

City Council Meeting Agenda

January 20, 2026 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

2. ROLL CALL: Mayor Christopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Hannah Rushing

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 01.06.2026 Council Meeting

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

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 01.26.05 - Adopting the 2026 Fee Schedule

B. Consideration to Approve Resolution 01.26.11 - Establishing Date and Time of Regular Meetings

C. Consideration to Approve Resolution 01.26.12 - Authorizing the St. James Mayor and City Manager to Enter into the 2025 Polling Place Accessibility Grant Program Agreement with the State of Minnesota

D. Consideration to Approve New Hire - Jared Schwanz, Part-Time Police Officer

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

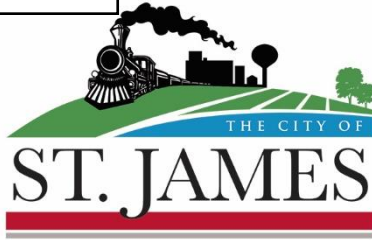
14. ADJOURNMENT

January 20, 2026

ITEM: Approval of Minutes – 01.06.2026 Council Minutes

BACKGROUND: The Minutes of January 6, 2026, City Council Meeting are attached for review and approval.

STAFF RECOMMENDATION: Approve/Deny Minutes.



City Council Meeting Minutes

January 06, 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, Hannah Rushing

PRESENT: Mayor Christopher Whitehead, Councilpersons Sue Craig, Kathleen Hanson, Stephen Lindee (5:32 p.m.), Hannah Rushing

ABSENT: Councilperson Paul Harris

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 – 12.16.2025 Council Meeting

Motion made by Hanson, Seconded by Rushing.

Voting Yea: Craig, Hanson, Rushing

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims totaling \$542,133.97 is as follows: \$217,954.29 Check No. 705594 - 705599, 705604 - 705690 and ACH No. 2181 - 2196.

Motion made by Craig, Seconded by Rushing.

Voting Yea: Craig, Hanson, 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 01.26.01 - Authorizing the City Clerk-Treasurer to Pre-Pay Discount Invoices Prior to Council Approval and Invest Surplus Funds at the Best Practical Rate

Resolution 01.26.01 authorizes the City Clerk-Treasurer to pre-pay discount invoices prior to Council approval and invest surplus funds at the best practice rate.

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

Whereupon Mayor Christopher Whitehead declared Resolution 01.26.01 duly passed 4-0.

- B. Consideration to Approve Resolution 01.26.02 - Naming the St. James Plaindealer as the Official Newspaper for City Business for 2026

Resolution 01.26.02 names the St. James Plaindealer as the official newspaper for City business for 2026.

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

Whereupon Mayor Christopher Whitehead declared Resolution 01.26.02 duly passes 4-0.

- C. Consideration to Approve Resolution 01.26.03 - Establishing Pioneer Bank of St. James, First National Bank of St. James, Minnesota Municipal Money Market Fund, Moreton Capital Markets, LLC, and Edward Jones Investment Branch of St. James as the Official City Depositories for City Business

Resolution 01.26.03 establishes Pioneer Bank of St. James, First National Bank of St. James, Moreton Capital Markets, LCC, Minnesota Municipal Money Market Fund and Edward Jones Investment Branch of St. James as the official City depositories for city business.

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

Whereupon Mayor Christopher Whitehead declared Resolution 01.26.03 duly passes 4-0.

- D. Consideration to Approve Resolution 01.26.04 - Establishing Date and Time of Regular Meetings

Resolution 01.26.04 establishes the date and time of regular city council meetings for 2026.

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

Whereupon Mayor Christopher Whitehead declared Resolution 01.26.04 duly passes 4-0.

- E. Consideration to Approve Resolution 01.26.05 - Adopting the 2026 Fee Schedule

Resolution 01.26.05 adopts the 2026 fee schedule.

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

Resulting in a 2-2 tie vote.

Mayor Christopher Whitehead cast a nay vote to break the tie.

The motion failed, and the resolution was not adopted.

F. Consideration to Approve Resolution 01.26.06 - Establishing 2026 Boards and Commission Mayoral Appointments

Resolution 01.26.06 establishes 2026 board and commission mayoral appointments.

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

Whereupon Mayor Christopher Whitehead declared Resolution 01.26.06 duly passed 4-0.

G. Consideration to Approve Resolution 01.26.07 - Approving State Airport Fund Grant Agreement with the Minnesota Department of Transportation; Agreement No. 1062047

Resolution 01.26.07 approves State Airport Fund Grant Agreement with the Minnesota Department of Transportation. The project is terminal area security fence and gate. Agreement number MnDOT 1062047 and project number A8301-47.

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

Whereupon Mayor Christopher Whitehead declared Resolution 01.26.07 duly passed 4-0.

H. Consideration to Approve Resolution 01.26.08 - Approving State Airport Fund Grant Agreement with the Minnesota Department of Transportation; Agreement No. 1062043

Resolution 01.26.08 approves State Airport Fund Grant Agreement with the Minnesota Department of Transportation. The project is runway 15/33 clear zone acquisition plan. Agreement number MnDOT 1062043 and project number A8301-45.

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

Whereupon Mayor Christopher Whitehead declared Resolution 01.26.08 duly passed 4-0.

I. Consideration to Approve Resolution 01.26.09 - Approving State Airport Fund Grant Agreement with the Minnesota Department of Transportation; Agreement No. 1062046

Resolution 01.26.09 approves State Airport Fund Grant Agreement with the Minnesota Department of Transportation. The project is runway 15/33 taxiway and apron pavement maintenance. Agreement number MnDOT 1062046 and project number A8301-46.

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

Whereupon Mayor Christopher Whitehead declared Resolution 01.26.09 duly passed 4-0.

J. Consideration to Approve Resolution 01.26.10 - Accepting Financial Gift from the Fraternal Order of Eagles #3420

Resolution 01.26.10 accepts financial gift of \$1000.00 from the Fraternal Order of Eagles #3420 for expressed purpose of contributing to the fire department and for residents of the City of St. James.

Motion made by Craig, Seconded by Rushing. Upon voice vote, the following voted:
Voting Yea: Craig, Hanson, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared resolution 01.26.10 duly passed 4-0.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Rushing, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee, Rushing

All Yea – motion carried. The meeting adjourned at 5:55 p.m.

Kristin Hurley, City Clerk-Treasurer

January 20, 2026

ITEM: New Business – Resolution 01.26.05: Adopting the 2026 Fee Schedule

BACKGROUND: The attached resolution adopts the 2026 Fee Schedule. The food truck permit fee and the code enforce

Fee Schedule Research			
Community	Population	Food Truck Permit Fee	Code Enforcement Administrative Citation
Mountain Lake	2104	\$0	PD citation
Madelia	2430	\$100	PD citation
Paynesville	2476	\$0	\$0
Lake Crystal	2539	\$0	\$0
Jackson	3252	\$100	\$100
Sleepy Eye	3489	\$0	\$0
Cold Spring	4326	\$75	\$125
Windom	4797	\$0	Court citation
Redwood Falls	5102	\$0	\$100
Morris	5192	\$0	\$50
Becker	5252	\$100	\$50
Montevideo	5300	\$50	\$50
Fairmont	10487	\$25	\$25-\$150
New Ulm	14066	\$0	\$150
Mankato	45742	\$75	\$60
Rochester	121388	\$200	

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.26.05

RESOLUTION ADOPTING THE 2026 FEE SCHEDULE

WHEREAS, multiple Chapters of the St. James City Code of Ordinances requires the City of St. James to set fees and charges; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, that the fees and charges listed in Appendix A shall be effective beginning January 1, 2026.

AND, THEREFORE, BE IT ALSO RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, that whenever a provision of this resolution is in conflict with the St. James City Code, it is the intent of the City Council that the Code shall prevail.

AND, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, that this resolution shall supersede any previous measures of the City Council that sets, establishes, or fixes a specific amount for such fees and charges.

Adopted by the Council this 20th day of January 2026.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

APPENDIX A:**2026 FEE SCHEDULE**

	2025	2026
POOL RATES		
Daily Admission	\$5.00 (includes tax)	\$5.00 (includes tax)
Pre-school (splash pool only)	\$3.00 (includes tax)	\$3.00 (includes tax)
20 punch Daily Admission Card	\$75.00 (includes tax)	\$75.00 (includes tax)
Season Pass- Individual	\$75.00 (includes tax)	\$75.00 (includes tax)
Season Pass- Family (up to 4 individuals)	\$150.00 (includes tax)	\$150.00 (includes tax)
Season Pass- Family (5-6 individuals)	\$225.00 (includes tax)	\$225.00 (includes tax)
Season Pass- Family (7-8 individuals)	\$300.00 (includes tax)	\$300.00 (includes tax)
3-Day Pass (up to 4 individuals)	\$35.00 (includes tax)	\$35.00 (includes tax)
CAMPGROUND RATES		
Daily Camp Site Fee	\$30.00 (includes tax)	\$35.00 (includes tax)
Daily Tent Fee	\$20.00 (includes tax)	\$20.00 (includes tax)
30 Consecutive Days	\$650.00 (no tax)	\$700.00 (no tax)
Seasonal Rate	\$2,500.00 (includes tax)	\$2,650.00 (includes tax)
PICNIC SHELTER & CITY FACILITY RATES		
Memorial & Southside Park Shelters	\$60.00 (includes tax)	\$60.00 (includes tax)
Non-profit rate	\$30.00 (includes tax)	\$30.00 (includes tax)
Refundable Damage Deposit	\$100.00 (cash only)	\$150.00 (cash only)
Community Building Rent	\$60.00 (includes tax)	\$60.00 (includes tax)
Community Building Damage Deposit	\$150.00 (cash only)	\$150.00 (cash only)
BUILDING PERMITS		
Building Permits	Based on value	Based on value
Sign Permits	\$50.00	\$50.00
Window/Door Permit	\$25.00	\$25.00
Mechanical Permit	\$25.00	\$25.00
Plumbing Permit	\$25.00	\$25.00
Siding/Shingles Permit	\$55.00	\$55.00
Zoning Permit	\$50.00	\$50.00
Planning Commission Requests		
Variance	\$150 plus \$2.00 per notice	\$175 plus \$3.00 per notice
Rezoning	\$150 plus \$2.00 per notice	\$175 plus \$3.00 per notice
Ordinance Change	\$150 plus \$2.00 per notice	\$175 plus \$3.00 per notice
Special Use Permit	\$150 plus \$2.00 per notice	\$175 plus \$3.00 per notice
Lot Division	\$150 plus \$2.00 per notice	\$175 plus \$3.00 per notice
Annexation Petition	\$5.00/acre (min \$150 max \$700)	\$5.00/acre (min \$150 max \$700)
Plat Subdivision- Prelim	\$75 plus \$2.00 per notice	\$75 plus \$3.00 per notice
Plat Subdivision- Final	\$75 plus \$2.00 per notice	\$75 plus \$3.00 per notice
Vacation initiated by citizen petitioner	\$150 plus \$2.00 per notice	\$175 plus \$3.00 per notice
Notification billing	\$2.00 for each required notice	\$3.00 for each required notice

LIQUOR LICENSE		
On Sale Liquor	\$1,000.00	\$1,000.00
Sunday Liquor	\$100.00	\$100.00
On Sale 3.2	\$125.00	\$125.00
Off Sale 3.2	\$50.00	\$50.00
On Sale Wine	\$125.00	\$125.00
Brewer Off Sale - BRPFSL	\$200.00	\$200.00
Sunday Off Sale - BROSFL	\$40.00	\$40.00
Tap Room on Sale - TRONSS	\$250.00	\$250.00
Tap Room on Sale Sunday	\$40.00	\$40.00
New license inspection fee 3.2 beer	\$25.00	\$25.00
New license inspection fee beer/wine	\$75.00	\$75.00
OTHER LICENSES		
Cigarette	\$25.00	\$25.00
-Cannabis/Low Potency License	N/A	Per State Statute
Special Sewer/ water	\$55.00	\$55.00
Plumbing	\$55.00	\$55.00
Garbage/ Refuse- per truck	\$55.00	\$55.00
Vending	\$100.00	
Peddler- Day	\$15.00	\$15.00
Week	\$65.00	\$65.00
Month	\$120.00	\$120.00
6 months	\$230.00	\$230.00
Rental License fee- Annual	\$60.00	\$60.00
Per Unit Dwelling over 4 Units	\$5.00	\$5.00
Fines: Reschedule Inspection (30-days)	\$25.00	\$25.00
No Show	\$50.00	\$50.00
Compliance Re-Inspection	\$25.00	\$25.00
Inspections not completed by Dec 31	\$50.00	\$50.00
Rental License fee -B&B- Annual	\$150.00	\$150.00
Dog Permit - Lifetime	\$25.00	\$25.00
AMBULANCE FEES		
Base Rate- Emergency		
Resident	\$900.00	\$1,000.00
Non-resident	\$900.00	\$1,000.00
Lift Assist	N/A	\$250.00
Hospital to Hospital	\$900.00	\$1,000.00
Intercept Rate	\$900.00	\$1,000.00
No Transport	\$250.00	\$300.00
Non-emergency		
Hospice transfer	\$300.00	\$400.00
Mileage	\$30.00 per loaded mile	\$30.00 per loaded mile

FIRE FEES		
Minimum charge	\$1,000.00	\$1,000.00
Maximum charge	\$2,500.00	\$2,500.00
Hay bale fires (charged to owner)- min	\$600.00	\$600.00
In town fires	\$750.00	\$750.00
Accident Assists	\$100-\$1,000.00	\$100-\$1,000.00
MISCELLANEOUS		
Administrative Fine	\$25.00	\$25.00
Code Enforcement Citation	\$75.00	
Research Fee	\$50.00 per hour	\$50.00 per hour
Mowing/weed trimming	\$60.00 plus tax & admin fee	\$60.00 plus tax & admin fee
Sidewalk Snow removal – business	\$125.00 plus tax & admin fee	\$125.00 plus tax & admin fee
Sidewalk Snow removal - residential	\$75.00 plus tax & admin fee	\$75.00 plus tax & admin fee
Returned check/ ACH	\$30.00	\$30.00
Dog Impound Fee	\$30.00 per day	\$30.00 per day

POLICE	2025	2026
ADMINISTRATIVE FEES		
DATA REQUESTS		
CD/DVD or USB Drivers for Audio, Video, or Photographs	\$10.00	\$10.00
USB Drive over 128 GB or External Hard Drive for Audio, Video, or Photographs	\$25.00	\$25.00
DVD/USB/External Hard Drive of Squad Camera or Body Worn Camera	\$50.00	\$50.00
Incident/Case Reports or State Accident Reports over 10 pages	\$0.25 per page	\$0.25 per page
Incident/Case Reports research/compilation + cost of mailing	\$35 per hour	\$35 per hour
Photographs	\$1.00 per photo	\$1.00 per photo
Summary Data research/compilation + cost of mailing	\$35.00 per hour	\$35.00 per hour
Clearance Letters or Certified Copies	\$5.00	\$5.00
ANIMAL CONTROL		
Abandonment Fee	\$100.00	\$100.00
Pick-up Fee	\$20.00	\$20.00
Impound Fee	See General Fee Schedule, Miscellaneous	See General Fee Schedule, Miscellaneous
Disposition Fee	\$165.00	\$165.00
Potentially Dangerous Dog Initial License Fee	\$300.00	\$300.00
Potentially Dangerous Dog Annual License Fee	\$150.00	\$150.00
Dangerous Dog Initial License Fee	\$500.00	\$500.00
Dangerous Dog Annual License Fee	\$300.00	\$300.00
Dog Permit Lifetime License Fee	See General Fee Schedule, Other Licenses	See General Fee Schedule, Other Licenses
Appeal Hearing Fee	\$100.00	\$100.00
Expenses of an Appeal Hearing	Maximum of \$1,000.00 plus maintenance costs	Maximum of \$1,000.00 plus maintenance costs
OTHER		
Background Investigation for other agencies	\$45.00 per hour	\$45.00 per hour
Security	\$65.00 per hour	\$65.00 per hour
CITY CODE VIOLATIONS		
TRAFFIC, VEHICLES AND PARKING VIOLATIONS		
Angle Parking	\$15.00	\$15.00
Direction To Proceed	\$15.00	\$15.00
Exhibition Driving, 1st Offense	\$75.00	\$75.00
Exhibition Driving, 2nd & Subsequent Offense	Mandatory Court	Mandatory Court
General Parking Prohibitions	\$15.00	\$15.00
House Trailer, Mobile Home, Trailer, And Bus Parking	\$15.00	\$15.00
Impounding And Removing Vehicles	\$15.00	\$15.00
Maintenance of Driving and Parking Areas	\$50.00	\$50.00
Motorized Vehicle Operation, Backing	\$50.00	\$50.00
One-Way Streets	\$50.00	\$50.00
Parallel Parking	\$15.00	\$15.00
Parking For the Purpose of Advertising and Selling	\$15.00	\$15.00

Parking Hours	\$15.00	\$15.00
Parking Rules in Municipal Parking Lots and Ramps	\$15.00	\$15.00
Physically Handicapped Parking	\$100.00	\$100.00
Snow Emergency, 1st Offense	\$125.00	\$125.00
Snow Emergency, 2nd Offense Same Snowfall	\$150.00	\$150.00
Streets Without Curb	\$15.00	\$15.00
Truck Parking	\$50.00	\$50.00
Truck Route	\$50.00	\$50.00
U-Turns Prohibited	\$50.00	\$50.00
Unattended Vehicle	\$15.00	\$15.00
Unauthorized Removal	\$15.00	\$15.00
Vehicle repair on Street	\$50.00	\$50.00
RECREATIONAL VEHICLE VIOLATIONS		
Bicycles-Carrying Articles	\$35.00	\$35.00
Bicycles-Hitching Rides	\$35.00	\$35.00
Bicycles-Manner, Number Riding	\$35.00	\$35.00
Bicycles-Right of Way; Sidewalks	\$35.00	\$35.00
Bicycles-Sale with Reflectors	\$35.00	\$35.00
Bicycles-Where to Ride	\$35.00	\$35.00
Golf Carts Unlawful Acts	\$40.00	\$40.00
Skateboards And Roller Skates Regulations	\$35.00	\$35.00
Snowmobile Direct Crossings	\$65.00	\$65.00
Snowmobile Hours of Operation	\$65.00	\$65.00
Snowmobile On Private Property	\$65.00	\$65.00
Snowmobile On Sidewalks and Boulevards	\$65.00	\$65.00
Snowmobile Operation on Roadways, Public Lands, And Waters	\$65.00	\$65.00
Snowmobile Prohibited Acts	\$65.00	\$65.00
ANIMAL VIOLATIONS		
Animals and Fowl - Keeping, Transporting, Treatment, Housing	\$50.00	\$50.00
Cat Regulations	\$50.00	\$50.00
Dangerous Dog License Required	Mandatory Court	Mandatory Court
Declaration Of Dangerous, Or Potentially Dangerous, Dogs	Mandatory Court	Mandatory Court
Dog Disturbing the Peace	\$65.00	\$65.00
Dog Disturbing the Peace, Dangerous Circumstances	Mandatory Court	Mandatory Court
Dog Disturbing the Peace, Prior Offense	\$90.00	\$90.00
Dog License Required	\$35.00	\$35.00
Dog Running At Large Prohibited	\$100.00	\$100.00
Dog Running At Large Prohibited, Prior Offense	\$125.00	\$125.00
Dog Running At Large, Dangerous Circumstances	Mandatory Court	Mandatory Court
Dog Vaccination Required	N/A	\$75.00
Limitation On Number of Dogs and Cats; Kennel License	\$50.00	\$50.00
Chickens	N/A	Mandatory Court
UNLAWFUL ACTS VIOLATIONS		
Alcohol on Public Property	\$75.00	\$75.00
Alcohol On School Grounds and Buildings	Mandatory Court	Mandatory Court

Bottle Club: Consumption Of Alcohol After Hours	\$75.00	\$75.00
Dangerous Trespasses and Other Acts	Mandatory Court	Mandatory Court
Dangerous Weapons Acts Prohibited	Mandatory Court	Mandatory Court
Discharge Of Firearms and Explosives	Mandatory Court	Mandatory Court
Disorderly Conduct	\$100.00	\$100.00
Furnish Tobacco to Person Under 21	Mandatory Court	Mandatory Court
Graffiti Unlawful Acts	Mandatory Court	Mandatory Court
Hours and Days of Liquor Sales	\$200.00	\$200.00
Induce Minor Purchasing Alcohol	Mandatory Court	Mandatory Court
Licensed Premise; Consumption of Alcohol After Hours	Mandatory Court	Mandatory Court
Licensed Premise; On Premises After Hours	Mandatory Court	Mandatory Court
Licensed Premise; Removal of Containers	Mandatory Court	Mandatory Court
Minor Alcohol Consumption on Licensed premises	Mandatory Court	Mandatory Court
Minor Alcohol Consumption without parental consent	Mandatory Court	Mandatory Court
Minor Entering Licensed Premises	Mandatory Court	Mandatory Court
Minor Misrepresentation of Age	Mandatory Court	Mandatory Court
Minor Possession of Alcohol	Mandatory Court	Mandatory Court
Minor Proof of Age	Mandatory Court	Mandatory Court
Minor Purchasing Alcohol	Mandatory Court	Mandatory Court
THC Edibles Possession by Person Under 21	Mandatory Court	Mandatory Court
Sell, barter, furnish or give alcohol to a minor	Mandatory Court	Mandatory Court
Use of Bow and Arrow	\$50.00	\$50.00
Unlawful Use or Possession of Tobacco by A Minor	Mandatory Court	Mandatory Court
Unlawful Gathering	N/A	Mandatory Court
Municipal Utility Service Unlawful Acts	N/A	Mandatory Court
PUBLIC NUISANCE VIOLATIONS		
Air Pollution; Campfire	\$75.00	\$75.00
Air Pollution; Rubbish or Other	\$75.00	\$75.00
Junk Cars, Household Furnishings, And Other Appliances Stored on Public or Private Property	\$100.00	\$100.00
Litter From Vehicles	\$65.00	\$65.00
Litter In Parks, Lakes, And Streams	\$65.00	\$65.00
Litter In Public Places	\$65.00	\$65.00
Litter On Private Property	\$100.00	\$100.00
Litter On Public Sidewalks and Gutters Prohibited	\$65.00	\$65.00
Maintenance Of Private Property	\$40.00	\$40.00
Noise Control-Animals, Birds, etc.	\$50.00	\$50.00
Noise Control-Blowers	\$50.00	\$50.00
Noise Control-Construction or Repairing of Buildings	\$50.00	\$50.00
Noise Control-Defect in Vehicle or Load	\$50.00	\$50.00
Noise Control-Exhausts, 1st Offense	\$75.00	\$75.00
Noise Control-Exhausts, 2nd & Subsequent Offense	\$100.00	\$100.00
Noise Control-Horns, Signaling Devices, etc.	\$50.00	\$50.00
Noise Control-Loading, Unloading, Opening Boxes	\$50.00	\$50.00
Noise Control-Loud Speakers, Amplifiers for Advertising	\$50.00	\$50.00

Noise Control-Noisy Parties and Gatherings	\$75.00	\$100.00
Noise Control-Pile Drivers, Hammers, etc.	\$50.00	\$50.00
Noise Control-Radios, Tape and Disc Players, Etc.	\$65.00	\$100.00
Noise Control-Schools, Courts, Churches, Hospitals	\$50.00	\$50.00
Noise Control-Sound Trucks for Advertising Purposes	\$50.00	\$50.00
Noise Control-Whistles or Sirens	\$50.00	\$50.00
Noise Control-Yelling, Shouting, Etc.	\$50.00	\$75.00
Nudity or Obscenity Prohibited	Mandatory Court	Mandatory Court
Public Nuisance	\$75.00	\$75.00
Permitting A Public Nuisance	\$75.00	\$75.00
Unlawful Burning, Rubbish or Other	N/A	\$75.00
Recreational Fires	N/A	\$75.00
Burning Leaves; Attendance	\$75.00	\$75.00
Burning Leaves; Dates	\$75.00	\$75.00
Burning Leaves; Footage	\$75.00	\$75.00
Burning Leaves; Hours	\$75.00	\$75.00
Burning Leaves; Public Property	\$75.00	\$75.00
Burning Leaves; Unsafe Conditions	\$75.00	\$75.00
Burning Leaves; Warning or Emergency	\$75.00	\$75.00
Unlawful To Make Loud or Unnecessary Noise	\$60.00	\$100.00
Public Nuisance of Noxious Substance or Hazardous Waste	N/A	\$75.00
MISCELLANEOUS		
Curfew - Minors Age Sixteen & Seventeen	Mandatory Court	Mandatory Court
Curfew - Minors Under the Age of Sixteen	Mandatory Court	Mandatory Court
Curfew - Parents and Guardians	Mandatory Court	Mandatory Court
Curfew - Places of Amusement, Entertainment, or Refreshment	Mandatory Court	Mandatory Court
Garage Sales	Mandatory Court	Mandatory Court
In Closed Park After Hours	\$40.00	\$40.00
Loitering	\$40.00	\$40.00
Peddlers License Required	\$100.00	\$100.00
Cannabis/LPHE License Required	N/A	\$500.00
Permitting of Graffiti by Owners of Property	\$100.00	\$100.00
Possess Graffiti materials	Mandatory Court	Mandatory Court
Possession and Sale of Fireworks	\$50.00	\$50.00
Taxicabs License Required	Mandatory Court	Mandatory Court
Park Regulations; Traffic Prohibited	N/A	\$100.00
Park Regulations; General Rules	N/A	\$100.00
Park Regulations; Hours and Conduct	N/A	\$100.00
Park Regulations; Animals in the Park	N/A	\$100.00
Park Regulations; Weapons	N/A	\$100.00

January 20, 2026

ITEM: New Business – Resolution 01.26.11: Establishing Date and Time of Regular Meetings

BACKGROUND: The attached resolution establishes that February 3, 2026, shall be moved to February 4, 2026, due to statutory timing restrictions relating to Minnesota's precinct caucuses. MN State Statute §202A.19 states that no city council or other political subdivision governing body may conduct meeting after 6:00 PM on the evening of a major political party precinct caucus.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.26.11

RESOLUTION ESTABLISHING DATE AND TIME OF REGULAR MEETINGS

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, that the City Council meetings for the calendar year 2026 shall be held on the first and third Tuesday of each calendar month commencing at 5:30 PM at the Council Chambers at City Hall located 1205 6th Avenue South, St. James, Minnesota.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, as follows:

Section 1: The city council meeting on February 3, 2026, shall be moved to February 4, 2026.

Adopted by the Council this 20th day of January 2026.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk-Treasurer

January 20, 2026

ITEM: New Business – Resolution 01.26.12: Authorizing the St. James Mayor and City Manager to Enter into the 2025 Polling Place Accessibility Grant Program Agreement with the State of Minnesota

BACKGROUND: The attached resolution authorizes the Mayor and City Manager to accept and execute the grant agreement with the State of Minnesota. This grant authorizes reimbursement for expenses relating to improving accessibility to polling places.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.26.12

**RESOLUTION AUTHORIZING THE ST. JAMES MAYOR AND CITY
MANAGER TO ENTER INTO THE 2025 POLLING PLACE ACCESSIBILITY
GRANT PROGRAM AGREEMENT WITH THE STATE OF MINNESOTA**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF ST. JAMES, MINNESOTA, as follows:**

Section 1: The St. James Mayor and City Manager are hereby authorized and directed to sign the 2025 Polling Place Accessibility Grant Program Agreement with the State of Minnesota.

Adopted by the City Council this 20th day of January 2026.

Christopher Whitehead, Mayor

ATTEST:

Kristin Hurley, City Clerk

STATE OF MINNESOTA

2025 POLLING PLACE ACCESSIBILITY GRANT PROGRAM AGREEMENT

This Agreement (hereinafter "Agreement") is made between the State of Minnesota, (hereinafter, "State", or "Grantor") acting through its Secretary of State, Veterans Service Building, Suite 210, 20 W 12th Street, Saint Paul, MN 55155 ("State") and City of St. James, 1205 6th Ave So. St. James, MN 56081 ("Grantee").

Recitals

- 1 Under Minnesota Laws 2023, Chapter 62, Article 1, section 6, Grantor is authorized to distribute funds to counties and municipalities to improve access to polling places for individuals with disabilities and to provide the same opportunity for access and participation in the electoral process, including privacy and independence, to voters with disabilities as that which exists for voters with no disabilities. Funds may be used to purchase equipment or to make capital improvements to government-owned facilities. Grantee is a county or municipality in the State and thus empowered to apply for the funds requested in this Agreement. Grantee submitted a grant application and State is empowered to enter into this grant.
- 2 Grantee represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of State and in accordance with all federal and state laws authorizing this grant. Pursuant to Minn.Stat. §16B.98, Subd.1, Grantee agrees to minimize administrative costs as a condition of this grant.
- 3 Grantee is responsible for the administration of elections in the area under their jurisdiction.

Agreement

1 Effectiveness of Agreement

1.1 **Effective date:** December 1, 2025, or the date all required signatures, including those required by Minnesota Statutes, § 16B.98, Subd. 5, have been affixed to the agreement by Grantee and State, whichever is later. Grantee agrees to apply for reimbursement of costs only for those costs identified in the grant application ("Approved Expenses"), attached here as Exhibit A. Per Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Grantee until this Agreement is fully approved and executed; Grantee has been notified by State's Authorized Representative that they are in compliance with the terms of this Agreement; and Grantee submits appropriate documentation of the expenses incurred in furtherance of the Approved Expenses.

1.2 **Expiration date:** June 30, 2027, or until all funds have been expended, whichever is later.

1.3 **Survival of Terms.** The following clauses survive the fulfillment of this Agreement: 2.5. Reporting Requirements; 4. Consideration and Payment; 8. Liability; 9. Audits and Reports; 10. Government Data Practices; 12. Property and Casualty Insurance; 13. Governing Law, Jurisdiction, and Venue; and 14. Data Disclosure.

2 Grantee's Duties

2.1 **Activities.** Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1) and will apply for reimbursement of funds only for expenses in furtherance of the Approved Expenses, which are set forth in Exhibit A of this Agreement. The Chief Election Official of Grantee is responsible for fulfilling all requirements of Grantee under this agreement.

2.2 **Award.** Grantee is hereby allocated up to \$9,311.11 for reimbursement of expenses in furtherance of the Approved Expenses.

2.3 Expenditures. Grantee will apply for reimbursement only for expenses in furtherance of the Approved Expenses. Expenses must be incurred no later than October 31, 2026.

2.5 Reporting Requirements. Grantee shall report to the State's Authorized Representative as specified in this Agreement.

2.5.1 Reimbursement. Grantee shall submit receipts and invoices in the format determined by the State that show the amounts paid for the expenses for which they are requesting reimbursement and the specific goods and services purchased, which shall be in furtherance of the Approved Expenses. Grantee shall submit with those receipts and invoices a sworn statement attesting to the specific Approved Expenses to which the receipts and invoices relate. Reimbursement requests must be submitted within 60 days after the final project expenses are incurred, but no later than December 30, 2026.

2.5.2 Other Requirements. Grantee must maintain financial records for each grant as outlined in Section 2.6 and must transmit those records to the secretary of state within two business days upon request of the secretary of state.

2.5.3 Evaluation. State shall have the authority to conduct any evaluation of the performance of Grantee that the State deems necessary in its sole discretion, including, but not limited to, site visits, interviews with grantee program staff, and obtaining and reviewing all documentation related to the grant.

2.5.4 Requirement Changes. State may modify or change all reporting forms at their discretion.

2.6 Accounting Requirements - Fiscal Control and Accounting Procedures. Grantee's fiscal control and accounting procedures must be sufficient to:

- a) Permit preparation of reports required by this Agreement,
- b) Permit the tracing of funds to a level of expenditures adequate to determine that funds have not been used in violation of this agreement, and
- c) Support accounting records through source documents, such as: cancelled checks, invoices and paid bills, agreement and sub award documents, and records sufficient to detail history of procurements.

3 Time

Grantee must comply with all the time requirements described in this Agreement.

4 Consideration and Payment

4.1 Consideration. The State will make an award to Grantee under this Agreement as follows:

- (1) **Grant Award.** Grantee will be awarded the amount listed in paragraph 2.2 of this Agreement.
- (2) **Total Obligation.** The total obligation of State to Grantee under this Agreement will not exceed the amount listed in paragraph 2.2 of this Agreement.

4.2 Fiscal Requirements. Grantee shall report to the State as provided by paragraph 2.5 of this Agreement.

4.2.1 Financial Guidelines. Grantee's eligible expenditures under this Agreement must be specifically incurred by Grantee. Grantee will report on all expenditures pertaining to this Agreement as provided in paragraph 2.5.

4.2.2 Records. Grantee must retain all financial records for a minimum of six (6) years after all funds have been expended, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been

resolved between the Grantee and State, whichever is later, and comply with all other retention and access requirements for records provided in the jurisdiction's retention schedules. In addition, Grantee must maintain records sufficient to report expenditures made during the term of this Agreement upon request of the State.

4.3 Payment Invoices. State will reimburse expenses that have been documented in accordance with Section 2 in furtherance of the Approved Expenses to an account of Grantee within 30 days after the state receives and approves the reimbursement.

4.4 Conditions. Grantee is responsible for compliance with all requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by Grantee's failure to comply with statutory or Agreement requirements.

5 Satisfaction

All duties required of and agreements or assurances provided by Grantee in this Agreement must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations.

6 Authorized Representative

State's Authorized Representative is Paul Linnell, Director of Elections, Veterans Service Building, Suite 210, 20 W 12th Street, Saint Paul, MN 55155, 651-556-0647, or his successor, and has the responsibility to monitor Grantee's performance and compliance with this Agreement.

Grantee's Authorized Representative is Kristin Hurley, City Clerk Treasurer, 1205 6th Ave So. St. James, MN 56081, or their successor.

Grantee must be registered as a vendor in the SWIFT system, or must provide a W-9 form with this executed agreement, in order for State to register Grantee in the SWIFT system.

If Grantee's Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Agreement Complete

7.1 Assignment. Grantee shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of State, approved by the same parties who executed and approved this Agreement, or their successors in office.

7.2 Amendments. Any amendments to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

7.3 Waiver. If State fails to enforce any provision of this Agreement, that failure does not waive the provision or State's right to enforce it.

7.4 Agreement Complete. This Agreement contains all negotiations and agreements between State and Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8 Liability

Grantee must indemnify, save, and hold State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by State, arising from the expenditures of the funds provided by

this Agreement by Grantee or Grantee's agents or employees. Grantee agrees to hold State harmless and to pay any fines or penalties, should the expenditures of Grantee be found to be improper in an audit of any kind.

9 Audits and Reports

Under Minnesota Statutes, § 16C.05, subd. 5, and 16B.98, subd. 8, Grantee's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the expenditure of all funds provided under this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. In addition, Grantee must report expenditures made during the term of this Agreement upon request of the State, and must make the reports described in this agreement stating expenditures during the current or most recently ended periods as directed by State.

10 Government Data Practices

Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Ch. 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Agreement. The civil remedies of Minnesota Statutes, § 13.08 apply to the release of the data referred to in this clause by either Grantee or State.

11 Workers' Compensation

Grantee certifies that it is in compliance with Minnesota Statutes, § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Property and Casualty Insurance

Grantee is required to maintain a property and casualty insurance policy covering "All Risk" (or equivalent) of direct physical loss or damage, including, but not limited to, the perils of transit (if applicable), theft, and flood for devices or systems acquired using funds provided under the Agreement. The insurance limit shall be equal to the replacement cost of any equipment purchased with funds from this Agreement. Any deductible shall be the sole responsibility of Grantee.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Data Disclosure

Under Minnesota Statutes, § 270.66, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

15 Termination.

State may immediately terminate this Agreement with or without cause, upon 30 days' written notice to Grantee. Grantee may terminate this agreement upon 30 days written notice to State. Reporting requirements will continue as necessary to complete reporting for the reimbursements requested or paid prior to the

termination of the Agreement.

16 Grantee Procurement

Grantee certifies that it will use the procurement processes applicable in Grantee's jurisdiction in purchasing items or equipment with funds subject to this Agreement.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, §§ 16A.15 and 16C.05.

Signed: 

Date: 11/8/2026

Agreement No. 281530 / PD 5376

2. GRANTEE (Local Jurisdiction)

Grantee certifies that the appropriate person(s) have executed the Agreement on behalf of Grantee as required by applicable resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE (Office of the Secretary of State)

By: _____

(with delegated authority)

Title: Director of Elections

Date: _____

Distribution: Grantee
State's Authorized Representative

2025 Polling Place Accessibility Grant Proposal Form

Organization

City of St. James

Instructions

Please complete the proposal template below, then attach this document to your Foundant application as supporting documentation for your complete application. This information will help the grant committee review your complete request for funds to support improvements to polling places and/or voting services for voters with disabilities, according to

2023 Minnesota Laws, Chapter 62, Article 1, section 6.

Project Description

The City of St. James is proposing accessibility improvements at both of its polling locations for each voting ward in order to ensure equitable, independent access for all voters, including those with mobility or visual impairments.

Through feedback from election judges, city staff, and residents, the city identified several persistent accessibility barriers that impact voters access and comfort. The existing exterior entry doors at both ward polling locations are heavy and lack powered openers, creating difficulty for individuals using wheelchairs, walkers, or with limited upper body strength. In addition, exterior directional signage to guide voters to the correct polling location is limited and not fully compliant with ADA standards, causing confusion and requiring voters to request assistance.

To address these issues, the city will:

1. Replace two aging entry doors with ADA-compliant models that allow smooth, unobstructed entry;
2. Install automatic door openers with accessible push plates to enable independent entry and exit; and
3. Add clear, high-contrast, tactile, and Braille wayfinding signage for both polling wards to direct voters to registration, voting, and accessible routes.

These upgrades directly align with the priority focus areas identified by the Office of Minnesota Secretary of State by enhancing access to buildings where polling places are located and improving wayfinding for voters with disabilities.

The project's focus is on eliminating physical and informational barriers so that every voter in St. James, regardless of ability, can access the polling locations independently, confidently, and with dignity.

Project Timeline

Step 1: Project Authorization and Planning (10/2025 to 12/2025): Obtain city council resolution, confirm polling-place locations, secure contractor bids and cost estimates for the door replacements, automatic openers, and signage.

Step 2: Procurement and Contracting (1/2026 to 2/2026): Issue requests for proposals or quotes, evaluate bids, select contractor(s), execute contracts or agreements, submit required documentation to the grant system.

Step 3: Installation of Doors and Automatic Openers (3/2026 to 4/2026): Remove existing doors, install new ADA-compliant doors and automatic openers at both ward polling locations. Coordinate with building maintenance to minimize disruption.

Step 4: Wayfinding Signage Development and Installation (5/2026 to 6/2026): Design and approve signage (high-contrast/tactile/Braille), order fabrication, install signage for both polling locations and exterior way-finding pathways.

Step 5: Inspection, Training, and Public Communication (7/2026 to 8/2026): Ensure all systems function, train election judges and staff on new access features, communicate to voters about improved accessibility features.

Step 6: Ready for November 2026 Election (9/2026 to early 11/2026): All accessibility improvements fully implemented and operational in time for the general election.

This Project Addresses the Grant Priority By...

The City of St. James identified specific accessibility barriers at both of its polling locations, one location serving Ward 1 and the other location serving Ward 2, through feedback from election judges, voters, and city staff. Many voters with mobility impairments, seniors using walkers, and parents with strollers' struggle opening existing exterior doors due to their weight and lack of automatic openers. These doors also do not fully meet current ADA access standards.

Additionally, both polling locations have limited exterior directional signage. Voters unfamiliar with the layout sometimes require verbal and physical assistance to locate the correct polling room, which can compromise voter privacy and independence.

In response to these findings, the city prioritized improvements that align directly with the first-priority items identified in the Office of the Minnesota Secretary of State's Polling Place Accessibility Grant:

- Automatic/electronic door openers for entrances to government-owned facilities used as polling places; and
- Signage that improves access to buildings where polling places are located.

The proposed project will replace two outdated entry doors, install automatic door openers with accessible push plates, and add ADA-compliant wayfinding signage for both polling wards. These enhancements directly remove physical and informational barriers to access, ensuring that all St. James voters can navigate, enter, and participate in the voting process with the same privacy and independence as any other voter.

The city's intent is not only to meet minimum ADA requirements, but to exceed them by creating a welcoming and inclusive environment that supports full participation in civic life.

Estimated Budget

(add more rows as needed)

Item #*	Item Descriptions (materials, known project fees, labor cost estimates)	Estimated Costs
1	Automatic Door Openers <i>Install <u>Tormax automatic powered door operators with remote button per door</u> to allow independent access for voters using wheelchairs, walkers, or with limited mobility. The cost includes wiring.</i>	\$4,080.00
2	Wayfinding Signage <i><u>Powder-coated aluminum</u> high-contrast, tactile, and Braille signage on <u>metal posts with concrete footings mounted to ADA-recommended height</u> to guide voters to polling rooms and registrations areas, improving navigation and maintaining voter privacy.</i>	\$4,800.00
3	Replace Entry Doors <i>Replace existing exterior doors at Ward 1 and Ward 2 polling locations with ADA-compliant doors to improve accessibility and ease of entry for voters with disabilities with <u>aluminum storefront doors, panic devices being caulked to a finished state.</u></i>	\$9,990.00
Estimated total cost		\$18,870.00

*This item # should correspond to the item # listed in section 1A and/or section 1B in your Foundant application.

January 20, 2026

ITEM: New Business – New Hire: Jared Schwanz

BACKGROUND: Jared Schwanz has completed the hiring process for the police department for the position of part-time police officer. His start date with the department is set for January 20, 2026. His rate of pay is set at \$35.00/hour.

STAFF RECOMMENDATION: Approve/Deny New Hire.