



City Council Meeting Minutes

April 21, 2026 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

Meeting called to order at 5:30 p.m.

2. ROLL CALL: Mayor Christopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Mary Shupe

PRESENT: Mayor Christopher Whitehead, Councilpersons Sue Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Mary Shupe

STAFF PRESENT: City Manager Amanda Knoll, Deputy City Clerk-Treasurer Kathy Grothem, City Attorney Mike Kircher

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 04.07.2026 Council Meeting

Motion made by Lindee, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims totaling \$391,557.26 is as follows: Check No. 706236 - 706319 as listed in the check register.

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Upon voice vote, it was unanimously approved.

6. SCHEDULED BID LETTING

7. SCHEDULED PUBLIC HEARINGS

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

A. Consideration to Approve Special Event Permit Application - Rail Run

A Special Event Permit Application was submitted by the St. James Chamber of Commerce for the Rail Run to be held on Thursday, June 25, 2026. Staff has reviewed and approved the permit application.

Motion made by Hanson, Seconded by Harris.
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Upon voice vote, it was unanimously approved.

11. OLD BUSINESS

12. NEW BUSINESS

- A. Consideration to Approve Resolution 04.26.09 - Approving Plans and Specifications and Ordering Advertisement for Bids, Project No. 26X.142373 Airport Airfield Pavement Maintenance Project

Resolution 04.26.09 approves plans and specifications and orders advertisement for bids for Project No. 26X.142373 Airport Airfield Pavement Maintenance Project.

Motion made by Hanson, Seconded by Lindee.
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 04.26.09 duly passed 5-0.

- B. Consideration to Approve Resolution 04.26.10 - Adopting Property Inspection Program Policy

Resolution 04.26.10 adopts a formal property inspection program to support the city's responsibility to protect health, safety, and general welfare.

Motion made by Craig, Seconded by Harris.
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 04.26.10 duly passed 5-0.

- C. Consideration to Approve Resolution 04.26.11 - Accepting Financial Gift from the American Legion Post #33

Resolution 04.26.11 accepts the financial gift from the American Legion Post #33 in the amount of \$4,000.00 for the Fire Department's sponsorship of a band for the Railroad Days celebration.

Motion made by Craig, Seconded by Harris.
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 04.26.11 duly passed 5-0.

- D. Consideration to Approve Resolution 04.26.12 - Accepting Financial Gift from the American Legion Post #33

Resolution 04.26.12 accepts the financial gift from the American Legion Post #33 in the amount of \$150.00 for the Adopt-A-Pot program.

Motion made by Lindee, Seconded by Hanson.
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 04.26.12 duly passed 5-0.

- E. Consideration to Approve Resolution 04.26.13 - Accepting Financial Gift from the Ellingsburg Zettle VFW Post 1914

Resolution 04.26.13 accepts the financial gift from the Ellingsburg Zettle VFW Post 1914 in the amount of \$1,000.00 for the Fire Department.

Motion made by Craig, Seconded by Shupe.

Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 04.26.13 duly passed 5-0.

F. Consideration to Approve Agenda Request - Jake Wegner

Resident Jake Wegner submitted an agenda request to review with council the food truck operations and regulations within the city.

Motion made by Lindee, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Upon voice vote, it was unanimously approved.

Council listened to his concerns regarding having the trucks in residential areas and thanked him for his time. No action taken.

G. Watonwan County Housing Presentation - Brianna Sanders, EDA Director

Brianna Sanders, EDA Director, shared the final presentation of the Watonwan County Housing Study that was conducted by CEDA. She highlighted information specific to St. James.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Craig, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

All Yea - motion carried. The meeting adjourned at 6:07 p.m.

Kathy Grothem, Deputy City Clerk-Treasurer