

City Council Meeting Agenda

August 05, 2026 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: Mayor Christopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Mary Shupe

4. DETERMINATION OF QUORUM

5. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 07.21.2026 Council Meeting

6. CONSENT ITEMS

A. Payment of Claims and ACH Payments

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. 037, 4th Series - Rezoning Property from I-2, General Industrial, to B-2, Service Business District

B. Consideration to Approve Second Reading of Proposed Ordinance No. 038, 4th Series - Rezoning Property from B-2, Service Business District, to I-2, General Industrial

13. NEW BUSINESS

A. Consideration to Approve Resolution 08.26.01 - Approving Ordinance No. 037, 4th Series Rezoning Property from I-2, General Industrial, to B-2, Service Business District

B. Consideration to Approve Resolution 08.26.02 - Approving Ordinance 038, 4th Series Rezoning Property from B-2, Service Business District, to I-2, General Industrial

C. Consideration to Approve Resolution 08.26.03 - Adopting the St. James Police Department Policy Regarding Interactions with Outside Law Enforcement Agencies

D. Consideration to Accept Resignation - Seth Reinke, Police Officer

E. Consideration to Approve New Hire - Cody Monreal, Police Officer

- F.** Consideration to Approve First Reading of Proposed Ordinance No. 039, 4th Series - Amending Chapter 72 of the St. James City Code by Repealing and Replacing §72.35 through §72.37 Relating to the Operation of Golf Carts

14. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

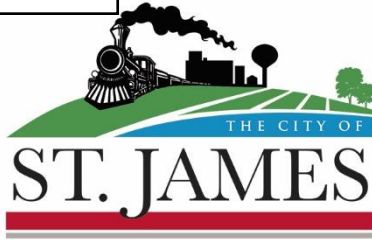
15. ADJOURNMENT

August 5, 2026

ITEM: Approval of Minutes – 07.21.2026 Council Minutes

BACKGROUND: The Minutes of July 21, 2026, City Council Meeting are attached for review and approval.

STAFF RECOMMENDATION: Approve/Deny Minutes.



City Council Meeting Minutes

July 21, 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, Mary Shupe

PRESENT: Mayor Christopher Whitehead, Councilpersons Sue Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Mary Shupe

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 - 07.07.2026 Work Session

Motion made by Craig, Seconded by Harris.

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

Upon voice vote, it was unanimously approved.

B. Consideration to Approve Minutes – 07.07.2026 Council Meeting

Motion made by Lindee, Seconded by Hanson.

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

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of claims totaling \$1,591,794.14 is as follows: \$1,591,794.14 check no. 706817 - 706908 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.

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 07.26.09 - Accepting the 2025 Annual Financial Audit
- Resolution 07.26.09 accepts the 2025 financial audit as presented on July 7, 2026.
- 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 07.26.09 duly passed 5-0.
- B. Consideration to Approve Resolution 07.26.10 - Granting Signage Approval Relating to 600 1st Avenue South
- Resolution 07.26.10 grants approval to erect one illuminated wall sign at 600 1st Avenue So.
- 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 07.26.10 duly passed 5-0.
- C. Consideration to Approve Resolution 07.26.11 - Approving Missouri Basin Municipal Power Agency Sale Agreement (S-1)
- Resolution 07.26.11 approves revisions proposed by Missouri River Energy Services (MRES) to the S-1 Power Sales Agreement.
- Motion made by Lindee, Seconded by Harris. Upon hand vote, the following voted:
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe
- Whereupon Mayor Christopher Whitehead declared Resolution 07.26.11 duly passed 5-0.
- D. Consideration to Approve Purchase Request - Light Department Fleet Vehicle
- The Light Department is requesting permission to purchase a 2027 F350 4 x4 Crew Cab with Chassis to replace the 2019 F350. The price is \$119,090. This purchase is within the 2026 light budget. If favorable, the 2019 F350 would be transferred to the Fire Department.
- Motion made by Harris, Seconded by Hanson. Upon hand vote, the following voted:
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe
- Upon hand vote, it was unanimously approved.
- E. Consideration to Approve First Reading of Proposed Ordinance No. 037, 4th Series - Rezoning Property from I-2, General Industrial, to B-2, Service Business District
- Ordinance No. 037, 4th Series - If approved would rezone property located at 301 Armstrong Blvd North from I-2, General Industrial, to B-2, Service Business District.
- Motion made by Craig, Seconded by Harris Ordinance No. 037, 4th Series received its first reading. Upon hand vote the following voted:
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe
- Whereupon Mayor Christopher Whitehead declared Ordinance No. 037, 4the Series to have received its first reading.

- F. Consideration to Approve First Reading of Proposed Ordinance No. 038, 4th Series - Rezoning Property from B-2, Service Business District, to I-2, General Industrial

Ordinance No. 038, 4th Series - If approved would rezone property located at 806 1st Avenue South from B-2, Service Business District, to I-2, General Industrial.

Motion made by Lindee, Seconded by Craig Ordinance No. 038, 4th Series received its first reading. Upon hand vote the following voted:

Voting Yea: Craig, Harris, Lindee

Voting Nay: Hanson, Shupe

Whereupon Mayor Christopher Whitehead declared Ordinance No. 038, 4th Series to have received its first reading.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Harris, Seconded by Hanson.

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

All Yea - motion carried. The meeting adjourned at 5:49 p.m.

Kristin Hurley, City Clerk-Treasurer

August 5, 2026

ITEM: Old Business – Proposed Ordinance No. 037, 4th Series: Rezoning Property from I-2, General Industrial, to B-2, Service Business District

BACKGROUND: The attached proposed ordinance rezone property located at 301 Armstrong Blvd North from I-2, General Industrial, to B-2, Service Business District.

First Reading: July 21, 2026

Notice of Proposed Ordinance: July 24, 2026

Second Reading and Final Vote: August 5, 2026

Approval of Publication of Title and Summary of Ordinance by the Council: August 5, 2026

Publication of Title and Summary of Ordinance:

Publication of Entire Text of Ordinance at Watonwan County Library:

Recorded in the Ordinance Book and Available on Website:

Effective Date of Ordinance:

ACTION REQUESTED: Approve/Deny the 2nd Reading of Proposed Ordinance.

**State of Minnesota
County of Watonwan**

ORDINANCE 037, 4TH SERIES

**AN ORDINANCE REZONING PROPERTY FROM I-2, GENERAL INDUSTRIAL, TO
B-2, SERVICE BUSINESS DISTRICT**

BE IT ORDAINED, by the City Council of St. James, Watonwan County, Minnesota as follows:

“EXHIBIT A”

Be rezoned from I-2, General Industrial District, to B-2, Service Business District.

The Official Zoning Map shall hereby be amended to reflect said zoning change.

The Ordinance shall be in full force and effect from and after its publication as provided by law.

Adopted by the City Council this ____ day of _____, 2026.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

“EXHIBIT A”**Parcel 1:**

That part of East Half of Southwest Quarter and West Half of Southeast Quarter of Section 13, Township 106, Range 32, and being in the City of St. James, described as follows: Beginning at the Southeast corner of Lot 3, Block 70, of First Addition to the City of St. James; thence Southerly along the Westerly line of Armstrong Boulevard, a distance of 277.5 feet to a point 22.5 feet Northerly from the center line of the main track of the Chicago, St. Paul, Minneapolis and Omaha Railway Company; thence deflecting 90 degrees right and parallel to said center line a distance of 593 feet; thence deflecting 90 degrees right and parallel to the Westerly line of said Armstrong Boulevard, a distance of 277.5 feet; thence deflecting 90 degrees right and parallel to the center line of said main track, a distance of 593 feet to the place of beginning, all in Watonwan County, State of Minnesota. ALSO that part of the Chicago, St. Paul, Minneapolis and Omaha Railway Company's right of way situated in the South Half of Section 13, Township 106 North, Range 32 West, bounded and described as follows, to-wit: Beginning at a point in the Northwesterly extension of the Southwesterly line of Armstrong Boulevard as said Boulevard was originally located and established as a 60 foot street, distant 22.5 feet Northwesterly at right angles from the center line of the main track of the aforesaid Railway Company; thence Northwesterly along said Southwesterly line of Armstrong Boulevard a distance of 277.5 feet to the Northwesterly right of way line of the aforesaid Railway Company; thence Southwesterly at right angles and parallel with said center line of the main track, a distance of 10 feet; thence Southeasterly at right angles, a distance of 277.5 feet to a point distant 22.5 feet Northwesterly at right angles from said center line of the main track; thence Northeasterly at right angles and parallel with said center line of the main track, a distance of 10 feet, more or less, to the point of beginning, all in Watonwan County, Minnesota. That part of the East Half of the Southwest Quarter of Section 13, Township 106, Range 32, and being in the City of St. James, bounded and described as follows: Commencing at the Southeast corner of Lot 3, Block 70, in First Addition to the City of St. James; thence Southwesterly along the Southeasterly line of said Block 70, extended Southwesterly, a distance of 593 feet for the point of beginning of the land herein to be described; thence Southeasterly at right angles and parallel to the Westerly line of Armstrong Boulevard, a distance of 244 feet, more or less, to the intersection of a line that is parallel to and 9 feet Northerly of, as measured radially, from the center line of Spur Track I.C.C. No. 62 of the Chicago, St. Paul, Minneapolis and Omaha Railway Company, as now located and established; thence Westerly along the last described parallel line, to the intersection of the Southerly extension of the Easterly line of the North and South alley, Block 82, said First Addition to the City of St. James; thence Northerly along the last described line, a distance of 248 feet, more or less, to the intersection with the Southeasterly line of said Block 70 extended Southwesterly; thence Northeasterly along the last described line, a distance of 55 feet, more or less, to the point of beginning. EXCEPT that part of the East Half of Southwest Quarter and West Half of Southeast Quarter of Section 13, Township 106, Range 32, and being in the City of St. James, Watonwan County, Minnesota, described as follows: Beginning at the Southeast corner of Lot 3, Block 70, of the First Addition to City of St. James, Watonwan County, Minnesota; thence Southerly along the Westerly line of Armstrong Boulevard, a distance of 90.65 feet; thence deflecting 90 degrees right and parallel to the center line of the main track of the Chicago, St. Paul, Minneapolis and Omaha Railroad, a distance of 226.0 feet; thence deflecting right 90 degrees and parallel to the Westerly line of said Armstrong Boulevard, a distance of 90.65 feet; thence deflecting right 90 degrees and parallel to the center line of said railroad, a distance of

226.0 feet to the point of beginning. AND EXCEPT that part of the East Half of Southwest Quarter and West Half of Southeast Quarter of Section 13, Township 106, Range 32, and being in the City of St. James, Watonwan County, Minnesota, described as follows: Commencing at the Southeast corner of Lot 3, Block 70 of First Addition to the City of St. James; thence Southerly along the Westerly line of Armstrong Boulevard, 277.5 feet to a point, 22.5 feet Northerly of the centerline of the main track of the Chicago, St. Paul, Minneapolis and Omaha Railway Company, said point being the point of beginning of the following described tract: thence deflecting right 90 degrees and parallel to said centerline of the main line of said centerline 373 feet; thence deflecting right 90 degrees, 113.8 feet to the wall of the existing Scherr-Tumico, Inc. building; thence Easterly along said wall to the point of intersection of the Easterly extension of said wall with said Westerly line of Armstrong Boulevard; thence Southerly along said Westerly line of Armstrong Boulevard to the place of beginning.

Parcel 2:

Lot 1, in Block 82, First Addition to City of St. James, Watonwan County, Minnesota.

Parcel 3:

That part of East Half of Southwest Quarter and West Half of Southeast Quarter of Section 13, Township 106, Range 32, and being in the City of St. James, Watonwan County, Minnesota, described as follows: Beginning at the Southeast corner of Lot 3, Block 70 of the First Addition to the City of St. James; thence Southerly along the Westerly line of Armstrong Boulevard, a distance of 90.65 feet; thence deflecting 90 degrees right and parallel to the center line of the main track of the Chicago, St. Paul, Minneapolis and Omaha Railroad, a distance of 226.0 feet; thence deflecting right 90 degrees and parallel to the Westerly line of said Armstrong Boulevard, a distance of 90.65 feet; thence deflecting right 90 degrees and parallel to the center line of said railroad, a distance of 226.0 feet to the point of beginning.

Parcel 4:

That part of the West Half of the Southeast Quarter and of the East Half of the Southwest Quarter of Section 13, Township 106, Range 32, and being in the City of St. James, described as follows, to-wit: Commencing at the Southeast corner of Lot 3, Block 70, First Addition to the City of St. James; thence Southerly along the Westerly line of Armstrong Boulevard, 277.5 feet to a point 22.5 feet Northerly of the centerline of the main track of the C. St. P.M. & O. R.R. Co., said point being the point of beginning of the following described tract: thence deflecting right 90 degrees 00 minutes and parallel to said centerline of the main line of said centerline 373.0 feet; thence deflecting right 90 degrees 00 minutes 113.8 feet to the wall of the existing Scherr-Tumico, Inc., building; thence Easterly along said wall to the point of intersection of the Easterly extension of said wall with said Westerly line of Armstrong Boulevard; thence Southerly along said Westerly line of Armstrong Boulevard to the place of beginning.

EXCEPTING FROM THE ABOVE DESCRIBED PARCELS: that part of the Northeast Quarter of the Southwest Quarter and the Northwest Quarter of the Southeast Quarter, Section 13, Township 106 North, Range 32 West, City of St. James, Watonwan County, Minnesota, described as follows: Beginning at the Southeast corner of Lot 3 of Block 70 of the First Addition to the City of St. James, according to the recorded plat thereof; thence on an assumed bearing of South 27 degrees 06 minutes 48 seconds East, along the Southwesterly line of Armstrong Boulevard, a distance of 90.65 feet to an iron monument; thence South 62 degrees 53 minutes 12 seconds West, a distance of 130.00 feet to an iron monument; thence North 27 degrees 06 minutes 48 seconds West, a distance of 44.00 feet to an iron monument; thence North 45 degrees 00 minutes West, a distance of 49.02 feet to an iron monument located on the Southeast line of said Lot 3; thence North 62 degrees 53 minutes 12 seconds East, along said Southeast line, a distance of 145.06 feet to the point of beginning.

August 5, 2026

ITEM: Old Business – Proposed Ordinance No. 038, 4th Series: Rezoning Property from B-2, Service Business District, to I-2, General Industrial

BACKGROUND: The attached proposed ordinance rezone property located at 806 1st Avenue South from B-2, Service Business District, to I-2, General Industrial.

First Reading: July 21, 2026

Notice of Proposed Ordinance: July 24, 2026

Second Reading and Final Vote: August 5, 2026

Approval of Publication of Title and Summary of Ordinance by the Council: August 5, 2026

Publication of Title and Summary of Ordinance:

Publication of Entire Text of Ordinance at Watonwan County Library:

Recorded in the Ordinance Book and Available on Website:

Effective Date of Ordinance:

ACTION REQUESTED: Approve/Deny the 2nd Reading of Proposed Ordinance.

**State of Minnesota
County of Watonwan**

ORDINANCE 038, 4TH SERIES

**AN ORDINANCE REZONING PROPERTY FROM B-2, SERVICE BUSINESS
DISTRICT, TO I-2, GENERAL INDUSTRIAL**

BE IT ORDAINED, by the City Council of St. James, Watonwan County, Minnesota as follows:

**Lots Six (6), Seven (7), Eight (8), and Nine (9), Block Nineteen (19), City of St. James,
Watonwan County, Minnesota**

Be rezoned from B-2, Service Business District, to I-2, General Industrial District.

The Official Zoning Map shall hereby be amended to reflect said zoning change.

The Ordinance shall be in full force and effect from and after its publication as provided by law.

Adopted by the City Council this ____ day of _____, 2026.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

August 5, 2026

ITEM: New Business – Resolution 08.26.01: Approving Ordinance No. 037, 4th Series Rezoning Property from I-2, General Industrial, to B-2, Service Business District

BACKGROUND: The attached resolution rezones property located at 301 Armstrong Blvd North from I-2, General Industrial, to B-2, Business Service District. This resolution also approved the title and summary for publication.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 08.26.01

**RESOLUTION APPROVING ORDINANCE 037, 4TH SERIES REZONING
PROPERTY FROM I-2, GENERAL INDUSTRIAL, TO B-2, SERVICE BUSINESS
DISTRICT**

WHEREAS, the City of St. James introduced the proposed Ordinance 037, 4th Series rezoning property from I-2, General Industrial, to B-2, Service Business District; and

WHEREAS, the City of St. James City Council reviewed this item during their July 21, 2026, city council meeting, agreed with the recommendation and approved the first reading of the proposed Ordinance 037, 4th Series; and

WHEREAS, the City of St. James City Council held a second reading of the proposed Ordinance 037, 4th Series during their August 5, 2026, meeting; and

WHEREAS, Minnesota Statutes, Section 412.91, Subd. 4, allows publication by title and summary in the case of lengthy ordinances; and

WHEREAS, the City of St. James City Council finds that the following title and summary would clearly inform the public of the intent and effect of the Ordinance 037, 4th Series.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, that the City of St. James City Council hereby approved the second and final reading of the proposed Ordinance 037, 4th Series rezoning property from I-2, General Industrial, to B-2, Service Business District.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Manager shall cause the following summary of the proposed Ordinance to be published in the official newspaper in lieu of the entire ordinance:

PUBLIC NOTICE

**ORDINANCE 037, 4TH SERIES REZONING PROPERTY FROM I-2, GENERAL
INDUSTRIAL, TO B-2, SERVICE BUSINESS DISTRICT**

The City Council of St. James has adopted Ordinance 037, 4th Series, rezoning property from I-2, General Industrial, to B-2, Service Business District at 301 Armstrong Blvd North. The effective date of the ordinance is upon publication.

This summary of Ordinance 037, 4th Series has been approved by the City Council on August 5, 2026. A printed copy of the full text of the ordinance is available for public

inspection in the office of the city clerk.

Adopted by the City Council this 5th day of August 2026.

Christopher Whitehead, Mayor

Attest:

Kristin Hurley, City Clerk - Treasurer

August 5, 2026

ITEM: New Business – Resolution 08.26.02: Approving Ordinance No. 038, 4th Series Rezoning Property from B-2, Service Business District, to I-2, General Industrial

BACKGROUND: The attached resolution rezones property located at 806 1st Avenue South from B-2, Business Service District, to I-2, General Industrial. This resolution also approved the title and summary for publication.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 08.26.02

**RESOLUTION APPROVING ORDINANCE 038, 4TH SERIES REZONING
PROPERTY FROM B-2, SERVICE BUSINESS DISTRICT, TO I-2, GENERAL
INDUSTRIAL**

WHEREAS, the City of St. James introduced the proposed Ordinance 038, 4th Series rezoning property from B-2, Service Business District, to I-2, General Industrial; and

WHEREAS, the City of St. James City Council reviewed this item during their July 21, 2026, city council meeting, agreed with the recommendation and approved the first reading of the proposed Ordinance 038, 4th Series; and

WHEREAS, the City of St. James City Council held a second reading of the proposed Ordinance 038, 4th Series during their August 5, 2026, meeting; and

WHEREAS, Minnesota Statutes, Section 412.91, Subd. 4, allows publication by title and summary in the case of lengthy ordinances; and

WHEREAS, the City of St. James City Council finds that the following title and summary would clearly inform the public of the intent and effect of the Ordinance 038, 4th Series.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, that the City of St. James City Council hereby approved the second and final reading of the proposed Ordinance 038, 4th Series rezoning property from B-2, Service Business District, to I-2, General Industrial.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Manager shall cause the following summary of the proposed Ordinance to be published in the official newspaper in lieu of the entire ordinance:

PUBLIC NOTICE

**ORDINANCE 038, 4TH SERIES REZONING PROPERTY FROM B-2, SERVICE
BUSINESS DISTRICT, TO I-2, GENERAL INDUSTRIAL**

The City Council of St. James has adopted Ordinance 038, 4th Series, rezoning property from B-2, Service Business District, to I-2, General Industrial at 806 1st Avenue South. The effective date of the ordinance is upon publication.

This summary of Ordinance 038, 4th Series has been approved by the City Council on August 5, 2026. A printed copy of the full text of the ordinance is available for public

inspection in the office of the city clerk.

Adopted by the City Council this 5th day of August 2026.

Christopher Whitehead, Mayor

Attest:

Kristin Hurley, City Clerk - Treasurer

August 5, 2026

ITEM: New Business – Resolution 08.26.03: Adopting the St. James Police Department Policy regarding Interactions with Outside Law Enforcement Agencies

BACKGROUND: The attached resolution adopts the St. James Police Department's Policy regarding Interactions with Outside Law Enforcement Agencies. The policy establishes the Department's guiding principles for working with local, county, state, tribal, and federal law enforcement agencies while reaffirming the Department's commitment to professionalism, impartiality, and compliance with applicable federal, state, and local laws.

The policy is intended to provide transparency regarding the Department's values and responsibilities while allowing the Chief of Police to maintain internal operational procedures necessary to implement the policy.

STAFF RECOMMENDATION: Approve/Deny Resolution.

RESOLUTION NO.: 08.26.03

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 08.26.03

**RESOLUTION ADOPTING THE ST. JAMES POLICE DEPARTMENT POLICY
REGARDING INTERACTIONS WITH OUTSIDE LAW ENFORCEMENT AGENCIES**

WHEREAS, the City of St. James is committed to fostering a safe, welcoming, and inclusive community where all residents and visitors are treated with dignity, fairness, and respect; and

WHEREAS, the City Council recognizes that effective public safety depends upon trust, transparency, and positive relationships between the community and law enforcement; and

WHEREAS, the City of St. James recognizes the importance of maintaining professional and cooperative working relationships with local, county, state, tribal, and federal law enforcement agencies in order to protect public safety and effectively serve the community; and

WHEREAS, the City Council desires to establish clear guiding principles governing the St. James Police Department's interactions with outside governmental law enforcement agencies while ensuring compliance with applicable federal, state, and local laws; and

WHEREAS, the City Council further recognizes that operational procedures necessary to implement departmental policies require flexibility to respond to evolving legal requirements, training standards, public safety needs, and law enforcement best practices; and

WHEREAS, the Chief of Police is responsible for the day-to-day administration and operation of the Police Department and is authorized to develop and maintain internal procedures consistent with adopted City policies.

NOW, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, that the City hereby adopts the St. James Police Department Policy regarding Interactions with Outside Law Enforcement Agencies.

Adopted by the City Council this 5th day of August 2026.

Christopher Whitehead, Mayor

ATTEST:

Kristin Hurley, City Clerk-Treasurer

**State of Minnesota
County of Watonwan**

ST. JAMES POLICE DEPARTMENT

INTERACTIONS WITH OUTSIDE LAW ENFORCEMENT AGENICES

Section 1. POLICY STATEMENT. The City of St. James Police Department is committed to protecting the safety and security of all individuals while maintaining professional, cooperative working relationships with local, county, state, tribal, and federal law enforcement agencies.

Department personnel shall enforce applicable federal, state, and local laws within the scope of their legal authority and shall cooperate with outside governmental agencies as permitted or required by law. Department personnel shall not interfere with or obstruct the lawful duties of another governmental agency acting within its legal authority.

The Chief of Police shall establish operational procedures to implement this policy. Those procedures are intended to provide guidance to department personnel in carrying out their official duties and may be revised as operational needs, legal requirements, and best practices evolve.

Section 2. PURPOSE. The purpose of this policy is to:

- Establish the guiding principles governing interactions with outside governmental law enforcement agencies.
- Ensure compliance with applicable federal, state, and local laws.
- Promote public safety through lawful and appropriate interagency cooperation.
- Clarify the Department's role and legal authority when interacting with outside governmental agencies.
- Promote professionalism, accountability, and public trust in the Department's interactions with other law enforcement agencies.

Section 3. SCOPE. This policy applies to all sworn officers, reserve officers, civilian employees, volunteers, and any individual acting under the authority of the St. James Police Department.

Operational procedures implementing this policy shall be established separately by the Chief of Police.

Section 4. GENERAL PRINCIPLES. The department personnel shall adhere to the following principles:

1. The St. James Police Department is responsible for enforcing laws within its jurisdiction and legal authority.
2. Department personnel shall cooperate with local, county, state, tribal, and federal governmental agencies when such cooperation is authorized or required by law.
3. Nothing in this policy authorizes department personnel to exceed their legal authority or assume responsibilities assigned exclusively to another governmental agency.

4. Department personnel shall remain impartial and shall not consider race, ethnicity, national origin, religion, sex, disability, political affiliation, or any other protected characteristic when providing law enforcement services, except as authorized or required by law.
5. Department personnel shall exercise independent judgment consistent with applicable law, Department policy, and the facts and circumstances of each situation.
6. The Department recognizes that officers are often required to exercise lawful discretion in carrying out their duties. Such discretion shall be exercised in good faith, consistent with applicable law, Department policy, officer training, and the totality of the circumstances.

August 5, 2026

ITEM: New Business – Retirement: Seth Reike, Police Officer

BACKGROUND: Seth Reike, Police Officer has given his intent to resign from the City of St. James effective August 10, 2026.

STAFF RECOMMENDATION: Approve/Deny Resignation.

Seth Reinke
111 5th Ave North
St. James, MN 56081

7-27-26

Dear Chief Brad Nestegard and City of St. James,

Please accept this letter as my formal notice of resignation from my position as a full time Police Officer for the City of St. James. In accordance with my two-week notice, my last day of full-time employment will be **8/10/2026**.

This was not an easy decision, as I have truly appreciated the opportunities, support, and experiences I've had while working here. I am grateful for everything I have learned and for the relationships I've built with my coworkers.

I have accepted a new opportunity that aligns with my long-term career goals. While I am excited about this next chapter, I will genuinely miss being part of the team.

During my remaining time, I am committed to making the transition as smooth as possible. I am happy to assist with training, documentation, or any other tasks needed to help ensure a seamless handoff.

Thank you again for your guidance, encouragement, and the opportunity.

Sincerely,

Seth Reinke

August 5, 2026

ITEM: New Business – New Hire: Cody Monreal, Police Officer

BACKGROUND: Cody Monreal has completed the hiring process for the police department for the position of full-time police officer. His start date is slated for August 10, 2026. His rate of pay has been set to \$29,71/Step 1 in accordance with the approved 2026 police wage scale.

STAFF RECOMMENDATION: Approve/Deny New Hire.

August 5, 2026

ITEM: New Business – Proposed Ordinance No. 039, 4th Series: Amending Chapter 72 of the St. James City Code by Repealing and Replacing §72.35 through §72.37 Relating to the Operation of Golf Carts

BACKGROUND: The attached proposed ordinance repeals and replaces §72.35 through §72.37 relating to the operation of golf carts.

First Reading: August 5, 2026

Notice of Proposed Ordinance: August 7, 2026

Second Reading and Final Vote: August 18, 2026

Approval of Publication of Title and Summary of Ordinance by the Council:

Publication of Title and Summary of Ordinance:

Publication of Entire Text of Ordinance at Watonwan County Library:

Recorded in the Ordinance Book and Available on Website:

Effective Date of Ordinance:

ACTION REQUESTED: Approve/Deny the 1st Reading of Proposed Ordinance.

State of Minnesota
County of Watonwan

ORDINANCE 039, 4TH SERIES

AN ORDINANCE AMENDING CHAPTER 72 OF THE ST. JAMES CITY CODE BY
REPEALING AND REPLACING §72.35 THROUGH §72.37 RELATING TO THE
OPERATION OF GOLF CARTS

The City of St. James does ordain:

Section 1. Title VII of the City Code is amended by repealing and replacing Chapter §72.35 through §72.37 to read as follows:

§ 72.35 OPERATION AUTHORIZED. ~~Operation of motorized golf carts is hereby authorized on the roadways of all streets, except such as are prohibited by resolution of the Council, and only in strict compliance with this subchapter.~~

(A) Motorized golf carts are authorized for operation on city streets and alleys except those streets prohibited by resolution of the City Council and only in compliance with this chapter and applicable state law.

(B) No person shall operate a golf cart on a city street or alley without first obtaining a permit issued under this section.

§ 72.36 PERMITS. ~~Permits shall be issued only to handicapped persons, as defined by statute. Application for a permit to operate a motorized golf cart on the roadways of streets shall include the name, and address, of the applicant, and other information as may, from time to time, be required by the Council. Applications for initial, or renewal, permits shall be accompanied by a certificate signed by a physician stating that the applicant is capable of safely operating a motorized golf cart on the roadway of streets. All permits shall expire on December 31, unless renewed. The fee for a permit shall be fixed by resolution of the Council.~~

(A) Permit Required. The owner and operator of a motorized golf cart shall obtain a permit prior to operating the golf cart on any city street or alley.

(B) Application. Applications shall be submitted on a form approved by the City and shall include:

- a. Date of application;
- b. Applicant's name and address;
- c. Description of the golf cart;
- d. Proof of current liability insurance;
- e. Applicant's signature; and
- f. Any additional information required by the City.

(C) Issuing Authority. The City Clerk-Treasurer or designee shall administer this section and may issue a permit upon determining the applicant has complied with the requirements of the chapter. A city-issued permit decal (placard) shall be issued for each approved golf cart.

(D) Permit Term. Permits shall be valid for a period not to exceed one (1) year and shall expire as established by the city. Permits must be renewed annually.

The permit decal (placard) shall be displayed in an unobstructed location on the front of the golf cart and shall remain clearly whenever operated on a city street and alley.

The permit fee shall be established by resolution of the city council in the city's adopted fee schedule.

(E) Medical Exemption. Notwithstanding subsection (G), an applicant who is unable to operate a motor vehicle due to medical condition may be issued a gold cart if the applicant:

- a. Provides a written statement from a licensed physician certifying that the applicant is medically capable of safely operating a golf cart;
- b. Meets all other requirements of this chapter, including proof of liability insurance; and
- c. Complies with all operational restrictions contained in this chapter.

Issuance of a permit under this subsection shall be at the discretion of the City Clerk-Treasurer or designee.

(F) Permit Revocation. A permit may be suspended or revoked at any time where there is evidence that:

- a. The permit holder is unable to safely operate the golf cart;
- b. The permit holder no longer qualifies under the provisions of this chapter;
- c. The permit holder has been convicted of two (2) or more violations of this section within a 365-day period; or
- d. The permit holder otherwise violates the provisions of this chapter.

(G) Appeal. Any person whose permit has been suspended or revoked may appeal by filing a written notice with the City Clerk-Treasurer within five (5) business days after receiving notice of revocation.

The city council shall hear the appeal at its next regularly scheduled meeting. The decision of the city council shall be final.

§72.37 UNLAWFUL ACTS OPERATING REQUIREMENTS. It is unlawful for any person to operate a motorized golf cart on the roadway of a street unless:

- (A) ~~The operator has, in possession, a valid, current, and unrevoked permit from the city;~~
- (B) ~~The operation is on a roadway which has not been designated as prohibited for the operation, except crossing at an intersection;~~
- (C) ~~The operation is during daylight hours between sunrise and sunset;~~
- (D) ~~The operation is not during inclement weather, or when visibility is impaired by weather, smoke, fog, or other conditions, or when there is insufficient light to clearly see persons, or vehicles, thereon at a distance of 500 feet;~~

- (E) ~~The motorized golf cart displays a slow moving vehicle emblem, as described by statute, on the rear thereof;~~
- (F) ~~The operator has insurance coverage, as provided by statute (presently M.S. § 65B.48, subd. 5, as it may be amended from time to time) for motorcycles; and~~
- (G) ~~The operator observes all traffic laws, except such as cannot reasonably be applied to motorized golf carts.~~

No person shall operate a motorized golf cart upon a city street or alley unless all of the following requirements are met:

- (A) The operator possesses a valid city-issued golf cart permit.
- (B) Except as provided under §72.36(E), the operator possesses a valid driver's license.
- (C) The golf cart displays the city-issued permit decal (placard).
- (D) The golf cart displays a slow-moving vehicle emblem meeting requirements of Minnesota Statutes §169.522.
- (E) The golf cart is equipped with:
 - a. Rearview mirror;
 - b. Front running lights; and
 - c. Rear running lights.
- (F) The operator maintains personal injury and liability insurance for operation of the golf cart and shall provide proof of insurance upon request by a law enforcement officer.
- (G) Operation is limited to daylight hours between sunrise and sunset.
- (H) Golf carts shall not be operated during inclement weather, except during emergency conditions, or whenever visibility is impaired by weather, smoke, fog, or other conditions, or when visibility is less than five hundred (500) feet.
- (I) Golf carts shall not be operated at a speed greater than fifteen (15) miles per hour, or greater than ten (10) miles per hour while transporting a child under ten (10) years of age.
- (J) All passengers shall occupy a designated seat while the golf cart is in motion. Lap seating is prohibited.
- (K) Children under five (5) years of age shall be properly restrained in an approved child restraint system or safety belt as required by Minnesota law.
- (L) Golf carts may only operate on city streets and alleys located within the corporate limits of the City of St. James.
- (M) Golf carts may cross county roads or state highways only for the purpose of crossing to another city street or alley where such crossing can be made safely.

(N) Operation of a golf cart on Minnesota Trunk Highway 4 is prohibited except for crossing the highway at an authorized intersection.

(O) Golf carts shall not be operated on sidewalks, trails, or within city parks unless specifically authorized by the city.

(P) Operators shall obey all applicable traffic laws except those provisions that by their nature cannot reasonably apply to motorized golf carts.

§72.38 PENALTIES. Any person who violates any provision of this chapter shall be subject to the penalties provided in §10.99 of the St. James City Code.

Section 2. Effective Date. The effective date of this ordinance shall be effective upon passage, approval, and publication according to law.

First Reading: _____

Second Reading: _____

Date of Publication: _____

Date Ordinance Takes Effect: _____

Adopted by the City Council this ____ day of _____, 2026.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk