City Council Meeting Agenda

November 17, 2026 at 5:30 PM

St. James City Hall – Council Chambers

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1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Mayor Christopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Mary Shupe
4. **DETERMINATION OF QUORUM**
5. **APPROVAL OF MINUTES**
   - **A.** Consideration to Approve Minutes – 11.04.2026 Council Meeting
   - **B.** Consideration to Approve Minutes – 11.09.2026 Special Council Meeting
6. **CONSENT ITEMS**
   - **A.** Payment of Claims and ACH Payments
7. **SCHEDULED BID LETTING**
8. **SCHEDULED PUBLIC HEARINGS**
9. **ADMINISTRATIVE APPEALS**
10. **FINANCIAL REPORTS**
11. **LICENSES AND PERMITS**
12. **OLD BUSINESS**
13. **NEW BUSINESS**
    - **A.** Consideration to Approve Resolution 11.26.12 - Accepting 2027 Major Medical Insurance and 2027 Wage Scales
    - **B.** Consideration to Approve Resolution 11.26.13 - Amending Resolution 11.26.07 Approving Lot Combination for Esmeralda A. Orozco Marroquin at 1110 and 1112 2nd Avenue South
    - **C.** Consideration to Approve Purchase Request - Light Department Fleet Equipment
    - **D.** Consideration to Approve Purchase Request - Ambulance Department Equipment
14. **REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS**
15. **ADJOURNMENT**

November 17, 2026

ITEM: Approval of Minutes – 11.04.2026 Council Minutes

BACKGROUND: The Minutes of November 4, 2026, City Council Meeting are attached for review and approval.

STAFF RECOMMENDATION: Approve/Deny Minutes.

City Council Meeting Minutes

November 04, 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. **PLEDGE OF ALLEGIANCE**

3. **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: Paul Harris

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

4. **DETERMINATION OF QUORUM**

5. **APPROVAL OF MINUTES**

   A. Consideration to Approve Minutes – 10.20.2026 Council Meeting

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

   Upon voice vote, it was approved 4-0.

6. **CONSENT ITEMS**

   A. Payment of Claims and ACH Payments

   Payment of Claims totaling $1,311,667.55 is as follows: $917,130.76 Check No. 707452, 707454 - 707548 and $394,536.79 ACH No. 2519 - 2537 as listed in the check register.

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

   Upon voice vote, it was unanimously approved.

7. **SCHEDULED BID LETTING**

8. **SCHEDULED PUBLIC HEARINGS**

9. **ADMINISTRATIVE APPEALS**

10. **FINANCIAL REPORTS**

11. **LICENSES AND PERMITS**

12. **OLD BUSINESS**

13. NEW BUSINESS

A. Consideration to Approve Resolution 11.26.01 - Establishing Fund 410 - Blight Fund and Authorizing the Transfer of $250,000 from Fund 101 - General Fund

Resolution 11.26.01 establishes Fund 410 - Blight Fund to provide a dedicated funding source for addressing blighted, deteriorated, and hazardous properties throughout the community.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.01 duly passed 4 - 0.

B. Consideration to Approve Resolution 11.26.02 - Establishing Fund 404 - Future Park Improvement Fund and Authorizing the Transfer of $250,000 from Fund 101 - General Fund

Resolution 11.26.02 establishes Fund 404 - Future Park Improvement to provide a dedicated funding source for maintaining, improving, and developing its public parks and recreational facilities to meet the current and future needs of the community.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.02 duly passed 4-0.

C. Consideration to Approve Resolution 11.26.03 - Establishing Fund 411 - Capital Equipment Fund and Authorizing the Transfer of $465,000 from Fund 103 - Capital Equipment Fund

Resolution 11.26.03 establishes Fund 411 - Capital Equipment Fund to improve financial reporting and establish more consistent accounting procedures for capital equipment purchases across City departments.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.03 duly passed 4-0.

D. Consideration to Approve Resolution 11.26.04 - Establishing Fund 412 - Capital Improvement Fund and Authorizing the Transfer of $350,000 from Fund 105 - Capital Improvement Fund

Resolution 11.26.04 establishes Fund 412 - Capital Improvement Fund to improve financial reporting and establish more consistent accounting procedures for capital improvement projects and expenditures across City departments.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.04 duly passed 4-0.

E. Consideration to Approve Resolution 11.26.05 - Authorizing Asbestos Abatement at 411 4th Street North and 717 6th Street North

Resolution 11.26.05 authorizes asbestos abatement of two City owned properties located at 411 4th Street North and 717 6th Street North. These properties are scheduled for future demolition.

The City received a project estimate from Jerome H. Meidl as follows:

411 4th Street North $11,731.00

717 6th Street North $6,570.00

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

Whereupon Mayor Christopher Whitehead declared Resolution 10.26.05 duly passed 4-0.

F. Consideration to Approve Resolution 11.26.06 - Granting Signage Approval Relating to 608 1st Avenue South

Resolution 11.26.06 approves signage at 608 1st Avenue South. The electronic display shall operate with stationary messages that change periodically, without continuous scrolling, animation, flashing, or prohibited changes in light intensity.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.06 duly passed 4-0.

G. Consideration to Approve Resolution 11.26.07 - Approving Lot Combination for Esmeralda A. Orozco Marroguin at 1110 and 1112 2nd Avenue South

Resolution 11.26.07 approves a lot combination application combining two adjoining residential parcels located at 1110 and 1112 2nd Avenue South.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.07 duly passed 4-0.

H. Consideration to Approve Resolution 11.26.08 - Authorizing the City Manager to Enter into the HeatShare Agreement with The Salvation Army

Resolution 11.26.08 authorizes the City Manager to enter into the HeatShare Agreement with The Salvation Army. The agreement allows the City to continue its partnership in providing emergency utility assistance to individuals and families experiencing financial hardship.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.08 duly passed 4-0.

I. Consideration to Approve Resolution 11.26.09 - Authorizing the City Manager to Enter into the Firm Electric Service Contract with the United States Department of Energy Western Area Power Administration

Resolution 11.26.09 approves an updated agreement with Western Area Power Administration (WAPA) relating to the City's existing federal hydropower allocation and the management of associated Renewable Energy Certificates (RECs)

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.09 duly passed 4-0.

J. Consideration to Approve Resolution 11.26.10 - Authorizing the Mayor and City Manager to Enter into the Dog Impound Transportation and Boarding Agreement with the City of Mountain Lake

Resolution 11.26.10 Authorizes the Mayor and City Manager to enter into a dog impound transporation and boarding agreement with the City of Mountain Lake to establish the terms and conditions under which St. James will provide dog impound services to Mountain Lake.

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

Whereupon Mayor Christopher Whitehead declared Resolution 11.26.10 duly passed 4-0.

14. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

15. ADJOURNMENT

Motion made by Craig, Seconded by Lindee.

All Yea - motion carried. The meeting adjourned at 6:06 p.m.

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Kristin Hurley, City Clerk-Treasurer

November 17, 2026

ITEM: Approval of Minutes – 11.09.2026 Special Council Minutes

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BACKGROUND: The Minutes of November 9, 2026, Special City Council Meeting are attached for review and approval.

STAFF RECOMMENDATION: Approve/Deny Minutes.

MINUTES OF THE MEETING OF THE CITY COUNCIL OF THE CITY OF ST. JAMES, WATONWAN COUNTY, MINNESOTA

Pursuant to due call and notice thereof, a special meeting of the City Council of St. James, Minnesota was duly held at the City Hall Council Chambers in said City on Thursday, November 9, 2026, at 4:00 p.m.

Mayor Christopher Whitehead called the meeting to order at 4:18 p.m.

Present: Mayor Christopher Whitehead, Councilpersons Kathleen Hanson, Sue Craig, Paul Harris

Absent: Councilperson Mary Shupe, Stephen Lindee

Staff Present: City Manager Amanda Knoll

NEW BUSINESS

CANVASS OF ELECTION RESULTS

The City Clerk submitted the Detail of Election Results and Summary Statements prepared and certified by the County Auditor and Election Judges as the results of the General Election held on November 3, 2026. The returns were reviewed by the Council and results were found to be as follows:

Christopher Whitehead, having received a majority of the votes cast in the City of St. James for Mayor, is hereby elected Mayor for a term of two (2) years.

Liam Skogen, having received a majority of the votes cast in the City of St. James for Councilperson At Large is hereby elected Councilperson At-Large for a term of four (4) years.

Paul C. Lenz, having received a majority of the votes cast in the City of St. James for Councilperson 1st Ward is hereby elected Councilperson 1st Ward for a term of four (4) years.

Jacob Beckius, having received a majority of the votes cast in the City of St. James for Councilperson 2nd Ward is hereby elected Councilperson 2nd Ward for a term of four (4) years.

On motion by Councilperson Paul Harris, seconded by Councilperson Kathleen Hanson, the Council approved the election returns as certified by the Election Judges and directed the City Clerk - Treasurer to proceed with the issuance of certificate of election.

Voting in favor of said motion: Councilperson Kathleen Hanson, Paul Harris, Sue Craig

Voting against: None.

Mayor Christopher Whitehead declared said motion to be duly passed 3-0.

Motion by Councilperson Sue Craig, seconded by Councilperson Kathleen Hanson to adjourn. All ayes – motion carried. The meeting was adjourned at 4:20 p.m.

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Amanda Knoll, City Manager

November 17, 2026

ITEM: New Business – Resolution 11.26.12: Accepting 2027 Major Medical Insurance and 2027 Wage Scales

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BACKGROUND: The proposed 2027 wage scales, outlined in Appendix A, establish compensation ranges for full-time non-union, part-time, seasonal, and paid on-call employees. The updated wage scales are intended to maintain competitive and equitable compensation across City departments.

Appendix B outlines the 2027 major medical insurance benefits for non-union employees. The city will continue to cover 100% of the individual employee premium and 75% of the additional premium for dependent coverage, with employees responsible for the remaining 25%. The city will also contribute $2,750 toward the deductible through payroll contributions.

The proposed wage scales will become effective November 28, 2026, with the medical insurance renewal effective December 1, 2026. Aligning these implementation dates will allow for coordinated payroll and benefit administration.

STAFF RECOMMENDATION: Approve/Deny Resolution.

State of Minnesota
County of Watonwan

RESOLUTION NO. 11.26.12

RESOLUTION ACCEPTING 2027 MAJOR MEDICAL INSURANCE AND 2027 WAGE SCALES

WHEREAS, the City of St. James annually reviews and approves employee benefits and wage scales as part of its budget process; and

WHEREAS, the city has received renewal information for major medical and supplemental insurance coverage for the 2027 plan year, effective December 1, 2026; and

WHEREAS, the proposed 2027 wages scales are designed to maintain competitive and equitable compensation for city employees; and

WHEREAS, aligning the wage scale implementation with the annual benefit renewal period enhances administrative efficiency by allowing payroll, benefit, and accounting updates to occur concurrently.

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

1. The city hereby adopts the 2027 wage scales as presented in **Appendix A** effective November 28, 2026, per position.

2. The city hereby accepts the 2027 major medical insurance renewal as presented in **Appendix B** effective December 1, 2026.

3. The City Manager is authorized and directed to take all necessary actions to implement these changes and ensure compliance with applicable payroll and benefit administration requirements.

Adopted by the Council this 17th day of November 2026.

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Christopher Whitehead, Mayor

ATTEST:

_____
Kristin Hurley, City Clerk

APPENDIX A:

2027 Wage Scale effective November 28, 2026

Full-Time Non-Union Employees				
			2027	
NAME	POSITION	PAY EQUITY	MIN	MAX
AMBULANCE	EMT Director	450	**$40.64**	**$51.80**
BUILDING INSPECTION	Code Enforcement	233	**$28.75**	**$36.62**
CITY HALL	Utility Billing Clerk/Deputy City Clerk	203	**$30.46**	**$38.80**
CITY HALL	City Clerk	275	**$43.06**	**$54.89**
CITY HALL	Accounts Payable	173	**$28.75**	**$36.62**
CITY HALL	Receptionist	141	**$27.14**	**$34.57**
CITY MANAGER	City Manager	483	**$60.94**	**$77.71**
COMMUNITY DEVELOPMENT	Community Outreach/Marketing	238	**$34.18**	**$43.55**
LIGHT DEPARTMENT	Light Superintendent	363	**$57.51**	**$73.33**
LIGHT DEPARTMENT	Light Foreman	289	**$51.22**	**$65.30**
LIGHT DEPARTMENT	Light Lineman	225	**$34.18**	**$43.55**
LIGHT DEPARTMENT	Light Journeyman	266	**$43.06**	**$54.89**
LIQUOR	Liquor Store Manager	291	**$34.18**	**$43.55**
LIQUOR	Assistant Liquor Store Manager	153	**$25.63**	**$32.63**
POLICE	Police Receptionist	169	**$27.14**	**$34.57**
POLICE	Police Chief	410	**$54.28**	**$69.20**
STREETS	Street/Park Superintendent	301	**$43.06**	**$54.89**
WASTEWATER	Wastewater Superintendent	291	**$45.63**	**$58.16**
WATER QUALITY	Water Superintendent	291	**$43.06**	**$54.89**

Part-Time Employees				
		2027		
NAME	POSITION	PAY EQUITY	MIN	MAX
GENERAL GOV'T BUILDINGS	Cleaning Service	N/A	$23.78	$28.98
GENERAL GOV'T BUILDINGS	EDA MAINTENANCE	N/A	$21.76	$25.50
EDA	EDA Assistance	N/A	$21.76	$25.50
LIQUOR	Liquor Store Clerk	141	$17.70	$21.56
THEATRE	Theatre Attendant	N/A	$14.82	$18.06
THEATRE	Theatre Lead	N/A	$16.68	$20.32
THEATRE	Theatre Manager	131	$23.78	$28.98
SWIMMING POOL	Slider	N/A	$13.97	$17.02
SWIMMING POOL	Lifeguard	N/A	$15.72	$19.16
SWIMMING POOL	Lifeguard Lead	N/A	$16.68	$20.32
SWIMMING POOL	Assistant Pool Manager	N/A	$18.77	$22.87
SWIMMING POOL	Pool Manager	131	$23.78	$28.98
Paid On-Call/Casual Employees				
		On-Call		Call-Out
FIRE DEPARTMENT	Firefighter	$0.00/Hour		$30.00/Call
FIRE DEPARTMENT	Assistant Fire Chief	$3,000.00/Annual		
FIRE DEPARTMENT	Fire Chief	$5,000.00/Annual		
AMBULANCE	Driver	$6.00/Hour		$24.00 Differential
AMBULANCE	EMR	$6.00/Hour		$24.00 Differential
AMBULANCE	EMT	$6.00/Hour		$24.00 Differential
AMBULANCE	EMT Captain	$6.00/Hour		$24.00 Differential

RESOLUTION NO.: 11.26.12

2026 Pay Scale

NON-UNION										
FULL-TIME										
Step										
Grade	1	2	3	4	5	6	7	8	9	10
1	20.37	20.92	21.49	22.07	22.67	23.28	23.91	24.56	25.22	25.92
2	21.57	22.16	22.76	23.37	24.01	24.66	25.32	26.01	26.72	27.45
3	22.85	23.46	24.10	24.75	25.43	26.11	26.82	27.55	28.30	29.08
4	24.20	24.85	25.53	26.22	26.93	27.66	28.41	29.18	29.98	30.80
5	25.63	26.32	27.04	27.77	28.53	29.30	30.10	30.92	31.76	32.63
6	27.14	27.88	28.64	29.42	30.22	31.04	31.88	32.75	33.64	34.57
7	28.75	29.53	30.34	31.16	32.01	32.88	33.78	34.69	35.64	36.62
8	30.46	31.29	32.14	33.01	33.91	34.83	35.78	36.76	37.76	38.80
9	32.26	33.14	34.04	34.97	35.92	36.90	37.91	38.94	40.00	41.10
10	34.18	35.11	36.07	37.05	38.06	39.10	40.16	41.26	42.38	43.55
11	36.21	37.20	38.21	39.25	40.32	41.42	42.55	43.71	44.91	46.14
12	38.36	39.41	40.48	41.59	42.72	43.89	45.08	46.31	47.58	48.89
13	40.64	41.75	42.89	44.06	45.26	46.50	47.77	49.07	50.41	51.80
14	43.06	44.24	45.44	46.69	47.96	49.27	50.61	52.00	53.42	54.89
15	45.63	46.87	48.15	49.47	50.82	52.21	53.63	55.10	56.60	58.16
16	48.34	49.66	51.02	52.41	53.85	55.32	56.83	58.38	59.98	61.63
17	51.22	52.62	54.06	55.54	57.06	58.62	60.22	61.87	63.56	65.30
18	54.28	55.76	57.28	58.85	60.46	62.11	63.81	65.56	67.35	69.20
19	57.51	59.09	60.70	62.36	64.07	65.82	67.62	69.47	71.37	73.33
20	60.94	62.61	64.32	66.08	67.89	69.75	71.66	73.62	75.63	77.71

NON-UNION									
PART-TIME AND SEASONAL									
	Step								
Grade	1	2	3	4	5	6	7	8	9
1	13.56	13.90	14.25	14.61	14.97	15.34	15.73	16.12	16.52
2	13.97	14.32	14.68	15.04	15.42	15.81	16.20	16.61	17.02
3	14.39	14.75	15.12	15.49	15.88	16.28	16.69	17.10	17.53
4	14.82	15.19	15.57	15.96	16.36	16.77	17.19	17.62	18.06
5	15.26	15.65	16.04	16.44	16.85	17.27	17.70	18.15	18.60
6	15.72	16.12	16.52	16.93	17.36	17.79	18.23	18.69	19.16
7	16.19	16.60	17.01	17.44	17.88	18.32	18.78	19.25	19.73
8	16.68	17.10	17.52	17.96	18.41	18.87	19.34	19.83	20.32
9	17.18	17.61	18.05	18.50	18.96	19.44	19.92	20.42	20.93
10	17.70	18.14	18.59	19.06	19.53	20.02	20.52	21.04	21.56
11	18.23	18.68	19.15	19.63	20.12	20.62	21.14	21.67	22.21
12	18.77	19.24	19.72	20.22	20.72	21.24	21.77	22.32	22.87
13	19.34	19.82	20.32	20.82	21.34	21.88	22.43	22.99	23.56
14	19.92	20.42	20.93	21.45	21.98	22.53	23.10	23.68	24.27
15	20.51	21.03	21.55	22.09	22.64	23.21	23.79	24.39	25.00
16	21.13	21.66	22.20	22.75	23.32	23.91	24.50	25.12	25.75
17	21.76	22.31	22.87	23.44	24.02	24.62	25.24	25.87	26.52
18	22.42	22.98	23.55	24.14	24.74	25.36	26.00	26.65	27.31
19	23.09	23.67	24.26	24.86	25.49	26.12	26.78	27.45	28.13
20	23.78	24.38	24.99	25.61	26.25	26.91	27.58	28.27	28.98

APPENDIX B:

Major Medical Insurance for 2027

NON-UNION EMPLOYEE HEALTH INSURANCE BENEFIT

The 2027 Health Insurance Monthly Contribution for Non-Union employees are:

PLAN	TOTAL PREMIUM	EMPOYER SHARE	EMPLOYEE SHARE
Employee ONLY	$ Individual Premium	100%	0%
Employee PLUS	$ Individual Premium	75%	25%

City will pay $2,750.00 toward the deductible through payroll contribution.

November 17, 2026

ITEM: New Business – Resolution 11.26.13: Amending 11.26.07 Approving Lot Combination for Esmeralda A. Orozco Marroquin

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BACKGROUND: The City Council previously approved a request from Esmeralda A. Orozco Marroquin to combine two adjoining residential parcels located at 1110 and 1112 2nd Avenue South, identified as Parcel Nos. 20.179.0380 and 20.179.0390, through Resolution 11.26.07.

The proposed amendment incorporates the legal description of the properties as "Exhibit A" to provide the documentation necessary for Watonwan County to process the approved parcel combination.

This amendment does not change the Council's original approval or authorize additional development. All previous conditions and approvals remain in effect.

STAFF RECOMMENDATION: Approve/Deny Resolution.

State of Minnesota
County of Watonwan

RESOLUTION NO. 11.26.13

RESOLUTION AMENDING RESOLUTION 11.26.07 APPROVING LOT COMBINATION FOR ESMERALDA A. OROZCO MARROQUIN AT 1110 AND 1112 2ND AVENUE SOUTH

WHEREAS, the City Council of the City of St. James previously approved the lot combination requested by Esmeralda A. Orozco Marroquin for the adjoining properties located at 1110 and 1112 2nd Avenue South, St. James, Minnesota, through Resolution No. 11.26.07; and

WHEREAS, the properties are identified for property-tax purposes as Parcel Nos. 20.179.0380 and 20.179.0390; and

WHEREAS, the City Council desires to amend Resolution No. 11.26.07 to expressly identify the real property subject to that approval by incorporating the legal description attached to this resolution as Exhibit A; and

WHEREAS, both properties are located within the Low-Density Residential (R-1) Zoning District this amendment is intended to supplement the original approval with the legal description and does not authorize a replat, vacation of recorded lot lines, or new development.

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

Section 1. Amendment; Incorporation of Exhibit A. Resolution No. 11.26.07 is hereby amended to incorporate the legal description attached hereto as Exhibit A – Legal Description, identifying the property associated with the approved combination of Parcel Nos. 20.179.0380 and 20.179.0390, located at 1110 and 1112 2nd Avenue South. Exhibit A is incorporated herein by reference and made a part of this resolution as though fully set forth in its text.

Section 2. Prior Approval and Conditions Remain in Effect. Except for the express incorporation of Exhibit A, all findings, conditions, limitations, and approvals in Resolution No. 11.26.07 remain unchanged and in full force and effect. The lot combination remains subject to the applicable requirements and processing procedures of Watonwan County.

Section 3. County Coordination. The City Manager or designee is authorized to provide a certified copy of this amending resolution, including Exhibit A, together with Resolution No. 11.26.07, to the appropriate Watonwan County offices for processing of the approved tax parcel combination.

RESOLUTION NO.: 11.26.13

Adopted by the City Council this 17th day of November 2026.

_____
Christopher Whitehead, Mayor

Attest:

_____
Kristin Hurley, City Clerk – Treasurer

“EXHIBIT A”

LEGAL DESCRIPTION

That part of Lots Five (5) and Six (6) of Bertholet's Subdivision of Government Lots Twelve (12) and Thirteen (13) in Section Eighteen (18), Township One Hundred Six (106), Range Thirty-one (31), described as follows, to-wit: Beginning at a point in said Lot Five (5), 33 feet South of the North line of said Lot Five (5) and 408 feet East of the West line of said Lot Five (5) for a place of beginning; thence South on a line parallel with the West line of said Lot Five (5) a distance of 217.6 feet; thence East on a line parallel with the North line of said Lot Five (5) a distance of 72 feet; thence North on a line parallel with the West line of said Lot Five (5) a distance of 217.6 feet; thence West on a line parallel with the North line of said Lot Five (5) a distance of 72 feet to the place of beginning.

AND

That part of Lots Five (5) and Six (6) of Bertholet's Subdivision of Government Lots Twelve (12) and Thirteen (13) in Section Eighteen (18), Township One Hundred Six (106), Range Thirty-one (31), Watonwan County, Minnesota, described as follows: Beginning at a point in said Lot Five (5), 33 feet South of the North line of said Lot Five (5) and 480 feet East of the West line of said Lot Five (5), for a place of beginning; thence South on a line parallel with the West line of said Lot Five (5) for a distance of 217.6 feet; thence East on a line parallel with the North line of said Lot Five (5) for a distance of 50 feet; thence North on a line parallel with the West line of said Lot Five (5) a distance of 217.6 feet; thence West on a line parallel with the North line of said Lot Five (5) for a distance of 50 feet to the place of beginning.

EXCEPT the Part described as follows:

All that part of Lots 5 and 6 of Bertholet's Subdivision of Government Lots 12 and 13 in Section 18, Township 106, Range 31, Watonwan County, Minnesota lying East of the following described line: Commencing at the Northwest Corner of Lot 5, thence South along the West line of said Lot 5, a distance of 33 feet; thence East parallel to the North line of said Lot 5, a distance of 500.46 feet to the point of beginning; thence southerly deflecting to the right 90 degrees 01 minutes 54 seconds to the South line of the above described Parcel and there terminating.

TOGETHER WITH

That part of Lots 5 and 6 of Bertholet's Subdivision of Government Lots 12 and 13 in Section 18, Township 106 North, Range 31 West, City of St. James, Watonwan County, Minnesota, described as follows: Commencing at the Northwest corner of Lot 5 of said Bertholet's Subdivision, according to the recorded plat thereof; thence on an assumed bearing of South 0 degrees 12 minutes 10 seconds East, along the west line of said Lot 5, a distance of 33.00 feet to the south line of Second Avenue South; thence North 89

degrees 13 minutes 04 seconds East, along said south line, a distance of 379.50 feet to an iron monument, said iron monument being the point of beginning of the tract to be described; thence continuing North 89 degrees 13 minutes 04 seconds East, along said south line, a distance of 28.50 feet to the Northwest corner of a tract as recorded in Document No. 180856; thence South 0 degrees 12 minutes 10 seconds East, along the west line of said tract, a distance of 217.60 feet to the Southwest corner of said tract; thence South 89 degrees 13 minutes 04 seconds West, parallel with the north line of said Lot 5, a distance of 27.50 feet to an iron monument; thence North 0 degrees 27 minutes 58 seconds West a distance of 217.59 feet to the point of beginning, containing 0.14 acres, subject to easements now of record in said county and state.

November 17, 2026

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

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BACKGROUND: The Light Department is requesting authorization to purchase a new reel trailer for use in utility operations. Staff obtained two quotes for the equipment:

- **Ditch Witch of Minnesota:** $23,179.00
- **FS3, Inc.:** $23,729.41

Both quotes include reel trailers equipped with powered reel-winding capabilities. Ditch Witch provided the lower quote, representing a price difference of $550.41 before any applicable taxes and licensing.

This is a budgeted item in the 2026 budget.

STAFF RECOMMENDATION: Approve/Deny Purchase Request.

ch Witch®
of Minnesota & Iowa
www.ditchwitchmnia.com

Minnesota
12826 Emery Way / Shakopee, MN 55379
T: (952) 445-3066 / F: (952) 445-0035
1320 Frontier Drive / Fergus Falls, MN 56537
T: (218) 736-5688 / F: (218) 736-2965

Iowa
1520 Blue Sky Boulevard / Huxley, IA 50124
T: (515) 685-3521 / F: (515) 685-3042
8511 Brady St. / Davenport, IA 52806
T: (563) 391-4656 / F: (563) 391-1303

August 3, 2026

St. James Light and Power
St. James, MN.

Here is the quote you requested on a Felling model # FT-8 Reel Trailer

(1) 8,000 axle
Electric Brakes
Reel Cap 61''x 120''
Pintal Hitch
Power winder with gas motor
215/75R 17.5 H, 8 Bolt (17.5 x 6.75) Plat Wheel
7,000 lb. Spring Loaded Drop Leg Jack
LED Lights
Freight

$23,179.00+taxs/Lic.

NOTE: Price provided by the way of a Quotation or a Price List are subject to change to the price in effect at the time of delivery.

Thank you for considering Ditch Witch of Minnesota, Inc. for your equipment needs. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

Kevin Kollos
Territory Manager

FS3 INC
9030 64th ST NW - Annandale, MN 55302
PH: 320-274-7223 | WWW.FS3INC.BIZ

Estimate

Date	Estimate #	FOB	Expires
7/29/2026	9255		8/28/2026

Bill To: St. James Public Utility
PO Box 70
St. James, MN 56081

Ship To: City of St James
Matt 507-317-1886
314 6th St N
St James, MN 56081

Item	Description	Quantity	Rate	Total
	~1 in Stock @ FS3~~subject to prior sale			
SRT DWO EPH RPC S...	Single Reel Trailer DELUXE Reel Winder Option with Remote Pendent Control and Electric Start, Solar Panel for Battery Maintenance, Engine Powered Hydraulics and controls mounted within Lockable Metal Enclosure w/SS Hinge. 5 position pintle hitch, 0.179 thick bearing surface, grade 8 bolts, 3/8" safety chain and clevis. Hollow reel bar. Timbren Axle-less Suspension, 7000 lb. GVWR, 17.5" Rims and Tires Load rating H, 120" Reel Capacity x 63" width. Spring Pin Mechanisms, EZ Yellow Color with DOT reflective Conspicuity Tape visible at 360 degrees. All LED lighting with 72' Trailer Cord assembly that has 7 Pin Round Male connector and Brake System. DOT Document Storage Tube Mounted on Lockable Enclosure. 2012 MNDOT Lighting package including Rear Light Bar. (1880lb. Empty Weight) Complete Dims: 175.38"L x 93.75"W x 69"H, 1,880lb. Empty Weight	1	23,729.41	23,729.41
	TOTAL SALES TAX		0.00	0.00
	Sales Tax		0.00%	0.00

Total $23,729.41

November 17, 2026

ITEM: New Business – Purchase Request: Ambulance Department Equipment

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BACKGROUND: The Ambulance Department is requesting authorization to purchase a Stryker Power-PRO 2 powered ambulance stretcher to replace the existing stretcher in Ambulance 51.

The current stretcher has been in service since 2008 and has developed a hydraulic pump leak affecting the operation of its legs. Due to its age and the anticipated cost of repairs, replacement is recommended. The new powered stretcher will improve patient handling, reduce the physical demands on EMS personnel, and enhance safety during ambulance operations.

The total quoted purchase price is **$41,976.74**, which includes the stretcher, necessary accessories, a three-year preventative maintenance and service agreement, shipping, and $3,000 trade-in credit for the existing equipment.

This is not budgeted within the 2026 budget and would be funded through the Capital Equipment Fund 411. The fund balance is $465,000.

STAFF RECOMMENDATION: Approve/Deny Purchase Request.

CITY COUNCIL PROPOSAL

Replacement of Ambulance 51 Patient Stretcher System

Submitted by: St. James Ambulance Service
Equipment Requested: Stryker Power-PRO 2 Powered Ambulance Cot – High Configuration
Quote Number: 11402455
Vendor: Stryker Medical

1. Purpose of Request

St. James Ambulance Service is requesting City Council approval to purchase a new Stryker Power-PRO 2 powered ambulance cot to replace the existing patient stretcher currently assigned to Ambulance 51.

A patient stretcher is one of the most frequently used and physically demanding pieces of equipment in an ambulance. It is essential not only to the safe transportation of patients but also to the safety of the EMS personnel who operate it.

2. Need for Replacement

The stretcher has been identified as having a leaking hydraulic pump that functions the legs of the stretcher. The technician states that given the device's age and fact that it is not covered under our current maintenance agreement, it will be a significant cost to repair. It has also reached an age where replacement should be considered as part of responsible equipment management and long-term fleet planning.

The requested Stryker Power-PRO 2 is a powered ambulance cot designed to assist EMS personnel with lifting and lowering patients during loading and unloading operations. This technology helps reduce the physical demands placed on ambulance personnel and minimizes the amount of manual lifting required during patient transfers.

Investing in this equipment is an investment in both the safety of our patients and the personnel who provide emergency medical care to our community.

3. Equipment Requested

The department is requesting authorization to purchase the following equipment from Stryker Medical:

Stryker Power-PRO 2 – High Configuration (Model 6507)

The purchase includes:

Equipment	Cost
Stryker Power-PRO 2 High Configuration	$38,135.10
Alvarium Battery Service Kit	$925.50
Battery Charger Assembly	$1,323.75
North American Power Cord	$30.75
Single-Sided Backrest Pouch	$174.75
Equipment Subtotal	**$40,589.85**

The purchase also includes a $3,000 trade-in credit for the department's existing equipment.

4. Preventative Maintenance and Service Agreement

The quote includes a three-year Stryker ProCare service agreement at a cost of $3,819.00.

Including this agreement with the purchase will help ensure that the new stretcher receives scheduled preventative maintenance and that the department has manufacturer service support available during the coverage period.

5. Recommendation

The Stryker Power-PRO 2 would provide our EMS personnel with modern powered patient-handling technology while helping reduce the physical demands associated with daily ambulance operations. It would also provide our patients with updated equipment and give the department manufacturer-backed maintenance support.

This purchase should be viewed as an investment in the safety of our patients, the health and safety of our EMS personnel, and the continued reliability of emergency medical services provided to the citizens of St. James.

6. Requested City Council Action

St. James Ambulance Service respectfully requests that the City Council approve the purchase of one Stryker Power-PRO 2 High Configuration powered ambulance cot, including the associated accessories, trade-in allowance, and three-year ProCare maintenance agreement, at the quoted amount of **$41,976.70**.

Approval will allow the department to move forward with replacing the existing stretcher in Ambulance 51 and continue providing safe, reliable, and professional emergency medical services to our community.

Respectfully submitted,

St. James Ambulance Service

PP2

Quote Number: 11402455

Version: 1

Prepared For: ST JAMES AMBULANCE

Attn:

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Division: Medical

Rep: Nikolas Hess

Email: nikolas.hess@stryker.com

Phone Number:

Mobile: +1 2177220648

Quote Date: 11/05/2026

Expiration Date: 02/03/2027

Contract Start: 11/05/2026

Contract End: 11/04/2027

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	ST JAMES AMBULANCE	Name:	ST JAMES AMBULANCE	Name:	ST JAMES AMBULANCE
Account #:	20122375	Account #:	20122375	Account #:	20122375
Address:	124 ARMSTRONG BLVD S	Address:	124 ARMSTRONG BLVD S	Address:	124 ARMSTRONG BLVD S
	SAINT JAMES		SAINT JAMES		SAINT JAMES
	Minnesota 56081-1760		Minnesota 56081-1760		Minnesota 56081-1760

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	650705550001	6507 POWER PRO 2, HIGH CONFIG	1	$38,135.10	$38,135.10
2.0	650707000002	KIT, ALVARIUM BATTERY, SERVICE	1	$925.50	$925.50
3.0	650700450301	ASSEMBLY, BATTERY CHARGER	1	$1,323.75	$1,323.75
4.0	650700450102	ASSEMBLY, POWER CORD, NORTH AM	1	$30.75	$30.75
5.0	650700450142	BACKREST POUCH, SINGLE SIDED	1	$174.75	$174.75
				Equipment Total:	$40,589.85

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-SPCOT-PP2	TR-SYK PCOT TO PP2	1	-$3,000.00	-$3,000.00

ProCare Products:

#	Product	Description	Qty	Sell Price	Total
7.1	POWERPRO-PROCARE	Power Pro 2 for 6507 POWER PRO 2, HIGH CONFIG *11/05/2026 - 11/04/2029* √ Parts, Labor, Travel √ Preventative Maintenance	1	$3,819.00	$3,819.00
				ProCare Total:	$3,819.00

ENDING APPROVAL

PP2

Quote Number:	11402455	Remit to:	Stryker Sales, LLC 21343 NETWORK PLACE CHICAGO IL 60673-1213 USA
Version:	1	Division:	Medical
Prepared For:	ST JAMES AMBULANCE	Rep:	Nikolas Hess
	Attn:	Email:	nikolas.hess@stryker.com
		Phone Number:	
		Mobile:	+1 2177220648
Quote Date:	11/05/2026		
Expiration Date:	02/03/2027		
Contract Start:	11/05/2026		
Contract End:	11/04/2027		

Price Totals:

Estimated Sales Tax (0.000%):	$0.00
Shipping and Handling:	$567.89
Grand Total:	$41,976.74

Prices: In effect for 30 days

Terms: Net 30 Days

Shipping & Handling Includes:
Standard freight, special packaging, semi rigging cranes, labor & delivery of equipment to final location, removal of all packaging, pre-delivery site check, education/training

Terms and Conditions:
Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://www.stryker.com/stnc

PENDING APPROVAL

ST. JAMES AMBULANCE SERVICE

Ambulance 51 Stretcher Replacement

ONE-PAGE FINANCIAL SUMMARY | City Council consideration | Quote 11402455

Purchase requested: One Stryker Power-PRO 2 High Configuration powered ambulance cot (Model 6507), including listed accessories and a three-year ProCare service agreement.

WHY THIS PURCHASE IS BEING REQUESTED

The existing stretcher assigned to Ambulance 51 has served the department since 2008—approximately 18 years. Replacement will provide updated powered patient-handling equipment intended to assist crews with lifting and lowering, reduce manual handling demands, and support safe, reliable ambulance operations. The purchase also includes manufacturer service coverage and preventative maintenance.

ITEMIZED EQUIPMENT

Description	Amount
Stryker Power-PRO 2 High Configuration	$38,135.10
Alvarium battery service kit	$925.50
Battery charger assembly	$1,323.75
North American power cord	$30.75
Single-sided backrest pouch	$174.75
Equipment subtotal	**$40,589.85**

PROJECT COST SUMMARY

Equipment subtotal	$40,589.85
Trade-in credit	–$3,000.00
Three-year ProCare (parts, labor, travel, preventative maintenance)	$3,819.00
Shipping and handling	$567.89
Estimated sales tax (0.000%)	$0.00

VENDOR-QUOTED GRAND TOTAL **$41,976.70**

IMPORTANT QUOTE VERIFICATION

The listed cost components calculate to $41,976.74, which is $0.04 higher than the vendor-stated grand total of $41,976.70. The quote also lists ProCare coverage as 11/05/2026–11/04/2029, while the separate contract dates show 11/05/2026–11/04/2027. Confirm both items with Stryker before issuing a purchase order. Quote dated 11/05/2026; expires 02/03/2027.

Requested City Council action: Approve the purchase of the Stryker Power-PRO 2 system and associated items at the vendor-quoted total of $41,976.70, subject to confirmation of the quote discrepancies noted above.

Prepared by St. James Ambulance Service | November 2026