



City Council Meeting Minutes

May 05, 2026 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, Mary Shupe

PRESENT: Mayor Christopher Whitehead, Councilpersons Sue Craig, Kathleen Hanson, Paul Harris, Stephen Lindee

ABSENT: Mary Shupe

STAFF PRESENT: City Manager Amanda Knoll, Deputy City Clerk-Treasurer Kathy Grothem, City Attorney Mike Kircher

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 04.21.2026 Council Meeting

Motion made by Lindee, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee

Upon voice vote, it was unanimously approved.

B. Consideration to Approve Minutes - 04.28.2026 Local Board of Appeal & Equalization Meeting

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Lindee

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims totaling \$638,222.95 is as follows: \$288,470.69 Check No. 706327 - 706404 and \$349,752.26 ACH No. 2318 - 2330 as listed in the check register.

Motion made by Craig, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee

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

A. Consideration to Approve Gambling Permit - Sons of the American Legion Post #33

The Sons of the American Legion Post #33 has applied for a gambling permit to conduct a raffle.

Motion made by Harris, Seconded by Lindee.

Voting Yea: Craig, Hanson, Harris, Lindee

Upon voice vote, it was unanimously approved.

11. OLD BUSINESS

12. NEW BUSINESS

A. Consideration to Approve Resolution 05.26.01 - Approving Gambling Premise Permit for the Eagles Aerie 3420

Resolution 05.26.01 approves the gambling premise permit for the Eagles Aerie 3420 to conduct gambling at the Hickory located at 1000 County Road 104, St. James MN 56081.

Motion made by Hanson, Seconded by Craig.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 05.26.01 duly passed 4-0.

B. Consideration to Approve New Hire - Lindsey Wooten, Assistant Liquor Store Manager

Lindsey Wooten has been hired as the full-time Assistance Liquor Store Manager. Her starting wage is set at Grade 5, Step 3 according to the Full-Time Non-Union wage scale.

Motion made by Craig, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee

Upon voice vote, it was unanimously approved.

C. Consideration to Approve Employee Reclassification - Holly Wallace, EMS Director

The personnel committee is recommending the reclassification of the EMS Director position from an on-call, salary-based position to a full-time exempt position within the St. James Ambulance Service.

Motion made by Hanson, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee

Upon voice vote, it was unanimously approved.

D. Consideration to Approve Purchase Request - Street Department Fleet Equipment

The Street Department is requesting permission to purchase a 2021 Western Star 4700 Jetter for storm water operations.

Motion made by Hanson, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee

Upon voice vote, it was unanimously approved.

E. Active Transportation Plan Presentation - Brianna Sanders, EDA Director

Brianna Sanders, EDA Director, presented the Active Transportation Plan. The plan establishes clear, evidence-based and action-oriented priorities aimed at improving the safety and accessibility of walking and bicycling throughout the community.

No council action taken.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Craig, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee

All Yea - motion carried. The meeting adjourned at 5:59 p.m.

Kathy Grothem, Deputy City Clerk-Treasurer