City Council Meeting Minutes

October 20, 2026 at 5:30 PM

St. James City Hall – Council Chambers

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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, Deputy City Clerk Kathy Grothem, City Attorney Mike Kircher

4. **DETERMINATION OF QUORUM**

5. **APPROVAL OF MINUTES**

   A. Consideration to Approve Minutes – 10.06.2026 Council Meeting

   Motion made by Hanson, Seconded by Lindee.
   Voting Yea: Hanson, Harris, Lindee, Shupe
   Voting Abstaining: Craig

   Upon voice vote, it was approved 4-0-1.

6. **CONSENT ITEMS**

   A. Payment of Claims and ACH Payments

   Payment of Claims totaling $549,942.56 is as follows: Check No. 707379 - 707447 as listed in the check register.

   Motion made by Craig, 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**

12. **OLD BUSINESS**

A. Consideration to Approve Second Reading of Proposed Ordinance No. 040, 4th Series - Amending Chapter §124.06(C)(4) to the St. James City Code Pertaining to Lower-Potency Hemp Edibles

Ordinance No. 040, 4th Series - Amending Chapter §124.06(C)(4) to the St. James City Code Pertaining to Lower-Potency Hemp Edibles amends the language pertaining to the storage and display of lower-potency hemp edibles in accordance with state law and regulations.

Motion made by Lindee, Seconded by Craig. Upon hand voted the following voted:
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Ordinance 040, 4th Series to have received its second reading.

13. NEW BUSINESS

A. Introduction of Economic Development Advisor, Rod Hamilton

Economic Development Advisor, Rod Hamilton, was introduced to the council. He thanked city staff and the council for welcoming him to St. James.

B. Consideration to Approve Resolution 10.26.10 - Approving Ordinance 040, 4th Series Amending Chapter §124.06(C)(4) to the St. James City Code Pertaining to Lower-Potency Hemp Edibles

Resolution 10.26.10 - Approves Ordinance 040, 4th Series Amending Chapter §124.06(C)(4) to the St. James City Code Pertaining to Lower-Potency Hemp Edibles and authorizes the Title and Summary for Publication.

Motion made by Craig, Seconded by Hanson. Upon hand vote the following voted:
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.10 duly passed 5-0.

C. Consideration to Approve Resolution 10.26.11 - Determining Sufficiency of Petition and Ordering Preparation of Report for Local Road Improvement

Resolution 10.26.11 - Determines Sufficiency of Petition and Orders Preparation of Report for Local Road Improvement. Staff reviewed petition and determined it meets the required 35% property frontage threshold under Minnesota Statutes, Chapter 429.

Motion made by Harris, Seconded by Lindee. Upon hand vote the following voted:
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.11 duly passed 5-0.

D. Consideration to Approve Resolution 10.26.12 - Electing Not to Waive the Statutory Municipal Tort Liability Limits

The proposed Resolution 10.26.12 - Elects Not to Waive the Statutory Municipal Tort Liability Limits, maintaining the City's existing liability protections and authorizes the City Manager to execute and submit the required LMCIT Liability Coverage Waiver Form.

Motion made by Lindee, Seconded by Shupe. Upon hand vote the following voted:
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.12 duly passed 5-0.

E. Consideration to Approve Resolution 10.26.13 - Authorizing the St. James EMS Director to Enter into the Treatment-In-Place Grant Agreement with the Minnesota Office of Emergency Medical Services

Resolution 10.26.13 - Authorizes the St. James EMS Director to Enter into the Treatment-In-Place Grant Agreement with the Minnesota Office of Emergency Medical Services. St. James EMS has been awarded a $30,000 grant that will allow EMS personnel to assess and treat eligible patients at their location when ambulance transportation to an emergency department is not medically necessary. The resolution authorizes EMS Director Holly Wallace to execute the grant agreement on behalf of the city.

Motion made by Craig, Seconded by Shupe. Upon hand vote the following voted:
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.13 duly passed 5-0.

F. Consideration to Approve Resolution 10.26.14 - Approving State Airport Fund Grant Agreement with the Minnesota Department of Transportation

Resolution 10.26.14 - Approves State Airport Fund Grant Agreement with the Minnesota Department of Transportation for Phase 2 of the St. James Municipal Airport project.

Motion made by Hanson, Seconded by Craig. Upon hand vote the following voted.
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.14 duly passed 5-0.

G. Consideration to Approve Resolution 10.26.15 - Approving State Airport Fund Grant Agreement with the Minnesota Department of Transportation

Resolution 10.26.15 - Approves State Airport Fund Grant Agreement with the Minnesota Department of Transportation for Phase 3 of the St. James Municipal Airport project.

Motion made by Hanson, Seconded by Craig. Upon hand vote the following voted:
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.15 duly passed 5-0.

14. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

15. ADJOURNMENT

Motion made by Harris, Seconded by Craig to adjourn.

All Yea - motion carried. The meeting adjourned at 5:51 p.m.

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Kathy Grothem, Deputy City Clerk