

**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, April 19, 2022 at 5:30 p.m.

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

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

Those absent: Kathleen Hanson

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

**MINUTES**

On motion by Councilperson Gene Hildebrandt, seconded by Councilperson Hannah Rushing, the minutes of the regular meeting of April 5, 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, Gene Hildebrandt.

NAYS: None.

Whereupon Mayor Gary Sturm declared said motion to have passed 4-0.

**CONSENT ITEMS**

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

- A. Payment of Claims totaling \$481,403.51 as follows: Checks No. 66957 through 67054, Pioneer Bank as listed in the Check Register.
- B. Kris Hurley and Kathy Grothem to 2022 MMCI

Upon voice vote it was unanimous.

**CITY COUNCIL MINUTES**  
**April 19, 2022**  
**PAGE 2**

**LICENSES AND PERMITS**

VFW Post 1914 and the Eagles clubs have requested a temporary liquor license to hold an event on May 21, 2022 in the parking lots of both establishments. They have provided all necessary documents.

On motion by Councilperson Paul Harris, seconded by Councilperson Sue Craig, the Council approved the license.

Upon voice vote it was unanimous.

Socorro Hernandez, dba Raspados Hernandez has requested a peddlers license for 6 months. They have provided all the necessary documents.

On motion by Councilperson Paul Harris, seconded by Councilperson Sue Craig, the Council approved the license.

Upon voice vote it was unanimous.

Rosie's Little Winner Wagon has requested a vending wagon license. She has provided all the necessary documents.

On motion by Councilperson Hannah Rushing, seconded by Councilperson Gene Hildebrandt, the Council approved the license.

Upon voice vote it was unanimous.

**NEW BUSINESS**

**RESOLUTION 4-22-03 RE-ESTABLISHING A POLLING PLACE LOCATION**

Councilperson Gene Hildebrandt introduced **RESOLUTION 04-22-03** and moved its adoption, **“RESOLUTION RE-ESTABLISHING A POLLING PLACE LOCATION FOR ELECTIONS”** and dispense with the reading. It was duly seconded by Councilperson Hannah Rushing. Upon hand vote the following voted:

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

NAYS: None.

ABSENT: Kathleen Hanson

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

**CITY COUNCIL MINUTES**  
**April 19, 2022**  
**PAGE 3**

**RESOLUTION 4-22-04 AUTHORIZATION TO EXECUTE MnDOT AGREEMENT FOR  
FEDERAL AIRPORT EXPENSE REIMBURSEMENT**

Councilperson Sue Craig introduced **RESOLUTION 04-22-04** and moved its adoption, **“RESOLUTION 4-22-04 AUTHORIZATION TO EXECUTE MnDOT AGREEMENT FOR FEDERAL AIRPORT EXPENSE REIMBURSEMENT”** and dispense with the reading. It was duly seconded by Councilperson Paul Harris. Upon hand vote the following voted:

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

NAYS: None

ABSENT: Kathleen Hanson

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

**RESOLUTION 04-22-05 ACCEPTING DONATION FROM VFW**

Councilperson Hannah Rushing introduced **RESOLUTION 04-22-05** and moved its adoption, **“RESOLUTION 04-22-05 ACCEPTING DONATION FROM VFW FOR THE POLICE DEPARTMENT”** and dispense with the reading. It was duly seconded by Councilperson Gene Hildebrandt. Upon hand vote the following voted:

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

NAYS: None

ABSENT: Kathleen Hanson

Whereupon Mayor Gary Sturm declared **RESOLUTION 04-22-05** to be duly passed.

**CONSIDERATION TO APPROVE AGREEMENT STATE OF MN FEDERAL AIRPORT  
EXPENSES REIMBURSEMENT**

On motion by Councilperson Paul Harris, seconded by Councilperson Sue Craig, the council approved the Agreement with State of MN for Federal Airport Expenses Reimbursement.

Upon voice vote it was unanimous.

**CITY COUNCIL MINUTES**  
**April 19, 2022**  
**PAGE 4**

**CONSIDERATION TO APPROVE AGENDA REQUEST – EAGLES AND VFW TO CLOSE STREET FOR EVENT**

The Eagles and VFW are planning an event on May 21, 2022 and are requesting the street be closed off to allow for a band and bean bag tournament. They have submitted documents showing how they plan to control the crowd and also have applied for temporary liquor license to allow alcohol outside.

On motion by Councilperson Paul Harris, seconded by Councilperson Sue Craig, the council approved the request.

Upon voice vote it was unanimous.

**CONSIDERATION TO APPROVE AUTHORIZATION FOR PROFESSIONAL SERVICES WITH TKDA**

Amanda Glass, City Manager, shared with council the proposed agreement with TKDA for Construction Phase Services related to the 2022 Taxiway A/A1 & Apron Pavement Improvement projects.

On motion by Councilperson Gene Hildebrandt, seconded by Councilperson Paul Harris, the council approved the Authorization for Construction Phase Services related to the 2022 Taxiway A/A1 & Apron Pavement Improvements contingent upon receipt of federal and state funding for the project.

Upon voice vote it was unanimous.

**CONSIDERATION TO APPROVE SUPPLEMENTAL AUTHORIZATION FOR DESIGN AND CONSTRUCTION SERVICES WITH TKDA**

On motion by Councilperson Sue Craig, seconded by Councilperson Hannah Rushing, the council approved the Supplemental Authorization for Design and Construction Services with TKDA.

Upon voice vote it was unanimous.

**CITY COUNCIL MINUTES**  
**April 19, 2022**  
**PAGE 5**

**CONSIDERATION TO APPROVE PURCHASE – H.E.A.T TEAM BUS PURCHASE**

Rochelle Hanson shared with Council the need to replace the H.E.A.T team bus. This is in the 2022 budget.

On motion by Councilperson Gene Hildebrandt, seconded by Councilperson Paul Harris, the council approved the purchase of a new bus for the H.E.A.T team.

Upon voice vote it was unanimous.

**CONSIDERATION TO APPOINT PLANNING & ZONING COMMISSIONER**

Don Kruger has stepped down from the Planning and Zoning Commission. Jim Paulson has expressed interest in the position.

On motion by Councilperson Sue Craig, seconded by Councilperson Hannah Rushing, the council appointed Jim Paulson to the Planning and Zoning Commission.

Upon voice vote it was unanimous.

**CONSIDERATION TO APPOINT ASSISTANT POOL MANAGER**

After interviews with Pool Manager Kinsey Meyer, Community Development Director, Tammy Stevens, and City Manager, Amanda Glass, it is recommended to hire Jessie Shores as the Assistant Pool Manager for the 2022 season.

On motion by Councilperson Hannah Rushing, seconded by Councilperson Gene Hildebrandt, the council approved hiring Jessie Shores as Assistant Pool Manager for the 2022 Season.

Upon voice vote it was unanimous.

**CITY COUNCIL MINUTES**  
**April 19, 2022**  
**PAGE 6**

**CONSIDERATION TO APPOINT CODE ENFORCEMENT OFFICER**

The personnel committee approved hiring Brandon Showalter as the Code Enforcement Officer at Grade 5, Step 3. His anticipated start date is May 2, 2022.

On motion by Councilperson Hannah Rushing, seconded by Councilperson Gene Hildebrandt, the council approved hiring Brandon Showalter as the Code Enforcement Officer.

Upon voice vote it was unanimous.

On motion by Councilperson Hannah Rushing, seconded by Councilperson Sue Craig, the meeting adjourned at 6:00 p.m.

Kristin Hurley  
City Clerk Treasurer