



# City Council Meeting Minutes

September 15, 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. PLEDGE OF ALLEGIANCE

## 3. 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, Mary Shupe

**ABSENT:** Stephen Lindee

**STAFF PRESENT:** City Manager Amanda Knoll, City Clerk-Treasurer Kris Hurley, City Attorney Mike Kircher

## 4. DETERMINATION OF QUORUM

## 5. APPROVAL OF MINUTES

### A. Consideration to Approve Minutes – 09.01.2026 Council Meeting

Motion made by Shupe, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Shupe

Upon voice vote, it was unanimously approved.

## 6. CONSENT ITEMS

### A. Payment of Claims and ACH Payments

Payment of claims totaling \$555,978.83 is as follows: \$555,978.83 check no. 707162 - 707171 and 707176 - 707237 as listed in the check register.

Motion made by Craig, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Shupe

Upon voice vote, it was unanimously approved.

## 7. SCHEDULED BID LETTING

## 8. SCHEDULED PUBLIC HEARINGS

## 9. ADMINISTRATIVE APPEALS

## 10. FINANCIAL REPORTS

## 11. LICENSES AND PERMITS

## 12. OLD BUSINESS

### 13. NEW BUSINESS

#### A. Consideration to Approve Park Advisory Committee Recommendation - Inclusive Park Project Proposal

The St. James Inclusive Park Committee has been working to develop a proposal for a new inclusive park designed to provide a welcoming recreational space where individuals of different ages and abilities can play, gather, and participate together. The proposal is intended to go beyond minimum accessibility requirements by incorporating accessible movement, sensory opportunities, age-appropriate play, supportive amenities, and design features intended to reduce physical, sensory, and social barriers.

The St. James Inclusive Park Committee presented the proposal to the City of St. James Park Advisory Committee for review. The Park Advisory Committee approved a recommendation to move the Inclusive Park project forward to the City Council for consideration.

The proposed project is currently estimated at approximately \$1.5 million at the planning level.

The request before the City Council was for consideration and authorization to continue advancing the project, rather than approval of the final design or a commitment of City funds. If the project moves forward, the next steps would include confirming the site and scope, continued community engagement, refining the concept design and cost estimate, developing a funding strategy, and returning to the City Council, as necessary, for consideration of land acceptance, agreements, expenditures, final plans, procurement, and construction authorization.

A motion was made by Council Member Craig to approve the proposed location and was seconded by Council Member Harris. The City Clerk requested clarification regarding whether the motion was intended to approve the proposed land/location or to authorize the Inclusive Park Committee to continue advancing the project. Council Member Craig rescinded the motion.

Motion made by Craig, seconded by Shupe to approve fundraising efforts and allow the Inclusive Park project to move forward.

Motion made by Craig, Seconded by Shupe.

Voting Yea: Craig, Hanson, Harris, Shupe

Upon voice vote, it was unanimously approved.

#### B. Consideration to Approve Resolution 09.26.01 - Setting the Preliminary 2027 Tax Levy

Resolution 09.26.01 sets the preliminary 2027 tax levy. Approval of this resolution directs the City Clerk to transmit a certified copy of the resolution to the County Auditor/Treasurer.

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

Voting Yea: Craig, Hanson, Harris, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 09.26.01 duly passed 4-0.

#### C. Consideration to Approve Resolution 09.26.02 - Calling for the Truth-In-Taxation Public Hearing

Resolution 09.26.02 calls for the Truth-In-Taxation public hearing to be set for Tuesday, December 1, 2026, at 6:00 PM in the Council Chambers.

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

Whereupon Mayor Christopher Whitehead declared Resolution 09.26.02 duly passed 4-0.

- D. Consideration to Approve Resolution 09.26.03 - Appointing Park Advisory Committee Vacancy  
Resolution 09.26.03 if approved will appoint Liam Skogen to the Park Advisory Committee.

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

Whereupon Mayor Christopher Whitehead declared Resolution 09.26.03 duly passed 4-0.

- E. Consideration to Approve Resolution 09.26.04 - Granting Signage Approval Relating to 510 1st Avenue South

Resolution 09.26.04 if approved would grant signage approval at 510 1st Avenue South.

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

Whereupon Mayor Christopher Whitehead declared Resolution 09.26.04 duly passed 4-0.

- F. Consideration to Approve Resolution 09.26.05 - Granting a Variance for a Property Located at 340 12th Avenue South

Resolution 09.26.05 if approved will grant a variance for property located at 340 12th Avenue South.

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

Whereupon Mayor Christopher Whitehead declared Resolution 09.26.05 duly passed 4-0.

- G. Consideration to Approve Resolution 09.26.06 - Granting Special Use Permit to Allow for a Single-Family Residential Use in a B-2 "Service Business District"

Resolution 09.26.06 if approved grants a special use permit to allow for single-family residential use in a B-2 "Service Business District".

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

Whereupon Mayor Christopher Whitehead declared Resolution 09.26.06 duly passed 4-0.

- H. Consideration to Approve First Reading of Proposed Ordinance No. 039, 4th Series - Rezoning Property from I-2, General Industrial, to B-2, Service Business District

Ordinance 039, 4th Series will rezone property located at 309 Armstrong Blvd North from I-2, General Industrial, to B-2, Service Business District.

Motion made by Shupe, Seconded by Harris. Ordinance 039, 4th Series received its first reading. Upon hand vote, the following voted:  
Voting Yea: Craig, Hanson, Harris, Shupe

Whereupon Mayor Christopher Whitehead declared Ordinance 039, 4th Series to have received its first reading.

**14. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS**

**15. ADJOURNMENT**

Motion made by Harris, Seconded by Craig.

Voting Yea: Craig, Hanson, Harris, Shupe

All Yea - motion carried. The meeting adjourned at 6:08 p.m.

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Kristin Hurley, City Clerk-Treasurer