



City Council Meeting Minutes

June 03, 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, Stephen Lindee

ABSENT: Councilpersons Paul Harris, 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 – 05.20.2025 Council Meeting

A motion was made by Hanson, seconded by Lindee to approve the 05.20.2025 Council Meeting Minutes and Craig abstained. Due to an insufficient number of members to vote, the motion could not proceed to a vote.

Subsequently, Lindee moved to table the item until the next meeting. The motion was seconded by Hanson. The motion to table was approved unanimously.

Voting Yea: Lindee, Hanson, Craig

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims and ACH Payments totaling \$622,804.24 is as follows: \$316,385.09 Check No. 704177 – 704189, 704194 - 704273 and \$306,419.15 ACH No. 1960 - 1973 as listed in the check register.

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Lindee, Hanson.

Upon voice vote, it was unanimously approved.

6. SCHEDULED BID LETTING

7. SCHEDULED PUBLIC HEARINGS

A. Tax Increment Financing District No. 1-8

Tax Increment Financing District No. 1-8: 12th Avenue South Highway District Expansion.

The public hearing opened at 5:31 p.m. Shannon Sweeney, David Drown Associates, Inc., shared with the Council how TIF works, the TIF establishment process and the proposed project. Discussion and comments from residents & council members were heard. The public hearing concluded at 5:39 p.m.

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

A. Consideration to Approve Special Event Permit - Fox 9 Town Ball

Jon Wilson applied for a Special Event Permit for Fox 9 Town Ball to be held on June 4, 2025. Fox 9 News will be showcasing our community. Town Ball Wednesday will be aired throughout the day, on the morning news, and aired live during the 5:00 pm and 6:00 pm news from Veterans Field.

Motion made by Hanson, Seconded by Craig.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

B. Consideration to Approve Special Event Permit - Farmers Market

St. Jams Chamber of Commerce - applied for a Special Event Permit for the St. James Farmers Market. The event will be held on Wednesdays from June 4, 2025, through October 29, 2025 from 3:00 - 6:00 pm. The St. James Farmers Market will be held at Memorial Park.

Motion made by Lindee, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

C. Consideration to Approve Special Event Permit - Music in the Park

City of St. James & Watonwan County Library applied for a Special Event Permit for Music in the Park. The event will be held on June 11th, June 25, July 9 and July 23, 2025, starting at 6:00 p.m. The event will be held in St. James Memorial Park.

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

D. Consideration to Approve Special Event Permit - Railroad Days

Railroad Days Committee applied for a Special Event Permit for the annual Railroad Days community festival to celebrate the history, people, and spirit of our community. Railroad Days will be held at various locations throughout the city from June 16 - June 22, 2025.

Motion made by Hanson, Seconded by Craig.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

E. Consideration to Approve Special Event Permit - Fireworks

St. James Chamber of Commerce applied for a Special Event Permit for 4th of July fireworks. The fireworks will take place at Memorial Park on Friday, July 4, 2025, starting at 10:00 pm.

Motion made by Lindee, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

11. OLD BUSINESS

12. NEW BUSINESS

A. Consideration to Approve Resolution 06.25.01 - Approving the Establishment of Tax Increment Financing District No. 1-8, and Adoption of the Tax Increment Financing Plan Relating Thereto.

Resolution 06.25.01 approves the establishment of the Tax Increment Financing District No. 1-8 for the 12th Avenue South Highway District expansion. The resolution also adopts the Tax Increment Financing Plan and approves the Development Agreement with BMP Investments LLC.

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 06.25.01 duly passed 3-1.

B. Consideration to Approve Resolution 06.25.02 - Ordering Preparation of Report on Improvement for 12th Avenue South Highway District Expansion

Resolution 06.25.02 orders the preparation of a report to determine if the proposed 12th Avenue South Highway District Expansion improvement is necessary, cost-effective, and feasible.

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 06.25.02 duly passed 3-1.

C. Consideration to Approve Resolution 06.25.03 - Accepting Financial Gift from the Fraternal Order of Eagles #3420

Resolution 06.25.03 accepts the financial donation from the Fraternal Order of Eagles #3420 in the amount of \$1,000.00 for fireworks.

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 06.25.03 duly passed 3-1.

D. Consideration to Approve New Hire - Preston Mix, Police Officer

Preston Mix has completed the hiring process for the police department for the position of full-time police officer. His start date is slated for Monday, June 9, 2025. His rate of pay has been set to \$30.90/Step 3 in accordance with the approved 2025 police wage scale.

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee

Upon voice vote, it was unanimously approved.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee

All Yea - motion carried. The meeting adjourned at 5:51 p.m.

Kristin Hurley, City Clerk-Treasurer