



City Council Meeting - Minutes

October 21, 2025 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

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, 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 – 10.07.2025 Council Meeting

Motion made by Lindee, Seconded by Hanson.

Voting Yea: Craig, 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 \$205,613.57 is as follows: \$205,613.57 Check No. 705117 - 705191 as listed in the check register.

Motion made by Rushing, Seconded by Craig.

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

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 Moulton and Parsons Drive Proposed Assessments

Motion made by Rushing, Seconded by Harris to close the regular meeting and open the public hearing. Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

Regular meeting closed and the public hearing opened at 5:32 p.m.

The City has undertaken a street and utility improvement project to address aging infrastructure and improve roadway conditions. The project includes reconstruction of the

roadway surface, replacement of curb and gutter, and upgrades to underlying utilities. The improvements are intended to extend the life of the infrastructure, improve drainage and safety, and enhance the overall functionality of the public right-of-way.

In accordance with Minnesota Statute Chapter 429, the City may recover a portion of the project cost through special assessments to benefitting properties. The proposed assessment is based on the benefits received by each parcel from the completed improvements. An assessment roll has been prepared by the City Engineer identifying the properties proposed to be assessed and corresponding amounts.

Adam Jacobs, Bolton & Menk, gave a power point presentation and explained in a broad overview what improvements were made and how the assessments were calculated. Floor was opened for public questions & comments.

Motion made by Harris, Seconded by Hanson to close the public hearing and reopen the regular council meeting. Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

Public hearing closed and regular meeting opened at 5:48 p.m.

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

11. OLD BUSINESS

- A. Consideration to Approve Second Reading of Proposed Ordinance No. 032, 4th Series - Street Vacation

Ordinance 032, 4th Series - Vacates a portion of 9th Street South in the city of St. James.

Motion made by Craig, Seconded by Lindee. Ordinance 032, 4th Series received its second reading. Upon hand vote, the following voted:

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

Whereupon Mayor Christopher Whitehead declared Ordinance 032, 4th Series to have received its second reading.

12. NEW BUSINESS

- A. Consideration to Approve Resolution 10.25.05 - Vacating a Portion of 9th Street South in the City of St. James, Minnesota and Authorizing the Title and Summary for Publication

Resolution 10.25.05 vacates a portion of 9th Street South in the City of St. James, Minnesota and approves the title and summary for publication.

Motion made by Rushing, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 10.25.05 duly passed 5-0.

- B. Consideration to Approve Resolution 10.25.06 - Approving Demolition of City-Owned Property Located at 923 5th Street North

Resolution 10.25.06 authorizes the demolition of city-owned property located at 923 5th Street North, St. James, Minnesota.

Motion made by Craig, Seconded by Hanson.

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

Whereupon Mayor Christopher Whitehead declared Resolution 10.25.06 duly passed 5-0.

- C. Consideration to Approve Resolution 10.25.07 - Approving Routine CSAH Maintenance Agreement with Watonwan County

Resolution 10.25.07 approves the routine CSAH Maintenance Agreement with Watonwan County. The agreement outlines the county state aid highway maintenance services the city provides to the county for approximately 19.76 lane miles.

Motion made by Rushing, Seconded by Lindee.

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

Whereupon Mayor Christopher Whitehead declared Resolution 10.25.07 duly passed 5-0.

- D. Consideration to Approve Resolution 10.25.08 - Approving HeatShare Agreement with the Salvation Army

Resolution 10.25.08 approves the HeatShare Agreement with the Salvation Army. The City of St. James has participated in this program in the past and requests to continue with the HeatShare program.

Motion made by Harris, Seconded by Hanson.

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

Whereupon Mayor Christopher Whitehead declared Resolution 10.25.08 duly passed 5-0.

- E. Consideration to Approve Resolution 10.25.09 - Granting a Lot Division for a Property Located at 1000 County Road 104

Resolution 10.25.09 grants a lot division for a property located at 1000 County Road 104.

Motion made by Craig, Seconded by Hanson.

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

Whereupon Mayor Christopher Whitehead declared Resolution 10.25.09 duly passed 5-0.

- F. Consideration to Approve Resolution 10.25.10 - Recognizing the Life Save Event and Honoring Those Involved

Resolution 10.25.10 recognizes the life-saving actions that extended the life of Amy Sandmeyer and honors those involved.

Motion made by Craig, Seconded by Hanson.

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

Whereupon Mayor Christopher Whitehead declared Resolution 10.25.10 duly passed 5-0.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Rushing, Seconded by Craig.

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

All Yea - motion carried. The meeting adjourned at 6:09 p.m.

Kristin Hurley, City Clerk-Treasurer