



City Council Meeting Minutes

April 07, 2026 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

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

Mayor Christopher Whitehead administered the Oath of Office to new councilmember Mary Shupe.

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 – 03.17.2026 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 \$608,569.27 is as follows: \$238,102.97 Check No. 706140 - 706229 and \$370,466.30 ACH No. 2272 - 2301 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 Gambling License - The Hickory

A gambling permit application has been submitted for The Hickory to conduct gambling sales under Eagles Aerie #3420 license. Gambling activities will include pull-tabs, electronic pull-tabs, and electronic bingo.

Motion made by Craig, 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 04.26.01 - Designating Specific 2025 Excess Funds to be Transferred to Specific 2026 Budget Funds

Resolution 4.26.01 designates funds that were not spent in 2025 due to the inability to execute projects or purchases and will be completed in 2026.

Motion made by Harris, Seconded by Hanson.

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

Whereupon Mayor Christopher Whitehead declared Resolution 04.26.01 duly passed 5-0.

- B. Consideration to Approve Resolution 04.26.02 - Accepting Financial Gift from the Ellingsburg Zettle VFW #1914

Resolution 04.26.02 accepts the financial gift from the Ellingsburg Zettle VFW Post #1914 in the amount of \$150.00 for the Adopt-A-Pot program.

Motion made by Lindee, Seconded by Craig.

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

Whereupon Mayor Christopher Whitehead declared Resolution 04.26.02 duly passed 5-0.

- C. Consideration to Approve Resolution 04.26.03 - Accepting Financial Gift from the Ellingsburg Zettle VFW #1914

Resolution 04.26.03 accepts the financial gift from the Ellingsburg Zettle VFW #1914 in the amount of \$1,000.00 for Christmas Lights.

Motion made by Craig, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 04.26.03 duly passed 5-0.

- D. Consideration to Approve Resolution 04.26.04 - Accepting Financial Gift from the Eagles Aerie #3420

Resolution 04.26.04 accepts the financial gift from the Eagles Aerie #3420 in the amount of \$874 for the snowflake initiative.

Motion made by Craig, Seconded by Hanson.

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

Whereupon Mayor Christopher Whitehead declared Resolution 04.26.04 duly passed 5-0.

- E. Consideration to Approve Resolution 04.26.05 - Appointing Temporary Ad Hoc Work Group

Resolution 04.26.05 appoints representatives from City Council, Watonwan County Cares, community members at-large, and city staff and legal counsel.

Motion made by Harris, Seconded by Craig.

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

Whereupon Mayor Christopher Whitehead declared Resolution 04.26.05 duly passed 5-0.

- F. Consideration to Approve Resolution 04.26.06 - Approving the Preliminary and Final Plat of Jorgensen Subdivision and Approving the Street Name

Resolution 04.26.06 approves the preliminary and final plat of Jorgensen Subdivision and approves the street name of 12th Avenue South.

Motion made by Harris, Seconded by Hanson.

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

Whereupon Mayor Christopher Whitehead declared Resolution 04.26.06 duly passed 5-0.

- G. Consideration to Approve Resolution 04.26.07 - Accepting Bids, Project No. 24X.139514, Airport 6-Unit T-Hangar Project

Resolution 04.26.07 accepts the lowest responsible bidder, Everstrong Construction, Inc. of Redwood Falls, Minnesota, for the Airport 6-Unit T-Hangar Project No. 24x.139514

Motion made by Hanson, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 04.26.07 duly passed 5-0.

- H. Consideration to Approve Resolution 04.26.08 -Approving Construction Administration Services, Project No. 24X.139514, Airport 6-Unit T-Hangar Project

Resolution 04.26.08 approves Bolton & Menk as the designated engineer for Project No. 24x.139514, Airport 6-Unit T-Hangar Project

Motion made by Lindee, Seconded by Craig.

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

Whereupon Mayor Christopher Whitehead declared Resolution 04.26.08 duly passed 5-0.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Hanson, Seconded by Harris.

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

All Yea - motion carried. The meeting adjourned at 5:47 p.m.

Kathy Grothem, Deputy City Clerk-Treasurer