



City Council Meeting Minutes

January 07, 2025 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

Meeting called to order at 5:30 pm

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

A. OATH OF OFFICE

Mayor - Christopher Whitehead

Councilmember Ward 1 - Sue Craig

Councilmember Ward 2 - Stephen Lindee

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – Council Meeting 12.17.2024

Motion made by Rushing, Seconded by Harris.

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

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Motion made by Harris, Seconded by Craig.

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

Upon voice vote, it was unanimously approved.

6. SCHEDULED BID LETTING

7. SCHEDULED PUBLIC HEARINGS

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

Public hearing opened at 5:35 pm. Adam Jacobs, Bolton-Menk, provided a brief presentation on the project which included project background, location, sanitary sewer, watermain, storm sewer, street, sidewalk, private utilities, estimated project costs, special assessments, funding and preliminary schedule. Discussion and comments from residents & councilmembers were heard. Public hearing concluded at 6:01 p.m.

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

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

Raffle to be held on 01/11/2025 at St. James American Legion.

Motion made by Hanson, Seconded by Lindee.

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

Upon voice vote, it was unanimously approved.

11. OLD BUSINESS

12. NEW BUSINESS

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

Motion made by Craig, Seconded by Hanson.

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

Whereupon Mayor Christopher Whitehead declared resolution 01.25.01 duly passed.

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

Motion made by Harris, Seconded by Rushing.

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

Whereupon Mayor Christopher Whitehead declared resolution 01.25.02 duly passed.

- C. Consideration to Approve Resolution 01.25.03 - Establishing Official Depositories

Motion made by Rushing, Seconded by Craig.

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

Whereupon Mayor Christopher Whitehead declared resolution 01.25.03 duly passed.

- D. Consideration to Approve Resolution 01.25.04 - Amending Personnel Policies

Motion made by Harris, Seconded by Hanson.

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

Whereupon Mayor Christopher Whitehead declared resolution 01.25.04 duly passed.

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

Motion made by Craig, Seconded by Rushing.

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

Whereupon Mayor Christopher Whitehead declared resolution 01.25.05 duly passed.

- F. Consideration to Approve Resolution 01.25.06 - Adopting 2025 Fee Schedule
Motion made by Harris, Seconded by Hanson.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
Whereupon Mayor Christopher Whitehead declared resolution 01.25.06 duly passed.
- G. Consideration to Approve Resolution 01.25.07 - 2025 Mayoral Appointments
Motion made by Rushing, Seconded by Hanson.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
Whereupon Mayor Christopher Whitehead declared resolution 01.25.07 duly passed.
- H. Consideration to Approve Resolution 01.25.08 - Authorizing Transfers
Motion made by Craig, Seconded by Hanson.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
Whereupon Mayor Christopher Whitehead declared resolution 01.25.08 duly passed.
- I. Consideration to Approve Resolution 01.25.09 - Authorizing Bond Transfers
Motion made by Rushing, Seconded by Harris.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
Whereupon Mayor Christopher Whitehead declared resolution 01.25.09 duly passed.
- J. Consideration to Approve Resolution 01.25.10 - Designating Authorized Representation to Western MN Municipal Power Agency
Motion made by Hanson, Seconded by Rushing.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
Whereupon Mayor Christopher Whitehead declared resolution 01.25.10 duly passed.
- K. Consideration to Approve Resolution 01.25.11 - Designating Authorized Representation to Missouri River Energy Services
Motion made by Lindee, Seconded by Craig.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
Whereupon Mayor Christopher Whitehead declared resolution 01.25.11 duly passed.
- L. Consideration to Approve Resolution 01.25.12 - Declaring Excess Property
Motion made by Harris, Seconded by Hanson.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
Whereupon Mayor Christopher Whitehead declared resolution 01.25.12 duly passed.
- M. Consideration to Approve Resolution 01.25.13 - Supporting Appointment to EMS Advisory Council
Motion made by Rushing, Seconded by Harris.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared resolution 01.25.13 duly passed.

N. Consideration to Approve Purchase Request - Street Fleet Vehicle

Chad Stradtman, Street/Park Superintendent, is requesting approval to purchase a fleet truck. This truck will replace the current 2015 F-350 fleet truck. The state-bid price for the fleet truck is \$54,882.99. This purchase is within the 2025 budget and is being funded through the Capital Equipment Fund.

Motion made by Rushing, Seconded by Harris.

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

Upon voice vote, it was unanimously approved.

O. Consideration to Approve New Hire - Lindsey Wooten

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.

Motion made by Craig, Seconded by Hanson.

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

Upon voice vote, it was unanimously approved.

P. Consideration to Approve New Hire - Randee Nelson

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 listed in Resolution No. 01.25.04.

Motion made by Rushing, Seconded by Hanson.

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

All Yea - motion carried. The meeting adjourned at 6:27 pm

Kristin Hurley - City Clerk-Treasurer