



City Council Meeting Minutes

November 18, 2025 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

Meeting called to order at 5:30 p.m.

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

PRESENT: Mayor Christopher Whitehead, Councilpersons Kathleen Hanson, Paul Harris, Stephen Lindee, Hannah Rushing

ABSENT: Councilperson Sue Craig

STAFF PRESENT: City Manager Amanda Knoll, City Attorney Mike Kircher

STAFF ABSENT: City Clerk-Treasurer Kris Hurley

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 11.04.2025 Council Meeting

Motion made by Lindee, Seconded by Hanson.

Voting Yea: Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of claims totaling \$397,880.12 is as follows: \$397,880.12 check no.: 705328 - 705404 as listed in the check register.

Motion made by Rushing, Seconded by Harris.

Voting Yea: Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

6. SCHEDULED BID LETTING

7. SCHEDULED PUBLIC HEARINGS

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

11. OLD BUSINESS

12. NEW BUSINESS

- A. Consideration to Approve Resolution 11.25.06 - Ordering the Removal of Hazardous Building Located at 50 7th Avenue South

Resolution 11.25.06 determines that the structure located at 50 7th Avenue South is hazardous, dilapidated, unsafe, and a danger to public health, safety, and welfare. This resolution also orders that if the property owner fails to comply with the order to repair or remove the property, the City is authorized to abate the property and assess the cost against the property.

Motion made by Rushing, Seconded by Lindee.

Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 11.25.06 duly passed 4-0.

- B. Consideration to Approve Resolution 11.25.07 - Authorizing the City Manager to Enter into the Farmland Lease Agreement with Bocock Farms

Resolution 11.25.07 approves the lease agreement with Bocock Farms to farm 110 acres surrounding the St. James Municipal Airport at \$275.00 per acre for a contract term of four (4) years. The bid opening was held on Wednesday, November 12, 2025, at 10:00 a.m.

Motion made by Harris, Seconded by Lindee.

Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 11.25.07 duly passed 4-0.

- C. Consideration to Approve Resolution 11.25.08 - Accepting Proposal for Professional Services for the Airport Airfield Pavement Maintenance Project

Resolution 11.25.08 accepts the project proposal for the St. James Municipal Airport allowing repairs to be completed on Runway 15/33, Taxiway A, Apron, Hangar Taxilanes, and the parking lot. The project will be funded by the State at 70% of project costs and City at 30% of project costs.

Motion made by Rushing, Seconded by Hanson.

Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 11.25.08 duly passed 4-0.

- D. Consideration to Approve Resolution 11.25.09 - Accepting Proposal for Professional Services for the Airport Runway 15/33 Clear Zone Acquisition Plan (CZAP) Project

Resolution 11.25.09 accepts the project proposal for the St. James Municipal Airport allowing the completion of a Clear Zone Acquisition Plan (CZAP) which will meet guidelines provided by MnDOT to provide justification for noncompliance while maintaining eligibility for state funding opportunities. The City of St. James owns the land under the clear zones of Runway 15/33 except for Highway 60 and Township Road 116 rights-of-way. The project will be funded by the State at 70% of project costs and City at 30% of project costs.

Motion made by Lindee, Seconded by Harris.

Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 11.25.09 duly passed 4-0.

- E. Consideration to Approve Resolution 11.25.10 - Authorizing the City Clerk-Treasurer to Transfer Funds to Close Fund 444

Resolution 11.25.10 authorizes a transfer of funds in the amount of \$112,162.04 from Fund 610 (EDA Housing) to Fund 444 (EDA 4-Plex). This transfer was approved by the EDA Board at the September 2025 meeting.

Motion made by Rushing, Seconded by Harris.

Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 11.25.10 duly passed 4-0.

- F. Consideration to Approve Resolution 11.25.11 - Accepting Financial Gift from the American Legion Post #33

Resolution 11.25.11 accepts a financial gift from the American Legion Post #33 in the amount of \$500.00 for the Christmas lights in Memorial Park.

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 11.25.11 duly passed 4-0.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Rushing, Seconded by Harris.

Voting Yea: Hanson, Harris, Lindee, Rushing

All Yea - motion carried. The meeting adjourned at 5:41 p.m.

Kristin Hurley, City Clerk-Treasurer