

**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, May 7, 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, Paul Harris, Gene Hildebrandt, Hannah Rushing

Absent: None

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 Kathleen Hanson, the minutes of the regular meeting of April 16, 2024, were found correct as written.

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

NAYS: None

ABSTAIN: Councilperson Hannah Rushing

Whereupon Mayor Jonathan Wilson declared said motion to have passed 4-0-1.

CONSENT ITEMS

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

Payment of claims totaling \$371040.25 is as follows: checks No. 701695 – 701699, 701707 - 701817 and ACH No. 1558, 1565 - 1578 as listed in the check register.

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

PUBLIC HEARING

Pursuant to Notice of Public Hearing regarding tetrahydrocannabinol (THC) product sales license for Twins 1123 Trading LLC, dba St. James Tobacco, Mayor Jonathan Wilson closed the regular meeting at 5:31 p.m. and opened the public hearing. There were approximately 4 citizens, and 6 city employees present for the public hearing.

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A public hearing was held to allow for comments and discussion regarding the issuance of the THC product sales license. There were no public comments.

Mayor Jonathan Wilson closed the public hearing and re-opened the regular meeting at 5:34 p.m.

LICENSES AND PERMITS

Twins 1123 Trading LLC, dba St. James Tobacco applied for Tetrahydrocannabinol (THC) Product Sales License. All documentation has been received, background check completed, and fees have been paid.

On motion by Councilperson Hannah Rushing, seconded by Councilperson Paul Harris, the council approved the THC Product Sales license. Upon voice vote, it was unanimously approved.

St. James Sertoma Club applied for a Special Event Permit for St. James Prom to be held on Saturday, May 4, 2024. Staff have reviewed and approved the permit application with no pending items needed.

On motion by Councilperson Sue Craig, seconded by Councilperson Paul Harris, the council approved the Special Event Permit. Upon voice vote, it was unanimously approved.

St. James Chamber of Commerce applied for a Special Event Permit for St. James Hot Dog Days. The event to be held on Saturday, May 18, 2024. Staff have reviewed and approved the permit application with no pending items needed.

On motion by Councilperson Gene Hildebrandt, seconded by Councilperson Hannah Rushing, the council approved the Special Event Permit. Upon voice vote, it was unanimously approved.

St. James High School applied for a Special Event Permit for the St. James All Student Triathlon event to be held on Thursday, May 30, 2024. Staff have reviewed and proved the permit application with no pending items needed. Upon voice vote, it was unanimously approved.

On motion by Councilperson Sue Craig, seconded by Councilperson Kathleen Hanson, the council approved the Special Event Permit. Upon voice vote, it was unanimously approved.

Run for Change applied for a Special Event Permit for the Run for Change event to be held on Saturday, September 21, 2024. The staff has reviewed and approved the permit application with no pending items needed. Upon voice vote, it was unanimously approved.

On motion by Councilperson Hannah Rushing, seconded by Councilperson Gene Hildebrandt, the council approved the Special Event Permit. Upon voice vote, it was unanimously approved.

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Dave Nelson Plumbing LLC applied for a plumbing business license. Staff has reviewed the application and there are no pending items needed. Upon voice vote, it was unanimously approved.

On motion by Councilperson Paul Harris, seconded by Councilperson Kathleen Hanson, the council approved the plumbing business license. Upon voice vote, it was unanimously approved.

St. James Baseball Association applied for a gambling permit to host a raffle at Veterans Field on Sunday, July 28, 2024. Staff has reviewed the application and there are no pending items needed. Upon voice vote, it was unanimously approved.

On motion by Councilperson Gene Hildebrandt, seconded by Councilperson Sue Craig, the council approved the Special Event Permit. Upon voice vote, it was unanimously approved.

NEW BUSINESS

RESOLUTION 05-24-01 GRANTING SIGNAGE APPROVAL AT 1205 6TH AVENUE SOUTH

Councilperson Gene Hildebrandt introduced **RESOLUTION 05-24-01** and moved its adoption. **“RESOLUTION 05-24-01 GRANTING SIGNAGE APPROVAL AT 1205 6TH AVENUE SOUTH”** and dispensed with the reading. Councilperson Hannah Rushing duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 05-24-01** duly passed 5-0.

RESOLUTION 05-24-02 AMENDING THE STANDARD OPERATING PROCEDURE MANUAL OF THE ST. JAMES FIRE DEPARTMENT

Councilperson Paul Harris introduced **RESOLUTION 05-24-02** and moved its adoption. **“RESOLUTION 05-24-02 AMENDING THE STANDARD OPERATING PROCEDURE MANUAL OF THE ST. JAMES FIRE DEPARTMENT”** and dispensed with the reading. Councilperson Sue Craig duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 05-24-02** duly passed 5-0.

RESOLUTION 05-24-03 APPROVING GRANT AGREEMENT FOR THE MINNESOTA HOUSING FINANCE AGENCY COMMUNITY HOME OWNERSHIP IMPACT FUND AND AUTHORIZING THE MAYOR, CITY MANAGER, AND ECONOMIC DEVELOPMENT DIRECTOR TO ENTER INTO THE GRANT AGREEMENT

Councilperson Sue Craig introduced **RESOLUTION 05-24-03** and moved its adoption. “**RESOLUTION 05-24-03 APPROVING GRANT AGREEMENT FOR THE MINNESOTA HOUSING FINANCE AGENCY COMMUNITY HOME OWNERSHIP IMPACT FUND AND AUTHORIZING THE MAYOR, CITY MANAGER, AND ECONOMIC DEVELOPMENT DIRECTOR TO ENTER INTO THE GRANT AGREEMENT**” and dispensed with the reading. Councilperson Kathleen Hanson duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 05-24-03** duly passed 5-0.

RESOLUTION 05-24-04 ACCEPTING FINANCIAL GIFT FROM THE AMERICAN LEGION POST #33

Councilperson Hannah Rushing introduced **RESOLUTION 05-24-04** and moved its adoption. “**RESOLUTION 05-24-04 ACCEPTING FINANCIAL GIFT FROM THE AMERICAN LEGION POST #33**” and dispensed with the reading. Councilperson Paul Harris duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 05-24-04** duly passed 5-0.

PURCHASE REQUEST – TRUCK REPLACEMENT – ELECTRIC DEPARTMENT

Matt Runge, Electric Department Superintendent, is requesting approval to replace Truck #29 (2016). State bid quote to replace Truck #29 is \$96,221.00 as follows: chassis \$31,951.00 through ABM Equipment and 4x4 crew cab \$64,270.00 through Chuck Spaeth Ford. This amount does not include a trade-in value amount because it is a specialty truck and will be put on auction. This replacement is a budgeted item for 2024.

On motion by Councilperson Paul Harris, seconded by Councilperson Gene Hildebrandt council approved the replacement of truck 29. Upon voice vote, it was unanimously approved.

PURCHASE REQUEST – FACILITY REPAIR – LIQUOR STORE

Bev Lenning, Liquor Store Manager, is requesting approval to have the east outside wall repaired to prevent further water leakage and damage. The repair is necessary. The cost of the repair totals \$6,520.00, and the work will be completed by Ron Aden Construction and Glenn Sieve Construction. This is not a budgeted item for 2024. The Liquor Fund has an amount of \$590,606.50 as of April 30, 2024. The cost of repairs will be funded through the liquor fund reserves.

On motion by Councilperson Sue Craig, seconded by Councilperson Hannah Rushing, council approved the facility repair at the liquor store. Upon voice vote, it was unanimously approved.

CONSIDERATION TO APPROVE ORDINANCE NO. 020, 4TH SERIES AMENDING CHAPTER 90 OF THE ST. JAMES CITY CODE PERTAINING TO PUBLIC NUISANCES – FIRST READING

On motion by Councilperson Gene Hildebrandt, seconded by Councilperson Paul Harris, “**ORDINANCE NO. 020, 4TH SERIES, AN ORDINANCE AMENDING CHAPTER 90 OF THE ST. JAMES CITY CODE PERTAINING TO PUBLIC NUISANCES**”, received its first reading. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared Ordinance No. 020, 4th Series to have received its first reading.

CONSIDERATION TO APPROVE ORDINANCE NO. 021, 4TH SERIES ADDING CHAPTER 95 TO THE ST. JAMES CITY CODE PERTAINING TO ABANDONED VEHICLES – FIRST READING

On motion by Councilperson Hannah Rushing, seconded by Councilperson Sue Craig, “**ORDINANCE NO. 021, 4TH SERIES, AN ORDINANCE ADDING CHAPTER 95 TO THE ST. JAMES CITY CODE PERTAINING TO ABANDONED VEHICLES**”, received its first reading. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared Ordinance No. 021, 4th Series to have received its first reading.

CONSIDERATION TO APPROVE ORDINANCE NO. 022, 4TH SERIES ADDING CHAPTER 96 TO THE ST. JAMES CITY CODE PERTAINING TO NOISE CONTROL – FIRST READING

On motion by Councilperson Gene Hildebrandt, seconded by Councilperson Kathleen Hanson, “**ORDINANCE NO. 022, 4TH SERIES, AN ORDINANCE ADDING CHAPTER 96 TO THE ST. JAMES CITY CODE PERTAINING TO NOISE CONTROL**”, received its first reading. 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 Ordinance No. 022, 4th Series to have received its first reading.

CONSIDERATION TO APPROVE ORDINANCE NO. 023, 4TH SERIES ADDING CHAPTER 97 TO THE ST. JAMES CITY CODE PERTAINING TO PARK REGULATIONS – FIRST READING

On motion by Councilperson Paul Harris, seconded by Councilperson Sue Craig, “**ORDINANCE NO. 023, 4TH SERIES, AN ORDINANCE ADDING CHAPTER 97 TO THE ST. JAMES CITY CODE PERTAINING TO PARK REGULATIONS**”, received its first reading. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared Ordinance No. 023, 4th Series to have received its first reading.

CONSIDERATION TO APPROVE ORDINANCE NO. 024, 4TH SERIES AMENDING CHAPTER 156.033 TO THE ST. JAMES CITY CODE PERTAINING TO SIGNS– FIRST READING

On motion by Councilperson Sue Craig, seconded by Councilperson Paul Harris, “**ORDINANCE NO. 024, 4TH SERIES, AN ORDINANCE AMENDING CHAPTER 156.033 TO THE ST. JAMES CITY CODE PERTAINING TO SIGNS**”, received its first reading. Upon hand vote the following voted:

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

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NAYS: None

Whereupon Mayor Jonathan Wilson declared Ordinance No. 024, 4th Series to have received its first reading.

Motion by Councilperson Hannah Rushing, seconded by Councilperson Paul Harris to adjourn. All ayes – motion carried. The meeting adjourned at 6:19 p.m.

Kristin Hurley, City Clerk-Treasurer