



City Council Meeting Minutes

March 10, 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

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

ABSENT: Paul Harris

STAFF PRESENT: City Manager Amanda Knoll, City Attorney Mike Kircher

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 02.17.2026 Council Meeting

Motion made by Lindee, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

B. Consideration to Approve Minutes – 02.17.2026 Council Work Session Meeting

Motion made by Lindee, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims totaling \$770,534.61 is as follows: \$336,276.20 Check No. 705970 - 7060502 and \$434,258.41 ACH No. 2250 - 2264 as listed in the check register.

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, 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 - St. James Youth Baseball Association

A gambling permit application has been submitted for the St. James Youth Baseball Association to host a raffle at the St. James American Legion located at 620 1st Avenue South on March 21, 2026.

Motion made by Lindee, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

B. Consideration to Approve Gambling Permit - St. James Ambulance Association

A gambling permit application has been submitted for the St. James Ambulance Association to host a raffle at the St. James High School located at 1001 10th Avenue North on May 4, 2026

Motion made by Hanson, Seconded by Craig.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

11. OLD BUSINESS

12. NEW BUSINESS

A. Consideration to Approve Resolution 03.26.01 - Authorizing Certain Tax Forfeited Properties Located in the City of St. James be Returned to Private Ownership and Requesting Certain Tax Forfeited Lots be Conveyed to the City

This resolution authorizes certain tax forfeited properties located in the City of St. James be returned to private ownership and requesting certain tax forfeited lots be conveyed to the City.

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 03.26.01 duly passed 3-0.

B. Consideration to Approve Resolution 03.26.02 - Approving Plans and Specifications and Ordering Advertising for Bids; Project No. 24X.139514 Airport 6 Unit T Hangar Project

This resolution approves plans and specifications and orders advertising for bids for Project No. 24X.139514 Airport 6 Unit T Hangar Project.

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 03.26.02 duly passed 3-0.

C. Consideration to Approve Resolution 03.26.03 - Authorizing the EMS Director to File an Application and Administer Management of Grant with the State of Minnesota, Office of Emergency Medical Services

This resolution authorizes the EMS Director to file an application and administer management of grant with the State of Minnesota, Office of Emergency Medical Services.

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 03.26.03 duly passed 3-0.

- D. Consideration to Approve Resolution 03.26.04 - Authorizing the St. James Economic Development Director, Light Superintendent, and City Manager to Enter into the Grant Contract Agreement with the State of Minnesota, Acting through its Department of Commerce

This resolution authorizes the St. James Economic Development Director, Light Superintendent and City Manager to enter into the grant contract agreement with the State of MN for a solar panel project at the Water Treatment Plant.

Motion made by Hanson, Seconded by Craig.

Voting Yea: Craig, Hanson, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 03.26.04 duly passed 3-0.

- E. Consideration to Approve Resolution 03.26.05 - Authorizing the St. James Economic Development Director, Light Superintendent, and City Manager to Enter into the Grant Contract Agreement with the State of Minnesota, Acting through its Department of Commerce

This resolution authorizes the Economic Development Director, Light Superintendent, and City Manager to enter into the Grant Agreement with the State of Minnesota for the solar panel project at the Generation Plant.

Motion made by Lindee, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 03.26.05 duly passed 3-0.

- F. Consideration to Approve Resolution 03.26.06 - Declaring Abandoned and Surplus Property and Ordering the Disposal

This resolution declares the 2005 Sterling Tanker (Wastewater) and the 1999 Chevy K3500HD Turbo Diesel (Fire Department) as excess property and orders the disposal of said property through the Minnesota Surplus Service Program.

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 03.26.06 duly passed 3-0.

- G. Consideration to Approve Resolution 03.26.07 - Approving the Preliminary and Final Plat of Jorgensen Subdivision and Approving the Street Name

This item was removed the agenda pending more information.

- H. Consideration to Discussion and Approve Creation of Council Appointed Committee - Watonwan County Cares

Council discussed the structure and creation of a new committee with Watonwan County Cares group to provide a forum for discussion and information sharing. Appointments to the committee will be discussed at the next council meeting.

- I. Council Vacancy Applicant Interviews: Jake Beckius, David Forsyth, Lucas Sauer, Kelly Schiller, Mary Shupe, and Liam Skogen

The following residents of Ward 2 have applied for the vacant seat and were interviewed by council: Jake Beckius, David Forsyth, Lucas Sauer, Kelly Schiller, Mary Shupe, and Liam Skogen

Council will appoint the vacant seat at the next meeting.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Lindee, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

All Yea - motion carried. The meeting adjourned at 6:22 p.m.

Kathy Grothem, Deputy City Clerk