



City Council Meeting Minutes

April 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, 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 – 04.01.2025 Council Meeting

Motion made by Rushing, Seconded by Harris.

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 totaling \$446,352.93 is as follows: \$446,352.93 Check No. 703886 - 703895, 703901- 703975 as listed in the check register.

6. SCHEDULED BID LETTING

7. SCHEDULED PUBLIC HEARINGS

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

11. OLD BUSINESS

12. NEW BUSINESS

A. Consideration to Accept Agenda Request - Kelvin Gutierrez

Kelvin Gutierrez submitted a written agenda request.

Motion made by Rushing to accept the agenda request, Seconded by Hanson.

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

Upon voice vote, it was unanimously approved.

Kelvin Gutierrez failed to appear to address the Council. No further action was taken.

B. Consideration to Approve Resolution 04.25.05 - Approving Plans and Specifications and Ordering Advertisement for Bids

Resolution 04.25.05 approves the City Engineer's prepared plans and specifications for Project No. 24X.135115 - 7th Street South, 13th Avenue South and Moulton & Parsons improvements. The resolution also approves ordering the advertisement of bids. The bids shall be open on May 15, 2025, at 11:00 a.m. at City Hall.

Motion made by Rushing, Seconded by Lindee.

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

Whereupon Mayor Christopher Whitehead declared Resolution 04.25.05 duly passed 5-0.

C. Consideration to Approve Resolution 04.25.06 - Ordering Improvement and Preparation of Plans

Resolution 04.25.06 orders the improvement and preparation of plans for the airport 6-unit t-hangar improvement project.

Motion made by Hanson, Seconded by Craig.

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

Whereupon Mayor Christopher Whitehead declared Resolution 04.25.06 duly passed 5-0.

D. Consideration to Approve Resolution 04.25.07 - Approving Joint Powers Agreements

Resolution 04.25.07 approves the updates to the current Joint Powers Agreement with our current City Attorney, Police Chief and Mayor.

Motion made by Harris, Seconded by Lindee.

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

Whereupon Mayor Christopher Whitehead declared Resolution 04.25.07 duly passed 5-0.

E. Consideration to Approve Resolution 04.25.08 - Granting Sign Permit

Resolution 04.25.08 approves erecting a sign at the St. James Depot Museum parcel no. 20-704-0060.

Motion made by Craig, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 04.25.08 duly passed 5-0.

F. Consideration to Approve Resolution 04.25.09 - Granting Variance

Resolution 04.25.09 approves a setback variance for the splash pad. Property located at 207 Tiell Drive.

Motion made by Lindee, Seconded by Rushing.

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

Whereupon Mayor Christopher Whitehead declared Resolution 04.25.09 duly passed 5-0.

G. Consideration to Approve Resolution 04.25.10 - Waiving Assessment

Resolution 04.25.10 waives the deferred special assessment on parcel no. 20-024-2700. The St. James Economic Development Authority is purchasing this parcel for future development.

Motion made by Harris, Seconded by Craig.

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

Whereupon Mayor Christopher Whitehead declared Resolution 04.25.10 duly passed 5-0.

H. Consideration to Approve First 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 Harris, Seconded by Rushing.

Voting Yea: Hanson, Harris, Lindee, Rushing

Voting Nay: Craig

Whereupon Mayor Christopher Whitehead declared Ordinance No. 027, 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 5:51 p.m.

Kristin Hurley, City Clerk-Treasurer