



City Council Meeting Minutes

January 20, 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, 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 – 01.06.2026 Council Meeting

Motion made by Rushing, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee, Rushing

Voting Abstaining: Harris

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

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims totaling \$1,294,622.16 is as follows: Check No. 705692, 705694 - 705697 and 705707 - 705799 as listed in the check register.

Motion made by Hanson, Seconded by Craig.

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 01.26.05 - Adopting the 2026 Fee Schedule

Resolution 01.26.05 adopts the 2026 Fee Schedule.

Motion made by Craig, seconded by Lindee to approve the fee schedule and keep vending wagon licenses at \$100.00 per year and code enforcement citations at \$75.00. Upon hand vote, the following voted:

Voting Yea: Craig, Hanson, Harris, Lindee

Voting Nay: Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 01.26.05 duly passed 4-1.

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

Resolution 01.26.11 reschedules the February 3, 2026, City Council meeting to February 4, 2026, due to Minnesota Statutes § 202A.19, which prohibit city councils and other political subdivision governing bodies from meeting after 6:00 p.m. on the evening of a major political party precinct caucus.

Motion made by Craig, Seconded by Harris. Upon hand vote, the following voted:

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

Whereupon Mayor Christopher Whitehead declared Resolution 01.26.11 duly passes 5-0.

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

Resolution 01.26.12 authorizes the Mayor and City Manager to accept and execute a grant agreement with the State of Minnesota for reimbursement of expenses related to improvements to polling place accessibility.

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

Whereupon Mayor Christopher Whitehead declared Resolution 01.26.12 duly passed 5-0.

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

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

Motion made by Rushing, Seconded by Hanson.

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

Upon voice vote, it was unanimously approved.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Rushing, Seconded by Harris.

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

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

Kristin Hurley, City Clerk-Treasurer