

# 12.17.2024 City Council Meeting Agenda

December 17, 2024 at 5:30 PM

St. James City Hall – Council Chambers

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**1. CALL TO ORDER**

**2. ROLL CALL:** Mayor Jonathan Wilson, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Eugene Hildebrandt, Hannah Rushing

**3. DETERMINATION OF QUORUM**

**4. APPROVAL OF MINUTES**

[A.](#) Consideration to Approve Minutes – Council Meeting 12.03.2024

**5. CONSENT ITEMS**

**A.** Payment of Claims and ACH Payments

**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 12.24.06 - Setting 2025 Tax Levy

[B.](#) Consideration to Approve Resolution 12.24.07 - Setting 2025 Final Budget

[C.](#) Consideration to Approve Resolution 12.24.08 - Accepting Community Donations

[D.](#) Consideration to Approve Resolution 12.24.09 - Establishing Polling Place

[E.](#) Consideration to Approve Resolution 12.24.10 - Amending Wastewater Rates

[F.](#) Consideration to Approve Resolution 12.24.11 - Amending Water Rates

[G.](#) Consideration to Approve Resolution 12.24.12 - Amending Electric Rates

[H.](#) Consideration to Approve Resolution 12.24.13 - Approving 2025 License Renewals

[I.](#) Consideration to Approve Resolution 12.24.14 - Approving Minnesota City Participation Program Agreement

[J.](#) Consideration to Approve Resolution 12.24.15 - Establishing Incentive Program for Mayberry Hills 6th Addition Lots

[K.](#) Consideration to Approve Resolution 12.24.16 - Declaring Excess Property

L. Consideration to Approve Resolution 12.24.17 - Amending Electric Service Policy

M. Consideration to Approve New Hire - Arturo Martinez

N. Consideration to Approve New Hire - Fire Department Officers

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

**14. ADJOURNMENT**

**MINUTES OF THE MEETING OF THE  
CITY COUNCIL OF THE CITY OF ST. JAMES,  
WATONWAN COUNTY, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of St. James, Minnesota was duly held at the City Hall Council Chambers in said City on Tuesday, December 3, 2024, at 5:30 p.m.

Mayor Jonathan Wilson called the meeting to order at 5:30 p.m.

Present: Mayor Jonathan Wilson, Councilpersons Kathleen Hanson, Sue Craig, Gene Hildebrandt, Paul Harris

Absent: Hannah Rushing

Staff Present: City Manager Amanda Knoll, City Clerk-Treasurer Kris Hurley, City Attorney Mike Kircher

**MINUTES**

On motion by Councilperson Gene Hildebrandt, seconded by Councilperson Paul Harris, the minutes of the special council meeting of November 14, 2024, were found correct as written.

AYES: Councilpersons Gene Hildebrandt, Paul Harris, Sue Craig, Kathleen Hanson

NAYS: None

Whereupon Mayor Jonathan Wilson declared said motion to have passed 4-0.

On motion by Councilperson Kathleen Hanson, seconded by Councilperson Sue Craig, the minutes of the regular council meeting of November 19, 2024, were found correct as written.

AYES: Councilpersons Kathleen Hanson, Sue Craig, Gene Hildebrandt, Paul Harris

NAYS: None

Whereupon Mayor Jonathan Wilson declared said motion to have passed 4-0.

**CONSENT ITEMS**

On motion by Councilperson Sue Craig, seconded by Councilperson Gene Hildebrandt, the following consent items were hereby approved:

Payment of claims totaling \$957,067.33 is as follows: Checks No. 703076 – 703077, 703082, 703084 – 703152 and ACH No. 1775 - 1790 as listed in the check register.

Whereupon Mayor Jonathan Wilson declared said motion to have passed 4-0.

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**SCHEDULED TRUTH IN TAXATION PUBLIC HEARING**

Truth in Taxation Public Hearing was opened at 6:00 p.m. There was one resident from the public present for the hearing. Public comments were made by one resident. Public hearing closed at 6:12 p.m.

**NEW BUSINESS**

**RESOLUTION 12-24-01 ACCEPTING FEASIBILITY REPORT AND CALLING  
PUBLIC HEARING FOR PROJECT NO. 24X.135115.00 7<sup>TH</sup> STREET SOUTH, 13<sup>TH</sup>  
AVENUE SOUTH, & RING ROAD IMPROVEMENTS**

Councilperson Kathleen Hanson introduced **RESOLUTION 12-24-01** and moved its adoption “**RESOLUTION 12-24-01 ACCEPTING FEASIBILITY REPORT AND CALLING PUBLIC HEARING FOR PROJECT NO. 24X.135115.00 7<sup>TH</sup> STREET SOUTH, 13<sup>TH</sup> AVENUE SOUTH, & RING ROAD IMPROVEMENTS**” and dispensed with the reading. Councilperson Paul Harris duly seconded it. Upon hand vote, the following voted:

AYES: Councilperson Kathleen Hanson, Paul Harris, Sue Craig, Gene Hildebrandt

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 12-24-01** duly passed 4-0

**RESOLUTION 12-24-02 AUTHORIZING 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**

Councilperson Paul Harris introduced **RESOLUTION 12-24-02** and moved its adoption “**RESOLUTION 12-24-02 AUTHORIZING 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**” and dispensed with the reading. Councilperson Gene Hildebrandt duly seconded it. Upon hand vote, the following voted:

AYES: Councilperson Paul Harris, Gene Hildebrandt, Kathleen Hanson, Sue Craig

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 12-24-02** duly passed 4-0.

**RESOLUTION 12-24-03 AUTHORIZING THE MAYOR AND CITY MANAGER TO  
ENTER INTO THE LABOR AGREEMENT WITH THE AMERICAN FEDERATION  
OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, COUNCIL 65, LOCAL NO.  
1204**

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Councilperson Gene Hildebrandt introduced **RESOLUTION 12-24-03** and moved its adoption “**RESOLUTION 12-24-03 AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO THE LABOR AGREEMENT WITH THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, COUNCIL 65, LOCAL NO. 1204**” and dispensed with the reading. Councilperson Paul Harris duly seconded it. Upon hand vote, the following voted:

AYES: Councilperson Gene Hildebrandt, Paul Harris, Sue Craig, Kathleen Hanson

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 12-24-03** duly passed 4-0.

**RESOLUTION 12-24-04 APPROVING THE ST. JAMES CVB BUDGET FOR THE YEAR 2025**

Councilperson Paul Harris introduced **RESOLUTION 12-24-04** and moved its adoption “**RESOLUTION 12-24-04 APPROVING THE ST. JAMES CVB BUDGET FOR THE YEAR 2025**” and dispensed with the reading. Councilperson Sue Craig duly seconded it. Upon hand vote, the following voted:

AYES: Councilperson Paul Harris, Sue Craig, Kathleen Hanson, Gene Hildebrandt

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 12-24-04** duly passed 4-0.

**RESOLUTION 12-24-05 AUTHORIZING CERTIFICATION BY THE CITY CLERK TO THE COUNTY AUDITOR OF CERTAIN CONSENT ASSESSMENTS**

Councilperson Kathleen Hanson introduced **RESOLUTION 12-24-05** and moved its adoption “**RESOLUTION 12-24-05 AUTHORIZING CERTIFICATION BY THE CITY CLERK TO THE COUNTY AUDITOR OF CERTAIN CONSENT ASSESSMENTS**” and dispensed with the reading. Councilperson Sue Craig duly seconded it. Upon hand vote, the following voted:

AYES: Councilperson Kathleen Hanson, Sue Craig, Paul Harris, Gene Hildebrandt

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 12-24-05** duly passed 4-0.

Motion by Councilperson Sue Craig, seconded by Councilperson Kathleen Hanson to adjourn. All ayes – motion carried. The meeting was adjourned at 5:52 p.m.

Kristin Hurley, City Clerk-Treasurer

December 17, 2024

**ITEM:** New Business – Resolution 12.24.06: Setting 2025 Tax Levy

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**BACKGROUND:** The attached resolution outlines the differences between the tax levy from 2024 to 2025. The tax levy for 2025 is set at the amount of \$1,514,894.00 which decreased from \$1,532,372.00 for the proposed tax levy set at the September 17, 2024, city council meeting. Please reference Resolution 09.24.01 to review the approval of the proposed 2025 tax levy in the amount of \$1,532,372.00.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

State of Minnesota  
County of Watonwan

**RESOLUTION NO. 12.24.06**

**RESOLUTION SETTING PROPERTY TAX LEVY FOR THE YEAR 2025**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA**, that the following sums of money be levied for the current year, collectible in 2025, upon taxable property in the City of St. James for the following purposes:

<b>Proposed Tax Levy</b>	<b>2024</b>	<b>2025</b>
<b>General Fund</b>	\$1,161,685.00	\$1,264,708.00
<b>Special Levy – 2016B: 6<sup>th</sup> Ave S/refi Street Ambulance</b>	\$33,395.00	\$0.00
<b>Special Levy – 2016A: Old Hospital Demolition</b>	\$30,980.00	\$0.00
<b>Special Levy – 2022 A: 2<sup>nd</sup> Ave S Improvement</b>	\$62,039.00	\$65,186.00
<b>Swimming Pool Operating Levy</b>	\$80,000.00	\$40,000.00
<b>Airport Project Levy</b>	\$75,000.00	\$75,000.00
<b>Capital Expense Levy</b>	\$0.00	\$50,000.00
<b>Housing Demolition</b>	\$0.00	\$20,000.00
<b>Total Levy</b>	<b>\$1,443,099.00</b>	<b>\$1,514,894.00</b>

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the City Clerk is hereby directed to transmit a certified copy of this resolution to the County Auditor of Watonwan County, Minnesota.

Adopted by the City Council this 17<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Jonathan Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Kristin K. Hurley, City Clerk

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: \_\_\_\_\_

December 17, 2024

**ITEM:** New Business – Resolution 12.24.07: Setting 2025 Final Budget

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**BACKGROUND:** The attached resolution outlines the proposed final 2025 city budget.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

State of Minnesota  
County of Watonwan

### RESOLUTION NO. 12.24.07

#### RESOLUTION SETTING THE CITY BUDGET FOR THE YEAR 2025

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, that the proposed annual City Budget of Operating Expenses and Capital Improvements for the City of St. James for calendar year 2025 is set as follows:

<b>Fund</b>	<b>2025 Budget</b>
<b>General &amp; Special Revenue Funds</b>	
General Fund	\$5,296,274.00
Campground	\$42,575.00
Storm Water	\$245,924.00
Economic Development	\$156,610.00
Debt Service	\$935,316.50
Airport	\$182,000.00
Swimming Pool	\$133,680.00
Theatre	\$122,380.00
Ambulance	\$365,345.00
<b>Total General &amp; Special Revenue</b>	<b>\$7,480,104.50</b>

<b>Enterprise Funds</b>	<b>2025 Budget</b>
Water	\$1,564,768.00
Wastewater	\$2,081,561.00
Electric	\$6,328,760.00
Liquor	\$1,162,490.00
EDA Housing	\$170,880.00
<b>Total Enterprise Funds</b>	<b>\$11,308,459.00</b>
Equipment Replacement	\$489,300.00
Capital Improvement	\$76,900.00
<b>Total of All Funds</b>	<b>\$19,354,763.50</b>

Adopted by the City Council this 17<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Jonathan Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Kristin K. Hurley, City Clerk

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: \_\_\_\_\_

December 17, 2024

**ITEM:** New Business – Resolution 12.24.08: Accepting Community Donations

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**BACKGROUND:** The attached resolution outlines the donations received in 2024.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 12.24.08**

**RESOLUTION ACCEPTING DONATIONS FROM THE COMMUNITY**

**WHEREAS**, the City of St. James receives donations from time to time for specific projects sponsored by the City of St. James;

**WHEREAS**, the City of St. James on an annual basis acknowledges the receipt of said donations;

**WHEREAS**, public recognition needs to be given to the generous individuals of the St. James Area.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA**, as follows:

<b>Acknowledged Donations</b>	<b>2024</b>
<b>Fireworks</b>	\$ 4,750.00
<b>Fire Department – Equipment Fund</b>	\$ 3,520.00
<b>Music in the Park</b>	\$ 3,250.00
<b>Ambulance Fund</b>	\$ 1,100.00
<b>Total</b>	<b>\$ 12,620.00</b>

Adopted by the City Council this 17<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Jonathan Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Kristin K. Hurley, City Clerk

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: \_\_\_\_\_

December 17, 2024

**ITEM:** New Business – Resolution 12.24.09: Establishing a Polling Place

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**BACKGROUND:** The attached resolution establishes the annual polling place locations for elections. This resolution needs to be approved each year before December 31.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

State of Minnesota  
County of Watonwan

**RESOLUTION NO. 12.24.09**

**RESOLUTION ESTABLISHING ANNUAL POLLING LOCATION FOR ELECTIONS**

**WHEREAS**, the City of St. James, pursuant to Minnesota Statue 204B.16 POLLING PLACES; DESIGNATION, is required by December 31 of each year to designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution is the polling places for the following calendar year, unless a change is made.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA**, as follows:

1. The City of St. James designates City Hall located at 1205 6<sup>th</sup> Avenue South. as the polling place for Elections.

Adopted by the City Council this 17<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Jonathan Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Kristin K. Hurley, City Clerk

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: \_\_\_\_\_

December 17, 2024

**ITEM:** New Business – Resolution 12.24.10: Amending Wastewater Rates

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**BACKGROUND:** The attached resolution relates to the proposed wastewater rate increase needed for 2025.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 12.24.10**

**RESOLUTION AMENDING SEWER SERVICE RATES EFFECTIVE  
January 15, 2025**

**WHEREAS**, the City of St. James reviews annual revenues and expenses of its Waste Water Treatment Facility and Collection System; and

**WHEREAS**, the Sewer User charge rates are based upon the estimated annual revenue requirements for the City's Wastewater Treatment Facility and collection system, which includes operation and maintenance, and replacement expenses;

**WHEREAS**, each sewer user will be assessed sewer charges based upon the wastewater volume and pollutant loadings discharge into the City's sanitary sewer system.

**NOW, THEREFORE BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF ST. JAMES, MINNESOTA**, that the Sewer Service Charge System dated May 1990 and on file at City Hall is hereby amended.

**NOW, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF ST. JAMES, MINNESOTA**, that pursuant to the authority granted in section 3.02 of the City Code, the charges for use of the municipal wastewater disposal and treatment system is hereby established as follows effective on the 15<sup>th</sup> Day of January each year and may be amended from time to time:

1. Residential/Commercial Small Industry

	<b>Current Rate</b>	<b>2025</b>
<b>Base Rate</b>	<b>\$41.07</b>	<b>\$43.12</b>
Billing & Admin Charge	\$12.75	\$13.39
Replacement Expense	\$28.32	\$29.73
<b>Usage</b>	<b>\$5.66</b>	<b>\$5.95</b>
<b>Storm Sewer Maintenance</b>	<b>\$7.50</b>	<b>\$7.50</b>

2. Smithfield Foods

	<b>Current Rate</b>	<b>2025</b>
<b>Base Rate</b>	<b>\$3,621.24</b>	<b>\$3,621.61</b>
Billing & Admin Charge	\$9.16	\$9.53
Replacement Expense	\$3,612.08	\$3,612.08
<b>Usage</b>	<b>\$9.44</b>	<b>\$9.82</b>
<b>Storm Sewer Maintenance</b>	<b>\$11.50</b>	<b>\$11.50</b>
<b>BOD (\$/lb)</b>	<b>\$.25</b>	<b>\$.26</b>
<b>TSS (\$/lb)</b>	<b>\$.28</b>	<b>\$.29</b>
<b>P (\$/lb)</b>	<b>\$4.84</b>	<b>\$5.03</b>
<b>FOG (\$/lb)</b>	<b>\$.25</b>	<b>\$.26</b>

3. Septage haulers shall pay a permit fee of \$ 100.00 annually, \$55.00 per 1,000 gallons of water with a minimum charge of \$ 30.00.

### **CONDITIONS AND PROVISIONS APPLICABLE TO ALL CUSTOMERS**

1. Prompt Payment Provisions: All charges are net. If the bill is not paid or received by mail by the due date, a late payment charge of 8.0% of the balance due will apply. If the due date falls on a Saturday, Sunday, or Holiday, the due date will be the next working day.
2. Sales tax to be added to all electric bills so as to be in compliance with the provisions of the laws of Minnesota.
3. The City will charge \$30.00 for any check or ACH Withdrawal returned by a financial institution.
4. The City will charge \$1.50 for mailing paper statements.
5. All volume charges shall be based on monthly water meter readings, or where appropriated, actual sewer flows.
6. A separate water meter for non-sewer water consumed shall be allowed. Such water meters shall be purchased from the city for installation by a licensed plumber or the property owner. Connection to the city service must be approved and certified by the City Water Department. In such instances a sewer charge will not be billed.
7. Sewer rates shall apply to all service units; unless water and electricity are disconnected at which time the sewer serve charge will be eliminated.
8. The City will make a charge for special services that may be requested or required of it.
9. Such charges to be based on total costs for labor and materials plus a nominal markup which is determined by department policy.
10. Where one water meter is used to service more than one user, the base rate, replacement and maintenance rates for wastewater shall be charged at the number of users using the one meter. There is not a cap to how many users can use one meter.
11. Owners and/or occupants of property served by the Municipal Utilities of the City of St. James shall be responsible for the repairs to all utility meters damaged through negligence on their part. Under these circumstances, they shall be charged for the cost of repairing the same. Necessary repairs resulting because of damage from negligence of any kind on the part of the customer shall be charged to the customer.

12. Nothing herein shall be construed as limiting power of the City Council to modify or to make such further rule or rulings as it may deem necessary or expedient from time to time.
13. If any provisions hereof, or the application of such provisions to any person or circumstance is held invalid, the remainder of this act shall not be affected thereby.
14. All interpretations regarding rates and procedures shall be made in favor of the City of St. James.

**NOW, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF ST. JAMES, MINNESOTA,** that all previous resolutions inconsistent herewith may be, and the same hereby are, repealed.

Adopted by the City Council this 17<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Jonathan Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Kristin K. Hurley, City Clerk

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: \_\_\_\_\_

December 17, 2024

**ITEM:** New Business – Resolution 12.24.11: Amending Water Rates

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**BACKGROUND:** The attached resolution relates to the proposed water rate increase needed for 2025.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 12.24.11**

**RESOLUTION AMENDING WATER SERVICE RATES EFFECTIVE  
January 15, 2025**

**WHEREAS**, the City of St. James reviews annual revenues and expenses of its water treatment facility and distribution system; and

**WHEREAS**, the water rates are based upon the estimated annual revenue requirements for the municipal water treatment facility and distribution system, which includes operation and maintenance, replacement expense, and debt service.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, MINNESOTA**, that pursuant to the authority granted by Section 3.02 of the City Code, the charges for use of the municipal water treatment and distribution system are hereby established as follows effective on the 15th Day of January each year and may be amended from time to time:

	<b>Current Rate</b>	<b>2025</b>
<b>Base Rate by Meter Size</b>		
5/8 & 3/4 in	<b>\$18.25</b>	<b>\$18.25</b>
1 in	<b>\$18.25</b>	<b>\$18.25</b>
1 ½ in	<b>\$48.00</b>	<b>\$50.00</b>
2 in	<b>\$48.00</b>	<b>\$50.00</b>
3 in	<b>\$110.00</b>	<b>\$120.00</b>
4 in	<b>\$110.00</b>	<b>\$120.00</b>
<b>Usage by Class</b>		
Residential/Commercial	<b>\$5.75</b>	<b>\$6.22</b>
Industrial	<b>\$5.38</b>	<b>\$5.70</b>
Red Rock	<b>\$5.38</b>	<b>\$5.70</b>
Irrigation	<b>\$8.00</b>	<b>\$8.50</b>
Bulk Water	<b>\$12.00</b>	<b>\$12.00</b>

**CONDITIONS AND PROVISIONS APPLICABLE TO ALL CUSTOMERS**

1. Prompt Payment Provisions: All charges are net. If the bill is not paid or received by mail by the due date, a late payment charge of 8.0% of the balance due will apply. If the due date falls on a Saturday, Sunday, or Holiday, the due date will be the next working day.
2. Sales tax to be added to all electric bills so as to be in compliance with the provisions of the laws of Minnesota.

3. The City will charge \$30.00 for any check or ACH Withdrawal returned by a financial institution.
4. The City will charge \$1.50 for mailing paper statements.
5. All volume charges shall be based on monthly water meter readings, or where appropriated, actual water flows.
6. The City will make a charge for special services that may be requested or required of it.
7. Such charges to be based on total costs for labor and materials plus a nominal markup which is determined by department policy.
8. Where one water meter is used to service more than one user, the base rate, replacement and maintenance rates for water shall be charged at the number of users using the one meter. There is not a cap to how many users can use one meter.
9. Owners and/or occupants of property served by the Municipal Utilities of the City of St. James shall be responsible for the repairs to all utility meters damaged through negligence on their part. Under these circumstances, they shall be charged for the cost of repairing the same. Necessary repairs resulting because of damage from negligence of any kind on the part of the customer shall be charged to the customer. Neglect is defined but not limited to frozen meters and/or tampering with meters.
10. That any customer/account disconnected for non-payment shall be charged a \$50.00 reconnection fee to regain water service, and a \$ 100.00 reconnection fee if after normal Water Department working hours.
11. The Water Superintendent will interpret these regulations and rules as to intent. In case of dispute, the Council will arrange to review the point in question upon request.
12. Nothing herein shall be construed as limiting power of the City Council to modify or to make such further rule or rulings as it may deem necessary or expedient from time to time.
13. If any provisions hereof, or the application of such provisions to any person or circumstance is held invalid, the remainder of this act shall not be affected thereby.
14. If water is shut off at a property for 15 days or more, the property shall be considered uninhabitable by the building official.
15. All interpretations regarding rates and procedures shall be made in favor of the City of St. James.

**NOW, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF ST. JAMES, MINNESOTA,** that all previous resolutions inconsistent herewith may be, and the same hereby are, repealed.

Adopted by the City Council this 17<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Jonathan Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Kristin K. Hurley, City Clerk

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: \_\_\_\_\_

December 17, 2024

**ITEM:** New Business – Resolution 12.24.12: Amending Electric Rates

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**BACKGROUND:** The attached resolution relates to the proposed electric rate increase needed for 2025.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 12.24.12**

**RESOLUTION AMENDING ELECTRIC RATES EFFECTIVE  
January 15, 2025**

**WHEREAS**, an analysis of the cost of providing electric service indicates the need for additional revenue;

**NOW, THEREFORE BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF ST. JAMES, MINNESOTA**, that pursuant to the authority granted by section 3.02 of the City Code, the change for electrical service is hereby established according to the following schedule and conditions to take effect on the 15<sup>th</sup> Day of January each year and may be amended from time to time:

**ST. JAMES MUNICIPAL ELECTRIC RATE SCHEDULE**

**Residential Service**

**APPLICABLE TO:** Residential customers for all domestic uses in single-family dwellings and individually metered apartments within the service territory of the City of St. James including use of motors of not more than 5 horsepower individual capacity. Space heating and air conditioning shall be served under this schedule.

**SERVICE AVAILABLE:** Single-phase, 60 hertz, 120/240-volt 400-amp max., 3-wire, single meter.

	<b>Current Rate</b>	<b>2025</b>
<b>Meter Charge (No KWH)</b>	<b>\$20.50</b>	<b>\$21.50</b>
<b>Energy Charge All KWH</b>	<b>\$.0820</b>	<b>\$.0860</b>

**METER DEPOSIT:** Residential – rental units and contract for deed holders - \$200.00 deposit, interest will be paid annually at an interest rate set by the Minnesota Department of Commerce. Meter Deposit will be refunded to contract for deed holders at the time the contract for deed is paid in full and verification is provided to the city. Renters will have the meter deposit applied to the final bill, after renter has vacated the rental unit.

**MULTIPLE DWELLINGS:** Where residential service in an apartment building or other multiple units dwelling is measured through one meter, the minimum bill and base rate shall be multiplied by the number of apartments served. In houses where five (5) or more rooms equipped for living purposes are for rent, each five rooms or fraction thereof, exclusive of apartments, shall be counted as one (1) apartment.

**Commercial Service**

**APPLICABLE TO:** Any commercial, industrial, City, or farm load within the service territory of the City of St. James, for all purposes. Loads less than 50 KW.

**SERVICE AVAILABLE:** Single-phase, 60 hertz, 120/240-volt, 400-amp max., 3-wire, single meter. Three-phase, 60 hertz, three-phase, 240/120 V, 208 Y/120 V, OR 480 Y/277 V

	<b>Current Rate</b>	<b>2025</b>
<b>Meter Charge</b>		
Single-Phase	<b>\$25.50</b>	<b>\$27.00</b>
Three-Phase	<b>\$43.00</b>	<b>\$45.00</b>
<b>Energy Charge All KWH</b>	<b>\$.0900</b>	<b>\$.0950</b>

**C & I Rate, Three-Phase**

**APPLICABLE TO:** Any commercial, industrial, City, or farm load within the St. James service territory, for all purposes. Loads 50 KW and up. Any commercial Three-Phase load that reaches 50 KW for 2 months within a 12-month period shall be moved into the C & I Rate class. Any load that does not reach 50 KW in a 2-year period may be moved back to the Commercial Three-Phase class.

**SERVICE AVAILABLE:** 60 hertz, three phase, 240/120 V, 208 Y/120 V, or 480 Y/277 V. 4-wire, or standard primary voltage available at point of delivery. Special voltages may be provided at the discretion of the utility. Utility furnishes only one transformer bank and/or one meter.

	<b>Current Rate</b>	<b>2025</b>
<b>Meter Charge</b>	<b>\$77.00</b>	<b>\$80.00</b>
<b>Energy Charge All KWH</b>	<b>\$.0463</b>	<b>\$.0479</b>
<b>Energy Charge – Primary</b>	<b>\$.0454</b>	<b>\$.0469</b>
<b>Demand Charge</b>	<b>\$14.30</b>	<b>\$15.30</b>

**METERED DEMAND:** The metered demand for any month shall be the maximum kilowatt demand established by the consumer for any fifteen-minute interval during the month as indicated or recorded by a demand meter.

**POWER FACTOR ADJUSTMENT:** If the customer's average monthly power factor falls below 90%, leading or lagging, the utility may adjust the metered demand by the ratio of 90% to the measured average monthly power factor in percent. Example:

Metered Demand = 739 KW  
 Average Month Power Factor = 73.0%  
 Ratio =  $90/73 = 1.2329$   
 Adjusted Demand =  $(739) (1.2329) = 911 \text{ KW}$

**ADJUSTED DEMAND:** The adjusted demand consists of the metered demand adjusted for power factor, if applicable.

**BILLING DEMAND:** The demand to be billed shall be the adjusted demand for the month but not less than 50% of the highest adjusted demand during the preceding 11 months.

**PRIMARY METERING:** The utility will furnish and install primary metering when service is taken by the consumer and metered at primary voltage. The consumer owns and installs all necessary primary and transformers beyond point of service. A 2% discount will apply to the energy portion of the bill to allow for losses and investment return.

If service is taken at primary voltage (that is, customer owns primary and transformers) and metered at secondary voltage, a 1% discount will apply to the energy portion of the bill to allow for investment return.

#### Street Lighting

	Current Rate	2025
<b>Customer Charge</b>	<b>\$20.50</b>	<b>\$21.50</b>
<b>Energy Charge</b>	<b>\$.0820</b>	<b>\$.0860</b>

#### Security Lighting

	Current Rate	2025
<b>Metered Charge</b> 70 Watt LED	<b>\$6.50</b>	<b>\$6.50</b>
<b>Unmetered Charge</b> 70 Watt LED	<b>\$8.50</b>	<b>\$8.50</b>

### CONDITIONS AND PROVISIONS APPLICABLE TO ALL CUSTOMERS

1. Prompt Payment Provisions: All charges are net. If the bill is not paid or received by mail by the due date, a late payment charge of 8.0% of the balance due will apply. If the due date falls on a Saturday, Sunday, or Holiday, the due date will be the next working day.
2. Sales tax to be added to all electric bills so as to be in compliance with the provisions of the laws of Minnesota.

3. The City will charge \$30.00 for any check or ACH Withdrawal returned by a financial institution.
4. The City will charge \$1.50 for mailing paper statements.
5. The City will make a charge for special services that may be requested or required of it.
6. Such charges to be based on total costs for labor and materials plus a nominal markup which is determined by department policy.
7. An example of such special service might be the moving of a building requiring the moving or clearing of power lines or municipal facilities along the route.
8. Where one meter is used to service more than one user, the base rate, replacement and maintenance rates for electric shall be charged at the number of users using the one meter. There is not a cap to how many users can use one meter.
9. Owners and/or occupants of property served by the Municipal Utilities of the City of St. James shall be responsible for the repairs to all utility meters damaged through negligence on their part. Under these circumstances, they shall be charged for the cost of repairing the same. Necessary repairs resulting because of damage from negligence of any kind on the part of the customer shall be charged to the customer.
10. Customers using electric heat will be exempt from the payment of sales tax during the months of which is designated by the state under the cold weather rule. It is the customer's responsibility to notify the City. The customer will be given a form to complete.
11. Nothing herein shall be construed as limiting power of the City Council to modify or to make such further rule or rulings as it may deem necessary or expedient from time to time.
12. The Electric Department shall proceed at once to do all things necessary to expedite and implement all provisions of this resolution.
13. The Electrical Superintendent will interpret these regulations and rules as to intent. In case of dispute, the Council will arrange to review the point in question upon request.
14. If any provisions hereof, or the application of such provisions to any person or circumstance is held invalid, the remainder of this act shall not be affected thereby.
15. That any customer/account disconnected shall be charged a \$50.00 reconnection fee to regain electric service, and a \$ 100.00 reconnection fee if after normal Electric Department working hours.

16. All interpretations regarding rates and procedures shall be made in favor of the City of St. James.

**NOW, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF ST. JAMES, MINNESOTA,** that all previous resolutions inconsistent herewith may be, and the same hereby are, repealed.

Adopted by the City Council this 17<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Jonathan Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Kristin K. Hurley, City Clerk

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: \_\_\_\_\_

December 17, 2024

**ITEM:** New Business – Resolution 12.24.13: Approving 2025 Business License Renewal

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**BACKGROUND:** The attached resolution approves the 2025 business license renewals.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 12.24.13**

**RESOLUTION APPROVING 2025 LICENSES RENEWAL**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA,** approves the following 2025 license renewals as follows:

<b>LICENSE TYPE 1</b>	<b>LICENSE TYPE 2</b>	<b>LICENSE TYPE 3</b>	<b>TOTAL FEES</b>	<b>BUSINESS NAME</b>
On Sale Intoxicating	Sunday Liquor		\$1,100.00	St James American Legion
Tobacco	Off Sale 3.2 Malt Liquor		\$75.00	Casey's Retail #3000
Tobacco	Off Sale 3.2 Malt Liquor		\$75.00	Casey's Retail #1849
Tobacco			\$25.00	Casey's Retail 3002
On Sale Intoxicating	Sunday Liquor		\$1,100.00	Fraternal Order of Eagles
On Sale 3.2 Malt Liquor	On Sale Wine		\$250.00	Jake's Pizza
Tobacco	Off Sale 3.2 Malt Liquor		\$75.00	Steve's Corner
On Sale Intoxicating	Sunday Liquor		\$1,100.00	Plaza Jalisco Co
Plumbing			\$55.00	Bruce's Plumbing & Heating Inc
Tobacco			\$25.00	Collier's Supermarket Inc
Garbage & Refuse Hauler			\$495.00	Waste Management Inc
Garbage & Refuse Hauler			\$495.00	LJP Waste Solution, LLC
Special Sewer & Water			\$55.00	Bryan Nelson Construction
Special Sewer & Water			\$55.00	Drainage Solutions Inc
Special Sewer & Water			\$55.00	JJD Companies LLC
Plumbing			\$55.00	St James Electric Inc
Plumbing			\$55.00	Watson's Plumbing, Htg, Air
Garbage & Refuse Hauler			\$55.00	Hometown Sanitation
Garbage & Refuse Hauler			\$55.00	West Central Sanitation
THC	Tobacco		\$1,025.00	Twins 1123 Trading LLC
Tobacco			\$25.00	Dollar General
Off Sale 3.2 Malt Liquor			\$50.00	Lake Side Service
On Sale 3.2 Malt Liquor			\$125.00	St. James Youth Baseball
On Sale Intoxicating	Sunday Liquor		\$1,100.00	VFW Post 1914
On Sale 3.2 Malt Liquor	Wine		\$250.00	Golf-Mor, LLC

**NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA,** approves the following pending 2025 license renewals and directs city staff to award licenses once all the requirements are met as follows:

LICENSE TYPE 1	LICENSE TYPE 2	LICENSE TYPE 3	TOTAL FEES	BUSINESS NAME
On Sale 3.2 Malt Liquor	Wine		\$250.00	Comes Investments (Pizza Hut)
On Sale 3.2 Malt Liquor	Tobacco		\$75.00	Family Dollar
On Sale 3.2 Malt Liquor	Tobacco		\$175.00	Las Americas JJ Smart Savins
Special Sewer & Water	Garbage & Refuse Hauler		\$110.00	C & D Services
Plumbing			\$55.00	Schwickerts Tecta LLC
Plumbing			\$55.00	Vee Plumbing

Adopted by the City Council this 17<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Jonathan Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Kristin K. Hurley, City Clerk

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: \_\_\_\_\_

December 17, 2024

**ITEM:** New Business – Resolution 12.24.14: Approving Minnesota City Participation Program Agreement

---

**BACKGROUND:** The attached resolution authorizes and directs the Mayor and EDA Director to sign the MCPP Agreement with the Minnesota Housing Finance Agency.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

State of Minnesota  
County of Watonwan

**RESOLUTION NO. 12.24.14**

**RESOLUTION AUTHORIZING THE MAYOR AND ECONOMIC  
DEVELOPMENT DIRECTOR TO ENTER INTO THE MINNESOTA CITY  
PARTICIPATION PROGRAM AGREEMENT WITH THE MINNESOTA  
HOUSING FINANCE AGENCY**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
THE CITY OF ST. JAMES, MINNESOTA, as follows:**

**Section 1:** The St. James Mayor and Economic Development Director are hereby authorized and directed to sign the Minnesota City Participation Program Agreement with the Minnesota Housing Finance Agency.

Adopted by the City Council this 17<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Jonathan Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Kristin K. Hurley, City Clerk

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: \_\_\_\_\_

# MINNESOTA HOUSING FINANCE AGENCY MINNESOTA CITY PARTICIPATION PROGRAM

## PROGRAM APPLICATION COMMITMENT AGREEMENT

**THIS APPLICATION AND AGREEMENT** (this “Agreement”) is between City of St. James with its office at 1205 6<sup>th</sup> Ave South, Saint James, MN 56081 and Minnesota Housing Finance Agency ("Minnesota Housing"), with its office at 400 Wabasha Street North, Suite 400, St. Paul, MN 55102.

### RECITALS:

A. Minnesota Housing, under the provisions of Minn. Stat. §474A.061, Subd. 2a is authorized to issue qualified mortgage bonds, as that term is used in the Internal Revenue Code of 1986, as amended (the “Code”), on behalf of the City, and it will issue bonds for that purpose (the “Bonds”).

B. The City applying to participate is a Minnesota city, county, city or county housing and redevelopment authority, economic development authority, port authority or a consortium of local government units, as defined by Minnesota Statutes §474A.061, Subd. 2a(c).

C. Minnesota Housing has implemented Minnesota Housing Finance Agency Minnesota City Participation Program (the "Program") and will use the proceeds from the issuance of the Bonds to fund the Program.

D. The City has requested and received a set-aside of funds from the Program.

E. The City wishes to obtain a commitment by Minnesota Housing to direct Minnesota Housing’s designated Master Servicer (the “Master Servicer”) to purchase mortgage notes ("Mortgages") that will be originated by a lender or lenders that meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds (collectively, the "Lender”).

F. Mortgages that the Master Servicer purchases pursuant to the commitment requested by the City must only be for residences located within a geographic area to be established and designated by the City.

G. Minnesota Housing is willing to issue a commitment agreeing to purchase Mortgage-Backed Securities backed by Mortgages that are (i) originated by the Lender; (ii) purchased by the Master Servicer; (iii) in accordance with the terms and conditions of this Agreement, the Program, and the Start Up Procedural Manual to be supplied by Minnesota Housing (the "Procedural Manual"), the provisions of which are hereby incorporated by reference into this Agreement as if set forth in full herein; and (iv) made to borrowers with adjusted incomes not exceeding the greater of 80 percent of statewide or area median income as calculated by Minnesota Housing.

**NOW, THEREFORE**, in consideration of the covenants contained in this Agreement, Minnesota Housing and the City agree as follows:

1. **City Requirements.** All Mortgages submitted to Minnesota Housing for purchase under the Program must comply with all of the requirements of the Program, the Start Up Procedural Manual and this Agreement.

2. **Commitment and Commitment Amount.** The City, which applied in January 2025 for a commitment, hereby requests that Minnesota Housing cause its Master Servicer to purchase Mortgages that have been originated by the Lender and meet the requirements of, and are made in accordance with the provisions of, this Agreement, the Program, and the Procedural Manual. Minnesota Housing, by accepting this Agreement, commits to the purchase of those Mortgages in the aggregate principal amount (the "Commitment Amount") to be determined and allocated

by Minnesota Housing in accordance with Minnesota Statutes §474A.061, Subd. 2a(d), and provided to the City.

The Master Servicer will only purchase Mortgages pursuant to this Agreement securing property that, and borrowers who, satisfy the requirements and provisions of this Agreement, the Program, and the Procedural Manual. The City acknowledges that the commitment is effective upon the approval thereof by Minnesota Housing and the delivery of a copy of this Agreement by Minnesota Housing to the City.

3. **Lender Qualifications.** Lenders must meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds.

4. **Commitment Term.** The term of this Agreement and the City's participation in the Program (the "Commitment Term") will commence on January 16, 2025 and shall continue through November 30, 2025. This Agreement, and the City's participation in the Program, will automatically terminate, without the need for any action by either party hereto, at the end of the Commitment Term.

5. **Set-Aside Term.** The Commitment Amount will be set-aside and held by Minnesota Housing for the sole use by the City for a period of time to be established by Minnesota Housing, in its sole option and discretion, provided, however, that time period will not be less than six months (the "Set-Aside Term") commencing on a date to be selected and specified by Minnesota Housing. Minnesota Housing will notify the City in writing of the date on which the Set-Aside Term commences.

Any portion of the Commitment Amount not reserved for the purchase of qualifying Mortgages as of the end of the Set-Aside Term shall be canceled and returned to Minnesota Housing for redistribution under the Program. In addition, any portion of the Commitment Amount reserved for Mortgages that are not delivered to the Master Servicer for purchase within the time period delineated in the Procedural Manual for that purchase, will be canceled and Minnesota Housing will redistribute that amount under the Program. Minnesota Housing may make any funds available to the Program at the end of the Commitment Term for mortgage loans that are eligible to be financed with proceeds of the Bonds.

6. **Commitment Fees.** There is no commitment fee payable by the City for the commitment by Minnesota Housing to the purchase by the Master Servicer of qualifying Mortgages.

7. **Purchase Price.** The purchase price of each Mortgage to be purchased by the Master Servicer pursuant to this Agreement will be as set forth in the requirements of the Procedural Manual and posted on Minnesota Housing's website.

8. **Mortgage Terms.** The terms and conditions for all Mortgages, including but not limited to the interest rate, will be set from time to time by Minnesota Housing, at its sole option and discretion, and communicated to the Lender in accordance with the procedures set forth in the Procedural Manual.

9. **Area Limitation.** Minnesota Housing, pursuant to this Agreement, is required to purchase only those Mortgages that are for residences located within a geographic area to be established and designated by the City.

10. **Servicing.** The servicing of Mortgages shall be the sole responsibility of the Master Servicer or one or more other entities that Minnesota Housing may designate in its sole discretion.

11. **Contract Documents.** The purchase by the Master Servicer of each Mortgage pursuant to Minnesota Housing's commitment is a contract consisting of this Agreement and the provisions and requirements contained in the Procedural Manual, with all amendments and supplements thereto in effect as of the date of Minnesota Housing's acceptance of this Agreement.

12. **Paragraph Captions and Program Headings.** The captions and headings of the paragraphs of this Agreement are for convenience only and will not be used to interpret or define the provisions thereof.

13. **Applicable Law.** This Agreement is made and entered into in the State of Minnesota, and all questions relating to the validity, construction, performance and enforcement hereof will be governed by the laws of the State of Minnesota.

14. **Agreement Conditional Upon Minnesota Housing Approval.** This Agreement will be a binding obligation of Minnesota Housing upon its execution by Minnesota Housing and delivery of a copy of the same to the City; provided, however, Minnesota Housing may, in its sole option and discretion, any time on or after January 16, 2025 revoke such obligation and terminate this Agreement if the City has not fully executed and returned a fully executed original hereof to Minnesota Housing. That revocation and termination will be accomplished and evidenced by Minnesota Housing notifying the City thereof by way of a “Certified Letter - Return Receipt Requested” addressed and delivered to the City. Upon revocation and termination this Agreement will be null and void and of no force or effect.

15. **Issuance of Bonds.** The City hereby authorizes Minnesota Housing to issue, on behalf of the City, qualified mortgage bonds, as that term is used in the Code, in an amount equal to the Commitment Amount, and Minnesota Housing agrees to issue those bonds if and when federal law authorizes and Minnesota Housing deems it is economically feasible to do so.

(THE REMAINING PORTION OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

**IN WITNESS WHEREOF**, the City has executed this Agreement this \_\_\_\_\_ day of  
(Day)

\_\_\_\_\_, \_\_\_\_\_  
(Month) (Year)

By: \_\_\_\_\_  
(Signature of Authorized Officer)

\_\_\_\_\_  
(Name of Authorized Officer)

**Minnesota Housing APPROVAL**

Minnesota Housing hereby accepts the above Program Application-Commitment Agreement and approves and grants participation in the program.

**MINNESOTA HOUSING FINANCE AGENCY**

By: \_\_\_\_\_  
Kayla Schuchman

Its: Assistant Commissioner, Single-Family Division

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2025

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December 17, 2024

**ITEM:** New Business – Resolution 12.24.15: Establishing an Incentive Program for the Sale and Development of Mayberry Hills 6<sup>th</sup> Addition Lots

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**BACKGROUND:** The attached resolution establishes an incentive program for the Mayberry Hills 6<sup>th</sup> Addition Lots. The EDA Board approved this incentive at the December 10, 2024, EDA Board Meeting. The EDA has five lots available for purchase in the Mayberry Hills Subdivision as of December 1, 2024.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

State of Minnesota  
County of Watonwan

**RESOLUTION NO. 12.24.15**

**RESOLUTION ESTABLISHING AN INCENTIVE PROGRAM FOR THE SALE AND DEVELOPMENT OF MAYBERRY HILLS 6TH ADDITION LOTS**

**WHEREAS**, the St. James Economic Development Authority ("EDA") desires to offer further incentives for the sale and development of lots in Mayberry Hills 6th Addition; and

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA**, the EDA has made a determination that for the year 2025, the small lots will be marketed at a price of \$10,000.00, contingent upon the approval by the City Council and Buyers be given two (2) years to substantially complete their home.

**BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA**, that during the same period of time, spec homes may be built on the smaller lots in Blocks One (1) and Two (2) with the contractor paying \$10,000.00 for the lot at the time of the sale of the spec home. The contractors will be given two (2) years to build and sell the spec homes.

**NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA**, that individuals who purchase a lot and build a home thereon can opt for a five (5) year payment plan for a \$10,000.00 lot, by paying \$2,000.00 per year on such terms and conditions as may be established by the EDA.

Adopted this 17<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Jonathan Wilson, Mayor

Attest:

\_\_\_\_\_  
Kristin K. Hurley, City Clerk

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: \_\_\_\_\_

December 17, 2024

**ITEM:** New Business – Resolution 12.24.16: Declaring Excess Property

---

**BACKGROUND:** The attached resolution authorizes city staff to dispose of the decertified Honeywell SCBA equipment.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

RESOLUTION NO.: 12.24.16

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 12.24.16**

**RESOLUTION DECLARING ABANDONED AND SURPLUS PROPERTY  
AND ORDERING THE DISPOSAL**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF ST. JAMES, MINNESOTA:**

**Section 1:** The property listed below has been declared as surplus property that has been deemed abandoned:

- Honeywell SCBA packs, bottles and masks

**Section 2:** The City of St. James is hereby authorized to grant permission to dispose of said property.

Adopted by the City Council this 17<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Jonathan Wilson, Mayor

ATTEST:

\_\_\_\_\_  
Kristin K. Hurley, City Clerk

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: \_\_\_\_\_

December 17, 2024

**ITEM:** New Business – Resolution 12.24.17: Amending Electric Service Policy

---

**BACKGROUND:** The attached resolution amends the current electric service policy dated January 16, 2007.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

RESOLUTION NO.: 12.24.17

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 12.24.17**

**RESOLUTION AMENDING ELECTRIC SERVICE POLICY**

**WHEREAS**, the City of St. James has provided for its customers a document of policies and procedures relating to electric services; and

**WHEREAS**, the current Electric Service Policy was reviewed, amended, and adopted on January 16, 2007.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA**, that the following amendment is hereby incorporated into the City of St. James Electric Service Policy.

Adopted by the City Council this 17<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Jonathan Wilson, Mayor

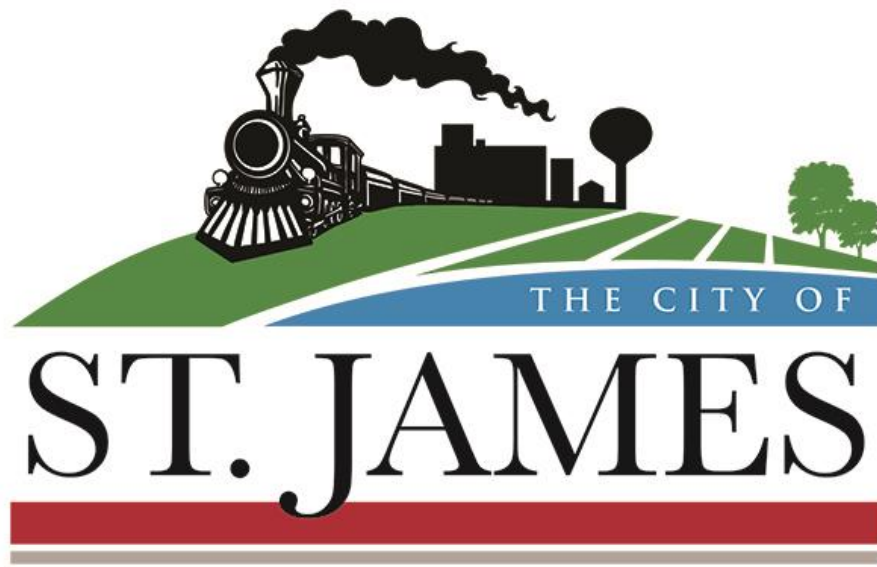
ATTEST:

\_\_\_\_\_  
Kristin K. Hurley, City Clerk

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: \_\_\_\_\_



# **ELECTRIC SERVICE POLICY**

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## **STANDARD OPERATING PROCEDURES**

**TEMPORARY SERVICE.**

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It shall be the responsibility of the property owner or the contractor, for the installation of the temporary meter pedestal and all other equipment necessary for a temporary service. The line and load shall be the responsibility of the property owner. The City of St. James Electric Department shall not install any temporary service, but the Electric Department will install necessary connection equipment, only to the appropriate vault.

The property owner shall be responsible for any equipment use, wire, poles and all other equipment from the transformer, required to hook-up the temporary service.

The City of St. James Electrical Department shall furnish all necessary meters and transformers, only at the voltage deliverable at that location.

All temporary services shall be approved by the City Electrical Department before commencing with the construction and before energizing of the temporary service.

## **SERVICE CONNECTION FEE.**

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Unless otherwise specified in these policies and procedures, the City Electrical Department shall charge the cost of materials, plus 15% of any additional cost incurred for the installation of a service line (overhead or underground) from the transformer to the meter socket.

## **OVERHEAD CONSTRUCTION – COMMERCIAL & RESIDENTIAL SERVICES.**

---

The City Electrical Department may provide overhead equipment at the discretion of the Light Superintendent. If approved, the City Electrical Department shall install all the necessary transformers to the distribution system for a new service. The cost for the new service shall be set at the discretion of the Light Superintendent.

If a property owner wishes to upgrade an existing service, the cost shall be charged according to the Service Connection Fee outlined in this policy.

In the event that new wire must be used for the upgrading of an existing service, the cost shall be charged according to the Service Connection Fee outlined in this policy.

## **UNDERGROUND CONSTRUCTION – NEW DEVELOPMENT & MUNICIPAL IMPROVEMENTS.**

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All new development area will have underground primary cable, secondary cable and house services. The City Electrical Department will provide and install pad mounted transformers, secondary pedestals, primary cable and other equipment necessary to service the new area.

For underground construction performed in conjunction with the electric system improvement plan developed by the City Electrical Department, the City Electrical Department shall furnish and install the primary cable, service pedestals, transformer pads and other necessary equipment required in the area being converted.

If the event a property owner wishes to upgrade an existing underground service in a new development area, or as part of the municipal electric system improvement plan, the cost shall be charged according to the Service Connection Fee outlined in this policy.

## **UNDERGROUND CONSTRUCTION – INDIVIDUAL CONVERSION.**

---

A customer desiring conversion from existing overhead service to underground, which is not part of the municipal electric system improvement plan, shall make a written request to the Light Superintendent. The Light Superintendent shall obtain the necessary easements and schedule the installation.

The customer shall pay for the cost of conversion from overhead to underground or upgrading existing underground. The cost shall be charged according to the Service Connection Fee outlined in this policy.

Underground installation construction shall occur between the months of April and October, and construction may be started earlier than April or extended past October at the discretion of the Light Superintendent.

The City Electrical Department reserves the right to refuse to place underground facilities where, in its judgement, such is not acceptable.

## **UNDERGROUND CONSTRUCTION – COMMERCIAL AND INDUSTRIAL.**

---

The City Electrical Department will provide the transformer for commercial and industrial service and the customer shall pay 100% of the cost.

The City Electrical Department shall order all transformers, and all transformer locations, KVA size, primary voltage and all other transformer specifications must be approved by the Light Superintendent.

The City Electrical Department will install the primary cable, primary and secondary terminations, and the primary and secondary luges, and the City Electrical Department will install the transformer pad. The customer will be responsible for the secondary wire and associated equipment.

Charges for a single phase commercial and/or industrial service shall be charged according to the Service Connection Fee outlined in this policy.

Underground installation construction shall occur between the months of April and October. Construction may be started earlier than April or extended past October under extenuating circumstances at the discretion of the Light Superintendent.

The City Electrical Department reserves the right to refuse to place underground facilities where, in its judgement, such is not acceptable.

December 17, 2024

**ITEM:** New Business – New Hire: Arturo Martinez

---

**BACKGROUND:** Arturo Martinez has completed the hiring process for the police department for the position of part-time police officer. His start date with the department was Monday, December 9, 2024. His rate of pay is set at \$35.00/hour.

**STAFF RECOMMENDATION:** Approve/Deny New Hire.

December 17, 2024

**ITEM:** New Business – New Hire: Fire Department Officers

---

**BACKGROUND:** The following fire department members have accepted positions with the St. James Fire Department as Officials. The start date is these positions is January 1, 2025.

Lucus Sandbo, Fire Chief

Seth Basmoen, Assistant Fire Chief

Seth Reinke, Assistant Fire Chief

Joe Thulien, Captain – Truck 1

Shawn Gappa, Captain – Truck 2

Danny Rotert, Captain – Truck 3

Josh Moll, Captain – Truck 4

Mike Wolner, Captain – Truck 5

Bob Moll, Captain – Truck 6-7

Jose Vidana, Captain – Truck 8-9

Nicholas Kielas, Fire Department Secretary

**STAFF RECOMMENDATION:** Approve/Deny Employment.