City Council Meeting Minutes

August 18, 2026 at 5:30 PM

St. James City Hall – Council Chambers

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, Stephen Lindee, Mary Shupe

   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 – 08.05.2026 Council Meeting

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

      Upon voice vote, it was unanimously approved.

6. **CONSENT ITEMS**

   A. Payment of Claims and ACH Payments

      Payment of Claims totaling $114,762.38 is as follows: Check No. 706996 - 7070662 as listed in the check register.

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. 2026 City Visit Presentation - Darrin Lee, Coalition of Greater MN Cities

2026 City Visit Presentation given by Darrin Lee, representing the Coalition of Greater MN Cities.

B. Consideration to Approve Resolution 08.26.04 - Amending By-Laws of the St. James Firefighter's Relief Association

Resolution 08.26.04 amends the by-laws of the St. James Firefighter's Relief Association. If approved, this increases the annual amount by $100, hoping to improve recruitment and retention.

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

Whereupon Mayor Christopher Whitehead declared Resolution 08.26.04 duly passed 5-0.

C. Consideration to Approve Resolution 08.26.05 - Appointing Housing Redevelopment Authority Board Vacancy

Resolution 08.26.05 appoints Annelle Schofield as the tenant board member to serve on the Housing Redevelopment Authority Board of Directors. This is a 5 year term.

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

Whereupon Mayor Christopher Whitehead declared Resolution Resolution 08.26.05 duly passed 5-0.

D. Consideration to Approve Resolution 08.26.06 - Authorizing the Transfer of the 2019 Ford F-350 from the Electric Fund to the General Fund for the Fire Department

Resolution 08.26.06 - Authorizes the Transfer of the 2019 Ford F-350 from the Electric Fund to the General Fund for the Fire Department

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

Whereupon Mayor Christopher Whitehead declared Resolution 08.26.06 duly passed 5-0.

E. Consideration to Approve Resolution 08.26.07 - Declaring Abandoned and Surplus Property and Ordering the Disposal

Resolution 08.26.07 - Declares Abandoned and Surplus Property and Ordering the Disposal of a 2013 Ford Taurus and a large commercial Hobart mixer.

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

Whereupon Mayor Christopher Whitehead declared Resolution 08.26.07 duly passed 5-0.

F. Consideration to Approve Resolution 08.26.08 - Authorizing the City Manager to Enter into the Temporary Construction Easement Agreement with Fleet and Farm Supply, Inc. for the 12th Avenue South Highway District Expansion

Resolution 08.26.08 - Authorizes the City Manager to Enter into the Temporary Construction Easement Agreement with Fleet and Farm Supply, Inc. for the 12th Avenue South Highway District Expansion

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

Whereupon Mayor Christopher Whitehead declared Resolution 08.26.08 duly passed 5-0.

14. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

15. ADJOURNMENT

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

All Yea - motion carried. The meeting adjourned at 5:53 p.m.