

**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 15, 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 Paul Harris, seconded by Councilperson Hannah Rushing, the minutes of the regular meeting of March 1, 2022, were found correct as written and the City Clerk was instructed to dispense with the reading of the minutes.

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

NAYS: None.

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

CONSENT ITEMS

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

- A. Payment of Claims totaling \$125,808.94 as follows: Checks No. 66786 through 66883, Pioneer Bank as listed in the Check Register.
- B. Bev Lenning – Minnesota Municipal Beverage Association Conference, April 30th – May 3rd, 2022.

Upon voice vote it was unanimous.

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NEW BUSINESS

RESOLUTION 03-22-06 RE-ESTABLISHING POLLING LOCATION FOR ELECTIONS

Councilperson Gene Hildebrandt introduced **RESOLUTION 03-22-06** and moved its adoption, **“RESOLUTION RE-ESTABLISHING POLLING LOCATION FOR ELECTIONS”** 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 03-22-06** to be duly passed.

RESOLUTION 03-22-07 DESIGNATING SPECIFIC 2021 EXCESS FUNDS TO BE TRANSFERRED TO SPECIFIC 2022 FUNDS

Councilperson Hannah Rushing introduced **RESOLUTION 03-22-07** 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 Sue Craig. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Gary Sturm declared **RESOLUTION 03-22-07** to be duly passed.

RESOLUTION 03-22-08 AMENDING OF THE 2022 FEE SCHEDULE

Councilperson Kathleen Hanson introduced **RESOLUTION 03-22-08** and moved its adoption, **“AMENDING OF THE 2022 FEE SCHEDULE”** and dispense with the reading. It was duly seconded by Councilperson Paul Harris. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Gary Sturm declared **RESOLUTION 03-22-08** to be duly passed.

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RESOLUTION 03-22-09 ESTABLISHING AN INCENTIVE PROGRAM FOR THE SALE AND DEVELOPMENT OF MAYBERRY HILLS 6TH ADDITION LOTS

Councilperson Kathleen Hanson introduced **RESOLUTION 03-22-09** and moved its adoption “**ESTABLISHING AN INCENTIVE PROGRAM FOR THE SALE AND DEVELOPMENT OF MAYBERRY HILLS 6TH ADDITION LOTS**” and dispense with the reading. It was duly seconded by Councilperson Gene Hildebrandt. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Gary Sturm declared **RESOLUTION 03-22-09** to be duly passed.

CONSIDERATION TO APPROVE PURCHASE - STREET SWEEPER

Street/Park Superintendent, Chad Stradtman, requested Council approval to purchase a new ELGIN sweeper off State bid contract from Macqueen Equipment. The purchase was not budgeted for in 2022 but was planned for in the 2023 budget. Chad was looking into having the current street sweeper repaired and the cost of the repairs will be between \$15,000.00 and \$20,000.00. With plans to upgrade in 2023 Chad obtained price for the trade in of our current sweeper and purchase of a new sweeper. The trade-in value is \$46,818.00, cost of the sweeper is \$225,818.00. The total cost would be \$179,000.00. The cost of the sweeper will increase by 8% in two weeks. With sufficient funds in the capital equipment fund Chad is asking permission to purchase the sweeper this year to save the city a significant amount of money. To help offset the cost, Chad would push out the purchase of a tractor for \$60,000.00 and a pickup truck for \$45,000.00, both budgeted in 2022.

City Attorney, Steve Sunde, reviewed the City Charter and his legal opinion is the City can go ahead with the purchase if the item is needed, if we have excess funds and it would save the City money.

On motion by Councilperson Paul Harris, seconded by Councilperson Hannah Rushing, the council approved the purchase of sweeper with holding off until 2023 for the purchase of the tractor and pickup that was budgeted for in 2022.

Upon voice vote it was unanimous.

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CONSIDERATION TO APPROVE PURCHASE – LOADER FRONT PLOW

Street/Park Superintendent, Chad Stradtman, requested council approval to purchase a new 10' front mounted plow for their 544K loader. Chad obtained two quotes for this plow as follows:

Ziegler CAT	\$24,565.25
RDO Equipment	\$23,342.81

After reviewing the quotes, Chad is requesting to purchase the plow from RDO Equipment of Mankato for the total of \$23,342.81. This is a budgeted item out of line item #101-43121-5400. The amount budgeted for this purchase was \$35,000.00.

On motion by Councilperson Sue Craig, seconded by Councilperson Gene Hildebrandt, the council approved the plow purchase from RDO Equipment in the amount of \$23,342.81.

Upon voice vote it was unanimous.

CONSIDERATION TO APPROVE PURCHASE – LAWN MOWER

Street/Park Superintendent, Chad Stradtman, requested council approval to purchase a new John Deere model 1570 commercial front mount mower from C & B Operations of St. James for a total of \$16,267.81 after trade in. The John Deere model 1570 currently in the Street/Park Department will be transferred to the Wastewater Department. The Wastewater Department's 2013 John Deere model 1435 will be traded in on the purchase of the new mower. The cost of the new mower and deck \$26,767.81, less trade in allowance of \$10,500.00 for the total of \$16,267.81. This is a 2022 budgeted item out of line item #101-45202-5400. The budgeted dollar amount is \$24,000.00.

On motion by Councilperson Paul Harris, seconded by Councilperson Hannah Rushing, the council approved the purchase of the John Deere model 1570 commercial front mount mower from C & B Operations.

Upon voice vote it was unanimous.

CONSIDERATION TO APPROVE HIRING COMMUNITY DEVELOPMENT DIRECTOR – TAMMY STEVENS

Amanda Glass, City Manager, shared with council that the Personnel Committee met and approved hiring/promoting Tammy Stevens as the Community Development Director at Grade 10, Step 3 (\$29.53). Her anticipated start date is April 4, 2022.

On motion by Councilperson Kathleen Hanson, seconded by Councilperson Paul Harris, the council approved the hiring and promotion of Tammy Stevens as the Community Development Director, at Grade 10, Step 3.

Upon voice vote it was unanimous.

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CONSIDERATION TO APPROVE HIRING ACCOUNTS PAYABLE CLERK – SYLVIA RODRIGUEZ

Amanda Glass, City Manager, shared with council that the Personnel Committee met and approved hiring/promoting Sylvia Rodriguez as the Accounts Payable Clerk / Code Enforcement at Grade 6, Step 1 (\$22.23). Her anticipated start date is April 4, 2022.

On motion by Councilperson Kathleen Hanson, seconded by Councilperson Sue Craig, the council approved the hiring and promotion of Sylvia Rodriguez, Accounts Payable Clerk, at Grade 6, Step 1.

Upon voice vote it was unanimous.

CONSIDERATION TO APPROVE HIRING LIGHT SUPERINTENDENT – MATT RUNGE

City Manager, Amanda Glass, shared with council that the Personnel Committee approved hiring Matt Runge as the Light Superintendent at Grade 17, Step 4 (\$45.45). His start date was January 31, 2022.

On motion by Councilperson Paul Harris, seconded by Councilperson Kathleen Hanson, the council approved hiring Matt Runge as the Light Superintendent at Grade 17, Step 4.

Upon voice vote it was unanimous.

CONSIDERATION TO APPROVE AGREEMENT WITH WATONWAN COUNTY HISTORICAL SOCIETY

City Manager, Amanda Glass, provided council with an agreement between the Watonwan County Historical Society, St. James Chapter and the City of St. James. The previous 10-year agreement expired February 22, 2022 and the Historical Society has requested to renew the agreement.

On motion by Councilperson Sue Craig, seconded by Councilperson Gene Hildebrandt, the council approved renewing the agreement with the Watonwan County Historical Society, St. James Chapter.

Upon voice vote it was unanimous.

SECOND READING, ORDINANCE NO. 003-4TH SERIES; AMENDING THE LIMITS AND BOUNDARIES OF ELECTION WARD

On motion Councilperson Gene Hildebrandt, seconded by Councilperson Paul Harris, **ORDINANCE NO. 003-4TH Series, “AN ORDINANCE BY THE CITY COUNCIL OF ST. JAMES AMENDING THE LIMITS AND BOUNDARIES OF ELECTION WARDS”** received its second reading. Upon hand vote the following voted:

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

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NAYS: None.

Whereupon Mayor Gary Sturm declared said Ordinance No. 003-4th Series to have duly passed and ordered published.

ORDINANCE AMENDING SECTION 71.99. PENALTY

On motion by Councilperson Kathleen Hanson, seconded by Councilperson Gene Hildebrandt, **ORDINANCE NO. 004-4TH SERIES, “AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF ST. JAMES AMENDING SECTION 71.99. PENALTY”** received its first reading. Upon hand vote the following voted:

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

NAYS: None.

Whereupon Mayor Gary Sturm declared said Ordinance No., 004-4th Series to have received its first reading.

ORDINANCE ESTABLISHING CENTERPOINT GAS FRANCHISE

On motion by Councilperson Sue Craig, seconded by Councilperson Hannah Rushing, **ORDINANCE NO. 005-4TH SERIES, “CENTERPOINT ENERGY GAS FRANCHISE ORDINANCE”** received its first reading. Upon hand vote the following voted:

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

NAYS: None.

Whereupon Mayor Gary Sturm declared said Ordinance No., 004-4th Series to have received its first reading.

CONSIDERATION TO ACCEPT RETIREMENT – BILL MILLER

Amanda Glass, City Manager, shared with council that Bill Miller is set to retire June 30, 2022. He will be done with the day-to-day functions as of March 31, 2022, but will stay on to assist in a seamless transition through the end of June.

On motion by Councilperson Hannah Rushing, seconded by Councilperson Paul Harris, the council approved Bill Miller’s retirement.

Upon voice vote it was unanimous.

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CONSIDERATION TO APPROVE JOB POSTING – CODE ENFORCEMENT OFFICER

Amanda Glass, City Manager, is requesting council approval for the posting and advertisement of the open Code Enforcement Officer position. Amanda is requesting the position be posted until April 11, 2022.

On motion by Councilperson Hannah Rushing, seconded by Councilperson Paul Harris, the council approved the advertisement and posting of the job opening for Code Enforcement. .

Upon voice vote it was unanimous.

On motion by Councilperson Hannah Rushing, seconded by Councilperson Sue Craig, the meeting adjourned at 6:12 p.m.

Kristin Hurley
City Clerk Treasurer