



City Council Meeting - Minutes

September 02, 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 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 – 08.19.2025 Council Meeting

Motion made by Rushing, Seconded by Harris.

Voting Yea: Craig, Harris, Lindee, Rushing

Voting Abstaining: Hanson

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims totaling \$1,230,421.92 is as follows: \$791,394.36 Check No. 704825 - 704832, 704839 - 704910 and \$439,027.56 ACH No. 2055 - 2069 as listed in the check register.

Motion made by Craig, Seconded by Harris.

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

Upon voice vote, it was unanimously approved.

6. SCHEDULED BID LETTING

7. ADMINISTRATIVE APPEALS

8. SCHEDULED PUBLIC HEARINGS

A. Project No. 24X.136274.000 - 12th Avenue South Highway District Expansion

Motion made by Lindee, Seconded by Harris to close the regular meeting at 5:31 p.m.

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

Upon voice vote, it was unanimously approved.

Motion made by Rushing, Seconded by Lindee to open the public hearing at 5:32 p.m.

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

Upon voice vote, it was unanimously approved.

Public hearing opened at 5:32 p.m. Adam Jacobs, Bolton-Menk, provided a brief presentation on the project which included project background, location, storm water retention pond & outlet, sanitary sewer, storm sewer, watermain, street and turn lanes. Floor was opened up for public questions & comments. There were no public questions or comments.

Motion made by Harris, Seconded by Rushing to close the public hearing at 5:35 p.m.

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

Upon voice vote, it was unanimously approved.

Motion made by Hanson, Seconded by Harris to open the regular meeting at 5:35 p.m.

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

Upon voice vote, it was unanimously approved.

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

A. Consideration to Approve Amended Special Event Permit - Multicultural Fiesta

Jim Branstad submitted a request for an amendment to the special event permit for the Multicultural Fiesta. They are requesting the use of a golf cart during the event for trash collection and accessibility support for patrons. They are also requesting approval to allow a bouncy house on city property.

Motion made by Craig, Seconded by Hanson, to approve the use of a golf cart and to allow a bouncy house contingent upon proof of liability insurance.

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

Upon voice vote, it was unanimously approved.

11. OLD BUSINESS

12. NEW BUSINESS

A. LMC Sustainable City Award Presentation - Anne Finn, Intergovernmental Relations Director and Craig Johnson, Intergovernmental Relations Representative

Anne Finn, Intergovernmental Relations Director, and Craig Johnson, Intergovernmental Relations Representative from the League of Minnesota Cities, provided information about the Sustainable City Award and presented the 2025 award to the City of St. James.

B. Consideration to Approve Resolution 09.25.01 - Ordering Improvement and Preparation of Plans for Project No. 24X.136274, 12th Avenue South Highway District Expansion

Resolution 09.25.01 orders the 12th Avenue South Highway District Expansion project to move forward with the preparation of plans. Approval of this resolution authorizes the City Engineer to begin developing the necessary plans and specifications for the proposed improvement.

Motion made by Rushing, Seconded by Lindee.

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

Whereupon Mayor Christopher Whitehead declared Resolution 09.25.01 duly passed 5-0.

- C. Consideration to Approve Resolution 09.25.02 - Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment for Project No. 24X.135115, 7th Street South, 13th Avenue South, and Moulton and Parsons Drive Improvement Project

Resolution 09.25.02 declares a portion of the 7th Street South, 13th Avenue South, and Moulton and Parsons Drive improvement project to be assessed to impacted property owners in the amount of \$291,711.00. Approval of this resolution sets the assessments payable in equal annual installments extending over 20 years, set at a rate of 5.5%.

Motion made by Craig, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 09.25.02 duly passed 5-0

- D. Consideration to Approve Resolution 09.25.03 - Providing for the Issuance and Sale of a \$965,000 General Obligation Improvement and Utility Revenue Note, Series 2025A, Pledging for the Security Thereof Special Assessments and Net Revenues

Shannon Sweeney, David Drown Associates, Inc., shared information regarding the resolution, and funding sources that were looked at. Resolution 09.25.03 issues a bond through Security Bank & Trust, Winsted, Minnesota in the amount of \$965,000.00 over 20 years with an interest rate set at 4.65% for the 7th Street South, 13th Avenue South, and Moulton and Parsons Drive improvement project. Approval of this resolution awards the sale of bonds and sets the closing date for September 16, 2025.

Motion made by Rushing, Seconded by Craig.

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

Whereupon Mayor Christopher Whitehead declared Resolution 09.25.03 duly passed 5-0.

- E. Consideration to Approve Resolution 09.25.04 - Amending By-Laws of the St. James Firefighter's Relief Association

Resolution 09.25.04 amends Article X, Section 10.1, Article XII Section 12.2 and Section 12.3 and Article XIII of the Firefighter's Relief Association By-laws. Approval of this resolution sets the firefighters annual service pension at \$2,800.00. Resolution 07.22.02 was approved by council on July 5, 2022, setting the annual pension at \$2,700.00.

Motion made by Craig, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 09.25.04 duly passed 5-0.

- F. Consideration to Approve Resolution 09.25.05 - Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition

Resolution 09.25.05 authorizes the City Manager, Amanda Knoll and the City Clerk-Treasurer, Kristin Hurley, to enter into an execute State of Minnesota Agreement No. 1061052 for State Project No. A8301-44 at the St. James Municipal Airport.

Motion made by Hanson, Seconded by Lindee.

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

Whereupon Mayor Christopher Whitehead declared Resolution 09.25.05 duly passed 5-0.

G. Consideration to Approve Resolution 09.25.06 - Expressing the City's Interest in Vacating a Street and Calling for a Public Hearing

Resolution 09.25.06 identifies that the city is considering vacating a portion of 9th Street South as part of the 12th Avenue South Highway Expansion project. Approval of this resolution will set a public hearing date of Tuesday, October 7, 2025, at 5:30 p.m. in the Council Chambers and directs staff to prepare and send notice of said public hearing.

Motion made by Harris, Seconded by Rushing.

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

Whereupon Mayor Christopher Whitehead declares Resolution 09.25.06 duly passed 5-0.

H. Consideration to Review 2026 Preliminary Budget

Amanda Knoll, City Manager, presented the 2026 preliminary budget to provide an overview of projected revenues and expenditures for the coming year. The presentation highlighted the budget approval timeline, budget allocations, proposed budget compared, breakdown of General Fund revenues and expenditures, capital expenses, preliminary budget amounts compared, proposed tax levy compared, and staffing considerations.

No action needed.

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 6:13 p.m.

Kristin Hurley, City Clerk-Treasurer