



City Council Meeting - Minutes

May 20, 2025 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

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

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

PRESENT: Mayor Christopher Whitehead, Councilpersons Kathleen Hanson, Paul Harris, Stephen Lindee, Hannah Rushing

ABSENT: Councilperson Sue Craig

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

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 05.06.2025 Council Meeting

Motion made by Rushing, Seconded by Harris.

Voting Yea: Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims totaling \$448,356.15 is as follows: \$448,356.15 Check No. 704084 - 704169 as listed in the check register.

Motion made by Harris, Seconded by Rushing.

Voting Yea: Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

6. SCHEDULED BID LETTING

7. SCHEDULED PUBLIC HEARINGS

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

11. OLD BUSINESS

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

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

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

Voting Yea: Hanson, Harris, Lindee, Rushing

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

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

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

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

Voting Yea: Hanson, Harris, Lindee, Rushing

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

12. NEW BUSINESS

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

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

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

Voting Yea: Hanson, Harris, Lindee, Rushing

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

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

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

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

Voting Yea: Hanson, Harris, Lindee, Rushing

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

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

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

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

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

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

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

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

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

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

Voting Yea: Hanson, Harris, Lindee, Rushing

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

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

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

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

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

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

Voting Yea: Hanson, Harris, Lindee, Rushing

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Rushing, Seconded by Lindee.

Voting Yea: Hanson, Harris, Lindee, Rushing

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

Kristin Hurley, City Clerk-Treasurer