



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