



City Council Meeting - Minutes

June 16, 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. ROLL CALL: Mayor Christopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Mary Shupe

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

ABSENT: Councilperson Sue Craig

STAFF PRESENT: City Manager Amanda Knoll, Deputy City Clerk Kathy Grothem, City Attorney Mike Kircher

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 06.02.2026 Council Meeting

Motion made by Lindee, Seconded by Harris.

Voting Yea: Hanson, Harris, Lindee, Shupe

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims totaling \$429,642.77 is as follows: \$429,447.77 Check No. 706592 - 706694 and \$195.00 ACH No. 2371 as listed in the check register.

Motion made by Hanson, Seconded by Shupe.

Voting Yea: 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

A. Consideration to Approve Special Event Permit - Railroad Days

St. James Railroad Days Committee applied for a Special Event Permit for the Railroad Days Festival to be held June 23, 2026, through June 28, 2026. Staff have reviewed and approved the permit application with no pending items needed.

Motion made by Harris, Seconded by Lindee.

Voting Yea: Hanson, Harris, Lindee, Shupe

Upon voice vote, it was unanimously approved.

11. OLD BUSINESS

12. NEW BUSINESS

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

Resolution 06.26.05 accepts a financial gift from the American Legion Post #33 in the amount of \$200.00 for Meadowlark Prairies.

Motion made by Hanson, Seconded by Harris to accept Resolution 06.26.05. Upon hand vote, the following voted:

Voting Yea: Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 06.26.05 duly passed 4-0.

B. Consideration to Approve Resolution 06.26.06 - Accepting Financial Gift from the Ellingsburg Zettle VFW Post #1914

Resolution 06.26.06 accepts a financial gift from the Ellingsburg Zettle VFW Post #1914 in the amount of \$3,000.00 for fireworks.

Motion made by Hanson, Seconded by Lindee to accept Resolution 06.26.06. Upon hand vote, the following voted:

Voting Yea: Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 06.26.06 duly passed 4-0.

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

Resolution No. 06.26.07 authorizes the City Manager and City Clerk to enter into the amendment #A01 to MnDOT Grant Agreement #1062046 with the State of Minnesota.

Motion made by Harris, Seconded by Shupe to approve Resolution 06.26.07. Upon hand vote, the following voted:

Voting Yea: Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 06.26.07 duly passed 4-0.

D. Consideration to Approve First 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, if approved would amend Chapter §30.04(B) to the St. James City Code Pertaining to Council Procedures at Regular Meetings to allow for the Pledge of Allegiance at council meetings.

Motion made by Hanson, Seconded by Harris. Ordinance 036, 4th Series received its first reading. Upon hand vote the following voted:

Voting Yea: Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Ordinance 036, 4th Series to have received its first reading.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Hanson, Harris, Lindee, Shupe

All Yea - motion carried. The meeting adjourned at 5:39 p.m.

Kathy Grothem Deputy City Clerk