



# City Council Meeting Minutes

August 19, 2025 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. ROLL CALL: Mayor Christopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Hannah Rushing

**PRESENT:** Mayor Christopher Whitehead, Councilpersons Sue Craig, Paul Harris, Stephen Lindee, Hannah Rushing

**ABSENT:** Kathleen Hanson

**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 – Council Meeting 08.06.2025

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Harris, Lindee

Voting Abstaining: Rushing

Upon voice vote, it was unanimously approved.

## 5. CONSENT ITEMS

### A. Payment of Claims and ACH Payments

Payment of Claims totaling \$537,044.61 is as follows: Check No. 704716 - 704717, 704726 - 704824 as listed in the check register.

Motion made by Rushing, Seconded by Harris.

Voting Yea: Craig, Harris, Lindee, Rushing

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 - Multicultural Fiesta**

Jim Brandstad - applied for a special event permit for the Multicultural Fiesta to be held on Saturday, September 13, 2025 at Memorial Park - North Shelter and Band Shell.

Motion made by Harris, Seconded by Rushing.

Voting Yea: Craig, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

## **11. OLD BUSINESS**

### **A. Consideration to Approve Second Reading of Proposed Ordinance 031, 4th Series - Signs**

Ordinance 031, 4th Series amends Chapter §156.033 of the St. James City Code pertaining to signs. This proposed amendment specifically updates this ordinance by adding subsection §156.033 (O) Signs Material Standards in Business Districts.

Motion made by Craig, Seconded by Harris.

Voting Yea: Craig, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Ordinance 031, 4th Series to have received its second reading.

## **12. NEW BUSINESS**

### **A. Consideration to Approve Resolution 08.25.05 - Approving State of Minnesota Joint Powers Agreements with the City of St. James on behalf of its City Attorney and Police Department**

Resolution 08.25.05 authorizes the Mayor and City Manager to enter into the State of Minnesota Joint Powers Agreements with the City of St. James on behalf of its City Attorney and Police Department.

Motion made by Harris, Seconded by Rushing.

Voting Yea: Craig, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 08.25.05 duly passed 4-0.

### **B. Consideration to Approve Resolution 08.25.06 - Authorizing the City Clerk-Treasurer to Transfer Funds to Close Bond Fund 323 (2015B)**

Resolution 08.25.06 authorizes the City Clerk-Treasurer to transfer funds from Bond Fund 323 (2015B) to Bond Fund 319 (2016A). Bond Fund 323 will be closed as the bond has been paid off. All future revenues for the Bond Fund 323 (2015B) shall be transferred to Bond Fund 319 (2016A).

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 08.25.06 duly passed 4-0.

### **C. Consideration to Approve Resolution 08.25.07 - Approving Ordinance 031, 4th Series Amending Chapter §156.033 to the St. James City Code Pertaining to Signs and Authorizing the Title and Summary for Publication**

Resolution 08.25.07 approves ordinance 031, 4th series amending chapter §156.033 of the St. James City Code pertaining to signs. This ordinance specifically adds subsection (O) Signs

Material Standards in Business Districts. The resolution also approves the title and summary for publication.

Motion made by Rushing, Seconded by Craig.

Voting Yea: Craig, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 08.25.07 duly passed 4-1.

**13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS**

**14. ADJOURNMENT**

Motion made by Rushing, Seconded by Harris.

Voting Yea: Craig, Harris, Lindee, Rushing

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

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Kristin Hurley, City Clerk-Treasurer