

**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 Community Building meeting room in said City on Tuesday, July 18, 2023 at 5:30 p.m.

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

Those present: Mayor Jonathan Wilson, Gene Hildebrandt, Sue Craig, Kathleen Hanson, Paul Harris, Hannah Rushing

Those absent: None

Staff present: City Manager Amanda Glass, City Attorney Steve Sunde, City Clerk-Treasurer Kristin Hurley

MINUTES

On motion by Councilperson Kathleen Hanson, seconded by Councilperson Paul Harris, the minutes of the regular meeting of July 11, 2023, were found correct as written.

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

NAYS: None

ABSTAIN: None

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

On motion by Councilperson Gene Hildebrandt, seconded by Councilperson Sue Craig, the minutes of the Park Board meeting of June 5, 2023, were found correct as written.

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

NAYS: None

ABSTAIN: None

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

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CONSENT ITEMS

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

- A. Payment of Claims totaling \$399,596.34 as follows: Checks No. 69995 through 70036 as listed in the Check Register.

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

NEW BUSINESS

RESOLUTION 07-23-02 AUTHORIZING THE CITY OF ST. JAMES TO CREATE A JOINT AIRPORT ZONING BOARD

Councilperson Paul Harris introduced **RESOLUTION 07-23-02, moved its adoption, “RESOLUTION AUTHORIZING THE CITY OF ST. JAMES TO CREATE A JOINT AIRPORT ZONING BOARD”**, and dispensed with the reading. It was duly seconded by Councilperson Hannah Rushing. Upon hand vote the following voted:

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

NAYS: None.

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 07-23-02** to be duly passed.

RESOLUTION 07-23-03 ACCEPTING FINANCIAL GIFT FROM THE ELLINGSBURG ZETTLE VFW POST 1914

Councilperson Gene Hildebrandt introduced **RESOLUTION 07-23-03, moved its adoption, “RESOLUTION ACCEPTING FINANCIAL GIFT FROM THE ELLINGSBURG ZETTLE VFW POST 1914”**, and dispensed with the reading. It was duly seconded by Councilperson Sue Craig. Upon hand vote the following voted:

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

NAYS: None.

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 07-23-03** to be duly passed.

RESOLUTION 07-23-04 ACCEPTING FINANCIAL GIFT FROM THE ELLINGSBURG ZETTLE VFW POST 1914

Councilperson Kathleen Hanson introduced **RESOLUTION 07-23-04, moved its adoption, “RESOLUTION ACCEPTING FINANCIAL GIFT FROM THE ELLINGSBURG ZETTLE VFW POST 1914”**, and dispensed with the reading. It was duly seconded by Councilperson Hannah Rushing. Upon hand vote the following voted:

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

NAYS: None.

Whereupon Mayor Jonathan Wilson declared **RESOLUTION 07-23-04** to be duly passed.

TASK ORDER AMENDMENT – ARC FLASH STUDY

An Arc Flash Risk Assessment is required to be done every five years. The City of St. James last had an assessment in 2016. This assessment includes municipal power plan and substations, 12.47 kV electric distribution system, non-electric utility facilities. The total cost of the assessment is \$27,000.00. The Electric Fund has budgeted \$18,000.00 within the 2023 budget. The remaining \$9,000 has been divided between the departments appropriately and will be budgeted in the 2024 budget in order to complete the arc flash risk assessment.

On motion by Councilperson Sue Craig, seconded by Councilperson Paul Harris, the council approved the Arc Flash Study Task Order Amendment.

Upon voice vote, it was unanimous.

On motion by Councilperson Paul Harris, seconded by Councilperson Gene Hildebrandt, the meeting adjourned at 5:45 p.m.

Kristin Hurley
City Clerk Treasurer