City Council Meeting Minutes

July 07, 2026 at 5:30 PM

St. James City Hall – Council Chambers

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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, Mary Shupe

   PRESENT: Mayor Christopher Whitehead, Councilpersons Sue Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Mary Shupe

   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 – 06.16.2026 Council Meeting

      Motion made by Lindee, Seconded by Harris.
      Voting Yea: Hanson, Harris, Lindee, Shupe
      Voting Abstaining: Craig

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

5. **CONSENT ITEMS**

   A. Payment of Claims and ACH Payments

      Payment of Claims totaling $1,009,419.80 is as follows: $643,430.45 Check No. 706704-706705, 706708-706802 and 706808-706809 and $365,989.35 ACH No. 2381 - 2395 as listed in the check register.

      Motion made by Harris, Seconded by Craig.
      Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

      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**

A. Consideration to Approve Second Reading of Proposed Ordinance No. 036, 4th Series - Amending Chapter §30.04(B) to the St. James City Code Pertaining to Council Procedures at Regular Meetings

Ordinance No. 036, 4th Series - Amends Chapter §30.04(B) to the St. James City Code Pertaining to Council Procedures at Regular Meetings allowing for Pledge of Allegiance at council meetings.

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

Whereupon Mayor Christopher Whitehead declared Ordinance No. 036, 4th Series - Amending Chapter §30.04(B) to have received its second reading.

12. NEW BUSINESS

A. 2025 City of St. James Audit Presentation - Greg Burkhardt, Carlson SV

The City Auditor, Greg Burkhardt with Carlson SV presented the 2025 Financial Audit.

B. Consideration to Approve Resolution 07.26.01 - Approving Ordinance No. 036, 4th Series Amending Chapter §30.04(B) to the St. James City Code Pertaining to Council Procedures at Regular Meetings and Authorizing the Title and Summary for Publication

Resolution 07.26.01 - Approves Ordinance No. 036, 4th Series Amending Chapter §30.04(B) to the St. James City Code Pertaining to Council Procedures at Regular Meetings and Authorizing the Title and Summary for Publication

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

Whereupon Mayor Christopher Whitehead declared Resolution 07.26.01 duly passed 5-0.

C. Consideration to Approve Resolution 07.26.02 - Authorizing the Mayor and City Manager to Enter into the Dog Impound Transportation and Boarding Agreement with the City of Darfur

Resolution 07.26.02 - Authorizes the Mayor and City Manager to Enter into the Dog Impound Transportation and Boarding Agreement with the City of Darfur. The standing agreement with the City of Darfur has expired.

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

Whereupon Mayor Christopher Whitehead declared Resolution 07.26.02 duly passed 5-0.

D. Consideration to Approve Resolution 07.26.03 - Amending Resolution 09.25.04 Amending By-Laws of the St. James Firefighter's Relief Association

Resolution 07.26.03 - Amends Resolution 09.25.04 Amending By-Laws of the St. James Firefighter's Relief Association. The effective date of the original amendment was incorrect as identified through the audit process. This resolution amends the effective date from September 2, 2025 to January 1, 2026.

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

Whereupon Mayor Christopher Whitehead declared Resolution 07.26.03 duly passed 5-0.

E. Consideration to Approve Resolution 07.26.04 - Amending Resolution 06.26.05 Accepting Financial Gift from the American Legion Post #33

Approve Resolution 07.26.04 - Amends Resolution 06.26.05 Accepting Financial Gift from the American Legion Post #33 for Meadowlark Prairies Outdoor Lab. The original amount of $200 as listed on the permit application was incorrect. This resolution corrects the amount to $500.

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

Whereupon Mayor Christopher Whitehead declared Resolution 07.26.04 duly passed 5-0.

F. Consideration to Approve Resolution 07.26.05 - Amending Resolution 06.26.07 Approving the City Manager and City Clerk to Enter into the Amendment #A01 to MnDOT Grant Agreement #1062046 with the State of Minnesota

Resolution 07.26.05 - Amending Resolution 06.26.07 Approving the City Manager and City Clerk to Enter into the Amendment #A01 to MnDOT Grant Agreement #1062046 with the State of Minnesota. Because the original grant agreement was executed by the City Manager and the Mayor, MnDOT has requested that the amendment be signed by the same authorized officials. This resolution authorizes the City Manager and the Mayor to execute the grant amendment on behalf of the City.

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

Whereupon Mayor Christopher Whitehead declared Resolution 07.26.05 duly passed 5-0.

G. Consideration to Approve Resolution 07.26.06 - Expressing Appreciation to David "Pete" Poulson Upon his Retirement

Resolution 07.26.06 - Expresses Appreciation to David "Pete" Poulson Upon his Retirement after nearly 29 years with the City.

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

Whereupon Mayor Christopher Whitehead declared Resolution 07.26.06 duly passed 5-0.

H. Consideration to Approve Resolution 07.26.07 - Accepting the Resignation of Steve Lanoe and Appointing Mark Anderson to the St. James Planning and Zoning Commission

Resolution 07.26.07 - Accepts the Resignation of Steve Lanoe and Appoints Mark Anderson to the St. James Planning and Zoning Commission effective 1/1/2027.

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

Whereupon Mayor Christopher Whitehead declared Resolution 07.26.07 duly passed 5-0.

I. Consideration to Approve Resolution 07.26.08 - Hiring and Appointing Election Judges for the August 11, 2026, State Primary Election and November 3, 2026, State General Election

Resolution 07.26.08 - Hiring and Appointing Election Judges for the August 11, 2026, State Primary Election and November 3, 2026, State General Election. This resolution also gives the City Clerk-Treasurer the authority to appoint or substitute judges in the event an election judge is unable to serve.

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

Whereupon Mayor Christopher Whitehead declared Resolution 07.26.08 duly passed 5-0.

J. Discussion of the Special Use Permit Application to Allow an Auto Salvage Yard in the I-2 General Industrial District

Brianna Sanders presented additional information regarding the requested Special Use Permit.

Motion by Craig to approve the Special Use Permit Application to allow the Auto Salvage Yard in the 1-2 General Industrial District. Seconded by Shupe.

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

Upon voice vote, it was unanimously approved.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Lindee, Seconded by Shupe.
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

All Yea - motion carried. The meeting adjourned at 6:05 p.m.