



City Council Meeting Agenda

April 07, 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 – 03.17.2026 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 Gambling License - The Hickory

11. OLD BUSINESS

12. NEW BUSINESS

A. Consideration to Approve Resolution 04.26.01 - Designating Specific 2025 Excess Funds to be Transferred to Specific 2026 Budget Funds

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

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

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

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

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

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

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

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

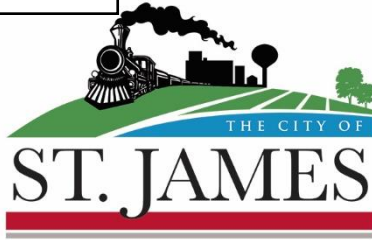
14. ADJOURNMENT

April 7, 2026

ITEM: Approval of Minutes – 03.17.2026 Council Minutes

BACKGROUND: The Minutes of March 17, 2026, City Council Meeting are attached for review and approval.

STAFF RECOMMENDATION: Approve/Deny Minutes.



City Council Meeting Minutes

March 17, 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

PRESENT: Mayor Christopher Whitehead, Councilpersons Sue Craig, Kathleen Hanson, Paul Harris, Stephen Lindee

STAFF PRESENT: City Manager Amanda Knoll, Deputy City Clerk-Treasurer Kathy Grothem, City Attorney Mike Kircher

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 03.10.2026 Council Meeting

Motion made by Lindee, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

Voting Abstaining: Harris

Upon voice vote, it was approved 3-1-0.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of claims totaling \$190,174.16 is as follows: \$190,174.16 Check No. 706057-706129 as listed in the check register.

Motion made by Craig, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee

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 03.26.07 - Expressing Appreciation to Tracy Anderson Upon Her Retirement

Tracy Anderson, EMT with the St. James Ambulance, has given her intent to retire from the City of St. James effective March 31, 2026. Council congratulated her and thanked her for her service to the community.

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 03.26.07 duly passed 4-0.

B. Consideration to Approve Resolution 03.26.08 - Approving the St. James CVB Budget for the Year 2026

Resolution 03.26.08 approves the St. James CVB Budget for the Year 2026.

Motion made by Harris, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 03.26.08 duly passed 4-0.

C. Consideration to Discuss and Approve Resolution 03.26.09 - Appointing City Council Vacancy

Following the City Council interviews for the vacant council position at the March 10, 2026 meeting, council members individually submitted their rankings of the applicants to the City Manager. The rankings were compiled into a summary format for review. Hanson recommended offering the position to Mary Shupe as she received the highest point score.

Resolution 03.26.09 appoints Mary Shupe to fill the City Council Vacancy.

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Craig, Hanson, Harris, Lindee

Whereupon Mayor Christopher Whitehead declared Resolution 03.26.09 duly passed 4-0.

D. Proposed Fiber-to-the-Home Network Expansion Presentation, Fidium Fiber

Representatives from Fidium Fiber gave an overview of their proposed Fiber-to-the-Home network expansion. Fidium Fiber intends to construct fiber optic infrastructure to serve approximately 2,000 locations within the community, with construction anticipated to begin Spring 2026.

Motion made by Harris, Seconded by Lindee to approve the expansion project.

Voting Yea: Craig, Hanson, Harris, Lindee

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

All Yea - motion carried. The meeting adjourned at 5:51 p.m.

Kathy Grothem, Deputy City Clerk-Treasurer

April 7, 2026

ITEM: Licenses and Permits – Gambling Permit: The Hickory

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

STAFF RECOMMENDATION: Approve/Deny Permit.

MINNESOTA LAWFUL GAMBLING

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: Pioneer Bank Bank Account Number: [REDACTED]
 Bank Street Address: 123 Armstrong Blvd S 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):	City:	State:	Zip Code:
_____	_____	<u>MN</u>	_____
_____	_____	<u>MN</u>	_____
_____	_____	<u>MN</u>	_____


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; margin: 10px auto; width: 80%; text-align: center;"> <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. |
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 Signature of Chief Executive Officer (designee may not sign)	3-18-26 Date
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<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

MINNESOTA LAWFUL GAMBLING

LG215 Lease for Lawful Gambling Activity

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LEASE INFORMATION		
Organization:	License/Site Number:	Daytime Phone:
Eagles Aerie 3420 St James	0 [REDACTED]	507-375-3255
Address:	City:	State: Zip:
701 1st Avenue S	St James	MN 56081
Name of Leased Premises:	Street Address:	
The Hickory	1000 County Rd 104	
City:	State: Zip:	Daytime Phone:
St. James	MN 56081	612-845-8643
Name of Legal Owner:	Business/Street Address:	
Casie Johnson	1000 County Rd 104	
City:	State: Zip:	Daytime Phone:
St. James	MN 56081	612-845-8643
Name of Lessor (if same as legal owner, write "SAME"):	Address:	
SAME		
City:	State: Zip:	Daytime Phone:
Check applicable item: <input checked="" type="checkbox"/> New or amended lease. Effective date: <u>01/01/2026</u> . Submit changes at least ten days before the effective date of the change. <input type="checkbox"/> New owner. Effective date: _____. Submit new lease within ten days after new lessor assumes ownership.		
CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)		
<input checked="" type="checkbox"/> Pull-Tabs (paper)	<input checked="" type="checkbox"/> Electronic Pull-Tabs	
<input checked="" type="checkbox"/> Pull-Tabs (paper) with dispensing device	<input checked="" type="checkbox"/> Electronic Linked Bingo	
<input type="checkbox"/> Bar Bingo <input type="checkbox"/> Bingo	Electronic games may only be conducted:	
<input type="checkbox"/> Tipboards	1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or	
<input type="checkbox"/> Paddlewheel <input type="checkbox"/> Paddlewheel with table	2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.	
PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)		
BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.		
ALL GAMES, including electronic games: Monthly rent to be paid: <u>N/A</u> %, not to exceed 10% of gross profits for that month.		
<ul style="list-style-type: none"> Total rent paid from all organizations for only booth operations at the leased premises may not exceed \$1,750. The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor. 		
BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.		
ELECTRONIC GAMES: Monthly rent to be paid: <u>15</u> %, not to exceed 15% of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.		
ALL OTHER GAMES: Monthly rent to be paid: <u>20</u> %, not to exceed 20% of gross profits from all other forms of lawful gambling.		
<ul style="list-style-type: none"> If any booth sales conducted by a licensed organization at the premises, rent may not exceed 10% of gross profits for that month and is subject to booth operation \$1,750 cap. 		
BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)		
Bingo rent is limited to one of the following:		
<ul style="list-style-type: none"> Rent to be paid: <u>N/A</u>%, not to exceed 10% of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo. - OR - Rate to be paid: \$ <u>N/A</u> per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor. ⇒ Rent may not be paid for bar bingo. ⇒ Bar bingo does not include bingo games linked to other permitted premises. 		
LEASE TERMINATION CLAUSE (must be completed)		
The lease may be terminated by either party with a written <u>15</u> day notice. Other terms:		

LG215 Lease for Lawful Gambling Activity

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:	Date:	Signature of Organization Official (Lessee):	Date:
<i>Casie Johnson</i>	<i>1-10-26</i>	<i>Benjamin Nelson</i>	<i>1-13-26</i>

Print Name and Title of Lessor:	Print Name and Title of Lessee:
<i>Casie Johnson Owner</i>	<i>Benjamin Nelson Acric President</i>

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:
 Minnesota Gambling Control Board
 1711 W. County Road B, Suite 300 South
 Roseville, MN 55113
 Fax: 651-639-4032

April 7, 2026

ITEM: New Business – Resolution No. 04.26.01: Designating Specific 2025 Excess Funds to be Transferred to Specific 2026 Budget Funds

BACKGROUND: The attached resolution designates funds that were not spent in 2025 due to the inability to execute projects or purchases and will be completed in 2026.

The Street Department budgeted for a Line Lazer painter and Jetter truck in 2025, which will be completed in 2026. The department also budgeted sealcoating in 2025, and the project will be expended in 2026.

The Parks Department budgeted for a mower attachment in 2025 and will be expended in 2026. The department also budgeted for lighting in the dog park, which did not get completed in 2025.

The Railroad Museum had unspent funds for the depot and caboose in the 2025 budget, which is an on-going project.

The City Manager budgeted for employee appreciation activities in 2025, which were moved to 2026.

The Water Department replaced a valve at the water plant in 2025 and will be expended in 2026. The department also budgeted to rehab a well in 2025, which will be completed in 2026.

STAFF RECOMMENDATION: Approve/Deny Resolution.

State of Minnesota
County of Watonwan

RESOLUTION NO. 04.26.01

**RESOLUTION DESIGNATING SPECIFIC 2025 EXCESS FUNDS TO BE
TRANSFERRED TO SPECIFIC 2026 BUDGET FUNDS**

WHEREAS, various funds had allocated budgeted amounts which were not spent and were delayed due to the inability to execute projects in 2025 and will be completed in 2026; and

WHEREAS, the following is a list by department of the designated funds:

Department	Account # (From)	Transfer Item	Account # (To)	Amount
Street	101-43121-2420	Minor Equip - LineLazer Painter	101-43121-2420	\$20,000.00
Street	101-43121-5300	Impr Other Than Buildings - Sealcoating	101-43121-5300	\$200,000.00
Street	101-43121-5400	Heavy Machinery – Jetter Truck	101-43121-5400	\$300,000.00
Railroad Museum	101-45172-2230	Depot/Caboose	101-45172-2230	\$20,000.00
Parks	101-45202-3243	Dog Park Expense – Lighting	101-45202-3243	\$12,000.00
Parks	101-45202-5400	Heavy Machinery – Mower Attachment	101-45202-5400	\$15,000.00
City Manager	101-41320-4340	Employee Appreciation	101-41320-4340	\$4,000.00
Water	601-49410-5310	Utility Improvements	601-49410-5310	\$19,700.00
Water	601-49420-2210	Equipment Parts	601-49420-2210	\$19,000.00

WHEREAS, the City Clerk/Treasurer is directed to adjust the 2026 Budget for amended budget adjustments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, that the City of St. James City Council hereby authorizes said transfer of funds from the 2025 budget to the 2026 budget.

Adopted by the City Council this 7th day of April 2026.

Christopher Whitehead, Mayor

ATTEST:

Kathy Grothem, Deputy City Clerk-Treasurer

April 7, 2026

ITEM: New Business – Resolution 04.26.02: Accepting Financial Gift from the Ellingsburg Zettle VFW # 1914

BACKGROUND: The attached resolution accepts the financial gift from the Ellingsburg Zettle VFW #1914 in the amount of \$150.00 for the Adopt-A-Pot program.

The City of St. James extends a heartfelt thank you to the Ellingsburg Zettle VFW #1914 for their generous donation towards the Adopt-A-Pot program.

ACTION REQUESTED: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 04.26.02

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

WHEREAS, the Ellingsburg Zettle VFW Post #1914 has offered financial support for the Adopt-A-Pot program 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 \$150.00 from the Ellingsburg Zettle VFW Post #1914 for the expressed purpose of contributing to the Adopt-A-Pot program and for residents of the City of St. James.

Adopted by the Council this 7th day of April 2026.

Christopher Whitehead, Mayor

ATTEST:

Kathy Grothem, Deputy City Clerk-Treasurer

April 7, 2026

ITEM: New Business – Resolution 04.26.03: Accepting Financial Gift from the Ellingsburg Zettle VFW # 1914

BACKGROUND: The attached resolution accepts the financial gift from the Ellingsburg Zettle VFW #1914 in the amount of \$1,000.00 for Christmas lights.

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

ACTION REQUESTED: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 04.26.03

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

WHEREAS, the Ellingsburg Zettle VFW Post #1914 has offered financial support for Christmas lights 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 \$1,000.00 from the Ellingsburg Zettle VFW Post #1914 for the expressed purpose of contributing to Christmas lights and for residents of the City of St. James.

Adopted by the Council this 7th day of April 2026.

Christopher Whitehead, Mayor

ATTEST:

Kathy Grothem, Deputy City Clerk-Treasurer

April 7, 2026

ITEM: New Business – Resolution 04.26.04: Accepting Financial Gift from the Eagles Aerie #3420

BACKGROUND: The attached resolution accepts the financial gift from the Eagles Aerie #3420 in the amount of \$874.00 for the snowflake initiative.

The City of St. James extends a heartfelt thank you to the Eagles Aerie #3420 for their generous donation towards snowflakes.

ACTION REQUESTED: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 04.26.04

**RESOLUTION ACCEPTING FINANCIAL GIFT FROM THE
EAGLES AERIE #3420**

WHEREAS, the Eagles Aerie #3420 has offered financial support for the downtown snowflake initiative 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 \$874.00 from the Eagles Aerie #3420 for the expressed purpose of contributing to the downtown snowflake initiative and for residents of the City of St. James.

Adopted by the Council this 7th day of April 2026.

Christopher Whitehead, Mayor

ATTEST:

Kathy Grothem, Deputy City Clerk-Treasurer

April 7, 2026

ITEM: New Business – Resolution 04.26.05: Appointing Temporary Ad Hoc Work Group

BACKGROUND: The attached resolution appoints representatives from the City Council, Watonwan County Cares, community members at-large, and city staff and legal counsel. The city recently received input and requests from Watonwan County Cares regarding topics of community concern in matters related to federal immigration.

ACTION REQUESTED: Approve/Deny Resolution.

State of Minnesota
County of Watonwan

RESOLUTION NO. 04.26.05

RESOLUTION APPOINTING TEMPORARY AD HOC WORK GROUP

WHEREAS, the City of St. James has been engaged in ongoing discussions with Watonwan County Cares regarding community needs and potential collaborative efforts; and

WHEREAS, the City Council recognizes the value of gathering additional information, perspectives, and recommendations to guide future decision-making; and

WHEREAS, the City Council desires to establish a temporary ad hoc work group to review, discuss, and provide input on matters related to these efforts;

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

- 1. Establishment of Work Group.** A temporary ad hoc work group is hereby established for the purpose of reviewing relevant information and providing clarity of issues regarding federal immigration.
- 2. Composition.** The work group shall consist of the following members:
 - a. Paul Harris, City Council
 - b. Stephen Lindee, City Council
 - c. Carissa Lick, Watonwan County Cares
 - d. Kaley Hernandez, Watonwan County Cares
 - e. Sarahi Showalter, Community Member At-Large
 - f. Nigel Bentley, Community Member At-large
 - g. Amanda Knoll, City Manager
 - h. Brad Nestegard, Police Chief
 - i. Mike Kircher, City Attorney
 - j. Tammy Stevens, Community Outreach/Marketing Director
- 3. Purpose and Duties.** The temporary ad hoc work group shall review relevant information, identify key considerations and potential impacts, evaluate applicable legal considerations and constraints, and report findings and recommendations to the City Council.
- 4. Scope.** The temporary work group serves in an advisory capacity only and does not have authority to establish policy or take official action on behalf of the City.

- 5. **Duration.** The temporary ad hoc work group shall continue until its review is complete or until otherwise dissolved by action of the City Council.

- 6. **Reporting.** The temporary ad hoc work group shall report back to the City Council at a future meeting with its findings and any recommended next steps.

Adopted by the City Council this 7th day of April 2026.

Christopher Whitehead, Mayor

ATTEST:

Kathy Grothem, Deputy City Clerk-Treasurer

April 7, 2026

ITEM: New Business – Resolution 04.26.06: Approving the Preliminary and Final Plat of Jorgensen Subdivision and Approving the Street Name

BACKGROUND: The attached resolution approves the preliminary and flat plat of Jorgensen Subdivision. This resolution also approves the street name of 12th Avenue South.

ACTION REQUESTED: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 04.26.06

**RESOLUTION APPROVING THE PRELIMINARY PLAT AND FINAL PLAT OF
JORGENSEN SUBDIVISION AND APPROVING THE STREET NAME**

WHEREAS, the St. James EDA has submitted requests for Preliminary Plat and Final Plat approval for the property legally described in EXHIBIT A, to be known as Jorgensen Subdivision; and

WHEREAS, the Planning Commission held a public hearing on November 24, 2025, and recommended approval of the Preliminary Plat and Final Plat; and

WHEREAS, the proposed plat is consistent with the City's Land Use Plan and meets all applicable subdivision standards, utility requirements, and zoning regulations; and

WHEREAS, the plat includes the dedication of a new public street, and the City must approve an official street name in accordance with City and County addressing requirements.

NOW, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, hereby approves that:

1. The Preliminary Plat of Jorgensen Subdivision is approved.
2. The Final Plat of Jorgensen Subdivision is approved, subject to:
 - a. All required signatures being obtained,
 - b. Recording of the Plat with Watonwan County,
 - c. Submission of all required title and utility documents,
 - d. Compliance with all conditions recommended by city staff and the Planning Commission.
3. That said plat shall be named: Jorgensen Subdivision
4. That said street designated in said plat shall be named: 12th Avenue South
5. The St. James Mayor, Zoning Administrator, City Clerk-Treasurer, EDA Board Chair and Planning Commission Chair is authorized to sign the final plat on behalf of the City of St. James and to submit the plat for recording to the Watonwan County Recorder.

Adopted by the City Council this 7th day of April 2026.

Christopher Whitehead, Mayor

ATTEST:

Kathy Grothem, Deputy City Clerk-Treasurer

ST. JAMES PLANNING COMMISSION

TO: Planning Commission Members
FROM: Brianna Sanders, Zoning Administrator
DATE: November 24, 2025
RE: Preliminary and Final Plat for Jorgensen Subdivision

Request

The St. James EDA has acquired land within the city limits of St. James. It is proposed that this land will be used for the development of a business park. A preliminary and final plat is required to plan for the infrastructure, easements, and lot lines.

The preliminary and final plat has been drafted by Bolton and Menk. Staff have sent the plat for review by MnDOT and the County Recorder.

The property consists of approximately 27.28 acres. It is proposed that the property is divided into 13 lots. 11 lots will be apart of the proposed business lot, 1 lot will accommodate the stormwater pond, and 1 lot will be used for housing.

It is proposed to develop 12th Ave S with a 60 ft right of way.

Location

The property is located on the south side of town. North of the existing Mayo clinic hospital property.

Existing Land Use

The parcel is currently being used for agricultural purposes. There is one business, Crystal Clean Car Wash, that will be included in the plat.

Recommendations

Staff recommendation is approval contingent on the approval of the annexation of PID 110240110.

Exhibits

Exhibit 1 – Jorgensen Subdivision Preliminary Plat

Exhibit 2 – Jorgensen Subdivision Final Plat

City Code

The procedure for a preliminary plat and final plat is described in the St. James City Code § 155.06.

§ 155.04 APPROVALS NECESSARY FOR ACCEPTANCE OF SUBDIVISION PLATS.

Before any plat shall be recorded, or be of any validity, it shall have been approved by the Planning and Zoning Commission and by the Council as having fulfilled the requirements of this chapter.



City of St. James

1205 6th Ave S. | PO Box 70 | St. James, MN 56081

P. 507-375-3241 | F. 507-375-4376 | www.ci.stjames.mn.us

NOTICE OF PUBLIC HEARING
ST. JAMES PLANNING COMMISSION

NOTICE IS HEREBY GIVEN, that the St James Planning Commission will meet on Monday, November 24, 2025, at 5:15 p.m. at the Saint James City Hall located at 1205 6th Ave South, Saint James, Minnesota, to hold a public hearing for the following purposes:

- 1) To review and obtain public comment on the zoning designation and annexation of property located in The South Half of the Southwest Quarter of the Northeast Quarter (S ½ SW ¼ NE ¼), and the East 33 feet of the South Half of the Southeast Quarter of the Northwest Quarter (S ½ SE ¼ NW ¼), all in Section 24, Township 106 North, Range 32 West, Watonwan County, Minnesota,

AND

Beginning at the southwest corner of Lot 4 of Block 1 of Sorensen’s Fourth Addition to the City of St. James, according to the recorded plat thereof; thence on an assumed bearing of North 0 degrees 26 minutes 12 seconds West, along the west line of said Block 1, a distance of 324.73 feet to the northwest corner of Lot 2 of said Block 1; thence North 82 degrees 56 minutes 12 seconds West a distance of 346.91 feet to an iron monument located on the easterly line of 4th Street South, as platted in Sorensen’s Fifth Addition to the City of St. James, according to the recorded plat thereof; thence southwesterly, along said easterly line, along a non-tangential curve, concave to the southeast, having a radius of 273.39 feet, a central angle of 13 degrees 57 minutes 55 seconds, the chord of said curve bears South 6 degrees 28 minutes 49 seconds West, a chord distance of 66.47 feet, an arc distance of 66.64 feet to a plat monument; thence South 0 degrees 35 minutes 42 seconds East, along the easterly line of said 4th Street South, a distance of 238.12 feet to the southeast corner of said 4th Street South, as platted in said Sorensen’s Fifth Addition; thence continuing South 0 degrees 35 minutes 42 seconds East, along the east line of said 4th Street as platted in Matthew’s Addition to the City of St. James, according to the recorded plat thereof, a distance of 10.12 feet to the northwest corner of Lot 1 of Block 2 of said Matthew’s Addition; thence North 89 degrees 25 minutes 55 seconds East, along the north line of said Lot 1, a distance of 140.12 feet to the northeast corner of said Lot 1; thence South 0 degrees 32 minutes 36 seconds East, along the east line of said Lot 1, a distance of 47.05 feet to an iron monument; thence South 87 degrees 58 minutes 47 seconds East a distance of 211.25 feet to the point of beginning, containing 2.60 acres, subject to easements now of record in said county and state.

AND

That part of the Southwest Quarter of the Northeast Quarter and the Southeast Quarter of the Northwest Quarter of Section 24, Township 106 North, Range 32 West, and that part of Lot 4 and that part of the vacated alley in Sorensen's Addition, City of St. James, Watonwan County, Minnesota, described as follows: Commencing at the Southwest corner of Lot 4 of Block 1 of Sorensen's Fourth Addition to the City of St. James, according to the recorded plat thereof; thence on an assumed bearing of North 0 degrees 26 minutes 12 seconds West, along the west line of said Block 1, a distance of 324.73 feet to the Northwest corner of Lot 2 of said Block 1, said Northwest corner being the point of beginning of the tract to be described; thence North 82 degrees 56 minutes 12 seconds West a distance of 346.91 feet to an iron monument located on the easterly line of Fourth Street South, as platted in Sorensen's Fifth Addition to the City of St. James, according to the recorded plat thereof; thence northeasterly, along said easterly line, along a non-tangential curve concave to the southeast, having a radius of 273.39 feet, a central angle of 21 degrees 43 minutes 44 seconds, the chord of said curve bears North 24 degrees 19 minutes 39 seconds East, a chord distance of 103.06 feet, an arc distance of 103.68 feet to a plat monument; thence North 35 degrees 07 minutes 36 seconds East, along the southeasterly line of said Fourth Street South, a distance of 183.63 feet to the Northeast corner of said Fourth Street South as platted in said Sorensen's Fifth Addition, also being on the south line of Sorensen's Second Addition to the City of St. James, according to the recorded plat thereof; thence South 87 degrees 57 minutes 52 seconds East, along the south line of said Sorensen's Second Addition, a distance of 24.81 feet to the Southeast corner of said Sorensen's Second Addition located on the west line of Lot 6 of Sorensen's addition to the City of St. James, according to the recorded plat thereof; thence South 2 degrees 58 minutes 40 seconds West, along the west line of said Lot 6, a distance of 10.12 feet to the Southwest corner of said Lot 6; thence South 88 degrees 00 minutes 39 seconds East, along the south line of said Lot 6 and along the south line of Lot 5 of said Sorensen's Addition, a distance of 150.00 feet to the Southeast corner of said Lot 5; thence South 0 degrees 25 minutes 05 seconds East, along the west line of an alley as platted in said Sorensen's Addition, a distance of 90.03 feet to the westerly extension of the north line of Lot 4 of said Sorensen's Addition; thence South 88 degrees 10 minutes 40 seconds East, along said westerly extension, a distance of 20.05 feet to the Northwest corner of said Lot 4; thence South 88 degrees 10 minutes 40 seconds East, along the north line of said Lot 4, a distance of 30.00 feet to the east line of the West 30 feet of said Lot 4; thence South 0 degrees 22 minutes 40 seconds East, along the east line of the West 30 feet of said Lot 4, a distance of 80.10 feet to a plat monument located on the north line of Lot 1 of Block 1 of said Sorensen's Fourth Addition; thence South 0 degrees 27 minutes 39 seconds East, along the west line of said Lot 1, a distance of 25.07 feet to a plat monument; thence North 87 degrees 53 minutes 37 seconds West, along the west line of said Lot 1, a distance 30.00 feet to a plat monument; thence South 0 degrees 26 minutes 20 seconds East, along the west line of said Lot 1, a distance of 74.87 feet to the point of beginning, containing 1.70 acres, subject to easement now of record in said county and state.

EXCEPTING THEREFROM THE FOLLOWING:

Matthew's Addition;

AND

Floradale Addition No. 4;

AND

Floradale Addition No. 3;

AND

Sorensen's Fourth Addition;

AND

Sorensen's Addition

Affected parcels include PID 110240110, 110240105, 110240101, 110240100.

The full legal description and map of affected properties is available at the St. James City Hall or online at ci.stjames.mn.us.

- 2) To review and obtain public comment on the proposed Preliminary and Final Plat of the Jorgensen Subdivision. To review and obtain public comment for the rezoning of the same property. The property is located in That part of the Southwest Quarter of the Northeast Quarter of Section 24, Township 106 North, Range 32 West, Watonwan County, Minnesota, lying south of and adjoining the following described line:

Commencing at the southeast corner of Lot 1, Block 1, Floradale Addition No. 4, according to the recorded plat thereof; thence North 88 degrees 07 minutes 03 seconds West (assumed bearing), along the south line of said Floradale Addition No. 4, a distance of 175.51 feet; thence South 00 degrees 15 minutes 30 seconds East, a distance of 267.94 feet; thence southeasterly 293.80 feet along a tangential curve to the left, having a radius of 489.03 feet and a central angle of 34 degrees 25 minutes 20 seconds; thence southeasterly 49.57 feet along a reverse curve to the right, having a radius of 433.53 feet and a central angle of 06 degrees 33 minutes 03 seconds, to the south line of the Southwest Quarter of the Northeast Quarter of said Section 24, and there terminating.

AND

Lot 1, Block 1, James Square, Watonwan County, Minnesota, EXCEPTING THEREFROM the North 450 feet of Lot 1, Block 1, James Square.

AND

All that part of Ninth Street South, as dedicated on the plat of James Square, on file and of record with the Watonwan County Recorder, which lies southerly of the easterly extension of the south line of the North 450.00 feet of said Lot 1, Block One, James Square.

AND

The South Half of the Southeast Quarter of the Northeast Quarter (S ½ of SE ¼ of NE ¼), and the Northeast Quarter of the Southeast Quarter of the Northeast Quarter (NE ¼ of SE ¼ of NE ¼), EXCEPT those parts platted as Somerset South, Morningside Addition, and Kelly's Acres, Section Twenty-four (24), Township One Hundred Six (106), Range Thirty-two (32), Watonwan County, Minnesota, EXCEPTING THEREFROM Parcel 8 as shown on the State Highway

Right of Way Plat No. 83-5; and ALSO EXCEPTING the Ninth Street South right of way as dedicated per the recorded plat of James Square.

ALSO EXCEPTING THEREFROM

That part of the Southeast Quarter of the Northeast Quarter (SE ¼ of NE ¼) of Section Twenty-four (24), Township One Hundred Six (106) North, Range Thirty-two (32) West, City of St. James, Watonwan County, Minnesota, described as follows: Beginning at the southeast corner of Lot One (1) of Block One (1) of Somerset South to the City of St. James, according to the recorded plat thereof; thence on an assumed bearing of South 90 degrees 00 minutes West, along the South line of said Lot One (1) of Block One a distance of 300.00 feet to the southwest corner of said Lot One (1) of Block One (1); thence South 0 degrees 00 minutes West a distance of 25.00 feet; thence North 90 degrees 00 minutes East, parallel with the South line of Lot One (1) of Block One (1) of said Somerset South, a distance of 300.00 feet; thence North 0 degrees 00 minutes East a distance of 25.00 feet to the point of beginning,

AND

That part of the Southeast Quarter of the Northeast Quarter (SE ¼ of NE ¼) of Section Twenty-four (24), Township One Hundred Six (106) North, Range Thirty-two (32) West, City of St. James, Watonwan County, Minnesota, described as follows: Beginning at the Northwest corner of the plat of Kelly's Acres, according to the recorded plat thereof; thence on an assumed bearing of South 88 degrees 17 minutes 13 seconds East, along the North line of said Kelly's Acres, a distance of 361.58 feet to the Northeast corner of said Kelly's Acres located on the West right of way line of State Highway Right of Way Plat No. 83-5, according to the recorded plat thereof; thence North 0 degrees 01 minutes 43 seconds West, along said West line, a distance of 241.11 feet; thence North 88 degrees 17 minutes 13 seconds West a distance of 361.58 feet; thence South 0 degrees 01 minutes 43 seconds East a distance of 241.11 feet to the point of beginning.

Affected parcels include PID 200242700, 203600010, and 200242800. Copies of the plats and rezoning maps are available at the St. James City Hall or online at ci.stjames.mn.us.

All persons are invited to attend the public hearing and to present their views relating to this request either orally or in writing.

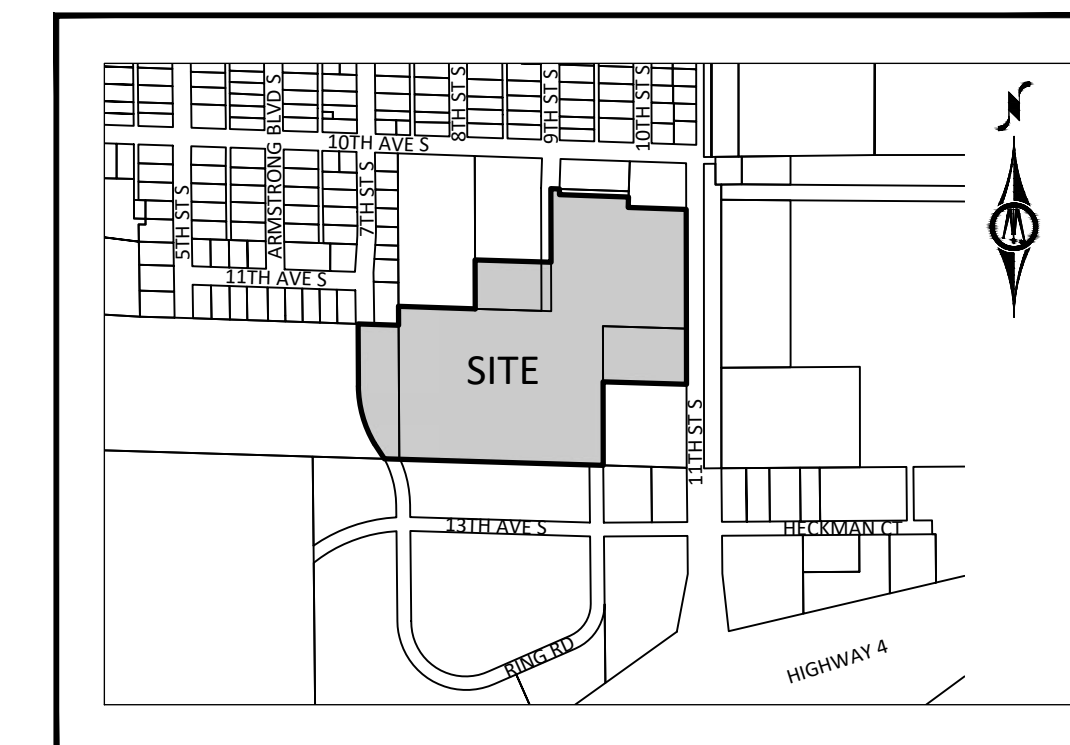
Dated this 13th Day of November, 2025

Brianna Sanders
Zoning Administrator

Publish November 13, 2025: St. James Plaindealer

PRELIMINARY PLAT JORGENSEN SUBDIVISION

VICINITY MAP



LEGAL DESCRIPTION

St. James Economic Development Authority, a municipal corporation under the laws of the State of Minnesota, and proprietors of the following described property situated in the County of Watonwan, State of Minnesota, to wit:

That part of the Southwest Quarter of the Northeast Quarter of Section 24, Township 106 North, Range 32 West, Watonwan County, Minnesota, lying south of and adjoining the following described line:

Commencing at the southeast corner of Lot 1, Block 1, Floradale Addition No. 4, according to the recorded plat thereof; thence North 88 degrees 07 minutes 03 seconds West (assumed bearing), along the south line of said Floradale Addition No. 4, a distance of 175.51 feet; thence South 00 degrees 15 minutes 30 seconds East, a distance of 267.94 feet; thence southeasterly 293.80 feet along a tangential curve to the left, having a radius of 489.03 feet and a central angle of 34 degrees 25 minutes 20 seconds; thence southeasterly 49.57 feet along a reverse curve to the right, having a radius of 433.53 feet and a central angle of 06 degrees 33 minutes 03 seconds, to the south line of the Southwest Quarter of the Northeast Quarter of said Section 24, and there terminating.

AND

Lot 1, Block 1, James Square, Watonwan County, Minnesota, EXCEPTING THEREFROM the North 450 feet of Lot 1, Block 1, James Square.

AND

All that part of Ninth Street South, as dedicated on the plat of James Square, on file and of record with the Watonwan County Recorder, which lies southerly of the easterly extension of the south line of the North 450.00 feet of said Lot 1, Block One, James Square.

AND

The South Half of the Southeast Quarter of the Northeast Quarter (S 1/2 of SE 1/4 of NE 1/4), and the Northeast Quarter of the Southeast Quarter of the Northeast Quarter (NE 1/4 of SE 1/4 of NE 1/4), EXCEPT those parts platted as Somerset South, Morningside Addition, and Kelly's Acres, Section Twenty-four (24), Township One Hundred Six (106), Range Thirty-two (32), Watonwan County, Minnesota, EXCEPTING THEREFROM Parcel 8 as shown on the State Highway Right of Way Plat No. 83-5; and ALSO EXCEPTING the Ninth Street South right of way as dedicated per the recorded plat of James Square.

ALSO EXCEPTING THEREFROM

That part of the Southeast Quarter of the Northeast Quarter (SE 1/4 of NE 1/4) of Section Twenty-four (24), Township One Hundred Six (106) North, Range Thirty-two (32) West, City of St. James, Watonwan County, Minnesota, described as follows: Beginning at the southeast corner of Lot One (1) of Block One (1) of Somerset South to the City of St. James, according to the recorded plat thereof; thence on an assumed bearing of South 90 degrees 00 minutes West, along the South line of said Lot One (1) of Block One (1) of Somerset South, a distance of 300.00 feet to the southwest corner of said Lot One (1) of Block One (1); thence South 0 degrees 00 minutes West a distance of 25.00 feet; thence North 90 degrees 00 minutes East, parallel with the South line of Lot One (1) of Block One (1) of said Somerset South, a distance of 300.00 feet; thence North 0 degrees 00 minutes East a distance of 25.00 feet to the point of beginning.

AND

BMP Investments LLC, a Minnesota Limited Liability Company, owners and proprietors of the following described property situated in the County of Watonwan, State of Minnesota, to wit:

That part of the Southeast Quarter of the Northeast Quarter (SE 1/4 of NE 1/4) of Section Twenty-four (24), Township One Hundred Six (106) North, Range Thirty-two (32) West, City of St. James, Watonwan County, Minnesota, described as follows: Beginning at the Northwest corner of the plat of Kelly's Acres, according to the recorded plat thereof; thence on an assumed bearing of South 88 degrees 17 minutes 13 seconds East, along the North line of said Kelly's Acres, a distance of 361.58 feet to the Northeast corner of said Kelly's Acres located on the West right of way line of State Highway Right of Way Plat No. 83-5, according to the recorded plat thereof; thence North 0 degrees 01 minutes 43 seconds West, along said West line, a distance of 241.11 feet; thence North 88 degrees 17 minutes 13 seconds West a distance of 361.58 feet; thence South 0 degrees 01 minutes 43 seconds East a distance of 241.11 feet to the point of beginning.

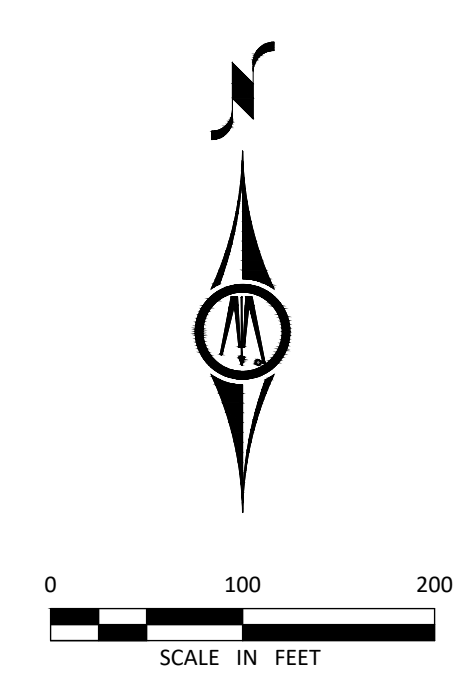
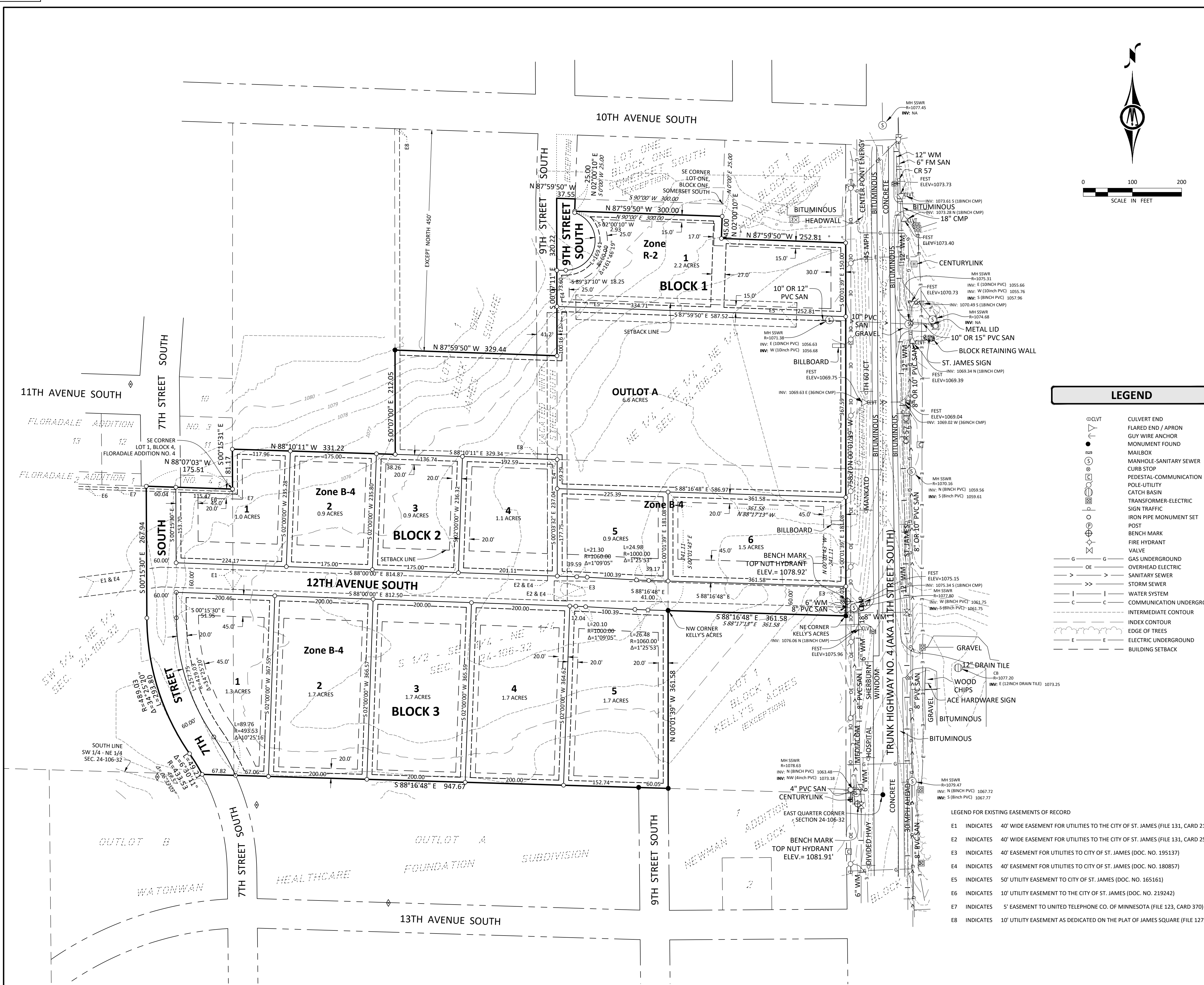
SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Janelle Fowlds 10/23/2025
Janelle Fowlds Date
License Number 26748

SHEET 1 OF 3

	BOLTON & MENK 1960 PREMIER DRIVE MANKATO, MN 56001 (507) 625-4171	PART OF THE NE 1/4 OF SECTION 24, TOWNSHIP 106 NORTH, RANGE 32 WEST, WATONWAN COUNTY, MINNESOTA FOR: ST. JAMES, CITY OF
	PRELIMINARY PLAT ST. JAMES, MINNESOTA	



LEGEND

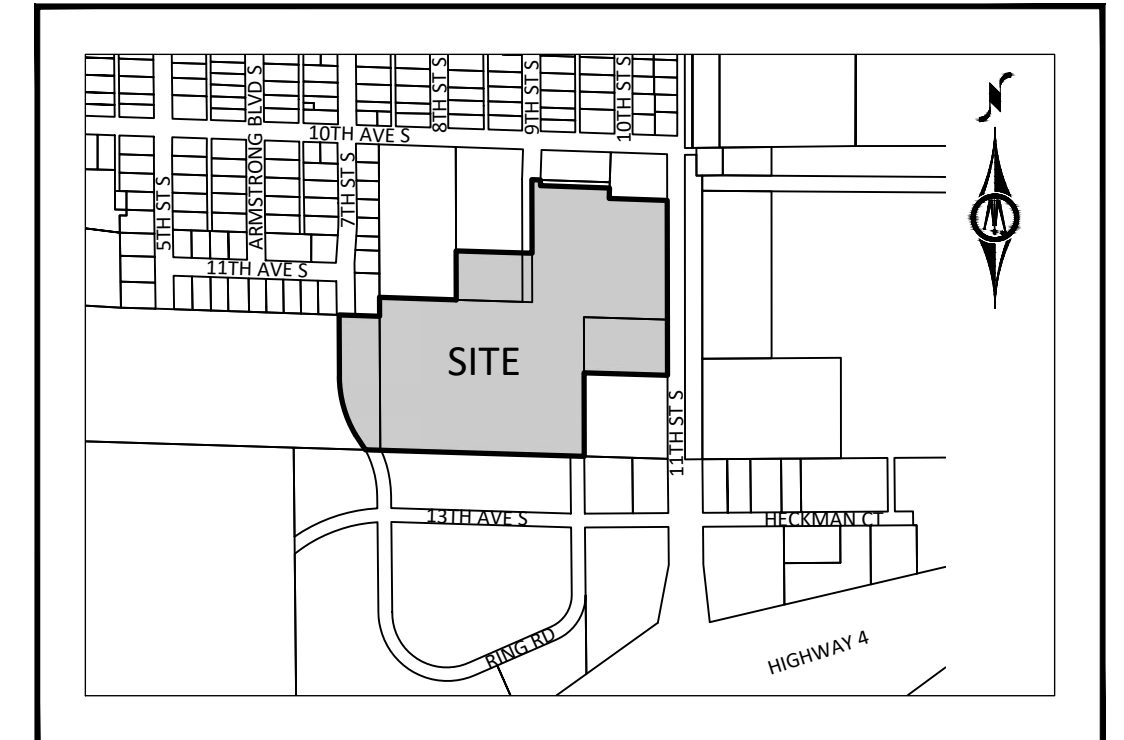
	CULVERT END
	FLARED END / APRON
	GUY WIRE ANCHOR
	MONUMENT FOUND
	MAILBOX
	MANHOLE-SANITARY SEWER
	CURB STOP
	PEDESTAL-COMMUNICATION
	POLE-UTILITY
	TRANSFORMER-ELECTRIC
	SIGN TRAFFIC
	IRON PIPE MONUMENT SET
	POST
	BENCH MARK
	FIRE HYDRANT
	VALVE
	GAS UNDERGROUND
	OVERHEAD ELECTRIC
	SANITARY SEWER
	STORM SEWER
	WATER SYSTEM
	COMMUNICATION UNDERGROUND
	INTERMEDIATE CONTOUR
	INDEX CONTOUR
	EDGE OF TREES
	ELECTRIC UNDERGROUND
	BUILDING SETBACK

LEGEND FOR EXISTING EASEMENTS OF RECORD

E1	INDICATES	40' WIDE EASEMENT FOR UTILITIES TO THE CITY OF ST. JAMES (FILE 131, CARD 2115)
E2	INDICATES	40' WIDE EASEMENT FOR UTILITIES TO THE CITY OF ST. JAMES (FILE 131, CARD 2518)
E3	INDICATES	40' EASEMENT FOR UTILITIES TO CITY OF ST. JAMES (DOC. NO. 195137)
E4	INDICATES	40' EASEMENT FOR UTILITIES TO CITY OF ST. JAMES (DOC. NO. 180857)
E5	INDICATES	50' UTILITY EASEMENT TO CITY OF ST. JAMES (DOC. NO. 165161)
E6	INDICATES	10' UTILITY EASEMENT TO THE CITY OF ST. JAMES (DOC. NO. 219242)
E7	INDICATES	5' EASEMENT TO UNITED TELEPHONE CO. OF MINNESOTA (FILE 123, CARD 370)
E8	INDICATES	10' UTILITY EASEMENT AS DEDICATED ON THE PLAT OF JAMES SQUARE (FILE 127, CARD 566)

PRELIMINARY PLAT JORGENSEN SUBDIVISION

VICINITY MAP



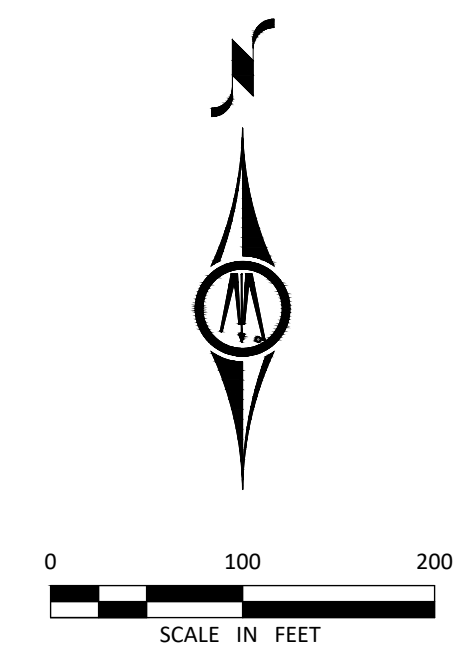
ZONING

ZONING: Subject property - R-2 Multiple Family Residential District

Front	
Main and Accessory Buildings	25 feet
Side	
Main and Accessory Buildings	8 feet
One and Two Family Structures	15 feet
Multiple Family Structures 30 feet in height or less	15 feet
Multiple Family Structures more than 30 feet in height	15 feet
Rear	
Main and Accessory Buildings	30 feet
Height Regulations	45 feet
Lot Coverage	35% maximum lot coverage by any impervious surface
Lot Area (minimum)	10,000 square feet (0.23 acres) for Structures containing up to four units, thereafter add 2,000 square feet per unit
Width requirements (minimum)	80 feet

ZONING: Subject property - B-4 Highway Commercial Business District

Front	
Main and Accessory Buildings	45 feet
Side	
Main and Accessory Buildings	20 feet
Rear	
Main and Accessory Buildings	20 feet
Height Regulations	45 feet
Lot Coverage	50% maximum lot coverage by buildings, or other structures
Lot Area (minimum)	10,000 square feet - 0.23 acres
Width requirements (minimum)	60 feet

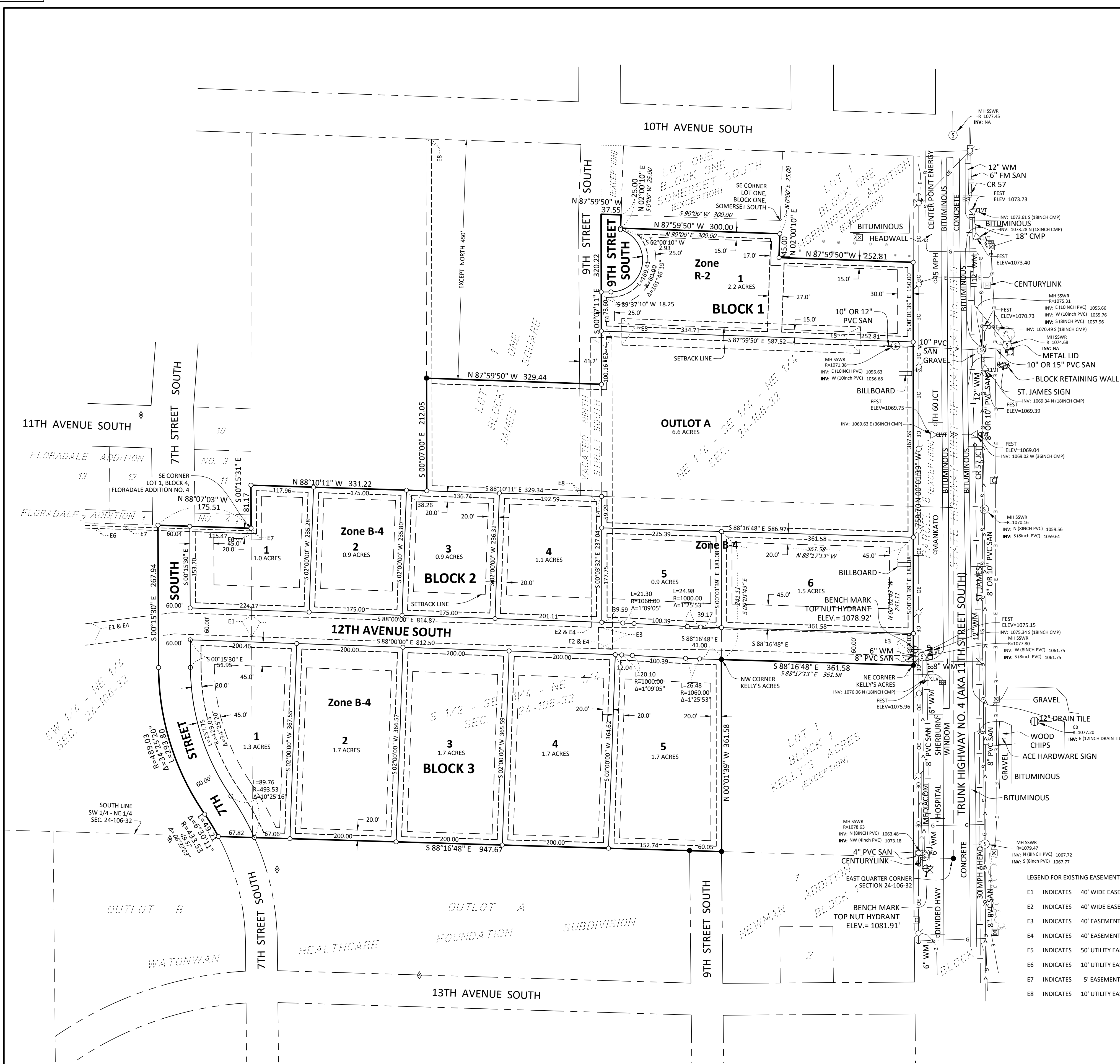


LEGEND

	CULVERT END
	FLARED END / APRON
	GUY WIRE ANCHOR
	MONUMENT FOUND
	MAILBOX
	MANHOLE-SANITARY SEWER
	CURB STOP
	PEDESTAL-COMMUNICATION
	POLE-UTILITY
	CATCH BASIN
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LEGEND FOR EXISTING EASEMENTS OF RECORD

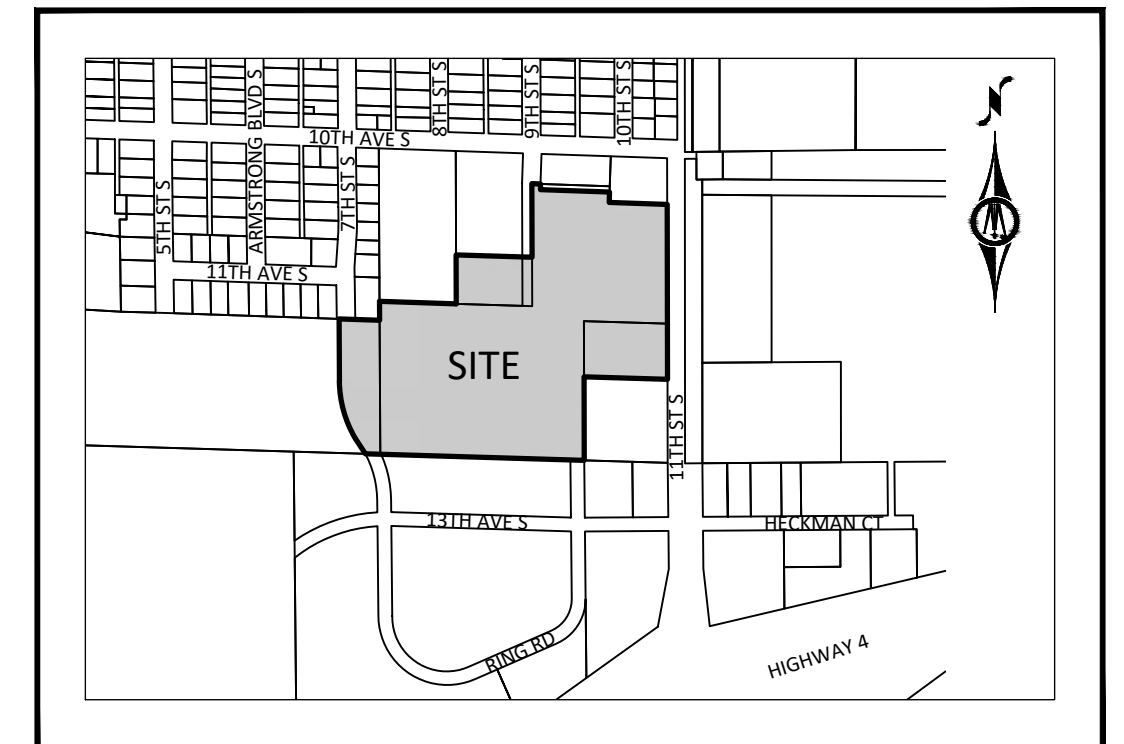
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BOLTON & MENK	1960 PREMIER DRIVE MANKATO, MN 56001 (507) 625-4171
	PART OF THE NE 1/4 OF SECTION 24, TOWNSHIP 106 NORTH, RANGE 32 WEST, WATONWAN COUNTY, MINNESOTA FOR: ST. JAMES, CITY OF

PRELIMINARY PLAT JORGENSEN SUBDIVISION

VICINITY MAP



LEGEND

- CULVERT END
- FLARED END / APRON
- GUY WIRE ANCHOR
- MONUMENT FOUND
- MAILBOX
- MANHOLE-SANITARY SEWER
- CURB STOP
- POLE-UTILITY
- CATCH BASIN
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- STORM SEWER
- WATER SYSTEM
- COMMUNICATION UNDERGROUND
- INTERMEDIATE CONTOUR
- INDEX CONTOUR
- EDGE OF TREES
- ELECTRIC UNDERGROUND
- BUILDING SETBACK



Horizontal Datum: Watonwan County Coordinate System (2011 Adj.)

Vertical Datum: NAVD 1988 In Feet

SHEET 3 OF 3

PRELIMINARY PLAT
ST. JAMES, MINNESOTA



1960 PREMIER DRIVE
MANKATO, MN 56001
(507) 625-4171

PART OF THE NE 1/4 OF SECTION 24,
TOWNSHIP 106 NORTH, RANGE 32 WEST,
WATONWAN COUNTY, MINNESOTA

FOR: ST. JAMES, CITY OF



- LEGEND FOR EXISTING EASEMENTS OF RECORD
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JORGENSEN SUBDIVISION

INSTRUMENT OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS: That the St. James Economic Development Authority, a municipal corporation under the laws of the State of Minnesota, owners and proprietors of the following described property situated in the County of Watonwan, State of Minnesota, to wit:

That part of the Southwest Quarter of the Northeast Quarter of Section 24, Township 106 North, Range 32 West, Watonwan County, Minnesota, lying south of and adjoining the following described line:

Commencing at the southeast corner of Lot 1, Block 1, Floradale Addition No. 4, according to the recorded plat thereof; thence North 88 degrees 07 minutes 03 seconds West (assumed bearing), along the south line of said Floradale Addition No. 4, a distance of 175.51 feet; thence South 00 degrees 15 minutes 30 seconds East, a distance of 267.94 feet; thence southeasterly 293.80 feet along a tangential curve to the left, having a radius of 489.03 feet and a central angle of 34 degrees 25 minutes 20 seconds; thence southeasterly 49.57 feet along a reverse curve to the right, having a radius of 433.53 feet and a central angle of 06 degrees 33 minutes 03 seconds, to the south line of the Southwest Quarter of the Northeast Quarter of said Section 24, and there terminating.

AND

Lot 1, Block 1, James Square, Watonwan County, Minnesota, EXCEPTING THEREFROM the North 450 feet of Lot 1, Block 1, James Square.

AND

All that part of Ninth Street South, as dedicated on the plat of James Square, on file and of record with the Watonwan County Recorder, which lies southerly of the easterly extension of the south line of the North 450.00 feet of said Lot 1, Block One, James Square.

AND

The South Half of the Southeast Quarter of the Northeast Quarter (S ½ of SE ¼ of NE ¼), and the Northeast Quarter of the Southeast Quarter of the Northeast Quarter (NE ¼ of SE ¼ of NE ¼), EXCEPT those parts platted as Somerset South, Morningside Addition, and Kelly's Acres, Section Twenty-four (24), Township One Hundred Six (106), Range Thirty-two (32), Watonwan County, Minnesota, EXCEPTING THEREFROM Parcel 8 as shown on the State Highway Right of Way Plat No. 83-5; and ALSO EXCEPTING the Ninth Street South right of way as dedicated per the recorded plat of James Square.

ALSO EXCEPTING THEREFROM

That part of the Southeast Quarter of the Northeast Quarter (SE ¼ of NE ¼) of Section Twenty-four (24), Township One Hundred Six (106) North, Range Thirty-two (32) West, City of St. James, Watonwan County, Minnesota, described as follows: Beginning at the southeast corner of Lot One (1) of Block One (1) of Somerset South to the City of St. James, according to the recorded plat thereof; thence on an assumed bearing of South 90 degrees 00 minutes West, along the South line of said Lot One (1) of Block One a distance of 300.00 feet to the southwest corner of said Lot One (1) of Block One (1); thence South 0 degrees 00 minutes West a distance of 25.00 feet; thence North 90 degrees 00 minutes East, parallel with the South line of Lot One (1) of Block One (1) of said Somerset South, a distance of 300.00 feet; thence North 0 degrees 00 minutes East a distance of 25.00 feet to the point of beginning,

AND

That BMP Investments LLC, a Minnesota Limited Liability Company, owners and proprietors of the following described property situated in the County of Watonwan, State of Minnesota, to wit:

That part of the Southeast Quarter of the Northeast Quarter (SE ¼ of NE ¼) of Section Twenty-four (24), Township One Hundred Six (106) North, Range Thirty-two (32) West, City of St. James, Watonwan County, Minnesota, described as follows: Beginning at the Northwest corner of the plat of Kelly's Acres, according to the recorded plat thereof; thence on an assumed bearing of South 88 degrees 17 minutes 13 seconds East, along the North line of said Kelly's Acres, a distance of 361.58 feet to the Northeast corner of said Kelly's Acres located on the West right of way line of State Highway Right of Way Plat No. 83-5, according to the recorded plat thereof; thence North 0 degrees 01 minutes 43 seconds West, along said West line, a distance of 241.11 feet; thence North 88 degrees 17 minutes 13 seconds West a distance of 361.58 feet; thence South 0 degrees 01 minutes 43 seconds East a distance of 241.11 feet to the point of beginning.

Have caused the same to be surveyed and platted as JORGENSEN SUBDIVISION and do hereby donate and dedicate to the public for the public use the public ways and the easements as shown on this plot for drainage and utility purposes only.

IN WITNESS WHERE OF said St. James Economic Development Authority, a municipal corporation under the laws of the State of Minnesota, have hereunto set our hands this ____ day of _____, 20____.

Steven Jeppson, Chair

County of _____) ss

The foregoing instrument was acknowledged before me, this ____ day of _____, 20____ by St. James Economic Development Authority.

Notary Public _____County, Minnesota
My Commission Expires _____

IN WITNESS WHERE OF said BMP Investments LLC, a Minnesota Limited Liability Company, have hereunto set our hands this ____ day of _____, 20____.

Bramer Powers

County of _____) ss

The foregoing instrument was acknowledged before me, this ____ day of _____, 20____ by BMP Investments LLC.

Notary Public _____County, Minnesota
My Commission Expires _____

SURVEYOR'S CERTIFICATE

I, Janele Fowlds, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet land, as defined in Minnesota Statutes, Section 505.01, Sub. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20____.

Janele Fowlds, Land Surveyor
Minnesota License Number 26748

NOTARY'S CERTIFICATE
State of Minnesota)
County of Blue Earth) ss

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by Janele Fowlds, Land Surveyor, Minnesota License Number 26748.

Nathan P. Myhra, Notary Public
State of Minnesota
My Commission Expires January 31, 2028

CITY REVIEW

Be it known that on the ____ day of _____, 20____, the Planning Commission of the City of St. James, Minnesota, reviewed the plat of JORGENSEN SUBDIVISION.

Chairman

Secretary

CITY APPROVAL

Be it known that on this ____ day of _____, 20____, the City Council of St. James, Minnesota, did duly approve this plat of JORGENSEN SUBDIVISION. If applicable, the written comments and recommendations of the Commissioner of Transportation and the County Highway Engineer have been received by the City or the prescribed 30 day period has elapsed without receipt of such comments and recommendations, as provided by Minnesota Statutes, Section 505.03, Subd. 2.

Mayor

Clerk

COUNTY TREASURER

All current 20____ taxes are paid in full as of this ____ day of _____, 20____.

Watonwan County Treasurer

COUNTY AUDITOR

No delinquent taxes and transfer entered this ____ day of _____, 20____.

Watonwan County Auditor

COUNTY RECORDER

I hereby certify that this plat was filed in this office this ____ day of _____, 20____, at ____ o'clock ____M. and was duly

recorded as Document No. _____ File _____ Card _____.

Watonwan County Recorder

April 7, 2026

ITEM: New Business – Resolution 04.26.07: Accepting Bids, Project No. 24X.139514,
Airport 6-Unit T-Hangar Project

BACKGROUND: The attached resolution accepts the lowest responsible bidder,
Everstrong Construction, Inc. of Redwood Falls, Minnesota.

ACTION REQUESTED: Approve/Deny Resolution.

State of Minnesota
County of Watonwan

RESOLUTION NO. 04.26.07

**RESOLUTION ACCEPTING BIDS
PROJECT NO. 24X.139514
AIRPORT 6 UNIT T-HANGAR PROJECT**

WHEREAS, pursuant to an advertisement for bids for Project No. 24X.139514, Airport 6 Unit T-Hangar project, bids were received, opened, and tabulated according to the law; and

WHEREAS, the following bids were received complying with the advertisement:

Bidder	Bid Amount
Everstrong Construction, Inc.	\$1,043,353.00

WHEREAS, it appears that Everstrong Construction, Inc. of Redwood Falls, Minnesota is the lowest responsible bidder.

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

- 1) The Mayor and City Manager are hereby authorized and directed to enter into a construction contract with Everstrong Construction, Inc. of Redwood Falls, Minnesota in the name of the City of St. James, Minnesota for the Project No. 24X.139514, Airport 6 Unit T-Hangar project, according to the plans and specifications therefor approved by the city council and on file in the office of the city clerk.
- 2) The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted by the City Council this 7th day of April 2026.

Christopher Whitehead, Mayor

ATTEST:

Kathy Grothem, Deputy City Clerk-Treasurer

April 1, 2026

Ms. Amanda Knoll
City Manager
City of St. James
1205 6th Avenue South
St. James, MN 56081

RE: Bid Results and Award Recommendation
2026 Airport 6 Unit T-Hangar Construction Project

Dear Ms. Knoll:

On April 1, 2026, one bid was received for the 2026 Airport 6 Unit T- Construction project. We recommend the city award the project to the lowest responsible bidder, Everstrong Construction Inc., in the amount of \$1,043,353.00. The anticipated funding participation rates are 95% Federal, 2.5% State, and 2.5% Local

Below is the bid summary:

	BIDDERS	TOTAL BASE BID
1	Everstrong Construction Inc.	\$1,043,353.00
	Engineer's Estimate	\$1,020,708.98

The total amount of the low bid is 2.2% above the engineer's estimate. In further review of the low bid, all necessary documentation was included to consider the bid as responsive. In addition, Everstrong Construction, Inc. is qualified to complete the construction for this project.

Currently the city has \$600,000 of FAA Nonprimary Entitlement (AIP) funds and \$439,950 of FAA Airport Infrastructure Grant funds (AIG) for a total available FAA fund balance of \$1,039,950. The total amount of FAA funding required for the project is \$1,039,927.00.

Based on the above information, we would recommend awarding the contract to Everstrong Construction, Inc. for the 2026 Airport 6 Unit T-Hangar project in the amount of \$1,043,353.00.

The following is a funding breakdown for the project:

Description	Cost	FAA 95%	State 2.5%	Local 2.5%
Construction	\$1,043,353.00	\$991,185.35	\$26,083.83	\$26,083.83
Engineering	\$51,000.00	\$48,450.00	\$1,275.00	\$1,275.00
Administration	\$307.00	\$291.65	\$7.68	\$7.68
TOTAL	\$1,094,660.00	\$1,039,927.00	\$27,366.50	\$27,366.50

April 1, 2026

Page: 2 of 2

If you have any questions about the 2026 Airport 6 Unit T-Hangar Construction project, please feel welcome to contact me at 612-987-0138 or silas.parmar@bolton-menk.com

Sincerely,



Silas Parmar, P.E.

Aviation Project Manager

Enclosures: (2)

Cc: Chad Stradtman, City of St. James
Adam Jacobs, Bolton & Menk, Inc.

ABSTRACT

6 Unit T-Hangar

City of St. James, MN

BMI Project No. 25X.139514

Bid: 04/01/2026 10:00 AM CDT

Item Description	UofM	Quantity	Engineer Estimate		Everstrong Constrution	
			Unit Price	Extension	Unit Price	Extension
6 UNIT T- HANGAR (147' X 54'); COMPLETE DESIGN BUILD	LUMP SUM	1	\$1,020,708.98	\$1,020,708.98	\$1,043,353.00	\$1,043,353.00
				<u>\$1,020,708.98</u>		<u>\$1,043,353.00</u>

147' x 54' 6-UNIT T-HANGAR COST BREAKDOWN				
PROFESSIONAL SERVICES	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
CONSTRUCTION ENGINEERING - BMI	\$51,000.00	\$48,450.00	\$1,275.00	\$1,275.00
TOTAL ENGINEERING:	\$51,000.00	\$48,450.00	\$1,275.00	\$1,275.00
CONSTRUCTION				
CONSTRUCTION	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
EVERSTRONG CONSTRUCTION INC.	\$1,043,353.00	\$991,185.35	\$26,083.83	\$26,083.83
TOTAL CONSTRUCTION:	\$1,043,353.00	\$991,185.35	\$26,083.83	\$26,083.83
ADMINISTRATION				
ADMINISTRATION	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
CITY OF ST. JAMES	\$307.00	\$291.65	\$7.68	\$7.68
TOTAL CITY ADMINISTRATION:	\$307.00	\$291.65	\$7.68	\$7.68
TOTAL PROJECT:				
	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
TOTAL PROJECT:	\$1,094,660.00	\$1,039,927.00	\$27,366.50	\$27,366.50
AIG FUNDING SHARE				
	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
AIG FUNDING SHARE	\$463,105.26	\$439,950.00	\$11,577.63	\$11,577.63
AIP FUNDING SHARE				
	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
AIP FUNDING SHARE	\$631,554.74	\$599,977.00	\$15,788.87	\$15,788.87
AIG FUNDING PARTICIPATION RATE				
	42.3059%	3358.24 SF		
AIP FUNDING PARTICIPATION RATE				
	57.6941%	4579.76 SF		

April 7, 2026

ITEM: New Business – Resolution 04.26.08: Approving Construction Administration Services, Project No. 24X.139514, Airport 6-Unit T-Hangar Project

BACKGROUND: The attached resolution approves Bolton & Menk to be the designated engineer for this project.

ACTION REQUESTED: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 04.26.08

**RESOLUTION APPROVING CONSTRUCTION ADMINISTRATION SERVICES
PROJECT NO. 24X.139514
AIRPORT 6 UNIT T-HANGAR PROJECT**

WHEREAS, the Airport 6 Unit T-Hangar improvements includes construction of a pre-engineered metal building with six individual aircraft storage units and two general storage units. The T-Hangar will be approximately 147-feet long, 54-feet deep, with each individual aircraft storage unit 42-feet wide. Bids were received, opened, and tabulated according to the law on April 1st, 2026. Construction will be completed in fall of 2026.

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

- 1) Bolton & Menk is hereby designated as the engineer for this improvement. The engineer shall complete construction administration services such improvement.

Adopted by the City Council this 7th day of April 2026.

Christopher Whitehead, Mayor

ATTEST:

Kathy Grothem, Deputy City Clerk-Treasurer



Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

April 1, 2026

Ms. Amanda Knoll
City Manager
City of St. James
1205 6th Avenue South
St. James, MN 56081

RE: St. James Municipal Airport (JYG)
6 Unit T- Hangar– Construction
BMI Task Order No.4
Proposal for Professional Services

Dear Ms. Knoll,

Bolton & Menk is pleased to submit our proposal for Professional Services for the 6 Unit T-Hangar construction administration project at the St. James Municipal Airport.

At the April 15, 2025 City Council meeting, Council authorized Bolton & Menk's proposal to complete design and bid administration services for construction of an 6 Unit T-Hangar at the Airport. Bids for the project were opened on April 1, 2026.

This proposal will include construction administration services.

SCOPE OF SERVICES:

TASK 2 CONSTRUCTION ADMINISTRATION:

2.1 Pre-Construction Meeting

Consultant will arrange for and conduct the pre-construction meeting. The Project Manager and the Resident Project Representative will establish this meeting to review Local, State, Federal Aviation Administration (FAA) and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the Sponsor/Owner, MnDOT Aeronautics (if available), Subconsultants, FAA DMA-ADO (if available), Contractor, Subcontractors and utility companies.

2.2 Initial Construction Layout

Consultant shall layout proposed construction for the Contractor. This shall require one trip to the airport by the Resident Project Representative and Surveyor.

2.3 Prepare Contract Manuals

The Consultant is required to check that the construction contracts are in order, verify Contractor has met DBE goals (or made valid good faith effort), Contractor has provided proof of insurance,

the bonds have been completed, and the Owner, Contractor and applicable Agencies has been provided with adequate copies of the executed Contract Manual to include the Agreement and all addenda.

The Plans will be updated to include all addenda items issued during bidding as necessary and adequate copies provided to the Contractor. Clerical will prepare the quantity sheets, field book, testing sheets, construction report format, etc. for use by the RPR.

2.4 Construction Management

The Consultant and Sponsor agree that construction engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the Sponsor. Services shall include interpretation of the plans and specifications, review of pay applications, explanation of bidding documents to contractor, review of field/change orders, and monitoring of certified payroll reports.

2.5 Resident Project Representative Services

The Sponsor as part of this agreement authorizes Resident Engineering Services and the Consultant agrees to provide a Resident Project Representative for the execution of the Construction Engineering Services for the project work. The Sponsor and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Part-Time Resident Project Representative** services will be provided. It is anticipated construction will begin in August 2025 and be completed in December 2026.

Resident Project Representative Services shall be completed in accordance with the following:

- Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the Sponsor in the event that the Contractor elects to continue the use of questioned equipment and methods.
- Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.
- Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.

- Evaluate possible material substitutions as requested by the Contractor.
- Prepare, process and distribute to Project Engineer weekly Construction Progress and Inspection Reports (FAA Form 5370-1).
- Measure and compute as-built quantities of all materials incorporated in the work and items of work completed and maintain an item record account.
- Prepare periodic Pay Requests for review by the Project Engineer and Contractor.
- Monitor the contractor's compliance with airport operations to include coordination with airport manager, hangar owners and airport users and with the Construction Safety Phasing Plan (CSPP).
- Attend and participate in construction progress meetings.
- Perform other services as reasonably required by the Sponsor and as outlined in the Contract Documents.

2.6 Final Inspection and Documentation

Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, State and FAA representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient.

Consultant will prepare a punch list correspondence including the deficient items and will forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.

Once all the punch list items have been completed to the satisfaction of the Sponsor, State and FAA, the Consultant will prepare a Certification of Construction Acceptance for the project. This certification will also be included in the Grant Closeout Report. Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for closeout.

2.7 As-Built Plans

Consultant will collaboratively assemble a set of as-built plans for the project. The as-built plans will include field constructed conditions included as part of this Project including any field surveying required to compute final quantities and the drawings will become record information. The Consultant shall provide Owner with two (2) sets of reproducible "Record Drawings" in both digital and hardcopy format.

2.8 As-Built Airport Layout Plan (ALP)

Consultant shall update the ALP to reflect the proposed improvement and submit to FAA and MnDOT for review and approval.

2.9 Prepare Grant Applications

Consultant shall prepare the Federal Grant Applications. Consultant shall submit the Applications to the Sponsor for approval and signatures. After obtaining the necessary signatures, Consultant will forward copies to the FAA for further processing.

2.10 Project Closeout

Consultant shall prepare the FAA Project Financial Closeout Forms and Report and submit to the Sponsor for submittal at the conclusion of the project.

CONSIDERATION:

The services described above in this proposal shall be completed on a LUMP SUM basis of \$51,000.

The anticipated funding participation is as follows:

- Federal (95%): \$ 48,450.00
- State (2.5%): \$ 1,275.00
- Local (2.5%): \$ 1,275.00

SCHEDULE:

We anticipate the work can be performed according to the following schedule.

- Construction: August – December 2026

Bolton & Menk, Inc. puts a high priority on ensuring that our company’s efforts are consistent with our clients’ needs. If you find this proposal acceptable, please return a signed and dated copy our proposal.

Sincerely,

Bolton & Menk, Inc.



Silas Parmar, P.E.

Aviation Project Manager

Authorization and acceptance of this letter proposal.

St. James, Minnesota

Ms. Amanda Knoll
City Manager

Date

PROJECT FEE ESTIMATE

CLIENT:	St. James, MN						DATE:	4/1/2026
PROJECT:	St. James Municipal Airport (JYG) - 6 Unit T-Hangar - Construction Administration						PREPARED BY:	SP
Task	Task Description	Estimated Person Hours Required						Totals
		Sr. Eng.	Proj. Eng.	Grad. Eng.	Surveyor	Sr. Planner	Admin.	
2	Construction Administration							
2.1	Pre-Construction Meeting	4	0	4	0	0	2	10
2.2	Initial Construction Layout	0	0	8	8	0	0	16
2.3	Prepare Contract Manual	0	0	0	0	0	8	8
2.4	Construction Management	16	40	0	0	0	20	76
2.5	Resident Project Representative Service							0
	Number of Days	2	0	20	0	0	0	
	Hours Per Day	10	10	10	10	10	10	
	Total Hours	20	0	200	0	0	0	220
2.6	Final Inspection and Documentation	4	0	4	0	0	0	8
2.7	As-Built Plans	1	4	4	0	0	2	11
2.8	As-Built Airport Layout Plan	1	0	8	0	8	2	19
2.9	Prepare Grant Applications	1	4	0	0	0	4	9
2.10	Project Closeout	1	4	0	0	0	8	13
	Total Person Hours	48	52	228	8	8	46	390
	Direct Labor Rate	\$60.00	\$40.00	\$30.00	\$45.00	\$27.00	\$27.00	
	Total Direct Labor Cost	\$2,880.00	\$2,080.00	\$6,840.00	\$360.00	\$216.00	\$1,240.11	\$13,616.11
	Overhead Rate 2.257	\$6,500.16	\$4,694.56	\$15,437.88	\$812.52	\$487.51	\$2,798.93	\$30,731.56
	Subtotal Labor Cost							\$44,347.67
	Direct Expenses							
	Total Expenses							\$0.00
	Fixed Fee 15% x Subtotal Labor Cost							\$6,652.15
	Total Task 2							\$51,000.00