



City Council Meeting Minutes

August 06, 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, Kathleen Hanson, Paul Harris, Stephen Lindee (in at 5:34 p.m.)

ABSENT: Hannah Rushing

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 – 07.15.2025 Council Meeting

Motion made by Hanson, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims and ACH Payments totaling \$1,816,504.90 is as follows: \$1,162,921.97 Check No. 704600, 704606 - 704715 and \$653,582.93 ACH No. 2019 - 2040 as listed in the check register.

Motion made by Craig, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris

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 Accept Agenda Request - Pat Branstad

Motion made by Hanson, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris

Upon voice vote, it was unanimously approved.

Pat Branstad provided an overview of a feasibility study for organic waste collection and disposal in Watonwan County. This is a project of Climate Smart St. James in collaboration with UMN Extension Southwest Regional Sustainable Development Partnership.

B. Minnesota GreenStep Cities Presentation - Nadya Bucklin, Development Planner

Nadya Bucklin did a presentation on the Minnesota GreenStep Cities program. The City of St. James achieved Steps 4 and 5. Brianna Sanders, EDA Director, accepted the GreenStep award for the City of St. James.

C. Consideration to Approve Resolution 08.25.01 - Calling for a Public Hearing on Tax Abatement and the Issuance of Bonds

Resolution 08.25.01 - Calling for a Public Hearing on Tax Abatement and the Issuance of Bonds was removed from the agenda during the City Council Meeting.

The City will be looking into a different funding option due to meeting the necessary thresholds for the optional funding.

No action needed.

D. Consideration to Approve Resolution 08.25.02 - Receiving Feasibility Report and Calling Hearing for 12th Avenue South Highway Expansion

Resolution 08.25.02 allows receiving of a feasibility report and calling hearing for 12th Avenue South Highway Expansion.

Motion made by Harris, Seconded by Craig.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 08.25.02 duly passed 4-0.

E. Consideration to Approve Resolution 08.25.03 - Authorizing the City Manager to Enter into the FY 2025 Airport Infrastructure Grant Agreement #3-27-0137-021-2025 with the U.S. Department of Transportation Federal Aviation Administration.

Resolution 08.25.03 approves the federal grant agreement for the design work related to the 6 Unit T-Hangar Improvement Project in the amount of \$113,050.00. The total project costs relating to the hangar improvement project are estimated at \$1,178,000.00 with the City portion of the cost set at 2.5% for \$29,450.00. The resolution authorizes the City Manager to enter into the FY 2025 Airport Infrastructure Grant Agreement #3-27-0137-021-2025 with the U.S. Department of Transportation Federal Aviation Administration.

Motion made by Lindee, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 08.25.03 duly passed 4-0.

- F. Consideration to Approve Resolution 08.25.04 - Appointing Planning and Zoning Commission Vacancies

Resolution 08.25.04 appoints the following to the vacancies on the Planning and Zoning Commission:

Steve Finnestad term expires January 1, 2027

Jacob Beckius term expires January 1, 2028

Motion made by Hanson, Seconded by Craig.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 08.25.04 duly passed 4-0.

- G. Consideration to Approve New Hire - Temporary Sidewalk Intern

Owen Kuehl has been hired as the temporary sidewalk intern for the purpose of completing the sidewalk inventory project in connection with the Active Transportation Planning Assistance grant. His start date was Monday, August 4, 2025. His rate of pay has been set at \$15.00 per hour, not to exceed \$1500.00, as approved and set by the City Council on June 17, 2025.

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared said motion approved 4-0.

- H. Consideration to Approve Purchase Request - Water Department Fleet Vehicle

Bill Nelson, Water Department Superintendent, is requesting approval for the purchase of a fleet vehicle, 4 x 4 Super Cab SRW with front snowplow and liftgate. The requested fleet vehicle will replace the current 2015 Ford F-350. the trade-in amount is \$21,500.00. The state-bid price for the fleet vehicle including snowplow and liftgate is \$64,980.50. The total cost is \$43,480.50. This purchase is within the 2025 budget and is being funded through the Capital Equipment Fund. The budgeted amount for this purchase is set at \$50,000.00.

State-Bid Price \$49,900.00

Snowplow/lift gate \$15,080.05

Less Trade-In -\$21,500.00

Total Cost \$43,480.50

Motion made by Harris, Seconded by Lindee.

Voting Yea: Craig, Hanson, Harris, Lindee

Upon voice vote, it was unanimously approved.

- I. Consideration to Approve First Reading of Proposed Ordinance 031, 4th Series - Signs

Ordinance 031, 4th Series amends Chapter §156.033 of the St. James City Code pertaining signs. This proposed amendment specifically updates this ordinance by adding subsection §156.033(O) Sign Material Standards in Business Districts.

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Ordinance 031, 4th Series to have received its first reading.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Lindee, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee

All Yea - motion carried. The meeting adjourned at 6:03 p.m.

Kristin Hurley, City Clerk-Treasurer