

**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, October 17, 2023 at 5:30 p.m.

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

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

Absent: None

Staff Present: City Manager Amanda Glass, City Attorney Steve Sunde

MINUTES

On motion by Councilperson Paul Harris, seconded by Councilperson Hannah Rushing, the minutes of the regular meeting of October 3, 2023 were found correct as written.

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

NAYS: None

Whereupon Mayor Jonathan Wilson 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:

Payment of claims totaling \$455,359.98 as follows: checks No. 700505, 700512 - 700579 as listed in the check register.

Whereupon Mayor Jonathan Wilson declared said motion to have passed 5-0.

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**NEW BUSINESS
LAND USE PLAN**

Frannie Nielsen, Planner for Bolton & Menk, Inc. presented the facts and findings of the land use process and plan. The City of St. James Land Use Plan was last updated in 2000 and no longer reflects the current conditions and needs of our evolving city.

**RESOLUTION 10-23-02 ADOPTING THE 2023 CITY OF ST. JAMES
COMPREHENSIVE LAND USE PLAN UPDATE, A COMPILATION OF POLICY
STATEMENTS, GOALS, STANDARDS, AND MAPS FOR GUIDING THE OVERALL
DEVELOPMENT AND REDEVELOPMENT OF THE LOCAL GOVERNMENT UNIT**

Councilperson Gene Hildebrandt introduced **RESOLUTION 10-23-02**, moved its adoption, “**ADOPTING THE 2023 CITY OF ST. JAMES COMPREHENSIVE LAND USE PLAN UPDATE, A COMPILATION OF POLICY STATEMENTS, GOALS, STANDARDS, AND MAPS FOR GUIDING THE OVERALL DEVELOPMENT AND REDEVELOPMENT OF THE LOCAL GOVERNMENT UNIT**”, and dispensed with the reading. It was duly seconded by Councilperson Paul Harris. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 10-23-02** to be duly passed.

**RESOLUTION 10-23-03 APPROVING NAMING A PLAT AND STREET IDENTIFIED
IN SAID PLAT AS TO PROPERTY IDENTIFIED BY CERTIFICATE OF SURVEY
ATTACHED HERETO, MARKED EXHIBIT “A” AND INCORPORATED HEREIN BY
REFERENCE**

Councilperson Sue Craig introduced **RESOLUTION 10-23-03**, moved its adoption, “**APPROVING NAMING A PLAT AND STREET IDENTIFIED IN SAID PLAT AS TO PROPERTY IDENTIFIED BY CERTIFICATE OF SURVEY ATTACHED HERETO, MARKED EXHIBIT “A” AND INCORPORATED HEREIN BY REFERENCE**”, and dispensed with the reading. It was duly seconded by Councilperson Hannah Rushing. Upon hand vote the following voted:

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

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NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 10-23-03** to be duly passed.

RESOLUTION 10-23-04 APPROVING SUBORDINATION AGREEMENT

Councilperson Kathleen Hanson introduced **RESOLUTION 10-23-04**, moved its adoption “**APPROVING SUBORDINATION AGREEMENT**”, and dispense with the reading. Councilperson Sue Craig duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 10-23-04** duly passed.

RESOLUTION 10-23-05 AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO LEASE AGREEMENT WITH WATONWAN COUNTY FOR THE USE OF ADMINISTRATION SPACE WITHIN THE MULTICULTURAL LEARNING CENTER

Councilperson Paul Harris introduced **RESOLUTION 10-23-05**, moved its adoption “**AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO LEASE AGREEMENT WITH WATONWAN COUNTY FOR THE USE OF ADMINISTRATION SPACE WITHIN THE MULTICULTURAL LEARNING CENTER**”, and dispense with the reading. Councilperson Hannah Rushing duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 10-23-05** duly passed.

RESOLUTION 10-23-06 AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO LEASE AGREEMENT WITH ANDREW KARAU FOR THE USE OF FARM LAND SURROUNDING THE CITY OF ST. JAMES MUNICIPAL AIRPORT

Councilperson Kathleen Hanson introduced **RESOLUTION 10-23-06**, moved its adoption “**RESOLUTION 10-23-06 AUTHORIZING THE MAYOR AND CITY MANAGER TO**

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ENTER INTO LEASE AGREEMENT WITH ANDREW KARAU FOR THE USE OF FARM LAND SURROUNDING THE CITY OF ST. JAMES MUNICIPAL AIRPORT", and dispense with the reading. Councilperson Gene Hildebrandt duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 10-23-06** duly passed.

RESOLUTION 10-23-07 ACCEPTING FINANCIAL GIFT FROM THE FRATERNAL ORDER OF EAGLES

Councilperson Hannah Rushing introduced **RESOLUTION 10-23-07**, moved its adoption "**ACCEPTING FINANCIAL GIFT FROM THE FRATERNAL ORDER OF EAGLES**", and dispense with the reading. Councilperson Sue Craig duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 10-23-07** duly passed.

AGENDA REQUEST – WILLIAM DAMON

On motion by Councilperson Sue Craig, seconded by Councilperson Gene Hildebrandt, council accepted the agenda request submitted by William Damon. Upon voice vote it was unanimous.

William Damon submitted an agenda request to have Council amend city ordinance involving animals to define the difference between domesticated pets, kennels, and non-domesticated animals. Provide a full list of animals that are/will/can be considered pets and conditions required to keep said pets within city limits. Provide definition of kennel facility and what constitutes being considered a kennel facility requiring a kennel license in the city. Provide a list of animals considered farm/livestock and requirements necessary to have said animals on property within city limits. William addressed council.

No action taken at this time. Recommendation by Steven Sunde to table the discussion.

PURCHASE REQUEST – LIGHT DEPARTMENT – THREE STAGE RESTORATION

Matt Runge, Light Superintendent, is requesting to move forward with restoring the Light Department shop in three stages and seeking approval for the entire project in the amount of \$271,481.00.

- 1st Stage: Replace all three sections of the roof as soon as possible. This is a budgeted item for 2024, and confirmation that billing and payment will occur in 2024. The amount requested for this stage is \$97,776.00
- 2nd Stage: Remove moldy insulation on the interior of the damaged south garage section once the roof is replaced and then refinish the interior. The amount requested for this project is \$67,380.00 and is a budgeted item for 2024.
- 3rd Stage: Insulating the building on the outside and covering in steel siding. New signage. The amount requested for this project is \$106,325.00 and is a budgeted item for 2024.

Quotes for the projects were received from Schwikert's. The quotes met state statute requirements that allow one government agency to purchase from contracts competitively solicited by another government agency through a cooperative procurement agreement with one or more other public bodies, or agencies, for the purpose of combining requirements to increase efficiency or reduce administrative expenses. The quote was obtained through NCPA/OMNIA, who is a national government purchasing cooperative that works to reduce the cost of goods and services by leveraging the purchasing power.

On motion by Councilperson Sue Craig, seconded by Councilperson Paul Harris, the council approved the project and quotes from Schwikert's. Upon voice vote, it was unanimous.

RESIGNATION – LIQUOR STORE ASSISTANT MANAGER – JILL LUNZ

Jill Lunz submitted her resignation as assistant manager at the liquor store. Her last day in the assistant manager position will be December 31, 2023. She would like to stay working on a part-time basis at the liquor store (15 hours a week) starting on January 1, 2024.

On motion by Councilperson Paul Harris, seconded by Councilperson Kathleen Hanson to approve Jill's request. Upon voice vote, it was unanimous.

**PROPOSED ORDINANCE 013, 4TH SERIES AMENDING CHAPTER 156.006 TO THE
ST. JAMES CITY CODE PERTAINING TO FLOODPLAIN MANAGEMENT
REGULATIONS – 1ST READING**

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The City was notified by the Department of natural Resources that the city is required to amend our Floodplain Ordinance by December 7, 2023 in order to continue participating in the National Flood Insurance Program (NFIP).

On motion by Councilperson Paul Harris, seconded by Councilperson Kathleen Hanson, **ORDINANCE NO. 013, 4TH SERIES, “AN ORDINANCE AMENDING CHAPTER 156.006 OF THE ST. JAMES CITY CODE PERTAINING TO THE FLOODPLAIN MANAGEMENT REGULATIONS”**, received its first reading. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared said Ordinance No. 013-4th Series to have received its first reading.

PROPOSED ORDINANCE 014, 4TH SERIES ADDING SECTION 71.21 TO CHAPTER 71, PARKING REGULATIONS TO THE ST. JAMES CITY CODE – 1ST READING

The proposal is being made to add regulations to our current ordinances regarding regulations for electric vehicle (EV) charging stations within the city limits of St. James.

On motion by Councilperson Sue Craig, seconded by Councilperson Paul Harris “**AN ORDINANCE NO. 014, 4TH SERIES ADDRESSING ELECTRIC VEHICLE CHARGING STATIONS SECTION 71.21 TO CHAPTER 71, PARKING REGULATIONS**”, received its first reading. Upon hand vote the following voted:

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

NAYS: None

LEAGUE OF MINNESOTA CITIES LIABILITY WAIVER

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return the “Liability Coverage Waiver Form” every year during renewal.

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On motion by Councilperson Paul Harris, seconded by Councilperson Gene Hildebrandt, the Council approved signing the form to not waive the monetary limits on municipal tort liability. Upon voice vote it was unanimous.

Motion by Councilperson Hannah Rushing, seconded by Councilperson Kathleen Hanson to adjourn. All ayes – motion carried. Meeting adjourned at 6:11 p.m.

Kristin Hurley, City Clerk-Treasurer