



# City Council Meeting Minutes

May 06, 2025 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, 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 – 04.15.2025 Council Meeting

Motion made by Rushing, Seconded by Hanson.

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

Upon voice vote, it was unanimously approved.

### B. Consideration to Approve Minutes - 04.29.2025 LBAE Meeting

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Hanson, Harris, Lindee, 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 \$607,138.09 is as follows: \$241,913.20 Check No. 703981 - 704076 and \$365,224.89 ACH No. 1919 - 1939 as listed in the check register.

Motion made by Harris, Seconded by Rushing.

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**

## **11. OLD BUSINESS**

- A. Consideration to Approve Second Reading of Proposed Ordinance 027, 4th Series - Impervious Surface

Ordinance 027, 4th Series amends Chapter §156.074 and §156.094 of the St. James City Code pertaining to lot area, width, and minimum setback standards.

Motion made by Rushing, Seconded by Harris Ordinance 027, 4th Series received its second reading. Upon hand vote the following voted:

Voting Yea: Hanson, Harris, Lindee, Rushing

Voting Nay: Craig

Whereupon Mayor Christopher Whitehead declared Ordinance 027, 4th Series to have received its second reading.

## **12. NEW BUSINESS**

- A. Consideration to Approve Resolution 05.25.01 - Approving Ordinance 027, 4th Series and Authorizing the Title and Summary for Publication

Resolution 05.25.01 authorizes the Title and Summary for Publication of Ordinance 027, 4th Series Amending Chapter §156.074 and §156.094 of the St. James City Code pertaining to lot area, width, and minimum setback standards.

Motion made by Harris, Seconded by Rushing. Upon hand vote the following voted:

Voting Yea: Hanson, Harris, Lindee, Rushing

Voting Nay: Craig

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.01 duly passed 4-1.

- B. Consideration to Approve Resolution 05.25.02 - Establishing a Board of Director for Meadowlark Prairies

Resolution 05.25.02 establishes a board of directors to ensure coordinated decision making, transparency, and alignment with the mission and vision of the nature area.

Motion made by Rushing, Seconded by Lindee. Upon hand vote the following voted:

Voting Yea: Lindee, Rushing

Voting Nay: Craig, Hanson, Harris

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.02 denied 2-3.

- C. Consideration to Approve Resolution 05.25.03 - Waiving Special Assessment for Sewer Hook-Up Charge for Improvements Relating to Parcel No. 20-024-2700

Resolution 05.25.03 waives the deferred special assessment on property that the Economic Development Authority is purchasing for future development.

Motion made by Craig, Seconded by Hanson. Upon hand vote the following voted:

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

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.03 duly passed 5-0.

- D. Consideration to Approve Resolution 05.25.04 - Waiving Special Assessment for Sewer Hook-Up Charge for Improvements Relating to Parcel No. 20-024-2700

Resolution 05.25.04 waives the deferred special assessment on property that the Economic Development Authority is purchasing for future development.

Motion made by Craig, Seconded by Lindee. Upon hand vote the following voted:

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

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.04 duly passed 5-0.

- E. Consideration to Approve Resolution 05.25.05 - Approving Limited Use Permit Amendment with the State of Minnesota.

Resolution 05.25.05 approves extending the term of the current limited use permit with the State of Minnesota. The permit would renew for a period of 10 years. The amended agreement also deletes paragraphs pertaining to applicable laws, civil rights, and indemnification and release.

Motion made by Rushing, Seconded by Hanson. Upon hand vote the following voted:

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

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.05 duly passed 5-0.

- F. Consideration to Approve Resolution 05.25.06 - Approving Agreement to Transfer Federal Airport Entitlement Funding to the City of Blue Earth.

Resolution 05.25.06 approves an agreement between the City of Blue Earth and the City of St. James. The agreement authorizes the City of St. James to transfer \$150,000.00 of received federal funding to the City of Blue Earth. The City of Blue Earth must repay the amount by no later than May 1, 2026.

Motion made by Craig, Seconded by Harris. Upon hand vote the following voted:

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

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.06 duly passed 5-0.

- G. Consideration to Approve Resolution 05.25.07 - Approving County Project Within Municipal Corporate Limits

Resolution 05.25.07 approves Project No. SAP 083-656-009 for improvements of County State-Aid Highway No. 56 within the city limits.

Motion made by Hanson, Seconded by Lindee. Upon hand vote the following voted:

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

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.07 duly passed 5-0.

- H. Consideration to Approve Resolution 05.25.08 - Granting Signage Approval Relating to 606 1st Avenue South

Motion made by Harris, Seconded by Hanson. Upon hand vote the following voted:

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

Whereupon Mayor Christopher Whitehead declared Resolution 05.25.08 duly passed 5-0.

- I. Consideration to Approve Resolution 05.25.09 - Granting Signage Approval Relating to 117 7th Street South
- Motion made by Rushing, Seconded by Craig. Upon hand vote the following voted:  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
- Whereupon Mayor Christopher Whitehead declared Resolution 05.25.09 duly passed 5-0.
- J. Consideration to Approve Resolution 05.25.10 - Authorizing Transfer of Certificate of Deposit Funds to Savings Account to Maximize Interest Yield
- Motion made by Craig, Seconded by Harris. Upon hand vote, the following voted:  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
- Whereupon Mayor Christopher Whitehead declared Resolution 05.25.10 duly passed 5-0.
- K. Consideration to Approve Proposal for Geotechnical Servies - American Engineering Testing
- The proposal for geotechnical services is to explore the surface conditions at Mayberry Industrial Park, 7th Street South. The Economic Development Authority is purchasing the property for future development. The cost for the geotechnical services is \$11,900.00.
- Motion made by Lindee, Seconded by Craig.  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
- Upon voice vote, it was unanimously approved.
- L. Consideration to Accept Retirement - Roxanne Fischer
- Roxanne Fischer has given her intent to retire from the City of St. James effective April 30, 2025. Roxanne has been employed with the St. James Liquor Store for 30 years. Congratulations to Roxanne on her retirement.
- Motion made by Rushing, Seconded by Harris to approve Roxanne Fischer's retirement.  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
- Upon voice vote, it was unanimously approved.
- M. Consideration to Approve First Reading of Proposed Ordinance 028, 4th Series - Cannabis Regulations
- Ordinance 028, 4th Series Adding Chapter 124 to the St. James City Code Pertaining to Regulation of Cannabis Businesses
- Motion made by Rushing, Seconded by Craig. Ordinance 028, 4th Series received its first reading. Upon hand vote, the following voted:  
Voting Yea: Craig, Harris, Lindee, Rushing  
Voting Nay: Hanson
- Whereupon Mayor Christopher Whitehead declared Ordinance 028, 4th Series to have received its first reading.

N. Consideration to Approve First Reading of Proposed Ordinance 029, 4th Series - Naming Street  
Ordinance 029, 4th Series Renaming a Street in the City of St. James, Watonwan County,  
Minnesota

Motion made by Harris, Seconded by Craig. Ordinance 029, 4th Series received its first  
reading. Upon hand vote, the following voted:

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

Whereupon Mayor Christopher Whitehead declared Ordinance 029, 4th Series to have  
received its first reading.

### **13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS**

### **14. ADJOURNMENT**

Motion made by Rushing, Seconded by Lindee.

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

All Yea - motion carried. The meeting adjourned at 5:47 p.m.

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Kristin Hurley, City Clerk-Treasurer