



City Council Meeting Minutes

December 02, 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, 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 – 11.18.2025 Council Meeting

Motion made by Harris, Seconded by Rushing.

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 \$671,571.56 is as follows: \$361,650.85 Check No. 705418 - 705496 and \$309,920.71 ACH No. 2146 - 2159 as listed in the check register.

Motion made by Craig, Seconded by Hanson.

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

Upon voice vote, it was unanimously approved.

6. SCHEDULED BID LETTING

7. SCHEDULED PUBLIC HEARINGS

A. Truth in Taxation Hearing (6:00 PM)

Motion made by Lindee, Seconded by Rushing to close the regular meeting and open the public hearing.

Upon voice vote, it was unanimously approved.

Truth in Taxation Hearing opened at 6:00 p.m.

Amanda Knoll, City Manager, shared the proposed 2026 general fund budget and the proposed 2026 proposed property tax levy.

There were no public comments.

Motion made by Rushing, Seconded by Hanson to close the public hearing and reopen the regular council meeting.

Upon voice vote, it was unanimously approved.

Public hearing closed and regular meeting opened at 6:08 p.m.

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

A. Consideration to Approve Special Event Permit - Winter Carnival

The Winter Carnival is a fun family-friendly celebration that brings our community together to enjoy the best of the season with activities, entertainment and festive cheer for all.

Sarah Gustafson, Executive Director, St. James Chamber of Commerce, applied for the special event permit. They are requesting street closure of 1st Avenue South to 7th Avenue South and 7th Street South. The request also includes cones, barricades, road closure signs and no parking signs.

Motion made by Lindee, Seconded by Harris to approve the permit.

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

Upon voice vote, it was unanimously approved.

11. OLD BUSINESS

12. NEW BUSINESS

A. Consideration to Accept Agenda Request - Meggie and Erik Munsterman, Molly and Scott Westman, and Bob and Anne Sorensen

Motion made by Craig, Seconded by Rushing.

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

Upon voice vote, it was unanimously approved.

Molly Westman, Meggie Munsterman and Bob Sorensen addressed Council with concerns of zoning designation and annexation of their property. They expressed concern on non-conforming structures and uses as well as the annexation process and procedure.

B. Consideration to Approve Resolution 12.25.01 - Amending Resolution No. 05.09.01 and Restating the Cash and Investment Policy

Resolution 12.25.01 amends Resolution No. 05.09.01 and updates the Cash and Investment Policy in its entirety. Resolution No. 05.09.01 amended Resolution 12.94.01 establishing the City's investment policy. The current investment policy cannot be located. The proposed policy ensures compliance with Minnesota Statutes §118A and provides clear, current guidance for the prudent management of public funds.

Motion made by Harris, Seconded by Rushing.

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

Whereupon Mayor Christopher Whitehead declared Resolution 12.25.01 duly passed 5-0

C. Consideration to Approve Resolution 12.25.02 - Adding a Depository for City Funds

Resolution 12.25.02 adds an additional depository, Moreton Capital Markets, LLC, for public funds. Moreton Capital Markets, LLC works with several municipalities across Minnesota and has knowledge and expertise in investing public funds.

Motion made by Craig, Seconded by Lindee.

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

Whereupon Mayor Christopher Whitehead declared Resolution 12.25.02 duly passed 5-0.

D. Consideration to Approve Resolution 12.25.03 - Authorizing the Mayor and City Manager to Enter into the Hay Field Lease Agreement with Brian Spitzner

Resolution 12.25.03 authorizes the Mayor and City Manager to enter into the Hay Field Lease Agreement with Brian Spitzner. The lease agreement is for \$200.00 annually for a contract term of four (4) years. The bid opening was held on Wednesday, November 12, 2025, at 10:00 a.m.

Motion made by Harris, Seconded by Hanson.

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

Whereupon Mayor Christopher Whitehead declared Resolution 12.25.03 duly passed 5-0.

E. Consideration to Approve Resolution 12.25.04 - Approving 2026 License Renewal

Resolution 12.25.04 approves the 2026 business, tobacco, liquor license renewals.

Motion made by Craig, Seconded by Lindee.

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

Whereupon Mayor Christopher Whitehead declared Resolution 12.25.04 duly passed 5-0.

F. Consideration to Approve Resolution 12.25.05 - Approving the Preliminary Plat and Final Plat of Jorgensen Subdivision and Approving the Street Name

Resolution 12.25.05 - was removed from the agenda.

G. Consideration to Approve Purchase Request - Fire Department Fleet Vehicle

The Fire Department is requesting permission to purchase a fleet vehicle – 2026 Ford F350 4X4 Crew Cab Pickup. The requested fleet vehicle will replace the current 1999 Chevy Crew Cab. The state-bid price for the fleet vehicle including off road package and outfitting is \$98,713.22.

This purchase is not within the 2025 budget and would need to be funded through the Capital Equipment Fund. The Capital Equipment Fund balance is projected to be approximately \$240,000 as of the end of the year.

Truck 7 has been placed on “out of commission” due to serious safety operating concerns. This truck has been evaluated by the Fire Department and has been determined that the vehicle is no longer safe for use in fire response or departmental operations. The key issues are significant mechanical failures, structural integrity, and safety hazards that cannot be addressed with reasonable repair costs.

Motion made by Harris, Seconded by Rushing.

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

Upon voice vote, it was unanimously approved.

- H. Consideration to Approve First Reading of Proposed Ordinance No. 033, 4th Series - Rezoning Property From R-1, One-and-Two Family Residential District to B4, Highway Commercial Business District

Ordinance No. 033, 4th Series authorizes the rezoning from R-1, one-and-two family residential district to B-4, highway commercial business district.

Motion made by Craig, Seconded by Hanson Ordinance No. 033, 4th Series received its first reading. Upon hand vote the following voted:

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

Whereupon Mayor Christopher Whitehead declared Ordinance No. 033, 4th Series to have received its first reading.

- I. Consideration to Approve First Reading of Proposed Ordinance No. 034, 4th Series - Establishing the Zoning Designation for Annexed Property

Ordinance No. 034, 4th Series establishes the zoning designation for annexed property.

Motion made by Rushing, Seconded by Craig Ordinance No. 034, 4th Series received its first reading. Upon hand vote the following voted:

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

Whereupon Mayor Christopher Whitehead declared Ordinance 034, 4th Series to have received its first reading.

- J. Presentation of Final Budget

Amanda Knoll, City Manager, presented the 2026 Final Budget with an overview of the projected revenues and expenditures for 2026.

No action needed.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Rushing, Seconded by Lindee.

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

All Yea - motion carried. The meeting adjourned at 6:32 p.m.

Kristin Hurley, City Clerk-Treasurer