



City Council Meeting Agenda

May 05, 2026 at 5:30 PM

St. James City Hall – Council Chambers

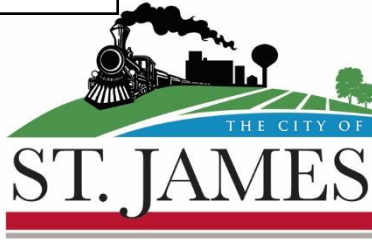
1. **CALL TO ORDER**
2. **ROLL CALL:** Mayor Christopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Mary Shupe
3. **DETERMINATION OF QUORUM**
4. **APPROVAL OF MINUTES**
 - [A.](#) Consideration to Approve Minutes – 04.21.2026 Council Meeting
 - [B.](#) Consideration to Approve Minutes - 04.28.2026 Local Board of Appeal & Equalization Meeting
5. **CONSENT ITEMS**
 - A. Payment of Claims and ACH Payments
6. **SCHEDULED BID LETTING**
7. **SCHEDULED PUBLIC HEARINGS**
8. **ADMINISTRATIVE APPEALS**
9. **FINANCIAL REPORTS**
10. **LICENSES AND PERMITS**
 - [A.](#) Consideration to Approve Gambling Permit - Sons of the American Legion Post #33
11. **OLD BUSINESS**
12. **NEW BUSINESS**
 - [A.](#) Consideration to Approve Resolution 05.26.01 - Approving Gambling Premise Permit for the Eagles Aerie 3420
 - [B.](#) Consideration to Approve New Hire - Lindsey Wooten, Assistant Liquor Store Manager
 - [C.](#) Consideration to Approve Employee Reclassification - Holly Wallace, EMS Director
 - [D.](#) Consideration to Approve Purchase Request - Street Department Fleet Equipment
 - [E.](#) Active Transportation Plan Presentation - Brianna Sanders, EDA Director
13. **REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS**
14. **ADJOURNMENT**

May 5, 2026

ITEM: Approval of Minutes – 04.21.2026 Council Minutes

BACKGROUND: The Minutes of April 21, 2026, City Council Meeting are attached for review and approval.

STAFF RECOMMENDATION: Approve/Deny Minutes.



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

May 5, 2026

ITEM: Approval of Minutes – 04.28.2026 Local Board of Appeal & Equalization Minutes

BACKGROUND: The Minutes of April 28, 2026, Local Board Appeal & Equalization Meeting are attached for review and approval.

STAFF RECOMMENDATION: Approve/Deny Minutes.

**MINUTES OF THE MEETING OF THE
BOARD OF EQUALIZATION OF THE CITY OF ST. JAMES,
WATONWAN COUNTY, MINNESOTA**

Pursuant to due call and notice thereof, the Board of Equalization of St. James, Minnesota was duly held in the Council Chambers at City Hall on Tuesday, April 28, 2026 at 1:00 pm.

Mayor Christopher Whitehead called the hearing to order at 1:07 p.m.

Those present: Councilperson, Kathleen Hanson, Paul Harris and Sue Craig.

Staff present: City Manager Amanda Knoll

County Staff present: Andrea Wellnitz and Meggie Munsterman - Watonwan County Assessor's office.

Meggie Munsterman gave an overview to the board of the changes which have been made with house valuations to keep the city in compliance with the state mandate of being with 90%-105% of valuation in relationship to sales.

The assessor's office brought forth the following properties for board consideration:

No properties were brought forth.

Motion to adjourn the meeting at 1:47 PM by Craig, seconded by Harris. Motion carried unanimous.

Amanda Knoll
City Manager

May 5, 2026

ITEM: Licenses and Permits – Gambling Permit: Sons of the American Legion Post #33

BACKGROUND: A gambling permit application has been submitted for the Sons of the American Legion Post #33 to host a raffle at the St. James American Legion located at 620 1st Avenue South on November 11, 2026

STAFF RECOMMENDATION: Approve/Deny Permit.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Ron Pierson Date: 4/27/2026
(Signature must be CEO's signature; designee may not sign)

Print Name: RON PIERSON

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

May 5, 2026

ITEM: New Business – Resolution No. 05.26.01: Approving Gambling Premise Permit for the Eagles Aerie 3420

BACKGROUND: The attached resolution approves the gambling premise permit allowing the Hickory to conduct gambling activities under the Eagles Aerie 340 license.

STAFF RECOMMENDATION: Approve/Deny Resolution.

RESOLUTION NO.: 05.26.01

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 05.26.01

**RESOLUTION APPROVING GAMBLING PREMISE PERMIT FOR THE
EAGLES AERIE 3420**

WHEREAS, the Eagles Aerie 3420 has applied for a Gambling Premise Permit;
and

WHEREAS, the Gambling Premise will be located at the Hickory, 1000 County Road 104, St. James, MN 56081 and no other organization is conducting gambling at this site.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA that the City hereby approves a gambling premise permit for the Eagles Aerie 3420 at 1000 County Road 104, St. James, MN 56081.

Adopted by the City Council this 5th day of May 2026.

Christopher Whitehead, Mayor

ATTEST:

Kathy Grothem, Deputy City Clerk-Treasurer

MINNESOTA LAWFUL GAMBLING

6/15 Page 1 of 2

LG214 Premises Permit Application**Annual Fee \$150 (NON-REFUNDABLE)****REQUIRED ATTACHMENTS TO LG214**

1. If the premises is leased, attach a copy of your lease. Use LG215 Lease for Lawful Gambling Activity.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "State of Minnesota."

Mail the application and required attachments to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: Eagles Aerie 3420 License Number: [REDACTED]
 Chief Executive Officer (CEO) Benjamin Nelson Daytime Phone: 507-236-6862
 Gambling Manager: Christina Schmitt Daytime Phone: 507-995-5274

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: The Hickory
 List any previous names for this location:

Street address where premises is located: 1000 County Rd 104
(Do not use a P.O. box number for mailing address.)

City: St James OR Township: _____ County: Watonwan Zip Code: 56081

Does your organization own the building where the gambling will be conducted?

Yes No If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? Yes No Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? Yes No Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: [REDACTED] Bank Account Number: [REDACTED]
 Bank Street Address: [REDACTED] City: St James State: MN Zip Code: 56081

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number): 701 1st Avenue S City: St James State: MN Zip Code: 56081
 _____ City: _____ State: MN Zip Code: _____
 _____ City: _____ State: MN Zip Code: _____

LG214 Premises Permit Application

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

<p>CITY APPROVAL for a gambling premises located within city limits</p> <p>City Name: _____</p> <p>Date Approved by City Council: _____</p> <p>Resolution Number: _____ (If none, attach meeting minutes.)</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date Signed: _____</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-top: 20px;"> <p>Local unit of government must sign.</p> </div>	<p>COUNTY APPROVAL for a gambling premises located in a township</p> <p>County Name: _____</p> <p>Date Approved by County Board: _____</p> <p>Resolution Number: _____ (If none, attach meeting minutes.)</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date Signed: _____</p> <p>TOWNSHIP NAME: _____</p> <p>Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p>
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ACKNOWLEDGMENT AND OATH

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|--|---|
| <ol style="list-style-type: none"> 1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises. 2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law. 3. I have read this application and all information submitted to the Board is true, accurate, and complete. 4. All required information has been fully disclosed. 5. I am the chief executive officer of the organization. | <ol style="list-style-type: none"> 6. I assume full responsibility for the fair and lawful operation of all activities to be conducted. 7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them. 8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect. 9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license. 10. I understand the fee is non-refundable regardless of license approval/denial. |
|--|---|

Bryan Miller
3-16-26

 Signature of Chief Executive Officer (designee may not sign) Date

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public</p>	<p>Information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;</p>	<p>Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format, i.e. large print, braille, upon request.

An equal opportunity employer

May 5, 2026

ITEM: New Business – New Hire: Lindsey Wooten, Assistant Liquor Store Manager

BACKGROUND: Lindsey Wooten has been hired as the full-time Assistant Liquor Store Manager at the Liquor Store. Her start date was May 4, 2026. Her rate of pay is set at Grade 5, Step 3 according to the Full-Time Non-Union wage scale.

STAFF RECOMMENDATION: Approve/Deny Employment.



To: *St. James City Council*
From: *Amanda Knoll - City Manager*
Subject: *Reclassification of EMS Director Position, Holly Wallace*
Date: *May 5, 2026*

The purpose of this memo is to recommend the reclassification of the EMS Director position, currently held by Holly Wallace, from an on-call, salary-based role to a full-time exempt position within the St. James Ambulance Service.

REASONING FOR RECLASSIFICATION: It is important to note that there is currently a vacancy in the full-time, day-shift captain position. The reclassification of the EMS Director role will help absorb and fulfill key operational functions associated with that vacancy, ensuring continued coverage and leadership. Over time, the scope and complexity of the overall operation of the ambulance service have significantly expanded with increasing demands related to regulatory compliance, staffing, reporting, training requirements, and coordinator with regional and state partners.

Transitioning this role to a full-time exempt position will provide greater organizational stability, improve operational efficiency, and ensure continuity in leadership and decision-making for the ambulance service.

ADDITIONAL RESPONSIBILITIES: The EMS Director position will include:

- Oversight of day-to-day ambulance operations and staffing coordination
- Ensuring compliance with State and Federal EMS regulations
- Budget development, financial oversight, and reporting
- Recruitment, training, and retention of EMS personnel
- Coordination with hospitals, public safety agencies, and regional partners
- Implementation of policies, procedures, and quality assurance measures
- Management of licensing, certifications, and required documentation

These responsibilities reflect a level of commitment and accountability consistent with a full-time leadership role.

ACCOMPLISHMENTS: Under Holly Wallace's leadership, the St. James Ambulance Service has made notable progress in several key areas, including:

- Strengthening staffing levels
- Enhancing training opportunities
- Improving operational organization and response coordination
- Maintaining compliance with regulatory and reporting requirements
- Advancing service quality and responsiveness to community needs

Her leadership has contributed to a more stable and effective ambulance service, positioning the department for continued success.

This change reflects the current operational needs of the ambulance service, recognizes the level of responsibility and leadership required to effectively manage the department, and is accommodated within the approved 2026 budget.

IMPACT:

- Current Position: On-Call Status, Salary
- New Position: Full-time Exempt Status, Grade 13, Step 1

May 5, 2026

ITEM: New Business – Purchase Request: Street Department Fleet Equipment

BACKGROUND: The Street Department is requesting permission to purchase a 2021 Western Star 4700 Jetter for storm water operations. The price for the Jetter is \$339,441. This purchase is within the 2026 budget with the approved transfer and is being funded through the Capital Equipment Fund.

STAFF RECOMMENDATION: Approve/Deny Purchase Request.

900-ECO 12YD COMBINATION SEWER CLEANER

VACUUM SYSTEM:

4400 CFM BLOWER
8" VACUUM HOSE SYSTEM
18" HG VACUUM RATING
DUAL CYCLONE SEPARATOR
DUAL ELEMENT 10 MICRON FINAL FILTER
REMOTE VACUUM RELIEF
VARIABLE VOLUME DELIVERY
ANALOG VACUUM DISPLAY
(6) TUBE / TUBE RACK



BOOM:

TELESCOPING BOOM SYSTEM
TELESCOPING REACH 17' 2" TO 27' 2"
HYDRAULIC POWERED BOOM
180° WORKING RADIUS
BOOM JOYSTICK CONTROL

DEBRIS TANK:

12 CUBIC YARD CAPACITY
EXTEN STEEL CONSTRUCTION
DEBRIS LEVEL INDICATOR
HYDRAULIC DUMP, 50° DUMP ANGLE (LIFT CYLINDER)
DUAL PORTED REAR DOOR W/ KNIFE VALVE
DUMP HEIGHT 60"
HYDRAULIC OPEN/CLOSE/LOCK DOOR
DEBRIS BODY WASH OUT SYSTEM - DUAL NOZZLES IN DEBRIS BOX
DECANT SCREEN ON REAR DOOR PORT - SWING OUT PERFORATED SHIELD

WATER SYSTEM:

1300 GALLON CAPACITY WATER TANK
GIANT PLUNGER STYLE TRIPLEX 80 GPM @ 2000 PSI W/ 30 MIN RUN DRY
BLACK DURAPROLENE™ WATER TANK CONSTRUCTION W/ 10 YEAR WARRANTY
COLD WEATHER RECIRCULATION SYSTEM
2.5" HYDRANT FILL SYSTEM
AIR PURGE VALVE
VARIABLE VOLUME DELIVERY
LOW WATER WARNING LIGHT
ANALOG PRESSURE DISPLAY
FRONT AND MID SHIP HAND GUN PORTS
ADDITIONAL 200 GALLON DUAPROLENE WATER TANK W/ 10 YEAR WARRANTY - BETWEEN RAILS (1500gal Total)
2" Y-STRAINER ON INLET FILL SYSTEM
FILL HOSE STORAGE RACK
STANDARD HYDROEXCAVATION CLEANING KIT 20 GPM @ 2000 PSI - 8" X 6' DIGGING TUBE, 8 GPM ROTARY DIGGING WAND, 10 GPM LINEAR NOZZLE,
(2) 5' EXTENSION WANDS AND AUTOMATIC REEL W/ 75' OF 3/8" HOSE
CENTRAL WASHDOWN SYSTEM - 50' OF 1/2" HOSE ON A SPRING RETRACTING HOSE REEL MOUNTED MID-SHIP

ELECTRICAL:

NEMA 4 CONTROL PANEL
HOUR METER (BLOWER & WATER PUMP)
MILITARY SPEC. SEALED SWITCHES
WIRELESS REMOTE CONTROL PENDANT - HOSE REEL PAYOUT/RETRIEVE, WATER PUMP ON/OFF, VACUUM RELIEF OPEN/CLOSE, BOOM UP/DOWN,
BOOM LEFT/RIGHT, BOOM EXTEND/RETRACT, MODULE KILL SWITCH
ENHANCED VISIBILITY CAMERA SYSTEM - FRONT & REAR MOUNTED CAMERA HEADS, MONITOR IN CAB
(4) LED FLUSH MOUNTED STROBES - (2) FRONT & (2) SIDE FACING
LED ARROW STICK
LED MANHOLE AREA WORK LIGHT
LED BOOM MOUNTED WORK LIGHTS (2) - WITH LIMB GUARD
LED REAR MOUNTED WORK LIGHTS (2) - LOCATED ABOVE REAR DOOR

TRUCK:

MOUNTING TO APPROVED CHASSIS
(1) ALUMINUM TOOLBOX 24"X42"X100" - BEHIND CAB
(2) ALUMINUM TOOLBOX 18"X18"X30" - PASSENGER
(2) ALUMINUM TOOLBOX 18"X18"X24" - REAR
(1) ALUMINUM LONG HANDLE STORAGE

LED D.O.T. APPROVED LIGHTING

Section 12, Item D.

FRONT BUMPER

AIR FILTRATION SYSTEM - SUPPLIED BY CHASSIS AIR SYSTEM

(6) 28" D.O.T. SAFETY CONES & HOLDER

CENTRAL LUBRICATION SYSTEM

HOSE REEL & HOSE

FRONT MOUNTED TELESCOPING & ROTATING

800' X 1" HOSE CAPACITY

10' LEADER HOSE

SINGLE SIDE CONTROLS

AUTOMATIC LEVEL WIND WITH HYDRAULIC UP/DOWN ACTION

FOOTAGE METER - MOUNTED ON JET HOSE REEL

SEWER HOSE - 1" ID, 2500 PSI OPERATING PRESSURE - PER FOOT

ACCESSORIES:

(3) 8" X 6' EXTENSION TUBES

(1) 8" X 4' EXTENSION TUBE

(1) 8" X 6' CROWNED SUCTION NOZZLE

(1) 6" X 10' FLAT DISCHARGE HOSE

(6) QUICK CLAMPS

BB HOSE GUIDE

TRI-STAR (CHISEL POINT) NOZZLE

DD (HIGH FLOW) NOZZLE

FINNED NOZZLE EXTENSION

NOZZLE RACK - MOUNTED IN MID-SHIP TOOLBOX

25' FILL HOSE

UPSTREAM PULLEY GUIDE

WASHDOWN GUN W/ 50' OF HOSE

CLEANER, TIP, TORCH, SMALL

(1) HYDRANT WRENCH

(1) PAPER OWNER'S MANUAL

(2) CSB-900MAX, Liberator Max Headset

(1) MPR-100 Manhole protection ring

PAINT:

STANDARD

MANUALS & TRAINING: 1 Day of on site training included

SPECIAL ITEMS:

Sales Person: Bill Rood
Phone: 320-423-0022

900-ECO 12YD COMBINATION SEWER CLEANER



Unit # 8770

<u>MODULE DETAILS:</u>	EQUIPPED AS ABOVE	MODEL YEAR: 2020	\$242,885
	VIN: 5KKHAVDV3MLMG5387		
<u>CHASSIS DETAILS:</u>	MAKE & MODEL: 2021 WESTERN STAR 4700		\$94,291
	ENGINE: DETROIT DIESEL, DD13, 12.8L, 450HP		
	TRANSMISSION MAKE: ALLISON 4000RDS AUTOMATIC		
	FRONT AXLE RATING: 20,000# GVWR		
	TANDEM REAR AXLE RATING: 46,000# GVWR		
	Addinotal Accessories: (2) Safety Headsets & Manhole Safety Ring		\$2,265
	ODOMETER: 50,465		
	UNIT HOURS: 476		
	WATER PUMP HOURS: 325		
	ENGINE HOURS: 4,025		
	MACHINE TOTAL:		\$339,441
	DELIVERY		TBD
	GRAND TOTAL:		\$339,441

TERMS & CONDITIONS:

- * Quote is valid for 7 days AND subject to availability
- * Quote is NET of any/all Sales Tax
- * Freight is not included, FOB Clinton, IA
- * Price includes FET if applicable

CUSTOMER APPROVAL:

City of St. James, MN

Company Name

1023 South 1st Ave

Delivery Address:

St. James, MN 56081

City / State / Zip

Name/Signature

Title

Date

May 5, 2026

ITEM: New Business – Active Transportation Plan Presentation

BACKGROUND: Brianna Sanders, EDA Director, will present the Active Transportation Plan.

A diverse local planning team worked together to guide the process, incorporating extensive community engagement including listening sessions, walking and bicycling audits, an action planning workshop, and an online map and survey.

The Active Transportation Action Plan is intended to serve as a living guide for the City of St. James. It establishes clear, evidence-based and action-oriented priorities aimed at improving the safety and accessibility of walking and bicycling throughout the community.

ACTION REQUESTED: No action.

ST. JAMES ACTIVE TRANSPORTATION PLAN



SUMMARY



WHERE WE ARE - OUR STREETS TODAY

St. James is a compact community with a history of improving sidewalks, crossings, and intersections. There remains great potential to make walking and biking even better! St. James is bordered by roads owned by Watonwan County. The state also owns the city's central north-south artery connecting St. James across a railroad. Residents voiced the desire to walk, bike, and roll but expressed concerns about safety and accessibility.



WHERE WE'RE GOING - OUR STREETS TOMORROW

The planned active transportation network developed through this plan includes recommendations to enhance the active transportation network through corridor and intersection improvements. Priority projects include pedestrian crossing improvements along Armstrong Boulevard, new bikeways and sidewalks along 2nd and 10th Avenue South.



IMPLEMENTATION NEXT STEPS - PUTTING OUR WHEELS IN MOTION

St. James has identified policy, practice, and program actions to support an active transportation network. These actions include steps St. James can take within the first 100 days of plan adoption, as well as over the next one, three and five years. The City will track progress as the plan is implemented to understand and measure community experience, active transportation use, and community benefits.

WHY ACTIVE TRANSPORTATION MATTERS?

Equity

Car ownership should not be a requirement for getting around safely and efficiently.

Environment

Cleaner air and reduced impact on climate.

Economy

Stimulates local economies through job creation, tourism, and business development

Health & Wellbeing

Active transportation can improve health.

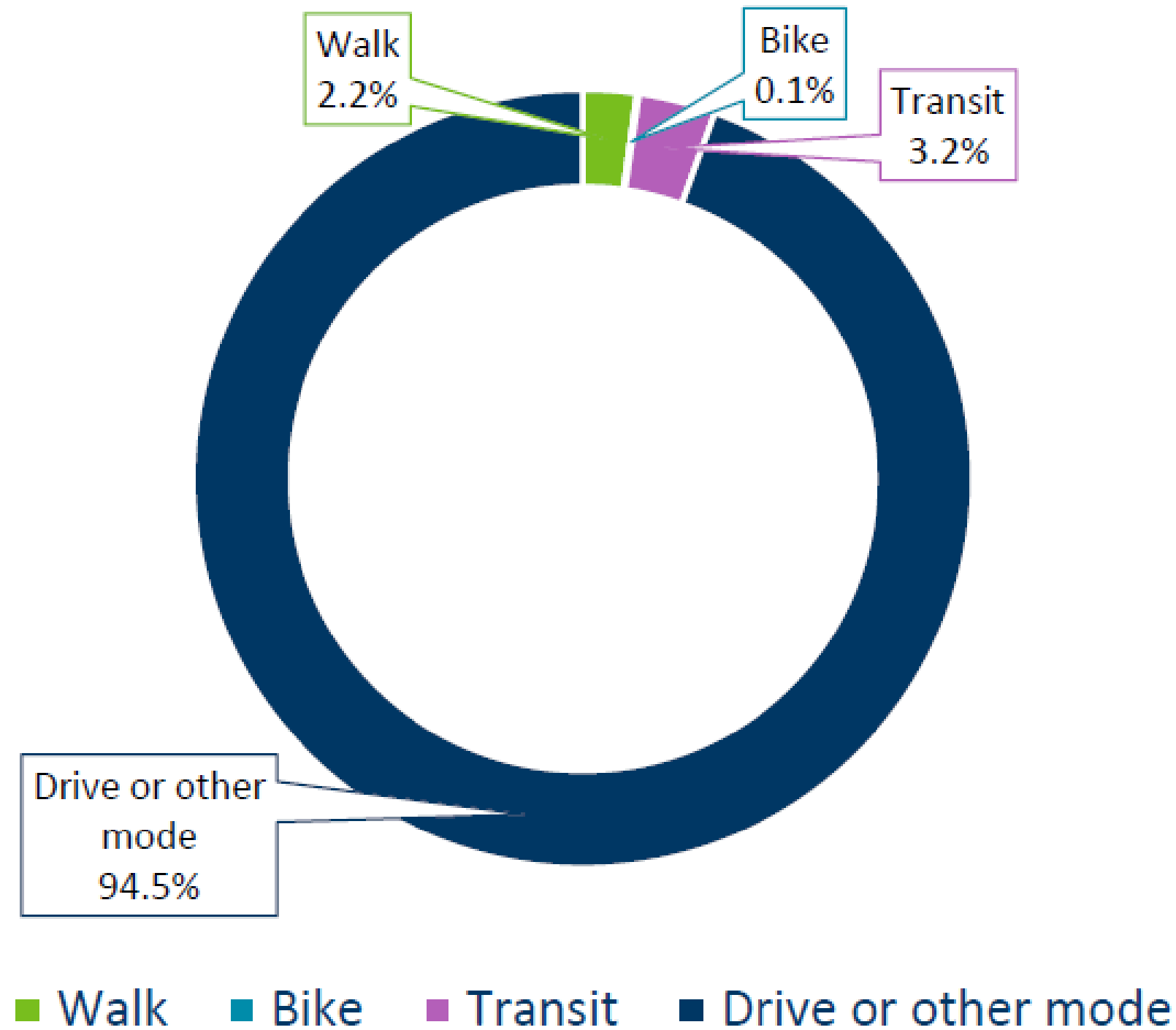
Social Connection

Provides more opportunities to interact with our neighbors and community.

Happiness

Researchers have found bicycling to be the happiest form of transportation.

Commuting Mode Share in St. James



2.2% Walk

In St. James, 2.2 percent of commuters walk to work compared to 2.5 percent statewide. *ACS, 2023 5-year estimates*

0.1% Bike

In St. James, 0.1 percent of commuters bike to work compared to 0.5 percent statewide. *ACS, 2023 5-year estimates*

3.2% Transit

In St. James, 3.2 percent of commuters take transit to work compared to 2.1 percent statewide. *ACS, 2023 5-year estimates*

SURVEY RESULTS



41 community members contributed to the plan via an online survey.

- **63%** of respondents **walk for exercise or leisure at least once or twice a week**, about **39%** **bike for exercise or leisure at least once or twice a week.**
- On average across all trip purposes, **27% of respondents walk more than once a week** and **19% bike more than once a week.**
- **70%** of respondents **would like to walk, bike** (or ride a bike-like mode) **or use a mobility device around St. James more than once a week.**
- **57%** **would like to walk, bike or roll to a park or green space, but are currently unable to.**
- **Physical health, mental health and fun are top reasons** for walking and biking.
- Top concerns are **being worried about being hit by a car** and **weather or climate.**

Residents took the time to write 9 online comments about where they experience problems and the solutions they would like to see.

Lots of people bike and walk on CR 55, leads to bike trail. Would like separated bike lanes and sidewalk or a pedestrian lane. Fast cars.

Grateful for bike trail around the lake and that it reaches south of Highway 4.

Armstrong lacks curb cuts south of downtown. People pushing strollers in area

Underpass: dangerous, narrow road and obscured views

Key connection: Fair Grounds to 13th Ave S/Heckman Ct (businesses). Would be safer if sidewalk and/or bike lane on 11th St.

Broken and uneven sidewalks (3rd Ave S btw. 9th and 10th St)

10th Ave S is very busy and connects fair grounds and memorial park. Semi-trucks and delivery vehicles. Used by children to access park and by youth fishing.

Chaotic biking through downtown roundabouts with kids.

LISTENING SESSION

Themes from these conversations include:

Safety Concerns Biking Downtown

Narrow, sidewalk riding, traffic volume

Railroad Crossings at Armstrong

Narrow, sidewalk riding, traffic volume

Corridors for Improvement

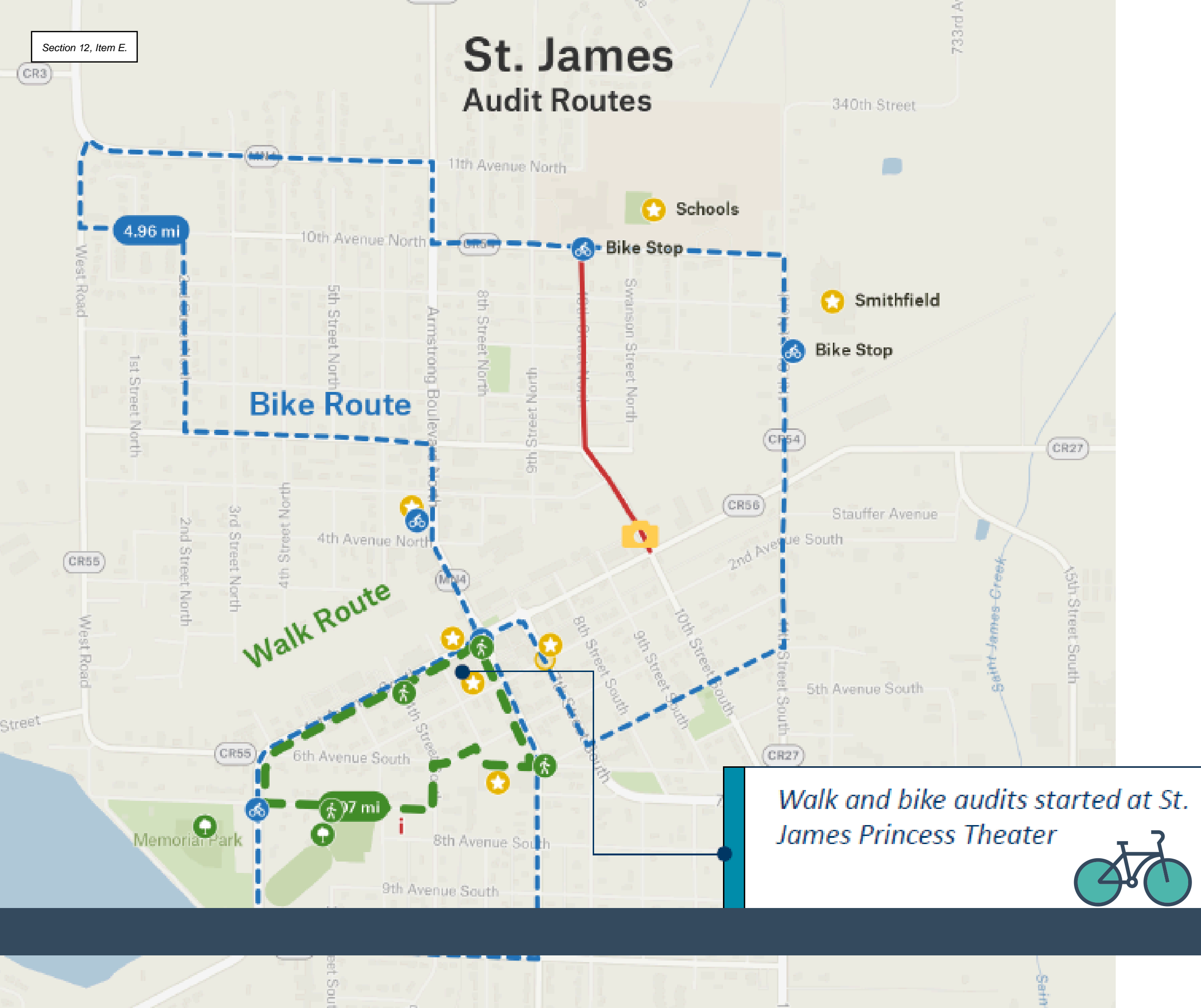
10th Avenue South (connections to fields), 10th Avenue North (school routes), Armstrong Boulevard (HRA residents)

Education and Promotion

Need for children and adult bicycle education, building from Bike to School Day 2025 success



St. James Audit Routes



Walk and bike audits started at St. James Princess Theater



WALK & BIKE AUDITS

Observed successes and challenges for walking and biking in St. James.

1-mile walk and 4-mile bike ride

VISION

PLAN VISION

A safer, more walkable and bikeable St. James where all residents regardless of age, gender, ability, or language can easily access schools, parks, local businesses, and essential services.

GOALS SUMMARY

- All Ages, Genders, Abilities, & Languages
- Health and Quality of Life
- Sustainable and Resilient
- Economic Empowerment
- Community Driven



OUR GOALS

- **All Ages, Genders, Abilities, & Languages:** Create a safe, accessible, and appealing transportation network for all residents.
- **Health & Quality of Life:** Promote a healthy active lifestyle for residents and improve community health outcomes through a well-connected sidewalk and trail network.
- **Sustainable and Resilient:** Provide a greater variety of transportation options to reduce reliance on single occupancy vehicles and decrease impacts such as noise and pollution.
- **Economic Empowerment:** Support equitable access to economic opportunity through low or no-cost modes of transportation connecting residents and local businesses.
- **Community Driven:** Develop a plan that engages all residents and reflects the diversity of community needs.



ACTIVE TRANSPORTATION PRINCIPLES

To provide transportation choice, equity and encourage active trips, routes must be:

SAFE

Does the route minimize risk of injury and danger (both traffic and personal safety)?

COMFORTABLE

Does the route appeal to a broad range of age and ability levels and are there user amenities (e.g., places to sit, protection from the weather)?

COHERENT

How easy is it to understand where to go? How to navigate a crossing or an intersection? How connected is the network?

DIRECT

Does the route provide direct and convenient access to destinations?

ATTRACTIVE

Is the route green, well-maintained and celebrate local identity?

WHAT CAN WE ACHIEVE IN...

IN 100 DAYS

- **Confirm Armstrong Boulevard North intersection design and goals for a demonstration project (supported through the MnDOT Active Transportation Planning Assistance Grant).**
- **Develop partnerships with the railroad, Watonwan County, and MnDOT and identify opportunities to improve partner owned and managed roadways.**
- **Continue internal city coordination to understand financing considerations for priority projects.**

IN 1 YEAR

- **Following the demonstration project, confirm next steps for crossing or corridor improvements. Secure funding and begin design process.**
- **Work with MnDOT District 7/ Region Nine Development Commission to conduct pedestrian and bicycle count studies to understand current travel patterns and impact of improvements.**
- **Engage community in bikeway design potentials along 2nd Avenue South.**
- **Identify design alternatives for 10th Avenue South and secure funding for street reconstruction.**
- **Evaluate and modify the city's winter maintenance policy to enhance clarity, public understanding, and communication channels.**
- **Identify partners and event opportunities to pilot an open streets community event in St. James**

IN 3 YEARS

- **Initiate a city traffic calming program and secure an implementation budget for public works.**
- **Draft and adopt a complete streets policy.**
- **Review and endorse national and state design guidance that fits the context of St. James and the goals of the active transportation network.**
- **Conduct parking study along 2nd Avenue South to identify bikeway goals and design potentials.**
- **Support Safe Routes to School programming through partnerships and funding for events promoting active transportation.**
- **Study alternative street design on 10th Street South below the railroad and confirm funding needs and design feasibility.**
- **Create and adopt an ADA Transition Plan.**

IN 5 YEARS

- **Following the adoption of a complete streets policy, develop a complete streets checklist to support policy implementation.**
- **Continue to implement ADA accessibility projects to fulfill the St. James ADA Transition Plan.**
- **Identify future bikeway routes building from a bike lane on 2nd Avenue South.**
- **Implement intersection improvements at 10th Avenue South and 1st Street South to better connect any corridor improvements made to 10th Avenue South.**
- **Study and evaluate the feasibility of the identified additional projects and determine project next steps.**

DEMONSTRATION PROJECT

Intersection of Armstrong Blvd N and 5th Ave N.

Install temporary curb extensions to provide safer pedestrian crossings for residents.

Identified through public engagement with Park Apartment residents.

Work is funded through the MN Active Transportation Planning Grant.

To be completed in summer of 2026.

