

State of Minnesota  
County of Watonwan

**RESOLUTION NO. 01.25.04**

**RESOLUTION AMENDING RESOLUTION 01.24.05  
PROVIDING FOR AMENDMENTS TO THE CITY OF ST. JAMES  
EMPLOYEE HANDBOOK OF PERSONNEL POLICIES**

**WHEREAS**, The City of St. James, Minnesota has provided for its employees a working document of policies and procedures relating to personnel issues; and

**WHEREAS**, these policies and procedures have provisions to be amended from time to time as necessary; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA**, that the following amendment is hereby incorporated into the City of St. James Employee Handbook of Personnel Policies:

1. Appendix A: 2025 Wages Scale Effective January 1, 2025, per position.
2. Appendix B: Major Medical Insurance for 2025
3. Appendix C: 2025 Pay Scale System using the SAFE pay equity system.
4. Appendix D: 2025 Recommended policy changes.

Adopted by the Council this 7<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Christopher Whitehead, Mayor

ATTEST:

\_\_\_\_\_  
Kristin K. Hurley, City Clerk

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**APPENDIX A:****2025 Wage Scale effective January 1, 2025**

Full-Time Non-Union Employees				
			2025	
NAME	POSITION	PAY EQUITY	MIN	MAX
<b>AMBULANCE</b>				
WOOTEN, LINDSEY	EMT Captain	227	\$23.81	\$30.31
<b>BUILDING INSPECTION</b>				
SHOWALTER, BRANDON	Code Enforcement	141	\$23.81	\$30.31
<b>CITY HALL</b>				
GROTHEM, KATHERINE S	Utility Billing Clerk/Deputy City Clerk	203	\$28.30	\$36.04
HURLEY, KRISTIN K	City Clerk	275	\$40.01	\$50.99
RODRIGUEZ, SYLVIA	Accounts Payable	173	\$26.71	\$34.02
VERA, ALICIA	Receptionist	141	\$23.81	\$30.31
<b>CITY MANAGER</b>				
KNOLL, AMANDA	City Manager	483	\$56.62	\$72.20
<b>COMMUNITY DEVELOPMENT</b>				
STEVENS, TAMMY SUE	Community Outreach/Marketing	238	\$29.97	\$38.19
<b>ECONOMIC DEVELOPMENT</b>				
SANDERS, BRIANNA	EDA Director	275	\$37.76	\$48.12
<b>LIGHT DEPARTMENT</b>				
RUNGE, MATT	Light Superintendent	363	\$53.43	\$68.13
GIFFERSON, JUSTIN	Light Foreman	289	\$47.59	\$60.67
FLORES, GEOVANNI	Light Lineman	225	\$31.75	\$40.46
NICKEL, BRADY	Light Lineman	225	\$31.75	\$40.46
HJELMER, DUSTIN	Light Journeyman	266	\$40.01	\$50.99
<b>LIQUOR</b>				
LENNING, BEVERLY J	Liquor Store Manager	291	\$31.75	\$40.46
HELGET, BROOKE	Assistant Liquor Store Manager	153	\$23.81	\$30.31
<b>POLICE</b>				
BUSBOOM, ALANA M	Police Receptionist	169	\$25.22	\$32.11
NESTEGARD, BRAD	Police Chief	410	\$50.42	\$64.29
<b>STREETS</b>				
STRADTMAN, CHAD M	Street/Park Superintendent	301	\$40.01	\$50.99
<b>WASTEWATER</b>				
ANDERSON, MARK W	Wastewater Superintendent	291	\$42.39	\$54.03
<b>WATER QUALITY</b>				
NELSON, WILLIAM	Water Superintendent	291	\$40.01	\$50.99

Part-Time Employees				
		2025		
NAME	POSITION	PAY EQUITY	MIN	MAX
GENERAL GOVERNMENT BUILDINGS				
REID, STEPHANIE	Cleaning Service	N/A	\$22.09	\$26.92
STURM, MARK	EDA MAINTENANCE	N/A	\$22.09	\$26.92
LIQUOR				
CONNELL, KRISTI	Liquor Store Clerk	141	\$16.44	\$20.03
FISCHER, ROXANNE E	Liquor Store Clerk	141	\$16.44	\$20.03
JOHNSON, TRAVIS	Liquor Store Clerk	141	\$16.44	\$20.03
NELSON, RANDALL W	Liquor Store Clerk	141	\$16.44	\$20.03
WOOTEN, MARGE	Liquor Store Clerk	141	\$16.44	\$20.03
THEATRE				
AGUILAR, SORAYA	Theatre Attendant	N/A	\$13.77	\$16.78
AGUILAR, VALERIA	Theatre Attendant	N/A	\$13.77	\$16.78
DANNHOFF, ASHLYNN	Theatre Attendant	N/A	\$13.77	\$16.78
ELLIAS, JOHN H.	Theatre Attendant	N/A	\$13.77	\$16.78
KUEHL, LILLIANNA	Theatre Attendant	N/A	\$13.77	\$16.78
WESTMAN, JULIA	Theatre Attendant	N/A	\$13.77	\$16.78
GERTSEMA, KRISTEN	Theatre Lead	N/A	\$15.50	\$18.88
ELLIAS, JOSHUA D.	Theatre Lead	N/A	\$15.50	\$18.88
SHORES, JESSICA	Theatre Manager	131	\$22.09	\$26.92
SWIMMING POOL				
VACANT	Slider	N/A	\$12.98	\$15.81
VACANT	Lifeguard	N/A	\$14.61	\$17.80
VACANT	Lifeguard Lead	N/A	\$15.50	\$18.88
VACANT	Assistant Pool Manager	N/A	\$17.44	\$21.25
SHORES, JESSICA	Pool Manager	131	\$22.09	\$26.92
Paid On-Call/Casual Employees				
		On-Call		Call-Out
FIRE DEPARTMENT				
VARIOUS	Firefighter	\$0.00/Hour		\$30.00/Call
BASMOEN, SETH	Assistant Fire Chief	\$3,000.00/Annual		
REINKE, SETH	Assistant Fire Chief	\$3,000.00/Annual		
SANDBO, LUCUS	Fire Chief	\$5,000.00/Annual		
AMBULANCE				
VARIOUS	EMR	\$3.25/Hour		\$25.00/Call
VARIOUS	EMT	\$3.25/Hour		\$25.00/Call
NELSON, RANDEE	EMT Captain	\$8.25/Hour		\$25.00/Call
WALLACE, HOLLY	Ambulance Director	\$22,000.00/Annual		

**APPENDIX B:****Major Medical Insurance for 2025****NON-UNION EMPLOYEE HEALTH INSURANCE BENEFIT**

The 2025 Health Insurance Monthly Contribution for AFSCME Union and Non-Union employees are:

<b><u>PLAN</u></b>	<b><u>TOTAL PREMIUM</u></b>	<b><u>EMPOYER SHARE</u></b>	<b><u>EMPLOYEE SHARE</u></b>
Employee ONLY	\$ Individual Premium	100%	0%
Employee PLUS	\$ Individual Premium	75%	25%

City will pay \$2,750.00 toward the deductible through payroll contribution.

The 2025 Health Insurance Monthly Contribution for LELS Union employees are:

<b><u>PLAN</u></b>	<b><u>TOTAL PREMIUM</u></b>	<b><u>EMPOYER SHARE</u></b>	<b><u>EMPLOYEE SHARE</u></b>
Employee ONLY	\$ Individual Premium	90%	10%
Employee PLUS	\$ Individual Premium	70%	30%

City will pay \$3,000.00 toward the deductible through payroll contribution.

## APPENDIX C:

## 2025 Pay Scale System using the SAFE pay equity system.

NON-UNION										
FULL-TIME										
Step										
Grade	1	2	3	4	5	6	7	8	9	10
1	18.92	19.44	19.96	20.50	21.06	21.63	22.21	22.82	23.43	24.08
2	20.04	20.58	21.14	21.71	22.30	22.91	23.53	24.17	24.82	25.50
3	21.22	21.80	22.39	23.00	23.62	24.26	24.92	25.60	26.29	27.01
4	22.48	23.09	23.71	24.36	25.02	25.70	26.40	27.11	27.85	28.62
5	23.81	24.45	25.12	25.80	26.50	27.22	27.96	28.72	29.50	30.31
6	25.22	25.90	26.61	27.33	28.07	28.84	29.62	30.43	31.25	32.11
7	26.71	27.44	28.18	28.95	29.74	30.55	31.38	32.23	33.11	34.02
8	28.30	29.07	29.86	30.67	31.50	32.36	33.24	34.15	35.08	36.04
9	29.97	30.79	31.63	32.49	33.37	34.28	35.22	36.18	37.16	38.19
10	31.75	32.62	33.51	34.42	35.36	36.32	37.31	38.33	39.37	40.46
11	33.64	34.56	35.50	36.47	37.46	38.48	39.53	40.61	41.72	42.87
12	35.64	36.61	37.61	38.64	39.69	40.77	41.88	43.03	44.20	45.42
13	37.76	38.79	39.85	40.93	42.05	43.20	44.38	45.59	46.84	48.12
14	40.01	41.10	42.22	43.37	44.56	45.77	47.02	48.31	49.63	50.99
15	42.39	43.54	44.73	45.96	47.21	48.50	49.82	51.19	52.59	54.03
16	44.91	46.14	47.40	48.69	50.02	51.39	52.80	54.24	55.72	57.25
17	47.59	48.89	50.22	51.60	53.01	54.46	55.94	57.47	59.05	60.67
18	50.42	51.80	53.22	54.67	56.17	57.70	59.28	60.90	62.57	64.29
19	53.43	54.89	56.39	57.93	59.52	61.15	62.82	64.54	66.31	68.13
20	56.62	58.17	59.76	61.39	63.07	64.80	66.57	68.39	70.26	72.20

NON-UNION									
PART-TIME AND SEASONAL									
Step									
Grade	1	2	3	4	5	6	7	8	9
1	12.60	12.92	13.24	13.57	13.91	14.26	14.61	14.98	15.35
2	12.98	13.30	13.64	13.98	14.33	14.68	15.05	15.43	15.81
3	13.37	13.70	14.04	14.40	14.76	15.12	15.50	15.89	16.29
4	13.77	14.11	14.47	14.83	15.20	15.58	15.97	16.37	16.78
5	14.18	14.54	14.90	15.27	15.65	16.04	16.45	16.86	17.28
6	14.61	14.97	15.35	15.73	16.12	16.53	16.94	17.36	17.80
7	15.05	15.42	15.81	16.20	16.61	17.02	17.45	17.88	18.33
8	15.50	15.88	16.28	16.69	17.11	17.53	17.97	18.42	18.88
9	15.96	16.36	16.77	17.19	17.62	18.06	18.51	18.97	19.45
10	16.44	16.85	17.27	17.70	18.15	18.60	19.07	19.54	20.03
11	16.93	17.36	17.79	18.24	18.69	19.16	19.64	20.13	20.63
12	17.44	17.88	18.32	18.78	19.25	19.73	20.23	20.73	21.25
13	17.96	18.41	18.87	19.35	19.83	20.33	20.83	21.35	21.89
14	18.50	18.97	19.44	19.93	20.42	20.94	21.46	21.99	22.54
15	19.06	19.54	20.02	20.52	21.04	21.56	22.10	22.65	23.22
16	19.63	20.12	20.62	21.14	21.67	22.21	22.77	23.33	23.92
17	20.22	20.72	21.24	21.77	22.32	22.88	23.45	24.03	24.64
18	20.83	21.35	21.88	22.43	22.99	23.56	24.15	24.76	25.37
19	21.45	21.99	22.54	23.10	23.68	24.27	24.88	25.50	26.14
20	22.09	22.65	23.21	23.79	24.39	25.00	25.62	26.26	26.92

**APPENDIX D:**

**2025 Recommended Policy Changes**

Please review the attached proposed changes to the personnel policies:

1. Scope. On page 7, added verbiage clarifying that policies apply to all employees of the city, including paid-per-call or call-on firefighters and ambulance employees.
2. Benefits. On page 27 and continuing onto page 28, updated verbiage to reflect benefit changes to health insurance.
3. Severance Pay. On page 51, added verbiage regarding employees working less than 40 hours per week, who fail to complete 6-month probationary period will not receive accrued vacation payout.
4. Cell Phone Stipend. On page 59, added verbiage regarding full time employees cell phone stipend for city-related use.