



City Council Meeting Minutes

May 19, 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, Stephen Lindee, Mary Shupe

ABSENT: Councilperson Paul Harris

STAFF PRESENT: City Manager Amanda Knoll, City Clerk-Treasurer Kris Hurley, City Attorney Mike Kircher

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 05.05.2026 Council Meeting

Motion made by Lindee, Seconded by Craig.

Voting Yea: Craig, Hanson, Lindee, Shupe

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims totaling \$513,703.81 is as follows: \$513,703.81 Check No. 706405 and 706412 - 706491 as listed in the check register.

Motion made by Hanson, Seconded by Craig.

Voting Yea: Craig, Hanson, 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 - Music in the Park

A special event permit application was submitted by the City of St. James and Watonwan County Library for Music in the Park. The 2026 dates slated for the Music in the Park are June 10th, June 24th, July 8th and July 22nd. The staff has reviewed and approved the permit application.

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee, Shupe

Upon voice vote, it was unanimously approved.

11. OLD BUSINESS

12. NEW BUSINESS

- A. Consideration to Approve Resolution 05.26.02 - Declaring Abandoned and Surplus Property and Ordering the Disposal

Resolution 05.26.02 is being requested to declare approximately 60 double arm light pole attachments as excess property and authorize the disposal of the light pole attachments. The light pole attachments have not been in use since the early 2000's.

Motion made by Craig, Seconded by Shupe to approve. Upon hand vote, the following voted:

Voting Yea: Craig, Hanson, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 05.26.02 duly passed 4-0.

- B. Consideration to Approve Resolution 05.26.03 - Authorizing the City Manager to Enter into the Customer Support Agreement for Engines with Ziegler Power Systems

Resolution 05.26.03 authorizes the City Manager to enter into a three-year customer support agreement for multiple City engines with Ziegler Power Systems.

Motion made by Lindee, Seconded by Hanson to approve. Upon hand vote, the following voted:

Voting Yea: Craig, Hanson, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 05.26.03 duly passed 4-0.

- C. Consideration to Approve Resolution 05.26.04 - Accepting Financial Gift from the Eagles Aerie #3420

Resolution 05.26.04 accepts a financial gift from the Eagles Aerie #3420, in the amount of \$1000.00 for fireworks.

Motion made by Craig, Seconded by Lindee to accept. Upon hand vote, the following voted:

Voting Yea: Craig, Hanson, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 05.26.04 duly passed 4-0.

- D. Consideration to Approve Resolution 05.26.05 - Accepting Bid for Depot Window Replacement Project

Resolution 05.26.05 accepts the low bid in the amount of \$84,343.00 from Hoffman Weber Construction for replacement of the windows at the depot. The Park Board met on Wednesday, May 13, 2026, to review the project bids and recommended moving forward with the lowest bidder.

<u>Bidder</u>	<u>Amount</u>
Hoffman Weber Construction	\$84,343.00
Wilcon Construction	\$109,551.00
Wilcon Construction Alternate	\$113,605.00

Motion made by Craig, Seconded by Hanson to accept the bid from Hoffman Weber Construction. Upon hand vote, the following voted:

Voting Yea: Craig, Hanson, Shupe

Voting Nay: Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 05.26.05 duly passed 3-1.

- E. Consideration to Approve Resolution 05.26.06 - Accepting Bids for Project No. 26X.142373 for the Airport Airfield Pavement Maintenance Project

Resolution 05.26.06 accepts the low bid in the amount of \$202,695.96 from Fahrner Asphalt Sealers of Eau Claire, Wisconsin for Project No. 26X.142373 Airport Airfield Pavement Maintenance Project.

<u>Bidder</u>	<u>Amount</u>
Fahrner Asphalt Sealers	\$202,695.96
American Road Maintenance	\$203,826.90
Gee Asphalt Systems	\$204,997.04
Asphalt Surface Technologies Corp	\$216,449.54

Motion made by Lindee, Seconded by Craig to accept the bid from Fahrner Asphalt Sealers. Voting Yea: Craig, Hanson, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 05.26.06 duly passed 4-0.

- F. Consideration to Approve Purchase Request - Light Department Fleet Equipment

The Light Department is requesting permission to purchase a 2026 International HV507 SFA 4x4. The price is \$378,542.49. This purchase is within the 2026 light department budget.

Motion made by Craig, Seconded by Shupe to approve the purchase.

Voting Yea: Craig, Hanson, Lindee, Shupe

Upon voice vote, it was unanimously approved.

- G. Consideration to Approve Roof Repair Proposal - Shawn Boyle, Schwickert's Tecta America

Shawn Boyle, representing Schwickert's Tecta America, presented proposals regarding roof repairs at the Light and Water Department facility following a recent roof audit conducted to accommodate solar panels. The roof audit identified several maintenance concerns and recommended repairs necessary to maintain roof performance and ensure continued watertight protection of the building. Completion of the project is also necessary to address deterioration and long-term maintenance concerns and to maintain compliance requirements associated with the solar panel grant received by the City.

Light Department repair costs \$123,760.00

Water Department repair costs \$24,590.00

Motion made by Craig, Seconded by Lindee to approve the roof repair costs for both the Light and Water Departments.

Voting Yea: Craig, Hanson, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared motion duly passed 4-0.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Hanson, Seconded by Craig.

Voting Yea: Craig, Hanson, Lindee, Shupe

All Yea - motion carried. The meeting adjourned at 6:02 p.m.

Kristin Hurley, City Clerk-Treasurer