



City Council Meeting - Amended Agenda Minutes

September 01, 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. PLEDGE OF ALLEGIANCE

3. 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, Mary Shupe

STAFF PRESENT: City Manager Amanda Knoll, City Clerk-Treasurer Kris Hurley, Attorney Steve Sunde

4. DETERMINATION OF QUORUM

5. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 08.18.2026 Council Meeting

Motion made by Craig, Seconded by Lindee.

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

Upon voice vote, it was unanimously approved.

6. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of claims totaling \$821,249.66 is as follows: \$281,738.76 check no. 707069 - 707076, 707095 - 707161 and ACH no. 2453 - 2467 as listed in the check register.

Motion made by Hanson, Seconded by Harris.

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

Upon voice vote, it was unanimously approved.

7. SCHEDULED BID LETTING

8. SCHEDULED PUBLIC HEARINGS

9. ADMINISTRATIVE APPEALS

10. FINANCIAL REPORTS

11. LICENSES AND PERMITS

A. Consideration to Approve Special Event Permit - Watonwan County Relay for Life

Watonwan County Relay for Life - Applied for a Special Event Permit for Watonwan County Relay for Life event on September 19, 2026, from 4:00 - 9:00 p.m. in Deer Park.

Motion made by Harris, Seconded by Shupe.

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

Upon voice vote, it was unanimously approved.

B. Consideration to Approve Cannabis Retail Business Registration - City of St. James

A cannabis retail registration application has been submitted on behalf of the City of St. James Liquor Store for the retail sale of lower-potency hemp edible products.

The application states that products purchased and sold are tracked through their point-of-sale system, inventory is stored in designated locations and checked regularly, and the point-of-sale system includes age verification capabilities.

The applicant has certified compliance with applicable local ordinances, and that applicable taxes, assessments, utility charges, and other financial obligations are current. The applicant has also received zoning approval, with no special use permit required.

The applicant has received their LPHE retailer operations endorsement/license from the State of Minnesota, Office of Cannabis Management.

Motion made by Harris, Seconded by Lindee.

Voting Yea: Craig, Hanson, Harris, Lindee

Voting Nay: Shupe

Upon voice vote, the registration passed 4-1.

12. OLD BUSINESS

13. NEW BUSINESS

A. Consideration to Review 2027 Preliminary Budget

City Manager, Amanda Knoll, presented the 2027 preliminary budget. The presentation was an overview of projected revenues and expenditures for 2027. The presentation highlighted the budget approval timeline, budget allocations, breakdown of General Fund revenues and expenditures, capital expenses, proposed tax levy compared, and staffing considerations.

This was a presentation; no action was needed. The 2027 preliminary levy will be on the September 15, 2026, council agenda.

14. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

15. ADJOURNMENT

Motion made by Craig, Seconded by Harris.

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

All Yea - motion carried. The meeting adjourned at 5:49 p.m.