City Council Meeting Minutes

November 04, 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, Stephen Lindee, Mary Shupe

   ABSENT: Paul Harris

   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 – 10.20.2026 Council Meeting

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

   Upon voice vote, it was approved 4-0.

6. **CONSENT ITEMS**

   A. Payment of Claims and ACH Payments

   Payment of Claims totaling $1,311,667.55 is as follows: $917,130.76 Check No. 707452, 707454 - 707548 and $394,536.79 ACH No. 2519 - 2537 as listed in the check register.

   Motion made by Craig, Seconded by Shupe.
   Voting Yea: Craig, Hanson, Lindee, 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 Resolution 11.26.01 - Establishing Fund 410 - Blight Fund and Authorizing the Transfer of $250,000 from Fund 101 - General Fund

Resolution 11.26.01 establishes Fund 410 - Blight Fund to provide a dedicated funding source for addressing blighted, deteriorated, and hazardous properties throughout the community.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.01 duly passed 4 - 0.

B. Consideration to Approve Resolution 11.26.02 - Establishing Fund 404 - Future Park Improvement Fund and Authorizing the Transfer of $250,000 from Fund 101 - General Fund

Resolution 11.26.02 establishes Fund 404 - Future Park Improvement to provide a dedicated funding source for maintaining, improving, and developing its public parks and recreational facilities to meet the current and future needs of the community.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.02 duly passed 4-0.

C. Consideration to Approve Resolution 11.26.03 - Establishing Fund 411 - Capital Equipment Fund and Authorizing the Transfer of $465,000 from Fund 103 - Capital Equipment Fund

Resolution 11.26.03 establishes Fund 411 - Capital Equipment Fund to improve financial reporting and establish more consistent accounting procedures for capital equipment purchases across City departments.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.03 duly passed 4-0.

D. Consideration to Approve Resolution 11.26.04 - Establishing Fund 412 - Capital Improvement Fund and Authorizing the Transfer of $350,000 from Fund 105 - Capital Improvement Fund

Resolution 11.26.04 establishes Fund 412 - Capital Improvement Fund to improve financial reporting and establish more consistent accounting procedures for capital improvement projects and expenditures across City departments.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.04 duly passed 4-0.

E. Consideration to Approve Resolution 11.26.05 - Authorizing Asbestos Abatement at 411 4th Street North and 717 6th Street North

Resolution 11.26.05 authorizes asbestos abatement of two City owned properties located at 411 4th Street North and 717 6th Street North. These properties are scheduled for future demolition.

The City received a project estimate from Jerome H. Meidl as follows:

411 4th Street North $11,731.00

717 6th Street North $6,570.00

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

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.05 duly passed 4-0.

F. Consideration to Approve Resolution 11.26.06 - Granting Signage Approval Relating to 608 1st Avenue South

Resolution 11.26.06 approves signage at 608 1st Avenue South. The electronic display shall operate with stationary messages that change periodically, without continuous scrolling, animation, flashing, or prohibited changes in light intensity.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.06 duly passed 4-0.

G. Consideration to Approve Resolution 11.26.07 - Approving Lot Combination for Esmeralda A. Orozco Marroguin at 1110 and 1112 2nd Avenue South

Resolution 11.26.07 approves a lot combination application combining two adjoining residential parcels located at 1110 and 1112 2nd Avenue South.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.07 duly passed 4-0.

H. Consideration to Approve Resolution 11.26.08 - Authorizing the City Manager to Enter into the HeatShare Agreement with The Salvation Army

Resolution 11.26.08 authorizes the City Manager to enter into the HeatShare Agreement with The Salvation Army. The agreement allows the City to continue its partnership in providing emergency utility assistance to individuals and families experiencing financial hardship.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.08 duly passed 4-0.

I. Consideration to Approve Resolution 11.26.09 - Authorizing the City Manager to Enter into the Firm Electric Service Contract with the United States Department of Energy Western Area Power Administration

Resolution 11.26.09 approves an updated agreement with Western Area Power Administration (WAPA) relating to the City's existing federal hydropower allocation and the management of associated Renewable Energy Certificates (RECs)

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.09 duly passed 4-0.

J. Consideration to Approve Resolution 11.26.10 - Authorizing the Mayor and City Manager to Enter into the Dog Impound Transportation and Boarding Agreement with the City of Mountain Lake

Resolution 11.26.10 Authorizes the Mayor and City Manager to enter into a dog impound transporation and boarding agreement with the City of Mountain Lake to establish the terms and conditions under which St. James will provide dog impound services to Mountain Lake.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.10 duly passed 4-0.

14. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

15. ADJOURNMENT

Motion made by Craig, Seconded by Lindee.

All Yea - motion carried. The meeting adjourned at 6:06 p.m.

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Kristin Hurley, City Clerk-Treasurer