



# City Council Meeting - Amended Agenda

June 16, 2026 at 5:30 PM

St. James City Hall – Council Chambers

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**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 – 06.02.2026 Council 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 Special Event Permit - Railroad Days

**11. OLD BUSINESS**

**12. NEW BUSINESS**

**A.** Consideration to Approve Resolution 06.26.05 - Accepting Financial Gift from the American Legion Post #33

**B.** Consideration to Approve Resolution 06.26.06 - Accepting Financial Gift from the Ellingsburg Zettle VFW Post #1914

**C.** Consideration to Approve Resolution 06.26.07 - Authorizing the City Manager and City Clerk to Enter into the Amendment #A01 to MnDOT Grant Agreement #1062046 with the State of Minnesota

**D.** Consideration to Approve First Reading of Proposed Ordinance No. 036, 4th Series - Amending Chapter §30.04(B) to the St. James City Code Pertaining to Council Procedures at Regular Meetings

**13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS**

**14. ADJOURNMENT**

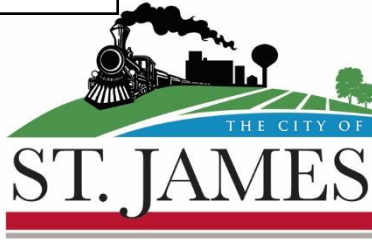
June 16, 2026

**ITEM:** Approval of Minutes – 06.02.2026 Council Minutes

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**BACKGROUND:** The Minutes of June 2, 2026, City Council Meeting are attached for review and approval.

**STAFF RECOMMENDATION:** Approve/Deny Minutes.



# City Council Meeting Minutes

June 02, 2026 at 5:30 PM

St. James City Hall – Council Chambers

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## 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, City Clerk-Treasurer Kris Hurley, City Attorney Mike Kircher

## 3. DETERMINATION OF QUORUM

## 4. APPROVAL OF MINUTES

### A. Consideration to Approve Minutes - 05.19.2026 Council Work Session Minutes

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Hanson, Lindee, Shupe

Voting Abstaining: Harris

Upon voice vote, it was approved 4-0-1.

### B. Consideration to Approve Minutes – 05.19.2026 Council Meeting

Motion made by Lindee, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee, Shupe

Voting Abstaining: Harris

Upon voice vote, it was approved 4-0-1.

## 5. CONSENT ITEMS

### A. Payment of Claims and ACH Payments

Payment of Claims totaling \$651,734.09 is as follows: \$330,995.95 Check No. 706500 - 706585 and \$320,738.14 ACH No. 2347 - 2363 as listed in the check register.

Motion made by Craig, Seconded by Harris.

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**

**11. OLD BUSINESS**

**12. NEW BUSINESS**

- A. Consideration to Approve Resolution 06.26.01 - Declaring Abandoned and Surplus Property and Ordering the Disposal

Resolution 06.26.01 declares the 1994 Ford L8000 Dump Truck #34 - Water Department, and the Katolight Emergency Generator - Water Department as excess property and authorizes the disposal.

Motion made by Hanson, Seconded by Craig. Upon hand vote, the following voted:  
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 06.26.01 duly passed 5-0.

- B. Consideration to Approve Resolution 06.26.02 - Granting Special Use Permit to Allow for an Auto Salvage Yard in a I-2 General Industrial District

Resolution 06.26.02 grants the Special Use Permit recommended by the Planning Commission to allow a salvage yard within I-2 General Industrial District.

Motion made by Harris, Seconded by Lindee to approve the Special Use Permit. Additional discussion regarding pollution and the creek on the property. Upon voice vote, the following voted:

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

Whereupon Mayor Christopher Whitehead declared Resolution 06.26.02 not passed, 0-4.

Motion made by Hanson, Seconded by Craig to get additional information on pollution and adding conditions to the permit, if necessary. Upon voice vote, the following voted:

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

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

- C. Consideration to Approve Resolution 06.25.03 - Adopting the City of St. James Active Transportation Plan

Resolution 06.25.03 adopts the City of St. James Active Transportation Plan.

Motion made by Craig, Seconded by Harris. Upon voice vote, the following voted:  
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 06.25.03 duly passed 5-0.

- D. Consideration to Approve Resolution 06.26.04 - Accepting Bid, Project No. 26X.143591, 2026 Sealcoating

Resolution 06.26.04 accepts the lowest responsible bidder, Allied Blacktop Company for Project No. 26X.143591, 2026 Sealcoating.

Motion made by Lindee, Seconded by Harris. Upon voice vote, the following voted:  
Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Whereupon Mayor Christopher Whitehead declared Resolution 06.26.04 duly passed 5-0.

E. Consideration to Discussion Ad Hoc Working Group Report & Identified Action Items

The Ad Hoc Working Group met on Monday, May 18, 2026, to discuss concerns raised by Watonwan County Cares (WCC) related to immigration enforcement activity within the community and the impact those events have on residents. The goal communicated by representatives of WCC is to increase transparency with the public. It was communicated that 1 in 400 people in Watonwan County were arrested and residents felt targeted.

Immigration enforcement is a federal responsibility, and the City does not have authority over federal immigration law or ICE operations. The City does not have policies requiring proactive cooperation with ICE beyond any legal obligation required under state or federal law.

A significant portion of the discussion centered around community perception, fear, misinformation, and the role communication and social media played during prior immigration enforcement activity. Representatives from WCC expressed interest in the city providing additional public communication intended to reassure residents and clarify the city's role and jurisdiction. City representatives communicated the importance of maintaining a neutral position focused on public safety, avoiding political escalation, and ensuring the city does not unintentionally create confusion regarding its legal authority or responsibilities.

Two potential action items were identified for possible consideration:

1. Drafting a neutral public statement clarifying that the City is a local government entity and does not enforce federal immigration law.
2. Exploring whether immigration-related resource information should be linked or referenced on the city website.

Motion made by Craig, Seconded by Harris to hold a council work session on July 7, 2026, to work on creating a public statement and discuss options for resources on the city website.

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

Upon voice vote, it was unanimously approved.

**13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS**

**14. ADJOURNMENT**

Motion made by Harris, Seconded by Lindee.

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

All Yea - motion carried. The meeting adjourned at 6:05 p.m.

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Kristin Hurley, City Clerk-Treasurer

June 16, 2026

**ITEM:** Licenses and Permits – Special Event Permit: Railroad Days

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**BACKGROUND:** A special event application has been submitted to request a special event permit.

**Event Name:** Railroad Days

**Date and Time:** June 23-28, 2026

**Location:** Various

**Type of Event:** Festival

**Purpose of Event:** Community celebration

**Anticipated Attendance:** 1,000+

**Contact Person:** Tracy Hurley and Joe McCabe

**Event Description:** Railroad Days is a community festival to celebrate the history, people, and spirit of our community through a fun, inclusive, and family-friendly event. This festival brings together residents, businesses, and organizations to celebrate local traditions and achievements while fostering pride, connection, and a shared sense of belonging. Through food, music, art, activities, and entertainment, the festival strengthens community ties, supports local vendors, and creates joyful memories that reflect the heart of our community. The festival includes corn hole games, golf tournament, book sale, pork chop supper, soccer, car show, food trucks, model train roundhouse tours, fire truck rides, parade, beer garden, etc.

**Parking Plan:**

**Street Closure:** Car Show – 1<sup>st</sup> Avenue South between Armstrong Blvd and 5<sup>th</sup> Street South. Parade – Starting at 10<sup>th</sup> Avenue South/Armstrong Blvd corner, ending at 1<sup>st</sup> Street South/10<sup>th</sup> Avenue South at Memorial Park.

**Equipment Request:** Barricade, no parking signs, cones, garbage cans, and picnic tables.

**STAFF RECOMMENDATION:** Approve/Deny Permit.



### SPECIAL EVENT PERMIT APPLICATION

Submittal Date: June 3, 2026

#### APPLICANT INFORMATION.

Sponsoring Entity (if applicable)

TRACY HURLEY

Contact Person

<u>1147 10th St N</u>	<u>St James</u>	<u>MN</u>	<u>56081</u>
Address	City	State	Zip Code

<u>cthurley@jalohardware.com</u>	<u>507 381 2827</u>
Email Address (Primary Notification)	Phone Number

Joe McCabe

Secondary Contact Person

<u>1017 5th St S</u>	<u>St James</u>	<u>MN</u>	<u>56081</u>
Address	City	State	Zip Code

<u>Joe-p-mccabe@msn.com</u>	<u>507 621 0166</u>
Email Address (Primary Notification)	Phone Number

#### EVENT INFORMATION.

Event Name St James Railroad Days

Date(s) of Event June 23 - June 28, 2026

Hours of Event

Type of Event

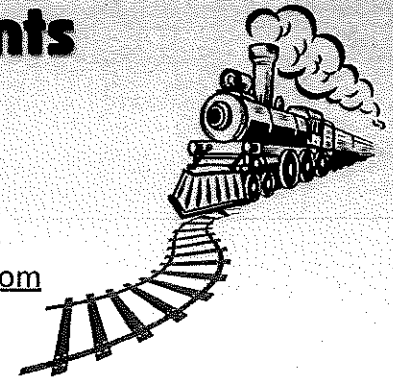
Open to the Public     Private     Other: \_\_\_\_\_

Describe Event (List all activities. Provide flyer or other marketing materials as available).

see event list

# St James Railroad Days Events

## June 23rd - 28th, 2026



### Tuesday, June 23rd

8:00AM

Railroad Days **Hoops Classic** - St. James High School

\* Contact Kevin or Tanya Jones at [ktjones5@gmail.com](mailto:ktjones5@gmail.com)

### Wednesday, June 24th

6:00PM - 8:00PM

**Music in the Park** - "Rock of Ages" Memorial Park

### Thursday, June 25th

11:00am - 5:00pm

Red Cross **Blood Drive** - American Legion

Registration - 5:30pm

42nd Annual **St. James Rail Run** "Run for those that Can't"

6:30pm - 9:00pm

Kid's Half Mile, 1 mile, 4-mile walk, 4-mile run.

7:00pm - 9:00pm

Round House Inc - **Model Railroad Club** Open House

*town application*

### Friday, June 26th

11:00am - 6:00pm

St. James Golf Course - St. James Invitational **Golf Tournament**

10:00am - 5:30pm

Friends of the Library **Book Sale** at the Library

5:00pm-7:30pm

St. James Fire Department-American Legion **Pork Chop Supper**

### Saturday, June 27th

8:00am- 11:00am

**Cakes for Kids** - St. James Rotary Club at St. James Eagles Club

10:00am - 2:00pm

Friends of the Library **Book Sale** at the Library

10:00am - 5:00pm

Roundhouse Inc. - **Model Railroad Club** Open House

10:00am - 4:00pm

First Avenue South - **Car Show**

**Food Trucks** - Madelia Health parking lot

11:00pm - 12:00pm

Schmidt's Bakery **Donut Eating Contest**

12:00pm - 4:00pm

**Fire Truck Rides**- Next to True Value

12:00pm - 4:00pm

**Facepainting / Kids games** - Madelia Health parking lot

1:00pm - 4:00pm

St. James **Historical Society** Open House

1:00pm - 4:00pm

St. James **Depot Museum** Open House

10:00am - 5:00pm

**Senior Legion RR Days Baseball Tournament** - Veterans Field

6:00pm

**St. James Railroad Days Parade**

8:00am - Midnight

St. James **Fire Department Dance**- Featuring "Drink 182"

Watonswan Co. Fairgrounds - Beer Garden

*county*

### Sunday, June 28th

1:00pm - 5:00pm

Round House Inc - **Model Railroad Club** Open House

1:00pm - 4:00pm

St. James **Depot Museum** Open House

Check out our "St. James Railroad Days" FACEBOOK page for up-to-date details!

Questions: Contact Tracy Hurley at [cthurley@jalohardware.com](mailto:cthurley@jalohardware.com)

June 16, 2026

**ITEM:** New Business – Resolution No. 06.26.05: Accepting Financial Gift from the American Legion Post #33

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**BACKGROUND:** The attached resolution accepts the financial gift from the American Legion Post #33 in the amount of \$200.00 for Meadowlark Prairies.

The City of St. James extends a heartfelt thank you to the American Legion Post #33 for their generous donation.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 06.26.05**

**RESOLUTION ACCEPTING FINANCIAL GIFT FROM THE  
AMERICAN LEGION POST #33**

**WHEREAS**, the American Legion Post #33 has offered financial support for Meadowlark Prairies Outdoor Lab and to the citizens of St. James.

**NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA** that the City hereby accepts the financial gift of \$200.00 from the America Legion Post #33 for the expressed purpose of contributing to Meadowlark Prairies Outdoor Lab and for residents of the City of St. James.

Adopted by the Council this 16<sup>th</sup> day of June 2026.

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

ATTEST:

\_\_\_\_\_  
Kristin Hurley, City Clerk-Treasurer

June 16, 2026

**ITEM:** New Business – Resolution No. 06.26.06: Accepting Financial Gift from the Ellingsburg Zettle VFW Post #1914

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**BACKGROUND:** The attached resolution accepts the financial gift from the Ellingsburg Zettle VFW Post #1914 in the amount of \$3,000.00 for the fireworks show.

The City of St. James extends a heartfelt thank you to the Ellingsburg Zettle VFW Post #1914 for their generous donation.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 06.26.06**

**RESOLUTION ACCEPTING FINANCIAL GIFT FROM THE  
ELLINGSBURG ZETTLE VFW POST #1914**

**WHEREAS**, the Ellingsburg Zettle VFW Post #1914 has offered financial support for the fireworks show and to the citizens of St. James.

**NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA** that the City hereby accepts the financial gift of \$3,000.00 from the Ellingsburg Zettle VFW Post #1914 for the expressed purpose of contributing to the fireworks show and for residents of the City of St. James.

Adopted by the Council this 16<sup>th</sup> day of June 2026.

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

ATTEST:

\_\_\_\_\_  
Kristin Hurley, City Clerk-Treasurer

June 16, 2026

**ITEM:** New Business – Resolution No. 06.26.07: Authorizing the City Manager and City Clerk to Enter into the Amendment #A01 to MnDOT Grant Agreement #1062046 with the State of Minnesota

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**BACKGROUND:** The attached resolution amends grant agreement #1062046 with the State of Minnesota. The original agreement included design costs associated with the Runway 15/33 Taxiway & Apron Pavement Improvement project in the amount of \$28,350.00. The amendment includes the construction costs associated with the project in the amount of \$170,237.10.

**STAFF RECOMMENDATION:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 06.26.07**

**RESOLUTION AUTHORIZING THE CITY MANAGER AND CITY CLERK TO  
ENTER INTO THE AMENDMENT #A01 TO MNDOT GRANT  
AGREEMENT #1062046 WITH THE STATE OF MINNESOTA**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
THE CITY OF ST. JAMES, MINNESOTA, as follows:**

**Section 1:** The St. James City Manager and City Clerk are hereby authorized and directed to sign the amendment #A01 to the MnDOT Grant Agreement #1062046 with the State of Minnesota.

Adopted by the City Council this 16<sup>th</sup> day of June 2026.

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

ATTEST:

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

**AMENDMENT # A01 to State Airport Fund Grant Agreement #: 1062046**

Agreement Start Date:	<u>01/20/2026</u>	Original Agreement Amount:	<u>\$40,500.00</u>
Orig. Expiration. Date:	<u>06/30/2030</u>	Prev. Amendment(s) Total:	<u>\$0.00</u>
Amended Exp. Date	<u>N/A</u>	Current Amendment Amount:	<u>\$202,695.96</u>
		Agreement Total:	<u>\$243,195.96</u>

This Amendment is by and between the State of Minnesota, through its Commissioner of Transportation (“State”) and **The City of St. James, 1205 61h Ave S., PO Box 70, St. James, MN 56081** (“Grantee”).

**RECITALS**

1. The State has an Agreement with Grantee identified as MnDOT Contract Number 1062046 (“Original Agreement”), to provide grant funding for A8301-46 (the “Project”).
2. The Project is entering its construction phase, and Grantee has submitted its budget for necessary construction costs.
3. The Original Agreement is being amended to reflect the additional funds being dispersed to Grantee.

Accordingly, The Parties are willing to amend the Original Agreement as stated below.

**AMENDMENT**

In this Amendment, deleted Agreement terms will be ~~struck out~~ and the added terms will be underlined.

**REVISION 1.** Subsection 1.5 Exhibits is deleted in its entirety and replaced as follows:

- 1.5. **Exhibits.** The following Exhibit(s) is/are attached and incorporated into this Agreement:

Exhibit A: Grant Request Letter

~~Exhibit B: Cost Split~~

Exhibit B-1: Cost Split

Exhibit C: Amendment Request Letter

**REVISION 2.** Section 4.1: Cost Participation is amended as follows:

- 4.1 **Cost Participation.** Costs for the Project will be proportionate and allocated accordingly between the federal government, the State, and Grantee as described in ~~Exhibit B~~ Exhibit B-1.

**REVISION 3.** Section 4.3: Total Obligation is amended as follows:

- 4.3 **Total Obligation.** The State’s total obligation for all compensation and reimbursements to Grantee under this Agreement will not exceed ~~\$28,350.00~~ \$170,237.10.

The terms of the Original Agreement are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Agreement and all previous amendments remain in full force and effect.

**[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]**

**MnDOT ENCUMBRANCE VERIFICATION**

The individual certifies funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05.

By: \_\_\_\_\_

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

Swift Contract #: \_\_\_\_\_

Swift Purchase Order #: \_\_\_\_\_

**GRANTEE**

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

**COMMISSIONER OF TRANSPORTATION, as delegated**

By: \_\_\_\_\_

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

**MnDOT CONTRACT MANAGEMENT, for form and execution**

By: \_\_\_\_\_

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

Airport: St. James Municipal  
 Airport Sponsor: City of St. James, MN  
 Ident: JYG  
 State Project No.: A8301-46  
 Agreement No.: 1062046  
 Project Description: Airfield Pavement Maintenance  
 Date: 5/13/2026

Administration	Description	Total	State Funding Rate	State	Local
	Bid Advertising	\$ 500.00	70.00%	\$ 350.00	\$ 150.00
		\$ -	70.00%	\$ -	\$ -
	<b>ADMINISTRATION SUBTOTAL</b>	<b>\$ 500.00</b>		<b>\$ 350.00</b>	<b>\$ 150.00</b>
<b>Land</b>	<b>Description</b>	<b>Total</b>	<b>State</b>	<b>State</b>	<b>Local</b>
		\$ -	70.00%	\$ -	\$ -
		\$ -	70.00%	\$ -	\$ -
	<b>LAND SUBTOTAL</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Engineering</b>	<b>Description</b>	<b>Total</b>	<b>State</b>	<b>State</b>	<b>Local</b>
	Design & Construction Administration - Bolton & Menk, Inc.	\$ 40,000.00	70.00%	\$ 28,000.00	\$ 12,000.00
		\$ -	70.00%	\$ -	\$ -
		\$ -	70.00%	\$ -	\$ -
	<b>ENGINEERING SUBTOTAL</b>	<b>\$ 40,000.00</b>		<b>\$ 28,000.00</b>	<b>\$ -</b>
<b>Construction</b>	<b>Description</b>	<b>Total</b>	<b>State</b>	<b>State</b>	<b>Local</b>
	Amendment Amount - Airfield Pavement Maintenance - Fahrner Asphalt Sealers	\$202,695.96	70.00%	\$ 141,887.17	\$ 60,808.79
		\$ -	70.00%	\$ -	\$ -
		\$ -	70.00%	\$ -	\$ -
	<b>CONSTRUCTION SUBTOTAL</b>	<b>\$ 202,695.96</b>		<b>\$ 141,887.17</b>	<b>\$ 60,808.79</b>
<b>Equipment</b>	<b>Description</b>	<b>Total</b>	<b>State</b>	<b>State</b>	<b>Local</b>
		\$ -	70.00%	\$ -	\$ -
		\$ -	70.00%	\$ -	\$ -
		\$ -	70.00%	\$ -	\$ -
	<b>EQUIPMENT SUBTOTAL</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Miscellaneous</b>	<b>Description</b>	<b>Total</b>	<b>State</b>	<b>State</b>	<b>Local</b>
		\$ -	70.00%	\$ -	\$ -
		\$ -	70.00%	\$ -	\$ -
		\$ -	70.00%	\$ -	\$ -
	<b>MISCELLANEOUS SUBTOTAL</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
	Total (before adjustments)	\$ 243,195.96		\$ 170,237.17	\$ 60,958.79
	<b>Grant Amounts</b>	<b>\$ 243,195.96</b>		<b>\$ 170,237.10</b>	<b>\$ 72,958.86</b>

Section 12, Item C.



City of St. James

1205 6<sup>th</sup> Ave S. | PO Box 70 | St. James, MN 56081

P. 507 -375 -3241 | F. 507 -375 -4376 | [www.ci.stjames.mn.us](http://www.ci.stjames.mn.us)

May 20, 2026

Mr. Luke Bourassa  
Airport Development Engineer  
MnDOT Office of Aeronautics  
395 John Ireland Boulevard  
St. Paul MN 55155

RE: Grant Amendment Request  
St. James Municipal Airport (JYG)  
Runway 15/33, Taxiway A, and Apron Pavement Maintenance  
A8301-46

Dear Mr. Bourassa:


Please find enclosed the bid abstract and MnDOT cost split for the project to be completed at the St. James Municipal Airport located in St. James, Minnesota:

The project is to complete crack repair, seal coat, and apply new pavement markings on Runway 15/33, Taxiway A, and the Apron.

St. James respectfully requests an amendment to SP A8301-46 for a revised state grant amount of **\$170,237.10** for the completion of this project. Should you require any additional information or documentation, please feel free to contact me at [amanda.knoll@ci.stjames.mn.us](mailto:amanda.knoll@ci.stjames.mn.us) or 507-375-5090.

Sincerely,

Signed by:

  
Amanda Knoll  
City Manager

cc: Chad Stradtman, City of St. James  
Brian Conklin, MnDOT Aeronautics  
Arika Johnson, MnDOT Aeronautics  
Julie Krinke, MnDOT Aeronautics  
Silas Parmar, Bolton & Menk, Inc.

Enclosures:

- Bid Abstract
- MnDOT Cost Split

Section 12, Item C.

AIRFIELD PAVEMENT MAINTENANCE  
 SP NO. A8301-46  
 ST. JAMES MUNICIPAL AIRPORT (JYG)  
 ST. JAMES, MINNESOTA  
 BMI PROJECT NO. 26X.142373

Item No.	Spec. No.	Item Description	Unit	Quantity	Engineer's Estimate		1		2		3		4	
					Unit Price	Total	Fahrner Asphalt Sealers, Inc.	American Road Maintenance	Gee Asphalt Systems, Inc.	Asphalt Surface Technologies Corp.				
1	2012.602	RUNWAY CLOSURE CROSSES	SET	1	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$4,000.00	\$4,000.00	\$14,335.00	\$14,335.00	\$7,700.00	\$7,700.00
2	2012.602	LOW PROFILE BARRICADES	EACH	6	\$100.00	\$600.00	\$100.00	\$600.00	\$650.00	\$3,900.00	\$250.00	\$1,500.00	\$220.00	\$1,320.00
3	2104.504	REMOVE PAVEMENT MARKING	SQ FT	12,602	\$1.25	\$15,752.50	\$0.98	\$12,349.96	\$0.95	\$11,971.90	\$0.77	\$9,703.54	\$0.77	\$9,703.54
4	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	410	\$50.00	\$20,500.00	\$36.00	\$14,760.00	\$40.00	\$16,400.00	\$54.60	\$22,386.00	\$40.00	\$16,400.00
5	2231.509	BITUMINOUS PATCHING MIXTURE	TON	110	\$225.00	\$24,750.00	\$235.00	\$25,850.00	\$250.00	\$27,500.00	\$204.75	\$22,522.50	\$258.50	\$28,435.00
6	2331.608	CRACK ROUT AND SEAL	LIN FT	7,000	\$2.00	\$14,000.00	\$2.40	\$16,800.00	\$1.60	\$11,200.00	\$1.60	\$11,200.00	\$4.00	\$28,000.00
7	P-608-6.1	ASPHALT SURFACE TREATMENT	SQ YD	65,900	\$1.75	\$115,325.00	\$1.68	\$110,712.00	\$1.60	\$105,440.00	\$1.53	\$100,827.00	\$1.55	\$102,145.00
8	P-620-5.1	PAVEMENT MARKING, WHITE	SQ FT	16,300	\$1.00	\$16,300.00	\$0.88	\$14,344.00	\$1.05	\$17,115.00	\$1.01	\$16,463.00	\$1.02	\$16,626.00
9	P-620-5.2	PAVEMENT MARKING, YELLOW	SQ FT	6,000	\$1.00	\$6,000.00	\$0.88	\$5,280.00	\$1.05	\$6,300.00	\$1.01	\$6,060.00	\$1.02	\$6,120.00
<b>TOTAL AMOUNT BID</b>						<b>\$214,227.50</b>		<b>\$202,695.96</b>		<b>\$203,826.90</b>		<b>\$204,997.04</b>		<b>\$216,449.54</b>
					<b>% UNDER/OVER ENGINEER'S ESTIMATE</b>			-5.38%		-4.85%		-4.31%		1.04%

June 16, 2026

**ITEM:** New Business – Proposed Ordinance No. 036, 4<sup>th</sup> Series: Amending Chapter §30.04(B) to the St. James City Code Pertaining to Council Procedures at Regular Meetings

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**BACKGROUND:** The attached proposed ordinance amends the council agenda structure to allow for Pledge of Allegiance at council meetings.

**First Reading:** June 16, 2026

**Notice of Proposed Ordinance:** June 18, 2026

**Second Reading and Final Vote:** July 7, 2026

**Approval of Publication of Title and Summary of Ordinance by the Council:** July 7, 2026

**Publication of Title and Summary of Ordinance:** July 16, 2026

**Publication of Entire Text of Ordinance at Watonwan County Library:**

**Recorded in the Ordinance Book and Available on Website:**

**Effective Date of Ordinance:**

**ACTION REQUESTED:** Approve/Deny the 1<sup>st</sup> Reading of Proposed Ordinance.

State of Minnesota  
County of Watonwan

ORDINANCE 036, 4<sup>TH</sup> SERIES

AN ORDINANCE AMENDING CHAPTER §30.04(B) TO THE ST. JAMES CITY CODE  
PERTAINING TO COUNCIL PROCEDURES AT REGULAR MEETINGS

The City of St. James does ordain:

**Section 1.** Title III of the City Code is amended by revising Chapter §30.04(B) to read as follows:

**§ 30.04 COUNCIL PROCEDURES AT REGULAR MEETINGS.**

(B) The City Clerk-Treasurer shall forthwith cause to be delivered to the Mayor and each Council member copies of all of the documents. *Robert's Rules of Order* (revised) shall govern all Council meetings as to procedural matters not set forth in the Charter or city code. The order of business at regular meetings shall be as follows:

- (1) Call to order;
- (2) ~~Roll call;~~ [Pledge of Allegiance](#)
- (3) ~~Determination of a quorum;~~ [Roll call](#)
- (4) ~~Approval of minutes (actual reading may be waived by majority vote of the Council member present if each member of the Council was furnished with a copy thereof, as herein before set forth;~~ [Determination of a quorum](#)
- (5) Consent items; [Approval of minutes \(actual reading may be waived by majority vote of the Council member present if each member of the Council was furnished with a copy thereof, as herein before set forth;](#)
- (6) ~~Scheduled bid lettings;~~ [Consent items](#)
- (7) ~~Scheduled hearings;~~ [Scheduled bid lettings](#)
- (8) ~~Administrative appeals;~~ [Scheduled hearings](#)
- (9) ~~Financial reports;~~ [Administrative appeals](#)
- (10) ~~Licenses and permits;~~ [Financial reports;](#)
- (11) ~~Old business;~~ [Licenses and permits;](#)
- (12) ~~New business; and~~ [Old business;](#)
- (13) ~~Reports of boards, commissions.~~ [New business; and](#)
- (14) [Reports of boards, commissions.](#)

**Section 2.** Effective Date. The effective date of this ordinance shall be effective upon passage and publication.

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

Date Ordinance Takes Effect: \_\_\_\_\_

Adopted by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2026.

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

ATTEST:

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