

**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 Community Building meeting room in said City on Tuesday, March 1, 2022 at 5:30 p.m.

Mayor Gary Sturm called the meeting to order at 5:30 p.m.

Those present: Mayor Gary Sturm, Councilperson Kathleen Hanson, Paul Harris, Gene Hildebrandt, Hannah Rushing and Sue Craig.

Those absent: None

Staff present: City Manager Amanda Glass, City Clerk Kris Hurley, City Attorney Steve Sunde.

MINUTES

On motion by Councilperson Hannah Rushing, seconded by Councilperson Sue Craig, the minutes of the regular meeting of February 15, 2022, were found correct as written and the City Clerk was instructed to dispense with the reading of the minutes.

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

NAYS: None.

Whereupon Mayor Gary Sturm declared said motion to have passed 5-0.

CONSENT ITEMS

On motion by Councilperson Paul Harris, seconded by Councilperson Kathleen Hanson, the following consent items were hereby approved:

- A. Payment of Claims totaling \$466,269.68 as follows: Checks No. 66717 through 66777 and ACH No. 813 through 823, Pioneer Bank as listed in the Check Register.

Upon voice vote it was unanimous.

CITY COUNCIL MINUTES

March 1, 2022

PAGE 2

NEW BUSINESS

RESOLUTION 03-22-01 AMENDING FIRE RELIEF BY-LAWS

Councilperson Gene Hildebrandt introduced **RESOLUTION 03-22-01** and moved its adoption, **“RESOLUTION AMENDING BY-LAWS OF THE ST. JAMES FIREFIGHTER’S RELIEF ASSOCIATION EFFECTIVE AUGUST 8, 2021”** and dispense with the reading. It was duly seconded by Councilperson Sue Craig. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Gary Sturm declared **RESOLUTION 03-22-01** to be duly passed.

RESOLUTION 03-22-02 RESOLUTION DESIGNATING SPECIFIC 2021 EXCESS FUNDS TO BE TRANSFERRED TO SPECIFIC 2022 FUNDS

Councilperson Kathleen Hanson introduced **RESOLUTION 03-22-02** and moved its adoption, **“RESOLUTION DESIGNATING SPECIFIC 2021 EXCESS FUNDS TO BE TRANSFERRED TO SPECIFIC 2022 FUNDS”** and dispense with the reading. It was duly seconded by Councilperson Hannah Rushing. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Gary Sturm declared **RESOLUTION 03-22-02** to be duly passed.

RESOLUTION 03-22-03 RESOLUTION ORDERING ADVERTISEMENT FOR BIDS PROJECT NO. 17995.003 TAXIWAY AND APRON PAVEMENT IMPROVEMENTS

Councilperson Paul Harris introduced **RESOLUTION 03-22-03** and moved its adoption, **“RESOLUTION ORDERING ADVERTISEMENT FOR BIDS PROJECT NO. 17995.003 TAXIWAY AND APRON PAVEMENT IMPROVEMENTS”** and dispense with the reading. It was duly seconded by Councilperson Gene Hildebrandt. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Gary Sturm declared **RESOLUTION 03-22-02** to be duly passed.

CITY COUNCIL MINUTES
March 1, 2022
PAGE 3

RESOLUTION 03-22-04 TO DESIGNATE AUTHORIZED REPRESENTATIVE FOR THE CITY OF ST. JAMES AS A MEMBER OF MISSOURI BASIN MUNICIPAL POWER AGENCY d/b/a MISSOURI RIVER ENERGY SERVICES

Councilperson Kathleen Hanson introduced **RESOLUTION 03-22-04** and moved its adoption **“RESOLUTION TO DESIGNATE AUTHORIZED REPRESENTATIVE FOR THE CITY OF ST. JAMES AS A MEMBER OF MISSOURI BASIN MUNICIPAL POWER AGENCY d/b/a MISSOURI RIVER ENERGY SERVICES”** and dispense with the reading. It was duly seconded by Councilperson Hannah Rushing. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Gary Sturm declared **RESOLUTION 03-22-04** to be duly passed.

RESOLUTION 03-22-05 DESIGNATION OF AUTHORIZED REPRESENTATION FOR WESTERN MINNESOTA MUNICIPAL POWER AGENCY

Councilperson Paul Harris introduced **RESOLUTION 03-22-05** and moved its adoption **“RESOLUTION DESIGNATION OF AUTHORIZED REPRESENTATION FOR WESTERN MINNESOTA MUNICIPAL POWER AGENCY”** and dispense with the reading. It was duly seconded by Councilperson Sue Craig. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Gary Sturm declared **RESOLUTION 03-22-05** to be duly passed.

CONSIDERATION TO APPROVE ASSISTANCE AGREEMENT – LAKE CRYSTAL

City Manager, Amanda Glass, requested Council approval the temporary on-call journeyman assistance agreement that was submitted to Council. The agreement dictates the terms for allowing both staff employed with Lake Crystal and St. James to service each other’s cities for on-call purposes on a rotating schedule.

On motion by Councilperson Kathleen Hanson, seconded by Councilperson Hannah Rushing, the council approved the temporary on-call journeyman assistance agreement with Lake Crystal.

Upon voice vote it was unanimous.

CITY COUNCIL MINUTES
March 1, 2022
PAGE 4

CONSIDERATION TO ACCEPT RESIGNATION – JASON MONNENS

Amanda Glass, City Manager, provided Council with a copy of Jason Monnens' resignation email. Jason's last day with the City will be at the end of the day on April 1, 2022. The City thanks Jason for his years of service and dedication to the City of St. James.

On motion by Councilperson Sue Craig, seconded by Councilperson Gene Hildebrandt, the council accepted Jason Monnens' resignation.

Upon voice vote it was unanimous.

CONSIDERATION TO APPROVE JOB POSTING – WATER SUPERINTENDENT

Amanda Glass, City Manager, is requesting council approval for the internal posting and advertisement of the Water Superintendent position. Amanda is requesting to post the job opening internally and if no interest or no one hired, the position will be posted externally by publishing the advertisement in the newspaper for 3 weeks.

On motion by Councilperson Hannah Rushing, seconded by Councilperson Sue Craig, the council approved the advertisement and posting of the job opening internally first and if no interest or no one hired the position will be advertised in the newspaper for 3 weeks.

Upon voice vote it was unanimous.

CONSIDERATION TO APPROVE HIRING ELECTRIC LEAD – JUSTIN GIFFERSON

Amanda Glass, City Manager, shared with council that the Personnel Committee met and approved hiring Justin Gifferson as the Electric Foreman at Grade 15, Step 5 (\$41.59). His anticipated start date is March 7, 2022.

On motion by Councilperson Paul Harris, seconded by Councilperson Kathleen Hanson, the council approved the hiring of Justin Gifferson as the Electric Forman at Grade 15, Step 5.

Upon voice vote it was unanimous.

CITY COUNCIL MINUTES
March 1, 2022
PAGE 5

CONSIDERATION TO HIRE ANIMAL CONTROL OFFICER – JUSTIN BARTZ

City Manager, Amanda Glass, shared with council that the Personnel Committee approved hiring Justin Bartz as the Animal Control Officer at \$1,250.00 per month. His anticipated start date is March 1, 2022.

On motion by Councilperson Gene Hildebrandt, seconded by Councilperson Paul Harris, the council approved hiring Justin Bartz as the Animal Control Officer, at \$1,250.00 per month.

Upon voice vote it was unanimous.

ORDINANCE AMENDING THE LIMITS AND BOUNDARIES OF ELECTION WARDS

On motion by Councilperson Kathleen Hanson, seconded by Councilperson Hannah Rushing to approve Ordinance No. 003, 4th Series Amending the Limits and Boundaries of Election Wards. Upon hand vote the following voted:

AYES: Kathleen Hanson, Hannah Rushing, Gene Hildebrandt, Paul Harris, Sue Craig.

NAYS: None

Whereupon Mayor Gary Sturm declared said Ordinance 003, 4th Series to have received its first reading.

On motion by Councilperson Sue Craig, seconded by Councilperson Gene Hildebrandt, the meeting adjourned at 5:45 p.m.

Kristin Hurley
City Clerk Treasurer