | 2025 |
|---|-----------------------------------|-----------------------------------|
| POOL RATES | | |
| Daily Admission | \$5.00 (includes tax) | \$5.00 (includes tax) |
| Pre-school (splash pool only) | \$3.00 (includes tax) | \$3.00 (includes tax) |
| 20 punch Daily Admission Card | \$75.00 (includes tax) | \$75.00 (includes tax) |
| Season Pass- Individual | \$75.00 (includes tax) | \$75.00 (includes tax) |
| Season Pass- Family (up to 4 individuals) | \$145.00 (includes tax) | \$150.00 (includes tax) |
| Season Pass- Family (5-6 individuals) | \$215.00 (includes tax) | \$225.00 (includes tax) |
| Season Pass- Family (7-8 individuals) | \$285.00 (includes tax) | \$300.00 (includes tax) |
| 3-Day Pass (up to 4 individuals) | \$35.00 (includes tax) | \$35.00 (includes tax) |
| CAMPGROUND RATES | | |
| Daily Camp Site Fee | \$30.00 (includes tax) | \$30.00 (includes tax) |
| Daily Tent Fee | \$20.00 (includes tax) | \$20.00 (includes tax) |
| 30 Consecutive Days | \$650.00 (no tax) | \$650.00 (no tax) |
| Seasonal Rate | \$2,500.00 (includes tax) | \$2,500.00 (includes tax) |
| PICNIC SHELTER & CITY FACILITY RATES | | |
| Memorial & Southside Park Shelters | \$50.00 (includes tax) | \$60.00 (includes tax) |
| Non-profit rate | \$25.00 (includes tax) | \$30.00 (includes tax) |
| Refundable Damage Deposit | \$100.00 (cash only) | \$100.00 (cash only) |
| Community Building Rent | \$50.00 (includes tax) | \$60.00 (includes tax) |
| Community Building Damage Deposit | \$150.00 (cash only) | \$150.00 (cash only) |
| BUILDING PERMITS | | |
| Building Permits | Based on value | Based on value |
| Sign Permits | \$50.00 | \$50.00 |
| Window/Door Permit | \$25.00 | \$25.00 |
| Mechanical Permit | \$25.00 | \$25.00 |
| Plumbing Permit | \$25.00 | \$25.00 |
| Siding/Shingles Permit | \$55.00 | \$55.00 |
| Zoning Permit | \$50.00 | \$50.00 |
| Planning Commission Requests | | |
| Variance | \$150 plus \$2.00 per notice | \$150 plus \$2.00 per notice |
| Rezoning | \$150 plus \$2.00 per notice | \$150 plus \$2.00 per notice |
| Ordinance Change | \$150 plus \$2.00 per notice | \$150 plus \$2.00 per notice |
| Special Use Permit | \$150 plus \$2.00 per notice | \$150 plus \$2.00 per notice |
| Lot Division | \$150 plus \$2.00 per notice | \$150 plus \$2.00 per notice |
| Annexation Petition | \$5.00/acre (min \$150 max \$700) | \$5.00/acre (min \$150 max \$700) |
| Plat Subdivision- Prelim | \$75 plus \$2.00 per notice | \$75 plus \$2.00 per notice |
| Plat Subdivision- Final | \$75 plus \$2.00 per notice | \$75 plus \$2.00 per notice |
| Vacation initiated by citizen petitioner | \$150 plus \$2.00 per notice | \$150 plus \$2.00 per notice |
| Notification billing | \$2.00 for each required notice | \$2.00 for each required notice |

| LIQUOR LICENSE | | |
|--|-------------------------|-------------------------|
| On Sale Liquor | \$1,000.00 | \$1,000.00 |
| Sunday Liquor | \$100.00 | \$100.00 |
| On Sale 3.2 | \$125.00 | \$125.00 |
| Off Sale 3.2 | \$50.00 | \$50.00 |
| On Sale Wine | \$125.00 | \$125.00 |
| Brewer Off Sale - BRPFSL | \$200.00 | \$200.00 |
| Sunday Off Sale - BROSFL | \$40.00 | \$40.00 |
| Tap Room on Sale - TRONSS | \$250.00 | \$250.00 |
| Tap Room on Sale Sunday | \$40.00 | \$40.00 |
| New license inspection fee 3.2 beer | \$25.00 | \$25.00 |
| New license inspection fee beer/wine | \$75.00 | \$75.00 |
| OTHER LICENSES | | |
| Cigarette | \$25.00 | \$25.00 |
| THC License | \$1,000.00 | \$1,000.00 |
| THC License Investigation Fee | \$500.00 | \$500.00 |
| Special Sewer/ water | \$55.00 | \$55.00 |
| Plumbing | \$55.00 | \$55.00 |
| Garbage/ Refuse- per truck | \$55.00 | \$55.00 |
| Vending | \$100.00 | \$100.00 |
| Peddler- Day | \$15.00 | \$15.00 |
| Week | \$65.00 | \$65.00 |
| Month | \$120.00 | \$120.00 |
| 6 months | \$230.00 | \$230.00 |
| Rental License fee- Annual | \$60.00 | \$60.00 |
| Per Unit Dwelling over 4 Units | \$5.00 | \$5.00 |
| Fines: Reschedule Inspection (30-days) | \$25.00 | \$25.00 |
| No Show | \$50.00 | \$50.00 |
| Compliance Re-Inspection | \$25.00 | \$25.00 |
| Inspections not completed by Dec 31 | \$50.00 | \$50.00 |
| Rental License fee -B&B- Annual | \$150.00 | \$150.00 |
| Dog Permit - Lifetime | \$25.00 | \$25.00 |
| AMBULANCE FEES | | |
| Base Rate- Emergency | | |
| Resident | \$900.00 | \$1,000.00 |
| Non-resident | \$900.00 | \$1,000.00 |
| Lift Assist | N/A | \$250.00 |
| Hospital to Hospital | \$900.00 | \$1,000.00 |
| Intercept Rate | \$900.00 | \$1,000.00 |
| No Transport | \$250.00 | \$300.00 |
| Non-emergency | | |
| Hospice transfer | \$300.00 | \$400.00 |
| Mileage | \$30.00 per loaded mile | \$30.00 per loaded mile |

| FIRE FEES | | |
|--|-------------------------------|-------------------------------|
| Minimum charge | \$1,000.00 | \$1,000.00 |
| Maximum charge | \$2,500.00 | \$2,500.00 |
| Hay bale fires (charged to owner)- min | \$600.00 | \$600.00 |
| In town fires | \$750.00 | \$750.00 |
| Accident Assists | \$100-\$1,000.00 | \$100-\$1,000.00 |
| MISCELLANEOUS | | |
| Administrative Fine | \$25.00 | \$25.00 |
| Code Enforcement Citation | \$75.00 | \$75.00 |
| Research Fee | \$50.00 per hour | \$50.00 per hour |
| Mowing/weed trimming | \$60.00 plus tax & admin fee | \$60.00 plus tax & admin fee |
| Sidewalk Snow removal – business | \$125.00 plus tax & admin fee | \$125.00 plus tax & admin fee |
| Sidewalk Snow removal - residential | \$75.00 plus tax & admin fee | \$75.00 plus tax & admin fee |
| Returned check/ ACH | \$30.00 | \$30.00 |
| Dog Impound Fee | \$30.00 per day | \$30.00 per day |

| POLICE | | 2024 | 2025 |
|---|--|--|------|
| ADMINISTRATIVE FEES | | | |
| DATA REQUESTS | | | |
| CD/DVD or USB Drivers for Audio, Video, or Photographs | \$10.00 | \$10.00 | |
| USB Drive over 128 GB or External Hard Drive for Audio, Video, or Photographs | \$25.00 | \$25.00 | |
| DVD/USB/External Hard Drive of Squad Camera or Body Worn Camera | \$50.00 | \$50.00 | |
| Incident/Case Reports or State Accident Reports over 10 pages | \$0.25 per page | \$0.25 per page | |
| Incident/Case Reports research/compilation + cost of mailing | \$35 per hour | \$35 per hour | |
| Photographs | \$1.00 per photo | \$1.00 per photo | |
| Summary Data research/compilation + cost of mailing | \$35.00 per hour | \$35.00 per hour | |
| Clearance Letters or Certified Copies | \$5.00 | \$5.00 | |
| ANIMAL CONTROL | | | |
| Abandonment Fee | \$100.00 | \$100.00 | |
| Pick-up Fee | \$20.00 | \$20.00 | |
| Impound Fee | See General Fee Schedule, Miscellaneous | See General Fee Schedule, Miscellaneous | |
| Disposition Fee | \$165.00 | \$165.00 | |
| Potentially Dangerous Dog Initial License Fee | \$300.00 | \$300.00 | |
| Potentially Dangerous Dog Annual License Fee | \$150.00 | \$150.00 | |
| Dangerous Dog Initial License Fee | \$500.00 | \$500.00 | |
| Dangerous Dog Annual License Fee | \$300.00 | \$300.00 | |
| Dangerous dog yard sign (required) | \$15.00 | \$15.00 | |
| Dangerous dog tag (required) | \$7.00 | \$7.00 | |
| Dog Permit Lifetime License Fee | See General Fee Schedule, Other Licenses | See General Fee Schedule, Other Licenses | |
| Appeal Hearing Fee | \$100.00 | \$100.00 | |
| Expenses of an Appeal Hearing | Maximum of \$1,000.00 plus maintenance costs | Maximum of \$1,000.00 plus maintenance costs | |
| OTHER | | | |
| Background Investigation for other agencies | \$45.00 per hour | \$45.00 per hour | |
| Security | \$65.00 per hour | \$65.00 per hour | |
| CITY CODE VIOLATIONS | | | |
| TRAFFIC, VEHICLES AND PARKING VIOLATIONS | | | |
| Angle Parking | \$15.00 | \$15.00 | |
| Direction To Proceed | \$15.00 | \$15.00 | |
| Exhibition Driving, 1st Offense | \$75.00 | \$75.00 | |
| Exhibition Driving, 2nd & Subsequent Offense | Mandatory Court | Mandatory Court | |
| General Parking Prohibitions | \$15.00 | \$15.00 | |
| House Trailer, Mobile Home, Trailer, And Bus Parking | \$15.00 | \$15.00 | |
| Impounding And Removing Vehicles | \$15.00 | \$15.00 | |
| Maintenance of Driving and Parking Areas | \$50.00 | \$50.00 | |
| Motorized Vehicle Operation, Backing | \$50.00 | \$50.00 | |
| One-Way Streets | \$50.00 | \$50.00 | |

| | | |
|--|-----------------|-----------------|
| Parallel Parking | \$15.00 | \$15.00 |
| Parking For the Purpose of Advertising and Selling | \$15.00 | \$15.00 |
| Parking Hours | \$15.00 | \$15.00 |
| Parking Rules in Municipal Parking Lots and Ramps | \$15.00 | \$15.00 |
| Physically Handicapped Parking | \$100.00 | \$100.00 |
| Snow Emergency, 1st Offense | \$125.00 | \$125.00 |
| Snow Emergency, 2nd Offense Same Snowfall | \$150.00 | \$150.00 |
| Streets Without Curb | \$15.00 | \$15.00 |
| Truck Parking | \$50.00 | \$50.00 |
| Truck Route | \$50.00 | \$50.00 |
| U-Turns Prohibited | \$50.00 | \$50.00 |
| Unattended Vehicle | \$15.00 | \$15.00 |
| Unauthorized Removal | \$15.00 | \$15.00 |
| Vehicle repair on Street | \$50.00 | \$50.00 |
| RECREATIONAL VEHICLE VIOLATIONS | | |
| Bicycles-Carrying Articles | \$35.00 | \$35.00 |
| Bicycles-Hitching Rides | \$35.00 | \$35.00 |
| Bicycles-Manner, Number Riding | \$35.00 | \$35.00 |
| Bicycles-Right of Way; Sidewalks | \$35.00 | \$35.00 |
| Bicycles-Sale with Reflectors | \$35.00 | \$35.00 |
| Bicycles-Where to Ride | \$35.00 | \$35.00 |
| Golf Carts Unlawful Acts | \$40.00 | \$40.00 |
| Skateboards And Roller Skates Regulations | \$35.00 | \$35.00 |
| Snowmobile Direct Crossings | \$65.00 | \$65.00 |
| Snowmobile Hours of Operation | \$65.00 | \$65.00 |
| Snowmobile On Private Property | \$65.00 | \$65.00 |
| Snowmobile On Sidewalks and Boulevards | \$65.00 | \$65.00 |
| Snowmobile Operation on Roadways, Public Lands, And Waters | \$65.00 | \$65.00 |
| Snowmobile Prohibited Acts | \$65.00 | \$65.00 |
| ANIMAL VIOLATIONS | | |
| Animals and Fowl - Keeping, Transporting, Treatment, Housing | \$50.00 | \$50.00 |
| Cat Regulations | \$50.00 | \$50.00 |
| Dangerous Dog License Required | Mandatory Court | Mandatory Court |
| Declaration Of Dangerous, Or Potentially Dangerous, Dogs | Mandatory Court | Mandatory Court |
| Dog Disturbing the Peace | \$65.00 | \$65.00 |
| Dog Disturbing the Peace, Dangerous Circumstances | Mandatory Court | Mandatory Court |
| Dog Disturbing the Peace, Prior Offense | \$90.00 | \$90.00 |
| Dog License Required | \$35.00 | \$35.00 |
| Dog Running At Large Prohibited | \$100.00 | \$100.00 |
| Dog Running At Large Prohibited, Prior Offense | \$125.00 | \$125.00 |
| Dog Running At Large, Dangerous Circumstances | Mandatory Court | Mandatory Court |
| Dog Vaccination Required | N/A | \$75.00 |
| Limitation On Number of Dogs and Cats; Kennel License | \$50.00 | \$50.00 |
| UNLAWFUL ACTS VIOLATIONS | | |
| Alcohol on Public Property | \$75.00 | \$75.00 |

| | | |
|---|-----------------|-----------------|
| Alcohol On School Grounds and Buildings | Mandatory Court | Mandatory Court |
| Bottle Club: Consumption Of Alcohol After Hours | \$75.00 | \$75.00 |
| Dangerous Trespasses and Other Acts | Mandatory Court | Mandatory Court |
| Dangerous Weapons Acts Prohibited | Mandatory Court | Mandatory Court |
| Discharge Of Firearms and Explosives | Mandatory Court | Mandatory Court |
| Disorderly Conduct | \$100.00 | \$100.00 |
| Furnish Tobacco to Person Under 21 | Mandatory Court | Mandatory Court |
| Graffiti Unlawful Acts | Mandatory Court | Mandatory Court |
| Hours and Days of Liquor Sales | \$200.00 | \$200.00 |
| Induce Minor Purchasing Alcohol | Mandatory Court | Mandatory Court |
| Licensed Premise; Consumption of Alcohol After Hours | Mandatory Court | Mandatory Court |
| Licensed Premise; On Premises After Hours | Mandatory Court | Mandatory Court |
| Licensed Premise; Removal of Containers | Mandatory Court | Mandatory Court |
| Minor Alcohol Consumption on Licensed premises | Mandatory Court | Mandatory Court |
| Minor Alcohol Consumption without parental consent | Mandatory Court | Mandatory Court |
| Minor Entering Licensed Premises | Mandatory Court | Mandatory Court |
| Minor Misrepresentation of Age | Mandatory Court | Mandatory Court |
| Minor Possession of Alcohol | Mandatory Court | Mandatory Court |
| Minor Proof of Age | Mandatory Court | Mandatory Court |
| Minor Purchasing Alcohol | Mandatory Court | Mandatory Court |
| THC Edibles Sale by Non-Licensed Individual, 1st Offense | \$300.00 | \$300.00 |
| THC Edibles Sale by Non-Licensed Individual, 2nd Offense Within 12 Mos. | \$500.00 | \$500.00 |
| THC Edibles Sale by Non-Licensed Individual, 3rd Offense Within 12 Mos. | \$800.00 | \$800.00 |
| THC Edibles Violation by Licensee or Employee, 1st Offense | \$1,000.00 | \$1,000.00 |
| THC Edibles Violation by Licensee or Employee, 2nd Offense Within 36 Mos. | \$2,000.00 | \$2,000.00 |
| THC Edibles Violation by Licensee or Employee, 3rd Offense Within 36 Mos. | \$5,000.00 | \$5,000.00 |
| THC Edibles Possession by Person Under 21 | Mandatory Court | Mandatory Court |
| Sell, barter, furnish or give alcohol to a minor | Mandatory Court | Mandatory Court |
| Use of Bow and Arrow | \$50.00 | \$50.00 |
| Unlawful Use or Possession of Tobacco by A Minor | Mandatory Court | Mandatory Court |
| PUBLIC NUISANCE VIOLATIONS | | |
| Air Pollution; Campfire | \$75.00 | \$75.00 |
| Air Pollution; Rubbish or Other | \$75.00 | \$75.00 |
| Junk Cars, Household Furnishings, And Other Appliances Stored on Public or Private Property | \$100.00 | \$100.00 |
| Litter From Vehicles | \$65.00 | \$65.00 |
| Litter In Parks, Lakes, And Streams | \$65.00 | \$65.00 |
| Litter In Public Places | \$65.00 | \$65.00 |
| Litter On Private Property | \$100.00 | \$100.00 |
| Litter On Public Sidewalks and Gutters Prohibited | \$65.00 | \$65.00 |
| Maintenance Of Private Property | \$40.00 | \$40.00 |
| Noise Control-Animals, Birds, etc. | \$50.00 | \$50.00 |
| Noise Control-Blowers | \$50.00 | \$50.00 |

| | | |
|---|-----------------|-----------------|
| Noise Control-Construction or Repairing of Buildings | \$50.00 | \$50.00 |
| Noise Control-Defect in Vehicle or Load | \$50.00 | \$50.00 |
| Noise Control-Exhausts, 1st Offense | \$75.00 | \$75.00 |
| Noise Control-Exhausts, 2nd & Subsequent Offense | \$100.00 | \$100.00 |
| Noise Control-Horns, Signaling Devices, etc. | \$50.00 | \$50.00 |
| Noise Control-Loading, Unloading, Opening Boxes | \$50.00 | \$50.00 |
| Noise Control-Loud Speakers, Amplifiers for Advertising | \$50.00 | \$50.00 |
| Noise Control-Noisy Parties and Gatherings, 1st Offense | \$75.00 | \$75.00 |
| Noise Control-Noisy Parties and Gatherings, 2nd & Subsequent Offense | \$100.00 | \$100.00 |
| Noise Control-Pile Drivers, Hammers, etc. | \$50.00 | \$50.00 |
| Noise Control-Radios, Tape and Disc Players, Etc., 1st Offense | \$65.00 | \$65.00 |
| Noise Control-Radios, Tape and Disc Players, Etc., 2nd & Subsequent Offense | \$90.00 | \$90.00 |
| Noise Control-Schools, Courts, Churches, Hospitals | \$50.00 | \$50.00 |
| Noise Control-Sound Trucks for Advertising Purposes | \$50.00 | \$50.00 |
| Noise Control-Whistles or Sirens | \$50.00 | \$50.00 |
| Noise Control-Yelling, Shouting, Etc., 1st Offense | \$50.00 | \$50.00 |
| Noise Control-Yelling, Shouting, Etc., 2nd & Subsequent Offense | \$75.00 | \$75.00 |
| Nudity or Obscenity Prohibited | Mandatory Court | Mandatory Court |
| Public Nuisance | \$75.00 | \$75.00 |
| Permitting A Public Nuisance | \$75.00 | \$75.00 |
| Unlawful Burning; Air Pollution | \$75.00 | \$75.00 |
| Unlawful Burning; Attendance | \$75.00 | \$75.00 |
| Unlawful Burning; Dates | \$75.00 | \$75.00 |
| Unlawful Burning; Footage | \$75.00 | \$75.00 |
| Unlawful Burning; Hours | \$75.00 | \$75.00 |
| Unlawful Burning; Public Property | \$75.00 | \$75.00 |
| Unlawful Burning; Unsafe Conditions | \$75.00 | \$75.00 |
| Unlawful Burning; Warning or Emergency | \$75.00 | \$75.00 |
| Unlawful To Make Loud or Unnecessary Noise, 1st Offense | \$60.00 | \$60.00 |
| Unlawful To Make Loud or Unnecessary Noise, 2nd & Subsequent Offense | \$85.00 | \$85.00 |
| MISCELLANEOUS | | |
| Curfew - Minors Age Sixteen & Seventeen | Mandatory Court | Mandatory Court |
| Curfew - Minors Under the Age of Sixteen | Mandatory Court | Mandatory Court |
| Curfew - Parents and Guardians | Mandatory Court | Mandatory Court |
| Curfew - Places of Amusement, Entertainment, or Refreshment | Mandatory Court | Mandatory Court |
| Garage Sales | Mandatory Court | Mandatory Court |
| In Closed Park After Hours | \$40.00 | \$40.00 |
| Loitering | \$40.00 | \$40.00 |
| Peddlers License Required | \$100.00 | \$100.00 |
| Permitting of Graffiti by Owners of Property | \$100.00 | \$100.00 |
| Possess Graffiti materials | Mandatory Court | Mandatory Court |
| Possession and Sale of Fireworks | \$50.00 | \$50.00 |
| Taxicabs License Required | Mandatory Court | Mandatory Court |

January 7, 2025

ITEM: New Business – Resolution 01.25.07: Establishing 2025 Boards and Commission Mayoral Appointments

BACKGROUND: The attached resolution establishes the 2025 Mayoral Appointments.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.25.07

**RESOLUTION ESTABLISHING 2025 BOARDS AND COMMISSION
MAYORAL APPOINTMENTS**

WHEREAS, the Mayor has made the following appointments outlined in Exhibit F for the City of St. James; and

WHEREAS, the Council confirms various appointments made by the mayor; and

WHEREAS, it is necessary to keep an accurate record of these various appointments as to individuals appointed and their term of office

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, that the City Council approves the following appointments outlined in Exhibit F for the 2025 year.

Adopted by the Council this 7th day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: January 7, 2025

APPENDIX F:

2025 BOARDS AND COMMISSION MAYORAL APPOINTMENTS

Budget Committee

Christopher Whitehead, Mayor
Amanda Knoll, City Manager
Hannah Rushing, Council Representative
Paul Harris, Council Representative

Personnel Committee

Christopher Whitehead, Mayor
Amanda Knoll, City Manager
Hannah Rushing, Council Representative
Stephen Lindee, Council Representative

Public Safety Committee

Christopher Whitehead, Mayor
Amanda Knoll, City Manager
Kathleen Hanson, Council Representative
Hannah Rushing, Council Representative

Park and Board Advisory Board

Britts Romsdahl
Sarahi Showalter
Jody Anderson
Lonnie Stresemann
Kathleen Hanson, Council Representative
Sue Craig, Council Representative

Airport Commission

Alan Bruderie
Wally Rennick
Dewayne Malmgren
Terry Mace
Alex White
Stephen Lindee, Council Representative
Christopher Whitehead, Mayor

Community Education

Kathleen Hanson, Council Representative

2025 BOARDS AND COMMISSIONS

| BOARD OR COMMISSION | APPOINTMENT DATE | TERM EXPIRATION DATE |
|---|-------------------------|-----------------------------|
| <u>Planning Commission (4-year term)</u> | | |
| Jim Paulson | 04-19-2022 | 01-01-2028 |
| Dan Dorschner | 01-01-2001 | 01-01-2028 |
| Dwight Kuehl | 01-03-1995 | 01-01-2027 |
| Steve Lanoue | 01-01-2023 | 01-01-2027 |
| Bob Rinne | 07-05-2016 | 01-01-2027 |
| Christopher Whitehead, Mayor | | |
| Stephen Lindee, Council Representative | | |
| Mike Kircher, City Attorney | | |
| Brianna Sanders, Economic Development Authority Director | | |
| <u>Economic Development Authority/Star City Commission (6-year term)</u> | | |
| Dean Olsen | 08-01-2022 | 01-01-2028 |
| Mark Johnson | 01-01-2017 | 01-01-2029 |
| Steve Jeppson | 01-01-2017 | 01-01-2029 |
| Lisa Rodriguez | 03-21-2023 | 01-01-2028 |
| Mark Collier | 01-01-2020 | 01-01-2026 |
| Paul Harris, Council Representative | | |
| Sue Craig, Council Representative | | |
| Scott Westman, County Commissioner (ex-officio) | | |
| Christopher Whitehead, Mayor (ex-officio) | | |
| <u>Charter Commission (2-year and 4-year terms)</u> | | |
| Joe McCabe | | 01-01-2027 |
| Michael Banks | | 01-01-2026 |
| Sarahi Showalter | | 01-01-2027 |
| Tracy Hurley | | 01-01-2026 |
| Kris Hurley | | 01-01-2026 |
| Paul Harris, Council Representative | | 01-01-2026 |
| Sue Craig, Council Representative | | 01-01-2027 |
| <u>Board of Equalization</u> | | |
| Christopher Whitehead, Mayor | | |
| Amanda Knoll, City Manager | | |
| Sue Craig, Council Representative | | |
| Paul Harris, Council Representative | | |
| Kathleen Hanson, Council Representative | | |
| <u>Housing & Redevelopment Authority (5-year term)</u> | | |
| Joe McCabe | 01-01-2023 | 01-01-2028 |
| Vaugh Nordhausen | 01-01-2011 | 01-01-2026 |
| John Becker | 01-01-2012 | 01-01-2027 |
| Jennifer Mathistad | 01-01-2013 | 01-01-2029 |
| Tracey Hurley | 07-05-2016 | 01-01-2029 |
| Kris Hurley, City Representative | | |
| <u>City Morgue</u> | | |
| Sturm Funeral Home | | |

January 7, 2025

ITEM: New Business – Resolution 01.25.08: Authorizing the City Clerk-Treasurer to Transfer Funds as Budgeted in 2024

BACKGROUND: The attached resolution authorizes the City Clerk to transfer funds set aside in the 2024 budget, along with additional purchases requests made throughout 2024.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.25.08

**RESOLUTION AUTHORIZING THE CITY CLERK-TREASURER TO
TRANSFER FUNDS AS BUDGETED IN 2024**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, that the following sum of money be transferred for the current year as follows and authorize the City Clerk-Treasurer the ability to adjust according to December 31, 2024 Balances.

2024 Transfers

| TRANSFERS | TO | |
|--------------------------|-----------|--------------|
| General Fund | Fund 103 | \$100,000.00 |
| General Fund | Fund 105 | \$ 15,303.00 |
| General Fund | Fund 227 | \$ 51,167.00 |
| General Fund | Fund 612 | \$ 35,400.00 |
| General Fund | Fund 650 | \$ 26,953.00 |
| Campground Fund | Fund 101 | \$ 20,000.00 |
| Equipment Fund | Fund 101 | \$ 98,512.18 |
| Equipment Fund | Fund 602 | \$345,154.00 |
| Water Fund | Fund 103 | \$ 40,000.00 |
| Water Fund | Fund 105 | \$ 15,000.00 |
| Wastewater Fund | Fund 105 | \$ 15,000.00 |
| Wastewater Fund | Fund 103 | \$ 40,000.00 |
| Electric Fund | Fund 101 | \$863,821.00 |
| Electric Fund | Fund 103 | \$125,000.00 |
| Liquor Fund | Fund 617 | \$122,414.27 |
| EDA Housing Fund | Fund 227 | \$ 25,000.00 |
| Ambulance Fund | Fund 103 | \$ 15,000.00 |
| Airport Fund | Fund 101 | \$ 26,000.00 |
| Capital Improvement Fund | Fund 227 | \$ 30,000.00 |
| Capital Improvement Fund | Fund 101 | \$ 65,870.38 |

Adopted by the Council this 7th day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: January 7, 2025

January 7, 2025

ITEM: New Business – Resolution 01.25.09: Authorizing the City Clerk-Treasurer to Transfer Funds as Budgeted in 2024

BACKGROUND: The attached resolution authorizes the City Clerk to transfer bond payments set aside in the 2024 budget.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.25.09

**RESOLUTION AUTHORIZING THE CITY CLERK-TREASURER TO
TRANSFER FUNDS AS BUDGETED IN 2024**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, that the following sum of money be transferred for bond payments in the current year as follows and authorize the City Clerk-Treasurer the ability to adjust according to December 31, 2024 Balances.

2024 Transfers

| TRANSFERS | TO | |
|-------------------------|-----------|---------------|
| Storm Revenue (2017A) | Fund 326 | \$ 176,439.00 |
| Storm Revenue (2018B) | Fund 327 | \$ 30,108.00 |
| Storm Revenue (2021A) | Fund 331 | \$ 8,792.00 |
| Storm Revenue (2022A) | Fund 332 | \$ 31,362.00 |
| Water Fund (2016B) | Fund 320 | \$ 24,833.00 |
| Water Fund (2015B) | Fund 323 | \$ 22,594.44 |
| Water Fund (2018B) | Fund 327 | \$ 43,000.00 |
| Water Fund (2019C) | Fund 330 | \$ 19,993.00 |
| Water Fund (2021A) | Fund 331 | \$ 25,010.00 |
| Water Fund (2022A) | Fund 332 | \$ 86,333.00 |
| Wastewater Fund (2018B) | Fund 327 | \$ 36,000.00 |
| Wastewater Fund (2019C) | Fund 330 | \$ 46,650.00 |
| Wastewater Fund (2021A) | Fund 331 | \$ 99,709.00 |
| Wastewater Fund (2022A) | Fund 332 | \$ 46,619.82 |

Adopted by the Council this 7th day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: January 7, 2025

January 7, 2025

ITEM: New Business – Resolution 01.25.10: Designating Authorized Representation for Western Minnesota Municipal Power Agency

BACKGROUND: The attached resolution designates Matt Runge and Amanda Knoll as authorized representatives for WMMPA.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.25.10

**RESOLUTION DESIGNATING AUTHORIZED REPRESENTATION FOR WESTERN
MINNESOTA MUNICIPAL POWER AGENCY**

WHEREAS, the Governing Body of the City of St. James, Minnesota has entered into an agreement to establish the Western Minnesota Municipal Power Agency (WMMPA) and as a member thereof is entitled to a representative who shall represent the Municipal Utility in the business of WMMPA.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, that Matt Runge be and is hereby authorized and appointed as the representative of the City of St. James, Minnesota, to represent the Municipal Utility in the business of WMMPA, with the powers, duties and responsibilities as provided in said agreement. The alternate representative, Amanda Knoll, is hereby authorized and appointed with equal powers.

Adopted by the Council this 7th day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

NOTARY:

Kristin K. Hurley, City Clerk

Signature

Expiration Date

Published: _____

Filed: _____

Effective Date: January 7, 2025

January 7, 2025

ITEM: New Business – Resolution 01.25.11: Designating Authorized Representation for the City of St. James as a member of Missouri Basin Municipal Power Agency d/b/a Missouri River Energy Services

BACKGROUND: The attached resolution designates Matt Runge and Amanda Knoll as authorized representatives for MRES.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.25.11

MISSOURI RIVER ENERGY SERVICES (MRES)

The City desires to appoint a person to represent the City in matters relating to its membership in MRES, and the business with MRES.

Council Member _____ introduced the following Resolution, and moved its adoption; and Council Member _____ seconded the motion to adopt:

**RESOLUTION DESIGNATING AUTHORIZED REPRESENTATION FOR THE CITY
OF ST. JAMES AS A MEMBER OF MISSOURI BASIN MUNICIPAL POWER
AGENCY d/b/a MISSOURI RIVER ENERGY SERVICES**

WHEREAS, the City of St. James, Minnesota has entered into the Agreement Establishing the Missouri Basin Municipal Power Agency, d/b/a Missouri River Energy Services (MRES), and as a member thereof is entitled to a representative who shall represent the Municipal Utility in the business of MRES.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, that Matt Runge be and he is hereby designated and appointed as the representative of the City of St. James, Minnesota, and is authorized to represent the City of St. James' Municipal Utility in the business of MRES, with the powers, duties and responsibilities as provided in said agreement. The alternate representative, Amanda Knoll, is hereby designated and appointed, and authorized to represent the City with equal powers.

Adopted by the Council this 7th day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: January 7, 2025

January 7, 2025

ITEM: New Business – Resolution 01.25.12: Declaring Abandoned and Surplus Property and Ordering the Disposal

BACKGROUND: The attached resolution declares excess property and authorizes the disposal.

STAFF RECOMMENDATION: Approve/Deny Resolution.

RESOLUTION NO.: 01.25.12

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.25.12

**RESOLUTION DECLARING ABANDONED AND SURPLUS PROPERTY
AND ORDERING THE DISPOSAL**

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

Section 1: The property listed below has been declared as surplus property that has
been deemed abandoned:

- Theatre Popcorn Machine

Section 2: The City of St. James is hereby authorized to grant permission to dispose of
said property.

Adopted by the City Council this 7th day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: January 7, 2025

January 7, 2025

ITEM: New Business – Resolution 01.25.13: Supporting the Appointment of the City of St. James Ambulance Director to the Emergency Medical Services Advisory Council by the Coalition of Greater Minnesota Cities

BACKGROUND: The attached resolution supports the St. James Ambulance Director, Holly Wallace, to the newly formed EMS Advisory Council by the Coalition of Greater MN Cities.

STAFF RECOMMENDATION: Approve/Deny Resolution.

RESOLUTION NO.: 01.25.13

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.25.13

**RESOLUTION SUPPORTING THE APPOINTMENT OF THE CITY OF ST. JAMES
AMBULANCE DIRECTOR TO THE EMERGENCY MEDICAL SERVICES
ADVISORY COUNCIL BY THE COALITION OF GREATER MINNESOTA CITIES**

WHEREAS, the Coalition of Greater Minnesota Cities has appointed the City of St. James Ambulance Director to the newly Emergency Medical Services Advisory Council; and

WHEREAS, the Coalition of Greater Minnesota Cities appointment fills the local government position on the Emergency Medical Services Advisory Council; and

WHEREAS, the Emergency Medical Services Advisory Council has formed to strengthen the state's EMS systems and improve emergency medical response across Minnesota and will serve as a critical platform for guiding policy, funding, and strategic initiatives to enhance the quality of care for all Minnesotans.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, that the City hereby supports the appointment of St. James Ambulance Director, Holly Wallace, to the Emergency Medical Services Advisory Council by the Coalition of Greater Minnesota Cities.

Adopted by the City Council this 7th day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Filed: _____

Published: _____

Effective Date: January 7, 2025

January 7, 2025

ITEM: New Business – Purchase Request: Street Department Fleet Vehicle

BACKGROUND: The Street Department is requesting permission to purchase a fleet vehicle. This truck will replace the current 2015 F-350 fleet vehicle. The state-bid price for the fleet vehicle is \$54,882.99. This purchase is within the 2025 budget and is being funded through the Capital Equipment Fund.

STAFF RECOMMENDATION: Approve/Deny Purchase.

| | | | | | | | |
|---------------|--------------|---------------|-------|--------------|-----------|-------------|------|
| Dealer Rep. | Izaac Brown | Type | Fleet | Vehicle Line | Superduty | Order Code | 5454 |
| Customer Name | CITYOFSAINJA | Priority Code | M3 | Model Year | 2025 | Price Level | 515 |

| DESCRIPTION | MSRP | DESCRIPTION | MSRP |
|-------------------------------|---------|--------------------------------|---------|
| F350 4X4 STYLESIDE PICKUP/142 | \$49395 | 50 STATE EMISSIONS | \$0 |
| 142 INCH WHEELBASE | \$0 | 120V/400W OUTLET | \$175 |
| TOTAL BASE VEHICLE | \$49395 | SNOWPLOW PREP/CAMPER PACKAGE | \$305 |
| RACE RED | \$0 | TRAILER BRAKE CONTROLLER | \$300 |
| CLOTH 40/20/40 SEAT | \$100 | JACK | \$0 |
| MEDIUM DARK SLATE | \$0 | SPLASH GUARDS - FRONT | \$130 |
| PREFERRED EQUIPMENT PKG.610A | \$0 | SPLASH GUARDS - REAR | \$0 |
| .XL TRIM | \$0 | UPFITTER SWITCHES | \$165 |
| .AIR CONDITIONING -- CFC FREE | \$0 | 250 AMP ALTERNATOR | \$85 |
| .AM/FM STEREO MP3/CLK | \$0 | TOUGH BED SPRAY IN BEDLINER | \$595 |
| .STEEL ROAD WHEELS-18" | \$0 | XL CHROME PACKAGE | \$225 |
| .6.8L DEVCT NA PFI V8 ENGINE | \$0 | .FOG LAMPS | \$0 |
| 10-SPEED AUTO TORQSHIFT-G | \$0 | SPECIAL DEALER ACCOUNT ADJUSTM | \$0 |
| .LT275/65R18E BSW ALL SEASON | \$0 | SPECIAL FLEET ACCOUNT CREDIT | \$0 |
| 3.73 RATIO NON LTD SLIP AXLE | \$0 | FUEL CHARGE | \$0 |
| JOB #1 ORDER | \$0 | NET INVOICE FLEET OPTION (B4A) | \$0 |
| FORD FLEET SPECIAL ADJUSTMENT | \$0 | PRICED DORA | \$0 |
| PLATFORM RUNNING BOARDS | \$320 | ADVERTISING ASSESSMENT | \$0 |
| 10900# GVWR PACKAGE | \$0 | DESTINATION & DELIVERY | \$1995 |
| | | | |
| TOTAL BASE AND OPTIONS | | | MSRP |
| DISCOUNTS | | | \$53790 |
| TOTAL | | | NA |
| | | | \$53790 |

Cost \$46,996.00

ORDERING FIN: QH230 END USER FIN: QH230

Customer Name:

Customer Email:



1130 73rd Avenue NE
Fridley, MN 55432
(763) 571-1902
1-800-795-1902

Highway 60 East
Lake Crystal, MN 56055
(507) 726-6041
1-800-722-0588

www.crysteeltruck.com

AN EQUAL OPPORTUNITY EMPLOYER

Date: 12/30/2024
Company: St. James-Street Department
Contact: Chad Stradtman
Phone#: 507-381-2833
Email: chad.stradtman@ci.stjames.mn.us

Reference: REV1
Address: 124 Armstrong Blvd S

City: St James

State: MN

| | | | |
|-------------|----------|----------------------------|--|
| Dealer | | Chassis Estimated Delivery | |
| Truck Make | Ford | CA or CT | |
| Model Year | 2025/NEW | Transmission | |
| Truck Model | F350 | Cab Color | |

REFERENCE: COOPERATIVE PURCHASE OF EQUIPMENT FROM STATE OF MINNESOTA

CONTRACT NO: 216663

RELEASE NO: T-763(5)

CONTRACT PERIOD: FEB 1, 2023, THROUGH JANUARY 31, 2025

EXTENSION OPTION: Up to 27 months

1-UNIT

STATE COOPERATIVE PRICING

QTY

Price Each

Extended

| | | | | | |
|------------------------|-------|--|--|------------|------------|
| 5.0 Liftgates | | | | | |
| 1 | 5.19 | G2-60-1342 EA38 | | \$3,660.00 | \$3,660.00 |
| 1 | 5.19 | Install of G2-60-1342 EA38 | | \$900.00 | \$900.00 |
| 1 | 5.160 | Rear Camera & Sensor Bar | | \$110.00 | \$110.00 |
| 1 | 5.160 | Install of Rear Camera & Sensor Bar | | \$312.50 | \$312.50 |
| 1 | 5.169 | Winter Grade Hydraulic Fluid | | \$50.00 | \$50.00 |
| 7.0 Accessories | | | | | |
| 1 | 7.15 | Backrack 15018, Frame Only, HW Kit Required--30221, 30201 | | \$179.00 | \$179.00 |
| 1 | 7.15 | Install of Backrack 15018, Frame Only, HW Kit Required--30221, 30201 | | \$250.00 | \$250.00 |
| 1 | 7.47 | Hardware Kit 30222, 2023-TD Superduty Aluminum Body | | \$105.00 | \$105.00 |
| 1 | 7.109 | Light Bracket 91002REC, 16" x 7" Base, Center Mount | | \$42.00 | \$42.00 |
| 1 | 7.109 | Install of Light Bracket 91002REC, 16" x 7" Base, Center Mount | | \$62.50 | \$62.50 |

REFERENCE: COOPERATIVE PURCHASE OF EQUIPMENT FROM STATE OF MINNESOTA

CONTRACT NO: 257450

RELEASE NO: T-765(5)

CONTRACT PERIOD: September 1, 2024 THROUGH August 31, 2025

EXTENSION OPTION: Up to 48 months

1-UNIT

STATE COOPERATIVE PRICING

QTY

Price Each

Extended

| | | | | | |
|--------------------------------|------|---|--|-----------|-----------|
| 8.0 Accessories | | | | | |
| 1 | 8.16 | WeatherTech 2 piece front floor mats | | \$113.00 | \$113.00 |
| 1 | 8.29 | Buyers Mini Light Bar installed on cab shield, wired to in dash switch | | \$465.00 | \$465.00 |
| 1 | 8.38 | For 1 Set Buyers Surface Mt Strobes - Mounted in front grille of truck | | \$422.00 | \$422.00 |
| 8.0 Toolboxes/Backpacks | | | | | |
| 1 | 8.1 | Installation of Storage box | | \$473.00 | \$473.00 |
| 1 | 8.45 | Model 174-0-04 56in Lo-Side Box, Aluminum, Clear, 4.0 cu ft 174-0-04 | | \$874.10 | \$874.10 |
| 1 | | MN State Contract 15% Discount | | -\$131.12 | -\$131.12 |

Total Package Price**\$7,886.99*******PRICES SHOWN DO NOT INCLUDE ANY APPLICABLE TAXES OR FEES*******Cost Per Loaded Mile for Delivery:****\$4.00****Starting Point:****Lake Crystal, MN***A WRITTEN PURCHASE ORDER MUST BE RETURNED SPECIFYING PURCHASE OF THIS EQUIPMENT OFF THE STATE OF MINNESOTA COOPERATIVE PURCHASE CONTRACT**NO EXHAUST WORK INCLUDED FOR TRUCKS WITH NEW EMISSION CONTROL EXHAUST SYSTEMS. EXHAUST SYSTEMS CANNOT BE MODIFIED.***ALL LABOR COSTS ARE BASED ON INSTALLING EQUIPMENT ON A TRUCK CHASSIS WITH ALL TRUCK ITEMS OUT OF THE WAY FOR EQUIPMENT INSTALLATION. IF CRYSTEEL HAS TO MOVE FUEL TANKS, AIR TANKS, AIR DRYER, ETC. EXTRA CHARGES MAY APPLY

| | |
|-------------------|---|
| Vendor Name: | Crysteel Truck Equipment-Lake Crystal |
| Contact Person: | Josh Miller |
| Street Address: | 52248 Ember Rd |
| City, State, Zip: | Lake Crystal, MN 56055 |
| Phone #: | (507) 726-6041 |
| Toll Free #: | (800) 722-0588 |
| Email Address: | jmiller@crysteeltruck.com |

January 7, 2025

ITEM: New Business – New Hire: Lindsey Wooten, Full-Time EMT Captain

BACKGROUND: Lindsey Wooten has been hired as a full-time EMT Captain for the Ambulance Service. Her start date with the department as a full-time EMT Captain was January 1, 2025. Her rate of pay is set at Grade 5, Step 1 according to the Full-Time Non-Union wage scale.

STAFF RECOMMENDATION: Approve/Deny Employment.

January 7, 2025

ITEM: New Business – New Hire: Randee Nelson, Paid-On-Call EMT Captain

BACKGROUND: Randee Nelson has been hired as a paid-on-call EMT Captain for the Ambulance Service. Her start date with the department as a paid-on-call EMT Captain was January 1, 2025. Her rate of pay is set at the amount according Resolution No. 01.25.04.

STAFF RECOMMENDATION: Approve/Deny Employment.