



City Council Meeting - Minutes

July 01, 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 – 06.17.2025 Council Meeting

Motion made by Rushing, Seconded by Lindee.

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 \$704,469.26 is as follows: \$409,879.97 Check No. 704394 - 704491 and \$294,589.29 ACH No. 1982 - 1997 as listed in the check register.

Motion made by Harris, Seconded by Craig.

Voting Yea: Craig, Hanson, 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

11. OLD BUSINESS

12. NEW BUSINESS

- A. Consideration to Approve Resolution 07.25.01 - Approving Land Use and Easement Agreement with BMP Investments

Resolution 07.25.01 approves the Land Use and Easement Agreement between the City of St. James and BMP Investments. The agreement outlines the responsibilities related to facilitate platting, infrastructure development, and related improvements associated with the City's proposed 12th Avenue South Highway District Expansion project, including installation and cost responsibilities for turn lanes as required by the Minnesota Department of Transportation.

Motion made by Craig, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 07.25.01 duly passed 5-0.

- B. Consideration to Approve Resolution 07.25.02 - Appointing Dustin Palmquist to the Position of Police Sergeant

Resolution 07.25.02 appoints Dustin Palmquist to the position of Police Sergeant. The Personnel Committee conducted interviews and recommended the appointment of Dustin Palmquist to the position of Police Sergeant. Dustin Palmquist has met all the qualifications and has demonstrated the necessary experience, leadership, and service commitment required for this position.

Motion made by Rushing, Seconded by Hanson.

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

Whereupon Mayor Christopher Whitehead declared Resolution 07.25.02 duly passed 5-0.

- C. Consideration to Approve Resolution 07.25.03 - Granting Signage Approval Relating to 207 Tiell Drive

Resolution 07.25.03 grants approval to erect two free-standing signs at 207 Tiell Drive (splash pad). One sign displays the rules and regulations, and the second sign displays the sponsors of the splash pad.

Motion made by Craig, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 07.25.03 duly passes 5-0.

- D. Consideration to Approve First Reading of Proposed Ordinance 030, 4th Series - Chickens

Ordinance 030, 4th Series - amends Chapter §91.04 of the St. James City Code pertaining to chickens. This proposed amendment specifically updates §91.04(C)(3) to reference the correct nuisance violation code from §90.02 to §90.003.

Motion made by Rushing, Seconded by Lindee.

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

Whereupon Mayor Christopher Whitehead declared Ordinance 030, 4th Series to have received its first reading.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Rushing, Seconded by Harris.

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

All Yea - motion carried. The meeting adjourned at 5:42 p.m.

Kristin Hurley, City Clerk-Treasurer