

**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 16, 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

Absent: Hannah Rushing, Kathleen Hanson

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

MINUTES

On motion by Councilperson Sue Craig, seconded by Councilperson Paul Harris, the minutes of the regular meeting of January 2, 2024, were found correct as written.

AYES: Councilperson Sue Craig, Paul Harris, Gene Hildebrandt

NAYS: None

Whereupon Mayor Jonathan Wilson declared said motion to have passed 3-0.

CONSENT ITEMS

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

Payment of claims totaling \$1,095,836.63 as follows: checks No. 701073 – 701153 and ACH No. 1459 as listed in the check register.

Whereupon Mayor Jonathan Wilson declared said motion to have passed 3-0.

LICENSES AND PERMITS

The Watonwan River Longbeards has applied for a gambling permit for bingo and raffle at the American Legion on April 5, 2024.

On motion by Councilperson Gene Hildebrandt, seconded by Councilperson Paul Harris, the council approved the gambling permit. Upon voice vote, it was unanimous.

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The South East Region Chapters of Delta Waterfowl applied for a gambling permit to hold a raffle at the St. James American Legion on January 20, 2024.

On motion by Councilperson Sue Craig, seconded by Councilperson Gene Hildebrandt, the permit was approved pending submission of all required documentation. Upon voice vote, it was unanimous.

NEW BUSINESS

SPLASH PAD PROJECT

Travis Elg, Splash Pad Project Committee Chair, is seeking approval for the construction and implementation of a splash pad east of the St. James Swimming Pool.

The project cost is estimated to be \$315,000.00, which would include shade, benches, and all ground sprays installed within the proposed 3,600 square foot concrete splash pad. The cost can be flexible based on fundraising efforts, grants, and city contribution. The City will conduct site preparation for the splash pad, if approved.

The Committee is confident in efforts to raise \$150,000.00 for this project, with \$53,000.00 raised to date. The Committee is working with the St. James Community Fund to collect donations. The Community Fund is a 5019(c)3, so donations are tax exempt. The Park Board recommends the City Council approve the splash pad project and continue fundraising efforts.

Amanda Glass, City Manager, believes any shortfall could come out of the capital improvement fund.

On motion by Councilperson Sue Craig, seconded by Councilperson Gene Hildebrandt to approve the Splash Pad Committee continue to move forward with the project. Upon voice vote, it was unanimous.

RESOLUTION 01-24-10 AUTHORIZING THE CITY CLERK-TREASURER TO TRANSFER FUNDS AS BUDGETED IN 2023

Councilperson Gene Hildebrandt introduced **RESOLUTION 01-24-10**, and moved its adoption **“AUTHORIZING THE CITY CLERK-TREASURER TO TRANSFER FUNDS AS BUDGETED IN 2023”** 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

NAYS: None

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

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RESOLUTION 01-24-13 AMENDING RESOLUTION 01-24-05 PROVIDING FOR AMENDMENTS TO THE CITY OF ST. JAMES EMPLOYEE HANDBOOK OF PERSONNEL POLICIES

Councilperson Paul Harris introduced **RESOLUTION 01-24-13**, moved its adoption “**AMENDING RESOLUTION 01-24-05 PROVIDING FOR AMENDMENTS TO THE CITY OF ST. JAMES EMPLOYEE HANDBOOK OF PERSONNEL POLICIES**” 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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 01-24-13** duly passed.

RESOLUTION 01-24-14 AUTHORIZING THE ECONOMIC DEVELOPMENT DIRECTOR TO ENTER INTO THE PROGRAM APPLICATION COMMITMENT AGREEMENT WITH MINNESOTA HOUSING FINANCE AGENCY

Councilperson Gene Hildebrandt introduced **RESOLUTION 01-24-14**, and moved its adoption “**AUTHORIZING THE ECONOMIC DEVELOPMENT DIRECTOR TO ENTER INTO THE PROGRAM APPLICATION COMMITMENT AGREEMENT WITH MINNESOTA HOUSING FINANCE AGENCY**”, 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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 01-24-14** duly passed.

RESOLUTION 01-24-15 GRANTING SIGNAGE APPROVAL AT 501 1ST AVENUE SOUTH

Councilperson Sue Craig introduced **RESOLUTION 01-24-15**, and moved its adoption “**GRANTING SIGNAGE APPROVAL AT 501 1ST AVENUE SOUTH**”, and dispensed with the reading. Councilperson Paul Harris duly seconded it. Upon hand vote the following voted:

AYES: Councilperson Sue Craig, Paul Harris, Gene Hildebrandt

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 01-24-15** duly passed.

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FIRE DEPARTMENT NEW HIRES / APPOINTMENTS

The following fire department members have accepted positions with the St. James Fire Department as Officials. The start date for these positions is January 1, 2024.

Chiefs:

Bill Nelson, Fire Chief
Lucus Sandbo, Assistant Fire Chief
Seth Basmoen, Assistant Fire Chief

Captains:

Joe Thulien, Truck 1	Shawn Gappa, Truck 2
Danny Rotert, Truck 3	Josh Moll, Truck 4
Mike Wolner, Truck 5	Bob Moll, Truck 6-7
Jose Vidana, Truck 8-9	

On motion by Councilperson Gene Hildebrandt, seconded by Councilperson Sue Craig, the council approved the new hire / appointments. Upon voice vote, it was unanimous.

AMBULANCE NEW HIRE – AMBULANCE DIRECTOR

Holly Wallace has accepted the position as Ambulance Director for the St. James Ambulance Service. Her start date is December 21, 2023.

On motion by Councilperson Paul Harris, seconded by Councilperson Sue Craig, the council approved hiring Holly Wallace as Ambulance Director. Upon voice vote, it was unanimous.

Motion by Councilperson Paul Harris, seconded by Councilperson Gene Hildebrandt to adjourn. All ayes – motion carried. Meeting adjourned at 5:59 p.m.

Kristin Hurley, City Clerk-Treasurer