



City Council Meeting Minutes

September 16, 2025 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

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

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

PRESENT: Mayor Christopher Whitehead, Councilpersons Sue Craig, Paul Harris, Stephen Lindee, Hannah Rushing

ABSENT: Kathleen Hanson

STAFF PRESENT: City Manager Amanda Knoll, City Attorney Mike Kircher

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 09.02.2025 Council Meeting

Motion made by Lindee, Seconded by Rushing.

Voting Yea: Craig, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims totaling \$278,087.33 is as follows: \$278,087.33 Check No. 704911 - 704918 and 704924 - 705004 as listed in the check register.

Motion made by Harris, Seconded by Craig.

Voting Yea: Craig, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

6. SCHEDULED BID LETTING

7. SCHEDULED PUBLIC HEARINGS

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

11. OLD BUSINESS

12. NEW BUSINESS

- A. Consideration to Approve Resolution 09.25.07 - Approving Airport Maintenance and Operations Grant Agreement with the Minnesota Department of Transportation

Resolution 09.25.07 approves the Airport Maintenance and Operation Grant Contract No. 1060368. Minnesota State Statute provides financial assistance to airports for maintenance and operational activities. This grant is for State Fiscal Year 2026 and State Fiscal Year 2027.

Motion made by Rushing, Seconded by Lindee.

Voting Yea: Craig, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 09.25.07 duly passed 4-0.

- B. Consideration to Approve Resolution 09.25.08 - Calling for Public Hearing on Proposed Assessment for 7th Street South, 13th Avenue South, and Moulton and Parsons Drive; Project No. 24X.135115

Resolution 09.25.08 calls for a public hearing to be set for Tuesday, October 21, 2025, at 5:30 p.m. in the Council Chambers on the proposed assessments for improvement of 7th Street South, 13th Avenue South and Moulton and Parsons Drive. Approval of the resolution directs staff to prepare and send notice of said public hearing.

Motion made by Craig, Seconded by Harris.

Voting Yea: Craig, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 09.25.08 duly passed 4-0.

- C. Consideration to Approve Resolution 09.25.09 - Setting the Preliminary 2026 Tax Levy

Resolution 09.25.09 sets the preliminary 2026 tax levy. Approval of this resolution directs the City Clerk to transmit a certified copy of the resolution to the County Auditor/Treasurer. Preliminary amounts are used by counties to compute property tax estimates for the following year, which are mailed to property owners in November in the form of Truth-in-Taxation notices.

Motion made by Rushing, Seconded by Craig.

Voting Yea: Craig, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 09.25.09 duly passed 4-0.

- D. Consideration to Approve Resolution 09.25.10 - Calling for the Truth-In-Taxation Public Hearing

Resolution 09.25.10 calls for the Truth-in-Taxation public hearing to be set for Tuesday, December 2, 2025, at 6:00 p.m. in the Council Chambers.

Motion made by Lindee, Seconded by Harris.

Voting Yea: Craig, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 09.25.10 duly passed 4-0.

- E. Consideration to Approve New Hire - Nolan Douglas Domeier, Police Officer

Requesting approval to hire Nolan Douglas Domeier. Nolan has completed the hiring process for the police department for the position of full-time police officer. His start date is slated for September 17, 2025. His rate of pay has been set to \$28.84 per hour / Step 1 in accordance with the approved 2025 police wage scale.

Motion made by Craig, Seconded by Rushing.

Voting Yea: Craig, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

F. Consideration to Approve Job Posting - Temporary EDA Assistant Position

The EDA is requesting approval to post / hire a temporary EDA Assistant. The EDA has been successful in securing new grants to support local economic development projects. While these awards are a positive step forward, they have also created additional administrative and reporting requirements that exceed the current staffing capacity of the EDA Director.

The Personnel Committee met on Thursday, September 11, 2025, and recommends hiring a part-time, temporary EDA Assistant placed on the approved part-time wage scale at Grade 17, Step 1. This position ensures compliance with grant requirements, maintains timely reporting, and continues providing high-quality service to our business community. This position would provide 16 hours per week support in grant management, meeting preparation, administrative tasks, communications and project coordination.

Motion made by Lindee, Seconded by Harris.

Voting Yea: Craig, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Rushing, Seconded by Harris.

Voting Yea: Craig, Harris, Lindee, Rushing

All Yea - motion carried. The meeting adjourned at 5:40 p.m.

Kristin Hurley, City Clerk-Treasurer