



City Council Meeting Minutes

November 04, 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 – 10.21.2025 Council Meeting

Motion made by Rushing, Seconded by Harris.

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 \$1,676,296.16 is as follows: \$1,353,995.64 Check No. 705197 - 705322 and \$322,300.52 ACH No. 2113 - 2130 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

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

11. OLD BUSINESS

12. NEW BUSINESS

- A. Consideration to Approve Resolution 11.25.01 - Adopting Final Assessment for 7th Street South, 13th Avenue South, & Moulton and Parsons Drive Improvements, Project No. 24X.135115.000

Resolution 11.25.01 adopts the final assessment roll for the 7th Street South, 13th Avenue South, & Moulton and Parsons Drive improvement project No. 24X.135115.000. The final assessment hearing was held on October 21, 2025, with no objections to the assessment amount.

Motion made by Craig, Seconded by Rushing.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.25.01 duly passes 5-0.

- B. Consideration to Approve Resolution 11.25.02 - Requesting Nonpublic Conveyance of Hazardous Tax-Forfeited Properties

Resolution 11.25.02 requests Watonwan County to withhold the identified tax-forfeited properties from the pending public auction and conduct a nonpublic conveyance of the properties to the City for public purposes. The properties identified are currently unsafe, blighted, and with the lack of utilities, pose ongoing public safety hazards to residents. MN Statute §282.01, Subd. 7A, provides for the nonpublic sale of tax-forfeited land to governmental subdivisions for public purposes, including the elimination of nuisances and dangerous conditions.

Motion made by Hanson, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.25.02 duly passed 5-0.

- C. Consideration to Approve Resolution 11.25.03 - Authorizing Adjustment to Cost-of-Living Adjustment (COLA) to Take Effect December 1, 2025

Resolution 11.25.03 authorizes the COLA adjustment to take effect December 1, 2025. Employee benefits, including health, dental and vision insurance renew and adjust on December 1 annually. Implementing the COLA effective December 1st annually, allows payroll staff to complete all system updates and testing prior to the start of the new calendar year, reducing workload during year-end processing and ensuring accurate payroll and benefit records.

Motion made by Rushing, Seconded by Lindee.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.25.03 duly passed 5-0.

- D. Consideration to Approve Resolution 11.25.04 - Accepting 2026 Major Medical Insurance and 2026 Wage Scales

Resolution 11.25.04 accepts the renewal terms to insurance coverage and sets the negotiated and approved wage scales for 2026. Each year, the city reviews employee benefit renewals and wage adjustments as part of the annual budget process.

Motion made by Lindee, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.25.04 duly passed 5-0.

- E. Consideration to Approve Resolution 11.25.05 - Authorizing the City Manager to Enter into the Marketing Agreement with Utility Service Partners Private Label, Inc D/B/A Service Lines Warranties of America

Resolution 11.25.05 approves the marketing agreement with Utility Service partners, Inc. for an initial term of three (3) years.

Motion made by Rushing, Seconded by Craig.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.25.05 duly passed 5-0.

- F. Consideration to Approve Resolution 11.25.06 - Amending Joint Resolution for Orderly Annexation between St. James Township and the City of St. James, Watonwan County, Minnesota Pursuant to MN Statute §414.0325, Subd. 1

Resolution 11.25.06 approves the joint resolution for orderly annexation with St. James Township. The City of St. James and St. James Township entered into an Orderly Annexation Agreement in 1989 which allows the City and township to bring properties into city limits by joint resolution when the land has been designated in the annexation area and is served or planned to be served by city utilities. St. James Township approved the joint resolution on October 21, 2025.

Motion made by Rushing, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.25.06 duly passed 5-0.

- G. Consideration to Accept Agenda Request - Bob Rinne

Motion made by Rushing, Seconded by Craig.

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

Upon voice vote, it was unanimously approved.

Bob Rinne addressed Council to express his concern with the current deer population within city limits. No action taken at this time.

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 6:03 p.m.

Kristin Hurley, City Clerk-Treasurer