



City Council Meeting Minutes

June 17, 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: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Hannah Rushing

ABSENT: None

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

STAFF ABSENT: City Clerk-Treasurer Kristin Hurley

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 05.20.2025 Council Meeting

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Hanson, Harris, Lindee, Rushing

Voting Abstaining: Craig

Upon voice vote, it was unanimously approved.

B. Consideration to Approve Minutes – 06.03.2025 Council Meeting

Motion made by Hanson, Seconded by Craig.

Voting Yea: Craig, Hanson, Lindee

Voting Abstaining: Harris, Rushing

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims and ACH Payments totaling \$528,657.03 is as follows: Check No. 704274 – 704280, 704281 – 704284, and 7044285 – 704374.

Motion made by Rushing, 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

A. Consideration to Approve Special Event Permit - Run for Change

Eileen Kleidon applied for a Special Event Permit for Run for Change event to be held on September 20, 2025. Run for Change is a fun and competitive 5K and 2-Mile Walk/Run, featuring chip timing for accurate results and a great race-day experience. This is a family-friendly atmosphere raising funds for MN Teen Challenge.

Motion made by Rushing, Seconded by Lindee.

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

Upon voice vote, it was unanimously approved.

B. Consideration to Approve Business License Application - Precision Underground

Precision Underground applied for a special sewer/water permit. All documentation has been received and fees paid.

Motion made by Craig, Seconded by Harris.

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

Upon voice vote, it was unanimously approved.

C. Consideration to Approve Business License Application - Woratschka Excavation LLC

Woratschka Excavation LLC applied for a special sewer/water permit. All documentation has been received and fees paid.

Motion made by Harris, Seconded by Hanson.

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

Upon voice vote, it was unanimously approved.

D. Consideration to Approve Business License Application - WW Blacktopping Inc

WW Blacktopping Inc. applied for a special sewer/water permit. All documentation has been received and fees paid.

Motion made by Hanson, Seconded by Rushing.

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

Upon voice vote, it was unanimously approved.

11. OLD BUSINESS

12. NEW BUSINESS

A. Oath of Office - Preston Mix, Police Officer

Mayor Whitehead administered the Oath of Office to Preston Mix, who was recently appointed as a Police Officer for the City of St. James.

Officer Mix took the Oath of Office in front of the City Council, staff, and members of the public, affirming his commitment to uphold the Constitution of the United States, the Constitution of the State of Minnesota, and the ordinances and laws of the City of St. James in the performance of his duties.

- B. Consideration to Approve Resolution 06.25.04 - Certifying Local Matching Funds for the Greater Minnesota Housing Infrastructure Grant Program

Resolution 06.25.04 certifies a local funding match for the Greater Minnesota Housing Infrastructure Grant application that has been submitted.

Motion made by Craig, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 06.25.04 duly passed 5-0.

- C. Consideration to Approve Resolution 06.25.05 - Authorizing the Hiring of a Temporary Intern to Complete Sidewalk Inventory as Part of the Minnesota Active Transportation Planning Assistance Grant

Resolution 06.25.05 authorizes the hiring of a temporary intern to complete the sidewalk inventory project. This project is a required component of the Active Transportation Planning Assistance Grant previously awarded to the city. The city had anticipated receiving technical assistance for this work through the Minnesota GreenCorps program but was recently informed that the funding for that program had been cut.

Motion made by Harris, Seconded by Craig.

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

Whereupon Mayor Christopher Whitehead declared Resolution 06.25.05 duly passed 5-0.

- D. Consideration to Approve Resolution 06.25.06 - Accepting Financial Gift from the American Legion Post #33

Resolution 06.25.06 accepts the financial donation from the American Legion Post #33 in the amount of \$4,000.00 to sponsor the musical entertained hosted by the Fire Department for Railroad Days.

Motion made by Rushing, Seconded by Lindee.

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

Whereupon Mayor Christopher Whitehead declared Resolution 06.25.06 duly passed 5-0.

- E. Consideration to Approve Resolution 06.25.07 - Accepting Financial Gift from the American Legion Post #33

Resolution 06.25.07 accepts the financial donation from the American Legion Post #33 in the amount of \$1,500.00 for fireworks.

Motion made by Hanson, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 06.25.07 duly passed 5-0.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Hanson, Seconded by Harris.

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

All Yea - motion carried. The meeting adjourned at 5:46 p.m.

Amanda Knoll, City Manager