

**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, June 4, 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 Hannah Rushing, seconded by Councilperson Kathleen Hanson, the minutes of the regular meeting of May 21, 2024, were found correct as written.

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

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 \$780,368.14 is as follows: checks No. 701919 - 701991 and ACH No. 1586 - 1587, 1594 - 1603 as listed in the check register.

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

**LICENSES AND PERMITS**

St. James Railroad Days Committee applied for a Special Event Permit for St. James Railroad Days to be held June 17 – 23, 2024. Staff have reviewed and approved the permit application with no pending items needed.

On motion by Councilperson Gene Hildebrandt, 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 the Farmer's Market. The event to be held every Wednesday starting June 5, 2024, through October 31, 2024. Staff have reviewed and approved the permit application with no pending items needed.

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.

**NEW BUSINESS**

**CONSIDERATION TO APPROVE INTERNAL EMPLOYEE TRANSFER – WATER DEPARTMENT**

When job vacancies occur within the bargaining unit, notice shall be posted for 10 working days prior to the filling of such vacancies. Job vacancies within the bargaining unit shall be filled whenever practicable by transfer or promotion from within. We received two applications internally for the vacancy of a water operator position within the Water Department. Based upon the bargaining unit agreement, Kyle Pinke will be transferring from the Street Department to the Water Department effective May 28, 2024.

On motion by Councilperson Paul Harris, seconded by Councilperson Kathleen Hanson, the council approved the employee transfer of Kyle Pinke from the Street/Park Department to the Water Department effective May 28, 2024. Upon voice vote, it was unanimously approved.

**CONSIDERATION TO APPROVE NEW HIRE – STREET DEPARTMENT**

Devon Schmitz has accepted the position as Street Maintenance Operator. Devon has been placed with later entry within the union pay scales and will be starting at a Grade 5, Step 1. His start date is set for June 3, 2024.

On motion by Councilperson Sue Craig, seconded by Councilperson Hannah Rushing, the council approved the hire of Devon Schmitz as Street Maintenance Operator. Upon voice vote, it was unanimously approved.

**RESOLUTION 06-24-01 ACCEPTING BID 2024 STREET SEAL COATING**

Pursuant to an advertisement for bids for the 2024 street seal coating, bids were received, opened, and tabulated according to the law, and the following bids were received:

| <b><u>Bidder</u></b>    | <b><u>Bid Amount</u></b> |
|-------------------------|--------------------------|
| Pearson Bros., Inc.     | \$227,602.10             |
| Allied Blacktop Company | \$254,343.40             |

Councilperson Sue Craig introduced **RESOLUTION 06-24-01** and moved its adoption. **“RESOLUTION 06-24-01 ACCEPTING BID 2024 STREET SEAL COATING”** and dispensed with the reading. Councilperson Gene Hildebrandt duly seconded it. Upon hand vote the following voted:

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

NAYS: None

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 06-24-01** duly passed 5-0.

**PURCHASE REQUEST – SKID STEER REPLACEMENT – STREET/PARK DEPARTMENT**

Chad Stradtman, Street/Park Superintendent, is requesting to purchase a S770 T4 Bobcat Skid-Steer Loader to replace the current skid steer with snow blower. The cost for the skid steer and snow blower is \$76,210.18. The 2021 S770 Bobcat Skid-Steer will be traded for \$42,500, plus the snow blower for \$1,000. The total cost to replace the front mower is \$40,612.18. The 2024 Street/Park budget has \$40,000 allocated for this purchase via the capital equipment fund. The bid is through state bid.

On motion by Councilperson Paul Harris, seconded by Councilperson Hannah Rushing, council approved the purchase as requested. Upon voice vote, it was unanimously approved.

**PURCHASE REQUEST – TRUCK REPLACEMENT – CODE ENFORCEMENT**

Brandon Showalter, Code Enforcement Officer, is requesting to purchase a used 2020 Ford Ranger Lariat to replace the current truck being utilized by Code Enforcement. The cost for the Ford Ranger is \$29,900. The 2006 and 2013 Ford Trucks will be traded in receiving a \$19,000 trade-in allowance. The 2006 Ford truck is the old two-wheel drive truck that Code Enforcement previously utilized. The 2013 Ford truck is currently being utilized by Code Enforcement. Both trucks have severe maintenance and repair concerns. With the trade-in allowance, the total cost to replace the truck is \$10,900. The 2024 Code Enforcement budget has \$10,000 allocated for this purchase via the capital equipment fund.

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On motion by Councilperson Sue Craig, seconded by Councilperson Kathleen Hanson, council approved the purchase as requested. Upon voice vote, it was unanimously approved.

Motion by Councilperson Hannah Rushing, seconded by Councilperson Paul Harris to adjourn. All ayes – motion carried. The meeting adjourned at 5:45 p.m.

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Kristin Hurley, City Clerk-Treasurer