

**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, April 2, 2024, at 5:30 p.m.

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

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

Absent: Paul Harris

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

MINUTES

On motion by Councilperson Hannah Rushing, seconded by Councilperson Kathleen Hanson, the minutes of the regular meeting of March 19, 2024, were found correct as written.

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared said motion to have passed 4-0.

On motion by Councilperson Gene Hildebrandt, seconded by Councilperson Sue Craig, the minutes of the Park Board meeting of September 13, 2023, were approved.

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared said motion to have passed 4-0.

CONSENT ITEMS

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

Payment of claims totaling \$564,448.35 is as follows: checks No. 701521 – 701522, 701525 - 701605 and ACH No. 1539 – 1550 as listed in the check register.

Whereupon Mayor Jonathan Wilson declared said motion to have passed 4-0.

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LICENSES AND PERMITS

Kristine Lopez dba: Kris Tacos applied for a Vending Wagon License. All documentation has been received and fees have been paid.

On motion by Councilperson Sue Craig, seconded by Councilperson Hannah Rushing, the council approved the vending wagon license. Upon voice vote, it was unanimously approved.

Daniel Miller dba: Norseman Lobster LLC applied for a Vending Wagon License. All documentation has been received and fees have been paid.

On motion by Councilperson Kathleen Hanson, seconded by Councilperson Gene Hildebrandt, the council approved the vending wagon license. Upon voice vote, it was unanimously approved.

NEW BUSINESS

RESOLUTION 04-24-01 ACCEPTING BID FOR THE 2024 INDUSTRIAL PARK EXPANSION

Pursuant to an advertisement for bids for the 2024 Industrial Park Expansion, bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

<u>Bidder:</u>	<u>Bid Amount:</u>
Dirt Merchant, Inc.	\$387,930.00
Mensing Construction, LLC	\$411,539.00
W.W. Blacktopping, Inc.	\$420,971.40
Nielsen Blacktopping, Inc.	\$429,140.40
M.R. Paving & Excavating, Inc.	\$448,830.17
GM Contracting, Inc.	\$475,519.04
Land Pride Construction, LLC	\$521,371.60

Dirt Merchant, Inc. of Mankato, Minnesota is the lowest responsible bidder.

Councilperson Gene Hildebrandt introduced **RESOLUTION 04-24-01** and moved its adoption "**RESOLUTION 04-24-01 ACCEPTING BID FOR THE 2024 INDUSTRIAL PARK EXPANSION**" and dispensed with the reading. Councilperson Sue Craig duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 04-24-01** duly passed 4-0.

RESOLUTION 04-24-02 APPROVING GRANT AGREEMENT FOR THE ACTIVE TRANSPORTATION ACCOUNT

The City of St. James has applied to the Commissioner of Transportation for a grant from the Active Transportation Account and the Commissioner of Transportation has given notice that the funding for this project is available. The grant has been determined to be \$182,981.00 and the grant number is SAP 083-590-002.

Councilperson Kathleen Hanson introduced **RESOLUTION 04-24-02** and moved its adoption “**RESOLUTION 04-24-02 APPROVING GRANT AGREEMENT FOR THE ACTIVE TRANSPORTATION ACCOUNT**” and dispensed with the reading. Councilperson Hannah Rushing duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 04-24-02** duly passed 4-0.

RESOLUTION 04-24-03 ACCEPTING BID FOR THE 2024 ACTIVE TRANSPORTATION SIDEWALK IMPROVEMENTS SAP 083-590-002

Pursuant to an advertisement for bids for the 2024 Active Transportation Sidewalk Improvements, bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

<u>Bidder:</u>	<u>Bid Amount:</u>
Nielsen Concrete, LLC	\$194,461.00
M.R. Paving & Excavating, Inc.	\$196,072.19

Nielsen Concrete, LLC of Kasota, Minnesota is the lowest responsible bidder.

Councilperson Sue Craig introduced **RESOLUTION 04-24-03**, moved its adoption “**RESOLUTION 04-24-03 ACCEPTING BID FOR THE 2024 ACTIVE TRANSPORTATION SIDEWALK IMPROVEMENTS SAP 083-590-002**”, 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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 04-24-03** duly passed 4-0.

**RESOLUTION 04-24-04 APPROVING FINANCIAL RENEWAL AND TERMS
AMENDMENT TO THE ADMINISTRATIVE SERVICES AGREEMENT WITH BLUE
CROSS BLUE SHIELD**

Councilperson Kathleen Hanson introduced **RESOLUTION 04-24-04** and moved its adoption. **“RESOLUTION 0-24-04 APPROVING FINANCIAL RENEWAL AND TERMS AMENDMENT TO THE ADMINISTRATIVE SERVICES AGREEMENT WITH BLUE CROSS BLUE SHIELD”** and dispensed with the reading. Councilperson Hannah Rushing duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 04-24-04** duly passed 4-0.

RETIREMENT – STEVE LANG, WATER DEPARTMENT

Steve Lang has been employed with the City of St. James for 16 years as a water operator with the Water Department. He is set to retire on June 28, 2024. He is retiring from the City in good standing and we appreciate his years of service and commitment to the City.

On motion by Councilperson Hannah Rushing, seconded by Councilperson Kathleen Hanson, the council approved the retirement of Steve Lang in good standing. Upon voice vote, it was unanimously approved.

PURCHASE REQUEST – BLACKTOP CRUSHING – STREET / PARK DEPARTMENT

Chad Stradtman, Street/Park Superintendent, is requesting approval to crush the city’s pile of blacktop/concrete that is located at the corner of 15th Street So and 1st Avenue So. This is a budgeted item through the ARPA funds. Two quotes were received:

Holtmeier Construction Inc.	\$4.50 per ton
R & E Enterprises of Mankato, Inc.	\$4.85 per ton

On motion by Councilperson Gene Hildebrandt, seconded by Councilperson Kathleen Hanson, to move forward with Holtmeier Construction Inc. Upon voice vote, it was unanimously approved.

Motion by Councilperson Hannah Rushing, seconded by Councilperson Gene Hildebrandt to adjourn. All ayes – motion carried. Meeting adjourned at 5:45 p.m.

Kristin Hurley, City Clerk-Treasurer