

**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, January 2, 2024 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

Staff Present: City Manager Amanda Glass, City Clerk-Treasurer Kris Hurley, City Attorney Mike Kircher

**MINUTES**

On motion by Councilperson Paul Harris, seconded by Councilperson Gene Hildebrandt, the amended minutes of the regular meeting of December 5, 2023 were found correct as written.

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

NAYS: None

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

On motion by Councilperson Kathleen Hanson, seconded by Councilperson Hannah Rushing, the minutes of the regular meeting of December 19, 2023 were found correct as written.

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

NAYS: None

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

**CONSENT ITEMS**

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

Payment of claims totaling \$611,469.14 as follows: checks No. 700984 – 701063 and ACH No. 1438 - 1451 as listed in the check register.

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

**CITY COUNCIL MINUTES**  
**JANUARY 2, 2024**  
**PAGE 2**

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

Schools, Conference and Workshops:

Transformer School – Marshall MN – January 23, 2024 – January 26, 2024

Giovanni Flores, Brady Nickel

Meter School –Marshall MN – February 6, 2024 – February 9, 2024

Giovanni Flores, Brady Nickel

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

**OLD BUSINESS**

**CONSIDERATION TO APPROVE ORDINANCE 017, 4<sup>TH</sup> SERIES AMENDING CHAPTER 151.26 REMOVAL OF SNOW AND ICE – 2<sup>ND</sup> READING**

On motion by Councilperson Hannah Rushing, seconded by Councilperson Gene Hildebrandt, “**ORDINANCE NO. 017, 4<sup>TH</sup> SERIES, AN ORDINANCE AMENDING CHAPTER 151.26 REMOVAL OF SNOW AND ICE**”, received its second reading. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared said Ordinance No. 017, 4<sup>th</sup> Series to have received its second reading.

**NEW BUSINESS**

**RESOLUTION 01-24-01 APPROVING ORDINANCE 017, 4<sup>TH</sup> SERIES AMENDING CHAPTER 151.26 OF THE ST. JAMES CITY CODE PERTAINING TO THE REMOVAL OF SNOW AND ICE AND AUTHORIZING THE TITLE AND SUMMARY PUBLICATION**

Councilperson Paul Harris introduced **RESOLUTION 01-24-01**, and moved its adoption “**APPROVING ORDINANCE 017, 4<sup>TH</sup> SERIES AMENDING CHAPTER 151.26 OF THE ST. JAMES CITY CODE PERTAINING TO THE REMOVAL OF SNOW AND ICE AND AUTHORIZING THE TITLE AND SUMMARY PUBLICATION**” and dispensed with the reading. Councilperson Sue Craig duly seconded it. Upon hand vote the following voted:

**CITY COUNCIL MINUTES**  
**JANUARY 2, 2024**  
**PAGE 3**

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 01-24-01** duly passed.

**RESOLUTION 01-24-02 AUTHORIZING THE CITY CLERK-TREASURER TO PRE-PAY DISCOUNT INVOICES PRIOR TO COUNCIL APPROVAL AND INVEST SURPLUS FUNDS AT THE BEST PRACTICAL RATE**

Councilperson Sue Craig introduced **RESOLUTION 01-24-02**, moved its adoption “**AUTHORIZING THE CITY CLERK-TREASURER TO PRE-PAY DISCOUNT INVOICES PRIOR TO COUNCIL APPROVAL AND INVEST SURPLUS FUNDS AT THE BEST PRACTICAL RATE**” and dispensed with the reading. Councilperson Kathleen Hanson duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 01-24-02** duly passed.

**RESOLUTION 01-24-03 NAMING THE ST. JAMES PLAIND DEALER AS THE OFFICIAL NEWSPAPER FOR CITY BUSINESS FOR 2024**

Councilperson Paul Harris introduced **RESOLUTION 01-24-03**, and moved its adoption “**NAMING THE ST. JAMES PLAIND DEALER AS THE OFFICIAL NEWSPAPER FOR CITY BUSINESS FOR 2024**”, and dispensed with the reading. Councilperson Sue Craig duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 01-24-03** duly passed.

**RESOLUTION 01-24-04 ESTABLISHING PIONEER BANK OF ST. JAMES, FIRST NATIONAL BANK OF ST. JAMES, MINNESOTA MUNICIPAL MONEY MARKET FUND AND EDWARD JONES INVESTMENT BRANCH OF ST. JAMES OFFICIAL CITY DESPOSITORIES FOR CITY BUSINESS**

**CITY COUNCIL MINUTES**  
**JANUARY 2, 2024**  
**PAGE 4**

Councilperson Paul Harris introduced **RESOLUTION 01-24-04**, and moved its adoption **“RESOLUTION 01-24-04 ESTABLISHING PIONEER BANK OF ST. JAMES, FIRST NATIONAL BANK OF ST. JAMES, MINNESOTA MUNICIPAL MONEY MARKET FUND AND EDWARD JONES INVESTMENT BRANCH OF ST. JAMES OFFICIAL CITY DESPOSITORIES FOR CITY BUSINESS”**, and dispensed with the reading. Councilperson Sue Craig duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 01-24-04** duly passed.

**RESOLUTION 01-24-05 AMENDING RESOLUTION 01.23.04 PROVIDING FOR AMENDMENTS TO THE CITY OF ST. JAMES EMPLOYEE HANDBOOK OF PERSONNEL POLICIES**

Councilperson Kathleen Hanson introduced **RESOLUTION 01-24-05**, and moved its adoption **“RESOLUTION 01-24-05 AMENDING RESOLUTION 01-23-04 PROVIDING FOR AMENDMENTS TO THE CITY OF ST. JAMES EMPLOYEE HANDBOOK OF PERSONNEL POLICIES”**, and dispensed with the reading. Councilperson Hannah Rushing duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 01-24-05** duly passed.

**RESOLUTION 01-24-06 ESTABLISHING DATE AND TIME OF REGULAR MEETINGS**

Councilperson Gene Hildebrandt introduced **RESOLUTION 01-24-06**, and moved its adoption **“ESTABLISHING DATE AND TIME OF REGULAR MEETINGS”**, and dispensed with the reading. Councilperson Paul Harris duly seconded it. 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 01-24-06** duly passed.

**CITY COUNCIL MINUTES**  
**JANUARY 2, 2024**  
**PAGE 5**

**RESOLUTION 01-24-07 ADOPTING THE 2024 FEE SCHEDULE**

Councilperson Hannah Rushing introduced **RESOLUTION 01-24-07**, and moved its adoption “**ADOPTING THE 2024 FEE SCHEDULE**”, and dispensed with the reading. Councilperson Sue Craig duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 01-24-07** duly passed.

**RESOLUTION 01-24-08 ESTABLISHING 2024 BOARDS AND COMMISSIONS MAYORAL APPOINTMENTS**

Councilperson Sue Craig introduced **RESOLUTION 01-24-08**, and moved its adoption “**ESTABLISHING 2024 BOARDS AND COMMISSIONS MAYORAL APPOINTMENTS**”, and dispensed with the reading. Councilperson Gene Hildebrandt duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 01-24-08** duly passed.

**RESOLUTION 01-24-09 AUTHORIZING THE CITY CLERK-TREASURER TO TRANSFER FUNDS AS BUDGETED IN 2023**

Councilperson Paul Harris introduced **RESOLUTION 01-24-09**, and moved its adoption “**AUTHORIZING THE CITY CLERK-TREASURER TO TRANSFER FUNDS AS BUDGETED IN 2023**”, and dispensed 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 01-24-09** duly passed.

**CITY COUNCIL MINUTES**  
**JANUARY 2, 2024**  
**PAGE 6**

**RESOLUTION 01-24-10 AUTHORIZING THE CITY CLERK-TREASURER TO TRANSFER BOND PAYMENTS AS BUDGETED FOR 2023**

Councilperson Hannah Rushing introduced **RESOLUTION 01-24-10**, and moved to table **“AUTHORIZING THE CITY CLERK-TREASURER TO TRANSFER BOND PAYMENTS AS BUDGETED FOR 2023”**, until the January 16, 2024, council meeting. Councilperson Paul Harris duly seconded tabling the resolution. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 01-24-10** tabled.

**RESOLUTION 01-24-11 GRANTING SPECIAL USE PERMIT TO ALLOW FOR AN EVENT CENTER IN A R-1 “ONE- AND TWO-FAMILY RESIDENTIAL DISTRICT”**

Councilperson Gene Hildebrandt introduced **RESOLUTION 01-24-11**, and moved its adoption **“GRANTING SPECIAL USE PERMIT TO ALLOW FOR AN EVENT CENTER IN A R-1 “ONE- AND TWO-FAMILY RESIDENTIAL DISTRICT”**, and dispensed with the reading. Councilperson Kathleen Hanson duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 01-24-11** duly passed.

**RESOLUTION 01-24-12 AUTHORIZING THE CITY MANAGER TO ENTER INTO THE REVISIONS OF CONTRACT NO. 12-UGPR-1074 WITH WESTERN AREA POWER ADMINISTRATION**

Councilperson Paul Harris introduced **RESOLUTION 01-24-12**, and moved its adoption **“AUTHORIZING THE CITY MANAGER TO ENTER INTO THE REVISIONS OF CONTRACT NO. 12-UGPR-1074 WITH WESTERN AREA POWER ADMINISTRATION”**, and dispensed with the reading. Councilperson Sue Craig duly seconded it. Upon hand vote the following voted:

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

**CITY COUNCIL MINUTES  
JANUARY 2, 2024  
PAGE 7**

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 01-24-12** duly passed.

**CONSIDERATION TO APPROVE PURCHASE REQUEST – WASTEWATER**

Mark Anderson, Wastewater Superintendent, is requesting permission to purchase a pickup truck. The truck was ordered in October 2023 due to truck orders taking 14-months for delivery. The state-bid price for the truck is \$54,750.00. The Wastewater took delivery of the truck on December 28, 2023. The 2023 budget currently has \$33,000.00 available for equipment purchases and the 2024 budget reflects \$50,000.00 for this truck. This purchase is covered by the wastewater fund, not the capital equipment fund.

Motion by councilperson Gene Hildebrandt, seconded by Councilperson Paul Harris to approve the purchase of the truck. Upon voice vote, it was unanimous.

**STATE OF CITY**

Mayor Jonathan Wilson gave a state of the city address providing what has happened and been accomplished in 2023.

Motion by Councilperson Kathleen Hanson, seconded by Councilperson Gene Hildebrandt to adjourn. All ayes – motion carried. Meeting adjourned at 6:01 p.m.

---

Kristin Hurley, City Clerk-Treasurer