



City Council Meeting Minutes

July 15, 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

ABSENT: 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 – 07.01.2025 Council Meeting

Motion made by Harris, Seconded by Lindee.

Voting Yea: Craig, Hanson, Harris, Lindee

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims totaling \$632,587.23 is as follows: Check No. 704500 - 704592 as listed in the check register.

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Lindee

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 Gambling Permit - St. James Church

A gambling permit application has been submitted for the St. James Catholic Church to host a raffle at the St. James Catholic Church located at 704 4th Street South on September 14, 2025.

Motion made by Lindee, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Lindee

Upon voice vote, it was unanimously approved.

11. OLD BUSINESS

A. Consideration to Approve Second Reading of Proposed Ordinance 030, 4th Series - Amending Chapter §91.04 of the St. James City Code Pertaining to Chickens

Ordinance 030, 4th Series amends Chapter §91.04 of the St. James City Code pertaining to chickens. The amendment specifically updates §91.04(C)(3) to reference the correct nuisance violation code from §90.02 to §90.003.

Motion made by Craig, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Ordinance 030, 4th Series to have received its second reading.

12. NEW BUSINESS

A. Consideration to Approve Resolution 07.25.04 - Approving Proposed Ordinance 030, 4th Series Amending Chapter §91.04 to the St. James City Code Pertaining to Chickens and Authorizing the Title and Summary for Publication

Resolution 07.25.04 approves proposed Ordinance 030, 4th Series Amending Chapter §91.04 to the St. James City Code Pertaining to Chickens and Authorizing the Title and Summary for Publication.

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 07.25.04 duly passed 4-0.

B. 2024 City of St. James Audit Presentation - Greg Burkhardt, Burkhardt & Burkhardt, Ltd.

The City Auditor, Greg Burkhardt with Burkhardt & Burkhardt, Ltd., presented the 2024 Financial Audit.

C. Consideration to Approve Resolution 07.25.05 - Accepting the 2024 Annual Financial Audit

Resolution 07.25.05 accepts the 2024 Financial Audit as presented by Greg Burkhardt.

Motion made by Harris, Seconded by Craig.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 07.25.05 duly passed 4-0.

D. Five-Year Sewer Service Rate Study Presentation - John Graupman, Bolton & Menk, Inc.

John Graupman with Bolton & Menk, Inc., presented the sewer service rate study for the years 2026 - 2030.

- E. Consideration to Approve Resolution 07.25.06 - Amending Sewer Service Rates Effective January 15, 2026

Resolution 07.25.06 approves the proposed sewer service rates for the years 2026 - 2030.

Motion made by Harris, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 07.25.06 duly passed 4-0.

- F. Three-Year Water Service Rate Study Presentation - Evan Leebens, Missouri River Energy Services

Evan Leebens, Missouri River Energy Service presented the water service rate study for the years 2026 - 2028.

- G. Consideration to Approve Resolution 07.25.07 - Amending Water Service Rates Effective January 15, 2026

Resolution 07.25.07 amends the water service rates for the years 2026 - 2028.

Motion made by Hanson, Seconded by Craig.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 07.25.07 duly passed 4-0.

- H. Three-Year Electric Service Rate Study Presentation - Evan Leebens, Missouri River Energy Services

Evan Leebens, Missouri River Energy Service, presented the electric service rate study for the years 2026 - 2028.

- I. Consideration to Approve Resolution 07.25.08 - Amending Electric Service Rates Effective January 15, 2026

Resolution 07.25.08 approve the proposed electric service rates for the years 2026 - 2028.

Motion made by Harris, Seconded by Lindee.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 07.25.08 duly passed 4-0.

- J. Consideration to Approve Resolution 07.25.09 - Declaring Abandoned and Surplus Property and Ordering the Disposal

Resolution 07.25.09 approves declaring the 2018 Chevy Tahoe as excess property and orders the disposal of said property through the Minnesota Surplus Service Program.

Motion made by Lindee, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 07.25.09 duly passed 4-0.

- K. Consideration to Approve Resolution 07.25.10 - Granting a Variance for a Property Located at 310 3rd Street North

Resolution 07.25.10 grants a requested variance for the property located at 310 3rd Street North to extend the maximum fence height of 4 feet to 6 feet. The planning and Zoning Commission met on June 30, 2025, and recommends granting the requested variance.

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Harris, Lindee

Voting Nay: Hanson

Whereupon Mayor Christopher Whitehead declared Resolution 07.25.10 duly passed 3-1.

- L. Consideration to Approve Resolution 07.25.11 - Granting a Special Use Permit to Allow Residential Rental Use on the Main Level of a Building Located in a General Business District (B-3)

Resolution 07.25.11 grants special use permit for the property located at 600 1st Avenue South to allow for main level residential rental use within the General Business District (B-3). The Planning and Zoning Commission met on June 30, 2025, and recommends granting the special use permit with conditions.

Motion made by Lindee, Seconded by Craig.

Voting Yea: Craig, Harris, Lindee

Voting Nay: Hanson

Whereupon Mayor Christopher Whitehead declared Resolution 07.25.11 duly passed 3-1.

- M. Consideration to Approve Resolution 07.25.12 - Accepting Financial Gift from the Ellingsburg Zettle VFW Post #1914

Resolution 07.25.12 accepts the financial gift from the Ellingsburg Zettle VFW Post #1914 in the amount of \$200.00 for the Artwalk Committee.

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 07.25.12 duly passed 4-1.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Hanson, Harris, Lindee

All Yea - motion carried. The meeting adjourned at 6:47 p.m.

Kristin Hurley, City Clerk-Treasurer