

**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, September 06, 2022 at 5:30 p.m.

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

Those present: Mayor Gary Sturm, Gene Hildebrandt, Sue Craig, Paul Harris, Kathleen Hanson

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

Those absent: Hannah Rushing

**MINUTES**

On motion by Councilperson Kathleen Hanson, seconded by Councilperson Sue Craig, the minutes of the regular meeting of August 16, 2022, were found correct as written and the City Clerk was instructed to dispense with the reading of the minutes.

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

NAYS: None

ABSTAIN: None

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

**CONSENT ITEMS**

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

- A. Payment of Claims totaling \$523,597.47 as follows: Checks No. 67863 through 67872, 67885 through 67966 and ACH payments 990 through 994, Pioneer Bank as listed in the Check Register.
- B. 2022 MSFCA Annual Conference – Bill Nelson, Lucas Sandbo, & Seth Basmoen

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

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**APPROVE 2021 CITY OF ST JAMES AUDIT**

Greg Burkhardt, Burkhardt & Burkhardt, Ltd., presented the 2021 Audit review. Amanda Glass, City Manager, requested Council to approve the 2021 audit.

On motion by Councilperson Kathleen Hanson, seconded by Councilperson Paul Harris, the Council accepted the 2021 Financial Audit as presented and directed staff to file with the various agencies as required by statute and contract agreements.

Upon voice vote, it was unanimous.

**NEW BUSINESS**

**RESOLUTION 09-22-01 APPOINTING CITY OF ST. JAMES CHARTER COMMISSIONER VACANCY AND DETERMINING TERM LIMITS**

Amanda Glass, City Manager, is requesting the appointment of additional members of the City of St. James Charter Commission. The commission shall be composed of not less than seven nor more than 15 members, each of whom shall be a qualified voter of the city.

Councilperson Gene Hildebrandt introduced **RESOLUTION 09-22-01** and moved its adoption, “**RESOLUTION 09-22-01 APPOINTING CITY OF ST. JAMES CHARTER COMMISSIONER VACANCY AND DETERMINING TERM LIMITS**” and dispense with the reading. It was duly seconded by Councilperson Paul Harris. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Gary Sturm declared **RESOLUTION 09-22-01** to be duly passed 4-0.

**RESOLUTION 09-22-02 APPROVING NO PARKING ON 10<sup>TH</sup> AVENUE NORTH FROM 9<sup>TH</sup> STREET NORTH TO 11<sup>TH</sup> STREET NORTH**

Amanda Glass, City Manager, shared with Council this proposed resolution would improve the visibility for motorist to see pedestrians crossing the street for school.

Councilperson Kathleen Hanson introduced **RESOLUTION 09-22-02** and moved its adoption, “**RESOLUTION 09-22-02 APPROVING NO PARKING ON 10<sup>TH</sup> AVENUE NORTH FROM 9<sup>TH</sup> STREET NORTH TO 11<sup>TH</sup> STREET NORTH**” and dispense with the reading. It was duly seconded by Councilperson Sue Craig. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Gary Sturm declared **RESOLUTION 09-22-02** to be duly passed 4-0.

**RESOLUTION 09-22-03 DETERMINING AND DECLARING A REASONABLE AND SAFE PRIMA FACIE SPEED LIMIT OF 20 MILES PER HOUR ON 10<sup>TH</sup> STREET NORTH**

Councilperson Gene Hildebrandt introduced **RESOLUTION 09-22-03** and moved its adoption, “**RESOLUTION 09-22-03 DETERMINING AND DECLARING A REASONABLE AND SAFE PRIMA FACIE SPEED LIMIT OF 20 MILES PER HOUR ON 10<sup>TH</sup> STREET NORTH**” and dispense with the reading. It was duly seconded by Councilperson Kathleen Hanson. Upon hand vote the following voted:

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

NAYS: None

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

**RESOLUTION 09-22-04 GRANTING SIGNAGE APPROVAL AT 118 ARMSTRONG BLVD SOUTH**

Councilperson Paul Harris introduced **RESOLUTION 09-22-04** and moved its adoption, “**RESOLUTION 09-22-04 GRANTING SIGNAGE APPROVAL AT 118 ARMSTRONG BLVD SOUTH**” 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, Gene Hildebrandt, Kathleen Hanson

NAYS: None

Whereupon Mayor Gary Sturm declared **RESOLUTION 09-22-04** to be duly passed.

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**SALVATION ARMY HEATSHARE PROGRAM AGREEMENT**

Amanda Glass, City Manager, explained that the City of St. James has been participating in the HEATSHARE program with the Salvation Army for many years and requested that the City continue to participate with the programs they offer.

On motion by Councilperson Gene Hildebrandt and seconded by Councilperson Paul Harris, to enter into an agreement with the Salvation Army to continue working with them regarding the HEATSHARE program.

Upon voice vote, it was unanimous.

**APPROVING CITY HALL CONSTRUCTION QUOTE**

Amanda Glass, City Manager, shared with Council that she invited several contractors to submit quotes for the construction/remodel of the K-building. Two quotes were received as follows:

<u>Company</u>	<u>Amount</u>	<u>Start Date</u>	<u>Completion Date</u>
Warren Stevens Construction	\$27,891.65	November	6-Weeks
Wilcon Construction Services	\$35,603.00	3-4 Weeks	
November 1st			

On Motion by Councilperson Paul Harris and seconded by Councilperson Kathleen Hanson to award the project to Wilcon Construction Services based upon the early completion date of November 1<sup>st</sup>, 2022.

Upon voice vote, it was unanimous.

On motion by Councilperson Sue Craig, seconded by Councilperson Paul Harris, the meeting adjourned at 6:10 p.m.

Kristin Hurley  
City Clerk Treasurer