

# City Council Meeting - AMENDED Agenda

October 21, 2025 at 5:30 PM

St. James City Hall – Council Chambers

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**1. CALL TO ORDER**

**2. ROLL CALL:** Mayor Christopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Hannah Rushing

**3. DETERMINATION OF QUORUM**

**4. APPROVAL OF MINUTES**

A. Consideration to Approve Minutes – 10.07.2025 Council Meeting

**5. CONSENT ITEMS**

**A.** Payment of Claims and ACH Payments

**6. SCHEDULED BID LETTING**

**7. SCHEDULED PUBLIC HEARINGS**

A. Project No. 24X.135115.00 - 7th Street South, 13th Avenue South, and Moulton and Parsons Drive Proposed Assessments

**8. ADMINISTRATIVE APPEALS**

**9. FINANCIAL REPORTS**

**10. LICENSES AND PERMITS**

**11. OLD BUSINESS**

A. Consideration to Approve Second Reading of Proposed Ordinance No. 032, 4th Series - Street Vacation

**12. NEW BUSINESS**

A. Consideration to Approve Resolution 10.25.05 - Vacating a Portion of 9th Street South in the City of St. James, Minnesota and Authorizing the Title and Summary for Publication

B. Consideration to Approve Resolution 10.25.06 - Approving Demolition of City-Owned Property Located at 923 5th Street North

C. Consideration to Approve Resolution 10.25.07 - Approving Routine CSAH Maintenance Agreement with Watonwan County

D. Consideration to Approve Resolution 10.25.08 - Approving HeatShare Agreement with the Salvation Army

E. Consideration to Approve Resolution 10.25.09 - Granting a Lot Division for a Property Located at 1000 County Road 104

- F. Consideration to Approve Resolution 10.25.10 - Recognizing the Life Save Event and Honoring Those Involved

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

**14. ADJOURNMENT**

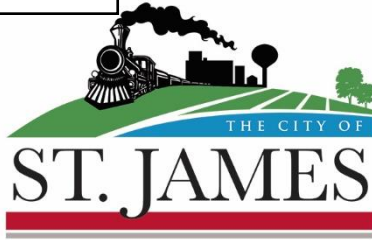
October 21, 2025

**ITEM:** Approval of Minutes – 10.07.2025 Council Minutes

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**BACKGROUND:** The Minutes of October 7, 2025, City Council Meeting are attached for review and approval.

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



## City Council Meeting Minutes

October 07, 2025, at 5:30 PM

St. James City Hall – Council Chambers

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### 1. CALL TO ORDER

Meeting called to order at 5:30 p.m.

### 2. ROLL CALL: Mayor Chrstopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Hannah Rushing

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

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

### 3. DETERMINATION OF QUORUM

### 4. APPROVAL OF MINUTES

#### A. Consideration to Approve Minutes – 09.16.2025 Council Meeting

Motion made by Rushing, Seconded by Lindee.

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

Upon voice vote, it was unanimously approved.

#### B. Consideration to Approve Minutes - 09.23.2025 Special Council Meeting

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, Lindee

Voting Abstaining: Harris, Rushing

Upon voice vote, it was approved 3-2.

### 5. CONSENT ITEMS

#### A. Payment of Claims and ACH Payments

Payment of Claims and ACH Payments totaling \$662,852.76 are as follows: \$255,428.96 Check No. 705005 - 705008, 705016 - 705111 and ACH No. 2084 - 2098 as listed in the check register.

Motion made by Rushing, Seconded by Craig.

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

Upon voice vote, it was unanimously approved.

### 6. SCHEDULED BID LETTING



## **7. SCHEDULED PUBLIC HEARINGS**

### **A. Consideration of Proposed Street Vacation**

Motion made by Harris, Seconded by Rushing to close the regular meeting and open the public hearing. Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

Regular meeting closed and the public hearing opened at 5:31 p.m.

As a part of the platting process for the 12th Avenue South Highway District Expansion project, the city needs to consider vacating some of the right-of-way on 9th Street South to access the designated pond area. The proposed vacation of a public street is described as follows:

**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. Floor was opened for public questions & comments. There were no public questions or comments.**

Motion made by Harris, Seconded by Lindee to close the public hearing and reopen the regular council meeting. Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

Public hearing closed and regular meeting opened at 5:34 p.m.

## **8. ADMINISTRATIVE APPEALS**

## **9. FINANCIAL REPORTS**

## **10. LICENSES AND PERMITS**

### **A. Consideration to Approve Special Event Permit - Starry Night Adventures**

Michaela Ahrens and Maggie Maire submitted a special event application to host an event titled, "Starry Night Adventures". The event is scheduled to be held at Meadowlark Prairies on Monday, October 20, 2025, from 7:00 p.m. - 10:00 p.m. Alternative date Tuesday, October 21, 2025.

Motion made by Hanson, Seconded by Lindee.

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

Upon voice vote, it was unanimously approved.

## **11. OLD BUSINESS**

## **12. NEW BUSINESS**

### **A. Oath of Office - Nolan Domeier, Police Officer**

Mayor Whitehead administered the Oath of Office to Nolan Domeier, who was recently appointed as a Police Officer for the City of St. James. Officer Domeier took the Oath of Office in front of the City Council, staff, family and members of the public, affirming his commitment to uphold the Constitution of the United States, the Constitution of the State of Minnesota, and the ordinances and laws of the City of St. James in the performance of his duties.

- B. Consideration to Approve Proposal - St. James Water Asset Management Plan, John Graupman, Bolton & Menk, Inc.

John Graupman with Bolton & Menk Inc., presented a proposal regarding the St. James Drinking Water Asset Management Plan. The purpose of a Drinking Water Asset Management Plan is to identify the condition of the existing facility and prepare for future improvements. John provided a general schedule for the plan development.

Bolton & Menk Inc. propose completing the Drinking Water Asset Management Plan with an hourly rate not to exceed fee of \$27,965.00. The value of this proposal cannot increase without further authorization from the City of St. James.

Motion made by Harris, Seconded by Craig.

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

Upon voice vote, it was unanimously approved.

- C. Consideration to Approve Resolution 10.25.01 - Acknowledging Procurement Under State Cooperative Purchasing Contract P-949(5), Contract No. 218097

Resolution 10.25.01 will formally document the City's use of the State of Minnesota Cooperative Purchasing Program for the recent splash pad project. This action provides clear administrative recordkeeping and ensures that our procurement files are consistent with State Auditor recommendations.

Motion made by Craig, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 10.25.01 duly passed 5-0.

- D. Consideration to Approve Resolution 10.25.02 - Granting Signage Approval Relating to 1101 Moulton and Parsons Drive

Resolution 10.25.02 grants approval to erect two free-standing signs at 1101 Moulton and Parsons Drive. The application proposes replacing existing signage and the addition of another sign at the corner of 7th Street South and 13th Avenue South.

Motion made by Harris, Seconded by Hanson.

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

Whereupon Mayor Christopher Whitehead declared Resolution 10.25.02 duly passed 5-0.

- E. Consideration to Approve Resolution 10.25.03 - Granting a Lot Division for a Property Located at 401 1st Avenue South

Resolution 10.25.03 grants approval to divide property located at 401 1st Avenue South into three parcels: Tract A, Tract B, and Tract C. Tract C is intended for business purposes. Tract A and Tract B are intended to be used for parking.

Motion made by Craig, Seconded by Rushing.

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

Whereupon Mayor Christopher Whitehead declared Resolution 10.25.03 duly passed 5-0.

- F. Consideration to Approve Resolution 10.25.04 - Approving Transfer of City-Owned Property to the Economic Development Authority

Resolution 10.25.04 approves transferring city-owned property (Parcel ID no. 110240110, adjacent to 7th Street South) to the EDA to support the 12th Avenue South Highway Expansion project.

Motion made by Rushing, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 10.25.04 duly passed 5-0.

G. Consideration to Approve Liability Coverage Waiver Form

Members who obtain liability coverage from the League of Minnesota Cities Insurance Trust (LMCIT) must decide annually whether to waive the statutory tort liability limits to the extent of the coverage purchased. It is recommended to NOT waive the monetary limits on municipal tort liability established by MN State Statute.

Motion made by Lindee, Seconded by Harris to NOT waive the monetary limits on municipal tort liability.

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

Upon voice vote, it was unanimously approved.

H. Consideration to Approve First Reading Proposed Ordinance No. 032, 4th Series - Street Vacation

Ordinance 032, 4th Series authorizes the vacation of portion of 9th Street South as part of the plating process for the 12th Avenue South Highway District Expansion project to access the designated pond area.

Motion made by Craig, Seconded by Harris Ordinance 032, 4th Series received its first reading. Upon hand vote, the following voted:

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

Whereupon Mayor Christopher Whitehead declared Ordinance 032, 4th Series to have received its first reading.

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

Aaron Johnson from Southern Minnesota Initiative Foundation (SMIF) presented on SMIF's investments and partnerships in Watonwan County since 1986. SMIF has invested \$136,280.00 back into Watonwan County.

Southern Minnesota Initiative Foundation is a regional development and philanthropic organization that fosters economic and community vitality in southern Minnesota through a culture of collaboration and partnership. They serve 20 counties which include 175 communities and 1 Native nation.

### 14. ADJOURNMENT

Motion made by Craig, Seconded by Rushing.

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

All Yea - motion carried. The meeting adjourned at 6:00 p.m.

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Kristin Hurley, City Clerk-Treasurer

October 21, 2025

**ITEM:** Scheduled Public Hearings: Project No. 24X.135115.00 – 7<sup>th</sup> Street South, 13<sup>th</sup> Avenue South, and Moulton and Parsons Drive Proposed Assessment

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**BACKGROUND:** The city has undertaken a street and utility improvement project to address aging infrastructure and improve roadway conditions. The project includes reconstruction of the roadway surface, replacement of curb and gutter, and upgrades to underlying utilities. The improvements are intended to extend the life of the infrastructure, improve drainage and safety, and enhance the overall functionality of the public right-of-way.

In accordance with Minnesota Statute Chapter 429, the city may recover a portion of project cost through special assessments to benefitting properties. The proposed assessment is based on the benefits received by each parcel from the completed improvements. An assessment roll has been prepared by the City Engineer identifying the properties proposed to be assessed and corresponding amounts.

**HEARING PROCEDURE:** Public hearings are conducted at council meetings and shall include an opportunity for the public and interested parties to hear and see all information and to ask questions, provide additional information, express support or opposition, and/or suggest modifications to the proposal. The mayor will conduct the public hearing and explain the procedure to be followed before the hearing begins. The public will be allowed to participate and must follow the rules of conduct. Hearings are formal proceedings and will be conducted as such. While everyone will be given an opportunity to participate, comments should be germane to the topic at hand and concise. If many people share the same viewpoint, the council encourages the appointment of a spokesperson to avoid repetitive testimony.

The public hearing will be conducted in the following manner:

1. Staff Presentation- City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.
2. Applicant's Presentation - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.
3. Public Comment - Once staff and the applicant have completed their background information, the public will be allowed to speak.

All speakers in the public comment portion of the hearing will be limited to five (5) minutes. The mayor may allow extended time at his/her discretion. All speakers will be encouraged to present factual evidence for public consideration and to refrain from broad statements without any basis of fact. Speakers may provide written materials to the Council. The Council will listen to testimony and will not express opinions during the public hearing. The council may ask pertinent questions of the speaker or staff and must refrain from debating or engaging in discussion with the public during the public hearing.

After all evidence and testimony has been received and everyone has been given an opportunity to be heard, the public hearing will be closed by the mayor. Action on the hearing issue may or may not be scheduled for later in the meeting. If action is to be taken, the City Council will discuss the issue in open session. During the Council discussion portion of the meeting, citizens will no longer be allowed to participate.

**STAFF RECOMMENDATION:** No action required.

## FINAL ASSESSMENT ROLL

7th Street S, 13th Avenue S, & Moulton & Parsons Drive Improvements CITY OF ST JAMES, MN

BMI PROJECT NO.: 24X.135115.000 DATE: 9/15/25

H:\STJA\24X135115000\2\_Preliminary\A\_Calculations\Assessments\[135115 Prelim Assessment Roll 5-19-25.xlsx]Assessment Roll Long

Line	PROPERTY I.D.	PROPERTY ADDRESS	PROPERTY OWNER NAME
1	20.277.0010	1001 SEVENTH ST S	RONALD S NETT
2	20.277.0020	1005 SEVENTH ST S	EDIN G BALTAZAR
3	20.277.0030	1009 SEVENTH ST S	BARBARA L EVANS-WATKINS
4	20.277.0040	1025 SEVENTH ST S	ALENE A PETERSON
5	20.277.0050	1020 SEVENTH ST S	JUSTIN DEXHEIMER
6	20.277.0060	1014 SEVENTH ST S	EMILLIO & DIANA TOVIAS
7	20.277.0070	1008 SEVENTH ST S	JESSICA L MILLER
8	20.277.0080	1000 SEVENTH ST S	TERRY V & CAROL A WATSON
9	20.277.0090	616 TENTH AVE S	LAURA E ESCOBAR
10	20.278.0040	1024 SEVENTH ST S	JENNIFER L ARREOLA
11	20.278.0050	1027 SEVENTH ST S	JEFFREY & DONNA BARRETT & KATARINA BARRETT-KRZMARZICK
12	20.279.0060	1026 SEVENTH ST S	STANLEY A & NANCY K KUNKEL
13	20.279.0070	1029 SEVENTH ST S	ESMERALDA F AGUILAR
14	20.279.0080	1031 SEVENTH ST S	EDWARD M & RENEE M NETT
15	20.279.0090	1101 SEVENTH ST S	DAN E & DEBRA K BRANDENBURG
16	20.279.0100	620 11TH AVE S	QUENTIN L & CRYSTAL L TURNER
	20.650.0100	1101 MOULTON & PARSONS DR	ST. JAMES HEALTH SERVICES INC
	20.650.0200		ST. JAMES HEALTH SERVICES INC
	20.650.0300		ST. JAMES HEALTH SERVICES INC
	20.650.0400		ST. JAMES HEALTH SERVICES INC
	11.024.0110		CITY OF ST. JAMES
TOTALS			

TAX PAYER ADDRESS	CITY	STATE	ZIP	FRONT FOOTAGE	SIDE FOOTAGE	ASSESSABLE UNITS		
				(LF)	(LF)	TOTAL ASSESSABLE STREET LENGTH	STORM SEWER	SANITARY SERVICE
1001 SEVENTH ST S	ST JAMES	MN	56081	80		80.0	80.0	1
1005 SEVENTH ST S	ST JAMES	MN	56081	80		80.0	80.0	1
706 ALBION AVE.	FAIRMONT	MN	56031	80		80.0	80.0	1
1025 SEVENTH ST S	ST JAMES	MN	56081	80		80.0	80.0	1
1020 SEVENTH ST S	ST JAMES	MN	56081	80		80.0	80.0	1
1014 SEVENTH ST S	ST JAMES	MN	56081	75		75.0	75.0	1
1008 SEVENTH ST S	ST JAMES	MN	56081	75		75.0	75.0	1
1000 SEVENTH ST S	ST JAMES	MN	56081	90		90.0	90.0	1
616 TENTH AVE S	ST JAMES	MN	56081	0		0.0	0.0	1
1024 SEVENTH ST S	ST JAMES	MN	56081	80		80.0	80.0	1
1027 SEVENTH ST S	ST JAMES	MN	56081	80		80.0	80.0	1
1026 SEVENTH ST S	ST JAMES	MN	56081	120		120.0	120.0	0
1029 SEVENTH ST S	ST JAMES	MN	56081	61		61.0	61.0	1
1031 SEVENTH ST S	ST JAMES	MN	56081	99		99.0	99.0	1
1101 SEVENTH ST S	ST JAMES	MN	56081	185		185.0	185.0	1
620 11TH AVE S	ST JAMES	MN	56081	0	145	72.5	72.5	0
200 FIRST ST SW	ROCHESTER	MN	55905	998.3		998.3	998.3	
200 FIRST ST SW	ROCHESTER	MN	55905	521.1		521.1	521.1	
200 FIRST ST SW	ROCHESTER	MN	55905	261.9		261.9	261.9	
200 FIRST ST SW	ROCHESTER	MN	55905	823		823.0	823.0	1
PO BOX 70	ST JAMES	MN	56081	613.5		613.5	613.5	
						4555.3	4555.3	14.0



	ASSESSABLE COSTS			
WATER SERVICE	STREET & STORM	SANITARY SEWER	WATERMAIN	TOTAL CALCULATED ASSESSMENT WITH \$12,500.00
	(LF)	(EACH)	(EACH)	
(EACH)	\$37.27	\$2,169.57	\$3,742.38	
1	\$2,981.60	\$2,169.57	\$3,742.38	\$8,893.55
1	\$2,981.60	\$2,169.57	\$3,742.38	\$8,893.55
1	\$2,981.60	\$2,169.57	\$3,742.38	\$8,893.55
1	\$2,981.60	\$2,169.57	\$3,742.38	\$8,893.55
1	\$2,981.60	\$2,169.57	\$3,742.38	\$8,893.55
1	\$2,795.25	\$2,169.57	\$3,742.38	\$8,707.20
1	\$2,795.25	\$2,169.57	\$3,742.38	\$8,707.20
1	\$3,354.30	\$2,169.57	\$3,742.38	\$9,266.25
0	\$0.00	\$2,169.57	\$0.00	\$2,169.57
1	\$2,981.60	\$2,169.57	\$3,742.38	\$8,893.55
1	\$2,981.60	\$2,169.57	\$3,742.38	\$8,893.55
0	\$4,472.40	\$0.00	\$0.00	\$4,472.40
1	\$2,273.47	\$2,169.57	\$3,742.38	\$8,185.42
1	\$3,689.73	\$2,169.57	\$3,742.38	\$9,601.68
1	\$6,894.95	\$2,169.57	\$3,742.38	\$12,500.00
0	\$2,702.08	\$0.00	\$0.00	\$2,702.08
	\$37,206.64			\$37,206.64
	\$19,421.40			\$19,421.40
	\$9,761.01			\$9,761.01
1	\$30,673.21	\$22,368.54	\$20,541.75	\$73,583.50
	\$22,865.15			\$22,865.15
13.0	\$49,848.63	\$30,373.98	\$48,650.94	\$291,404.34

October 21, 2025

**ITEM:** Old Business – Proposed Ordinance No. 032, 4<sup>th</sup> Series: Vacating a Portion of 9<sup>th</sup> Street South in the City of St. James, Minnesota

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**BACKGROUND:** The attached proposed ordinance authorizes the vacation of a portion of 9<sup>th</sup> Street South as part of the plating process for the 12<sup>th</sup> Avenue South Highway District Expansion project to access the designated pond area.

**Public Hearing:** October 7, 2025

**First Reading:** October 7, 2025

**Notice of Proposed Ordinance:** October 10, 2025

**Second Reading and Final Vote:** October 21, 2025

**Approval of Publication of Title and Summary of Ordinance by the Council:** October 21, 2025

**Publication of Title and Summary of Ordinance:** October 30, 2025

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

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

**Effective Date of Ordinance:**

**ACTION REQUESTED:** Approve/Deny the 2<sup>nd</sup> Reading of Proposed Ordinance.

State of Minnesota  
County of Watonwan

**ORDINANCE 032, 4<sup>TH</sup> SERIES**

**AN ORDINANCE VACATING A PORTION OF 9<sup>TH</sup> STREET SOUTH IN THE CITY OF ST. JAMES, MINNESOTA**

The City of St. James does ordain as follows:

**Section 1. Vacation of Street.** That portion of 9<sup>th</sup> Street South lying and being as described in:

**“EXHIBIT A”**

**EXHIBIT A:** Certificate of Right-of-Way Vacation, Vacation Area Description, and Map.

Is hereby VACATED.

**Section 2. Reservation of Easements.** The City expressly reserves a permanent easement over, under, and across the vacated area for the installation, maintenance, and repair of public utilities, including but not limited to sewer, water, electric, gas, and communications.

**Section 3. Severability.** Should any section, subdivision, clause or other provision of this Ordinance be held to be invalid by any court of competent jurisdiction, such decisions shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part held to be invalid.

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

1. The portion of 9<sup>th</sup> Street South described in “EXHIBIT A” is hereby vacated, subject to the reserved easements described in Section 2.

**Section 3. Effective Date.** The effective date of this ordinance shall be effective upon passage and publication.

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

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

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

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

Adopted by the City Council this \_\_\_\_\_ day of October, 2025.

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

ATTEST:

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

Section 11, Item A.

10TH AVENUE SOUTH

9TH STREET SOUTH

NORTH 450

LOT ONE  
BLOCK ONE  
JAMES  
SQUARE  
VACATION AREA

LOT ONE  
BLOCK ONE  
SOMERSET SOUTH



0 100

SCALE IN FEET

NE 1/4 - SE 1/4 - NE 1/4  
24-106-32  
SEC.

### 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.

*Janale Fowlds*

Janale Fowlds  
License Number 26748

08/27/2025  
Date

SHEET 1 OF 2

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CERTIFICATE OF RIGHT OF WAY VACATION  
CITY OF ST. JAMES, MINNESOTA



**BOLTON  
& MENK**

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

PART OF JAMES SQUARE  
NINTH STREET NORTH

FOR: CITY OF ST. JAMES

JOB NUMBER: 136274

FIELD BOOK:

DRAWN BY: RPS

17

H:\STJA\24X13627400\CAD\C3D\136274V VACA1.dwg 8/27/2025 12:49 PM

SEC. 24-T106N-R32W

VACATION AREA

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.

SHEET 2 OF 2

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CERTIFICATE OF RIGHT OF WAY VACATION  
CITY OF ST. JAMES, MINNESOTA

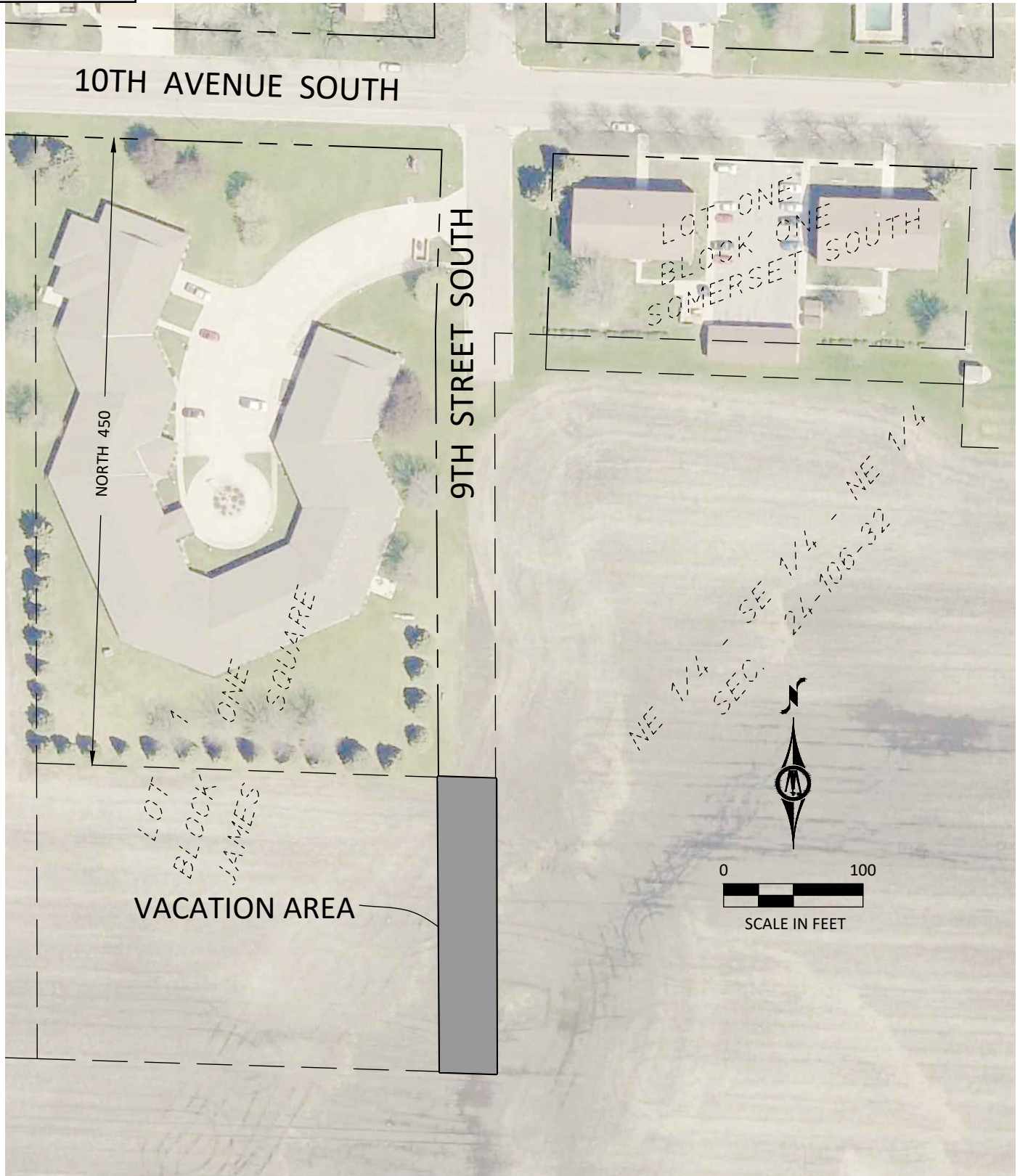


**BOLTON  
& MENK**

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

PART OF JAMES SQUARE  
NINTH STREET NORTH

FOR: CITY OF ST. JAMES



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**EXHIBIT - AERIAL**  
CITY OF ST. JAMES, MINNESOTA



**BOLTON  
& MENK**

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

PART OF JAMES SQUARE  
NINTH STREET NORTH

FOR: CITY OF ST. JAMES

JOB NUMBER: 136274

FIELD BOOK:

DRAWN BY: RPS

October 21, 2025

**ITEM:** New Business – Resolution 10.25.05: Approving Ordinance 032, 4<sup>th</sup> Series Vacating a Portion of 9<sup>th</sup> Street South in the City of St. James, Minnesota and Authorizing the Title and Summary of Publication

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**BACKGROUND:** The attached resolution vacates a portion of 9<sup>th</sup> Street South. This resolution also approved the title and summary for publication.

**ACTION REQUESTED:** Approve/Deny Resolution.



**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 10.25.05**

**RESOLUTION APPROVING ORDINANCE 032, 4<sup>TH</sup> SERIES VACATING A  
PORTION OF 9<sup>TH</sup> STREET SOUTH IN THE CITY OF ST. JAMES,  
MINNESOTA AND AUTHORIZING THE TITLE AND SUMMARY FOR  
PUBLICATION**

**WHEREAS**, the City of St. James introduced the proposed Ordinance 032, 4<sup>th</sup> Series vacating a portion of 9<sup>th</sup> Street South in the City of St. James; and

**WHEREAS**, the City of St. James City Council reviewed this item during their October 7, 2025, city council meeting, agreed with the recommendation and approved the first reading of the proposed Ordinance 032, 4<sup>th</sup> Series; and

**WHEREAS**, the City of St. James City Council held a second reading of the proposed Ordinance 032, 4<sup>th</sup> Series during their October 21, 2025, meeting; and

**WHEREAS**, Minnesota Statutes, Section 412.91, Subd. 4, allows publication by title and summary in the case of lengthy ordinances; and

**WHEREAS**, the City of St. James City Council finds that the following title and summary would clearly inform the public of the intent and effect of the Ordinance 032, 4<sup>th</sup> Series.

**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 approved the second and final reading of the proposed Ordinance 032, 4<sup>th</sup> Series vacating of portion of 9<sup>th</sup> Street South in the City of St. James.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the City Manager shall cause the following summary of the proposed Ordinance to be published in the official newspaper in lieu of the entire ordinance:

**PUBLIC NOTICE**

**ORDINANCE 032, 4<sup>TH</sup> SERIES VACATING A PORTION OF 9<sup>TH</sup> STREET SOUTH IN  
THE CITY OF ST. JAMES**

The City Council of St. James has adopted Ordinance 032, 4th Series, vacating a portion of 9<sup>th</sup> Street South in the City of St. James in connection with the proposed 12<sup>th</sup> Avenue South Highway Expansion project. The effective date of the ordinance is October 30, 2025.

This summary of Ordinance 032, 4<sup>th</sup> Series has been approved by the City Council on October 21, 2025. A printed copy of the full text of the ordinance is available for public

inspection in the office of the city clerk.

Adopted by the City Council this 21<sup>st</sup> day of October 2025.

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

Attest:

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

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: October 21, 2025

10TH AVENUE SOUTH

NORTH 450

9TH STREET SOUTH

LOT ONE  
BLOCK ONE  
JAMES  
SQUARE

VACATION AREA

LOT ONE  
BLOCK ONE  
SOMERSET SOUTH



SCALE IN FEET

NE 1/4 - SE 1/4 - NE 1/4  
24-106-32  
SEC.

## 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.

*Janale Fowlds*

Janale Fowlds  
License Number 26748

08/27/2025  
Date

SHEET 1 OF 2

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## CERTIFICATE OF RIGHT OF WAY VACATION CITY OF ST. JAMES, MINNESOTA



**BOLTON  
& MENK**

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

PART OF JAMES SQUARE  
NINTH STREET NORTH

FOR: CITY OF ST. JAMES

VACATION AREA

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.

SHEET 2 OF 2

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CERTIFICATE OF RIGHT OF WAY VACATION  
CITY OF ST. JAMES, MINNESOTA

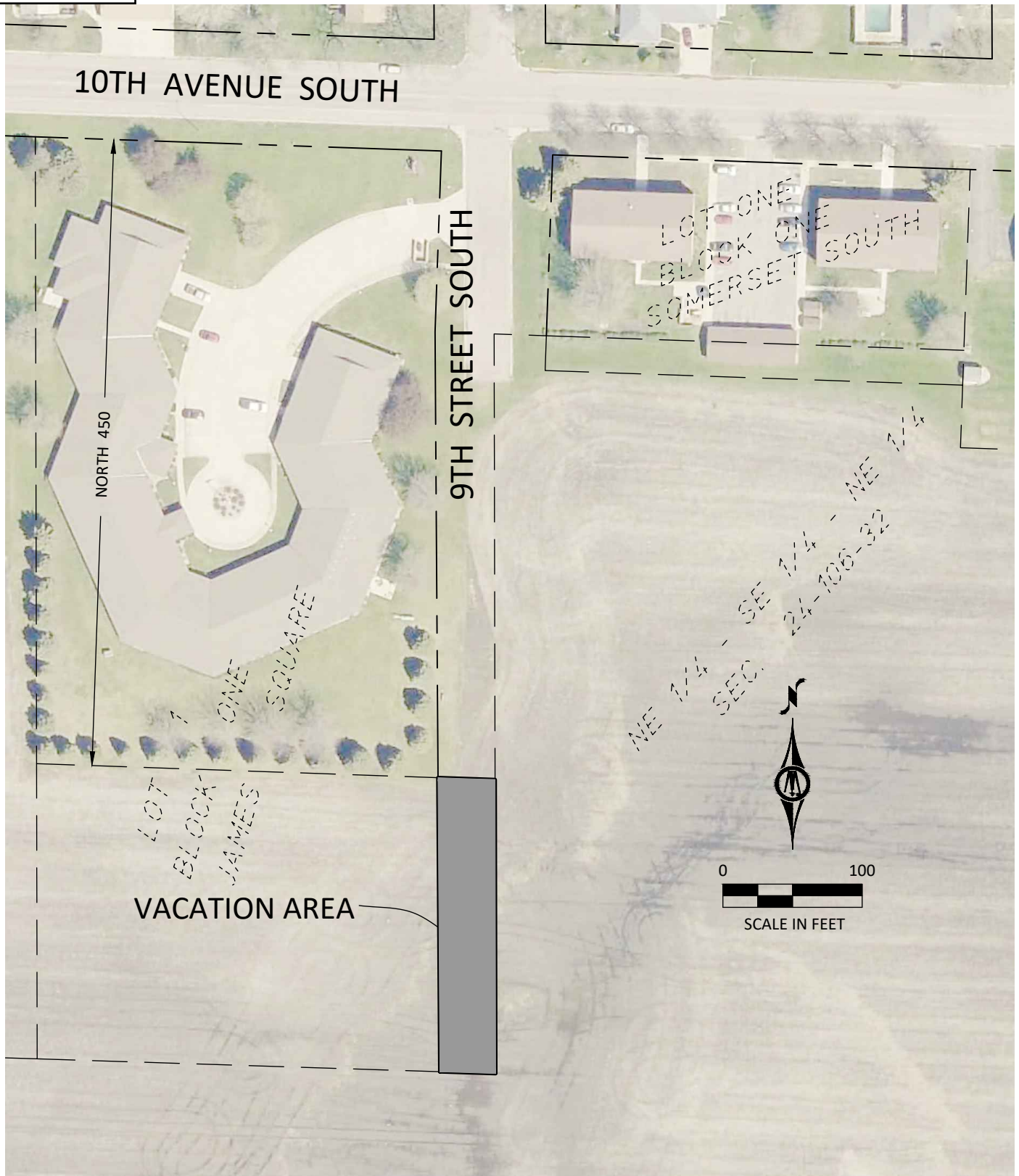


**BOLTON  
& MENK**

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

PART OF JAMES SQUARE  
NINTH STREET NORTH

FOR: CITY OF ST. JAMES



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EXHIBIT - AERIAL  
CITY OF ST. JAMES, MINNESOTA



**BOLTON  
& MENK**

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

PART OF JAMES SQUARE  
NINTH STREET NORTH

FOR: CITY OF ST. JAMES

JOB NUMBER: 136274

FIELD BOOK:

DRAWN BY: RPS

25

H:\STJA\24X136274000\CAD\C3D\136274V VACA1.dwg 8/27/2025 12:50 PM

SEC. 24-T106N-R32W

October 21, 2025

**ITEM:** New Business – Resolution 10.25.06: Approving Demolition of City-Owned Property Located at 923 5<sup>th</sup> Street North

---

**BACKGROUND:** The attached resolution authorizes the demolition of city-owned located at 923 5<sup>th</sup> Street North.

**ACTION REQUESTED:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 10.25.06**

**RESOLUTION APPROVING DEMOLITION OF CITY-OWNED PROPERTY  
LOCATED AT 923 5<sup>TH</sup> STREET NORTH**

**WHEREAS**, the City of St. James is the legal owner of the property located at 923 5<sup>th</sup> Street North, Parcel ID 201511380, which contains a structure that has been determined to be a hazardous; and

**WHEREAS**, the structure has been deemed unsafe and is not suitable for occupancy, redevelopment, or other beneficial use; and

**WHEREAS**, Minnesota law and City ordinances provide the City Council with the authority to authorize the demolition of city-owned property to protect public safety and welfare; and

**WHEREAS**, the City Manager, Building Official, and relevant staff have reviewed the property condition, environmental requirements, and demolition process, and recommend demolition at the City's expense; and

**WHEREAS**, the estimated cost of demolition and site restoration shall not exceed \$12,500.00 and funding is available from General Fund and the Capital Improvement Fund.

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

1. The City Council hereby authorizes the demolition of the structure located at 923 5<sup>th</sup> Street North, Parcel ID 201511380.
2. The City Manager and the Code Enforcement Officer are authorized to coordinate the demolition, including obtaining permits, contracting licensed demolition and abatement services, and ensuring compliance with all federal, state, and local regulations, including environmental and utility safety requirements.
3. Following demolition, the site shall be graded, backfilled, and seeded or otherwise prepared for future use, disposition, redevelopment.
4. The City Manager is authorized to approve all expenditure related to this demolition up to \$12,500 and to take all necessary administrative actions to complete the project.

Adopted by the City Council this 21<sup>st</sup> day of October 2025.

---

Christopher Whitehead, Mayor

Attest:

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

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: October 21, 2025



October 21, 2025

**ITEM:** New Business – Resolution 10.25.07: Approving Routine CSAH Maintenance Agreement with Watonwan County

---

**BACKGROUND:** The attached resolution approves the routine CSAH Maintenance Agreement with Watonwan County. The agreement outlines the county state aid highway maintenance services the city provides to the county. There is 19.76 lane miles that will be reimbursed at \$1,297.71 per mile lane.

**ACTION REQUESTED:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 10.25.07**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO THE  
ROUTINE CSAH MAINTENANCE AGREEMENT WITH WATONWAN  
COUNTY**

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

**Section 1:** The City Manager is hereby authorized and directed to sign the  
Routine CSAH Maintenance Agreement with Watonwan County.

Adopted by the City Council this 21<sup>st</sup> day of October 2025.

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

ATTEST:

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

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: October 21, 2025

**COUNTY OF WATONWAN  
And  
CITY OF ST. JAMES  
ROUTINE CSAH MAINTENANCE AGREEMENT**

This Agreement is between the County of Watonwan (County) and City of St. James (City). This agreement outlines the responsibilities of each party with respect to County State Aid Highway maintenance by the City for the County. This agreement does not preclude the parties from continuing to share equipment and staff when it is beneficial to the taxpayers and both parties.

**Agreement**

**1. Term of Agreement; Survival of Terms**

- 1.1. *Effective date.*** This Agreement will be effective on January 1, 2026, or once fully executed.
- 1.2. *Expiration date.*** This Agreement will expire on December 31, 2029.
- 1.3. *Survival of terms.*** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 7. Liability; Worker Compensation Claims; Insurance and 8. Force Majeure.

**2. Agreement Between the Parties for County Road Maintenance**

**2.1. *Maintenance by the City***

**A. *Location.***

- i.** The City will perform routine maintenance of the county state aid highway system within the Corporate City Limits.

**B. *Total Lane Mileage.*** The total county state aid highway mileage for the routine maintenance performed under this Agreement is 19.76 lane miles.

**2.2. *Maintenance Responsibilities (Reimbursable)*** The City will perform the following routine maintenance duties to the satisfaction of the Watonwan County Public Works Director. All materials used in the performance of said routine maintenance must comply with the State of Minnesota's current "Standard Specifications for Construction". If the City elects to have the County maintain sections of city-owned roads within the city-limits, the per lane-mile rate and responsibilities will be reversed but same as outlined in this agreement.

- A.** Maintain the highway(s) and adjacent sidewalks and/or trails to keep them smooth and in good repair for the passage of vehicular and pedestrian traffic and free from all obstructions and impediments to traffic. This includes all necessary preventative maintenance to preserve the roadbed, adjacent sidewalks, and trails in their present condition, including restoration of utility openings. Crack sealing, patching, seal coat, overlay and reconstruction, for any sections identified in paragraph 2.1A, will be addressed in a separate contract between the County and City.
- B.** Keep the traveled roadway and adjacent sidewalks free and clear of ice, snow, litter, debris, and any other foreign matter of any nature.
- C.** Sand, salt or chemically treat the traveled roadway as necessary to provide for safe public travel.
- D.** Maintain the roadside trees, vegetation, and landscaping in a neat and orderly fashion by mowing, trimming, and providing for noxious weed control.

- E. Inspect and maintain the in-place storm sewer system keeping it clear from obstructions.
- F. Dispose of all snow, litter, debris, and any other foreign matter collected upon, along or adjacent to the highway proper and within the highway right-of-way according to all applicable laws, ordinances, and regulations.
- G. The City will replace luminaires and pay for electricity for overhead street lights. The County is responsible for all other maintenance costs. All Gopher State One Call locates will be performed by the City.
- H. The installation of overhead street lighting for new roads will be included in a separate construction agreement.
- I. Furnish all labor, materials, tools, equipment, and any other necessary items to perform the routine maintenance duties covered under this agreement.
- J. For all curb and gutter sections with lawn type mowing, mowing will be done by the City or landowner adjacent and exterior to the right of way line in accordance with City policy. For all rural type ditch sections, mowing will be done by the County using rural ditch mowing type equipment.
- K. The County will be responsible for maintenance, repair, and replacement of all guardrails within City limits.

### **2.3. Traffic Control**

- A. The City may partially block the highway to perform the routine maintenance under this Agreement. In cases of emergency, the City may block the highway and prevent passage of traffic thereon. At no time, however, may the City continue to obstruct the free passage of traffic on the highway for a longer period of time than is reasonably required for making the necessary repairs.
- B. The City may close the highway to traffic as necessary for the repair or installation of water or gas mains, electric or telephone cables, or sewers. The City must notify the County, except for emergencies. County approval is needed prior to installation of any new water or sewer lines under the traveled pavement section of the road.
- C. The City will not close any portion of the highway to traffic for reasons other than those set forth above and in no event for a time longer than necessary to complete the required maintenance work.

**2.4. City's Failure to Adequately Maintain.** If the City fails to perform any of the routine maintenance according to the terms of this Agreement, the County may reduce the amount payable to the City by either an amount judged to be fair and equitable for such routine maintenance, or, if the County performs such routine maintenance, by the actual cost of the maintenance performed by the County in accordance with this Agreement.

**2.5. Extraordinary Maintenance.** The City is not required to perform any extraordinary maintenance, construction, reconstruction, overlay or seal coating under this Agreement. Extraordinary maintenance is defined as normal maintenance activities (e.g., patching, crack sealing, concrete work including sidewalks) that exceeds an estimated cost of \$5,000 per lane mile. If the City is willing to perform extraordinary maintenance, and the County Engineer approves such performance, the parties to this Agreement must enter into a separate agreement, therefore.

**3. Inspection of City Performed Maintenance.** Authorized representatives of the City and the County will jointly inspect the involved county roads on a regular basis during the life of this Agreement to determine if the routine maintenance is being performed according to the terms of this agreement. The County will request the inspections. County Cost and Payment by the County

- 3.1. *Definition of Lane Mile.*** A lane mile is defined as a twelve-foot width of road section that is one mile long as measured from the edges of the curb or shoulder in that road section and includes all turn lanes.
- 3.2. *County Cost.*** The County's payment to the City for routine maintenance will be based on the number of lane miles times the dollar value to be paid per lane mile per City fiscal year. Fractional miles (to the hundredth of a mile) will be used in computing the amounts payable under this Agreement. The City will be reimbursed \$1297.71 per mile lane.
- 3.3. *Conditions of Payment.*** The County will make a lump sum payment to the City for routine maintenance performed, on a semi-annual basis, on or before June 30 and December 31.
- 3.4. *Payment Indexing.*** Commencing on January 1, 2027, and on each January 1 thereafter during the Agreement, the County shall pay an amount equal to the previous year's maintenance costs increased or decreased, as the case may be, by the most recently published increase or decrease in the Consumer Price Index. Consumer Price Index shall mean the Consumer Price Index, U.S. City Average, Urban Wage Earners and Clerical Workers, All Items (base index year 1982-84=100) as published by the United States Department of Labor, Bureau of Labor Statistics. If the manner in which the Consumer Price Index as determined by the Bureau of Labor Statistics shall be substantially revised, including, without limitation, a change in the base index year, an adjustment shall be made by City in such revised index which would produce results, as nearly as possible, to those which would have been obtained if the Consumer Price Index had not been so revised. If the Consumer Price Index shall become unavailable to the public because publication is not readily available to make the adjustment referred to herein, then City will substitute therefore a comparable index based upon changes in the cost of living or purchasing power of the consumer dollar published by any other governmental agency, or if no such index shall be available, then a comparable index published by a major bank or other financial institution or by a university or a recognized financial publication.

#### 4. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

**4.1.** The County's Authorized Representative will be:

Name/Title: Michael McCarty, Director of Public Works (or successor)  
Address: 1304 7<sup>th</sup> Ave S  
St. James, Mn 56081  
Telephone: (507) 942-2200  
E-Mail: michael.mccarty@watonwancountymn.gov

**4.2.** The City's Authorized Representative will be:

Name/Title: Amanda Knoll, City Manager (or successor)  
Address: 1205 6<sup>th</sup> Ave S, PO Box 70  
St. James, MN 56081  
Telephone: (507) 375-4376  
E-Mail: Amanda.Knoll@ci.stjames.mn.us

#### 5. Assignment; Amendments; Waiver; Contract Complete

**5.1. Assignment.** Neither party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

**5.2. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

**5.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.

**5.4. Contract Complete.** This Agreement contains all prior negotiations and agreements, with respect to routine maintenance, between the County and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

#### 6. Liability; Worker Compensation Claims; Insurance

**6.1.** Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof.

**6.2.** Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

**6.3.** The City may require its contractor to carry insurance to cover claims for damages asserted against the City's contractor.

**6.4. Termination.** This Agreement may be terminated by mutual agreement of the parties.

#### 7. Force Majeure

Neither party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance) if such failure or delay is due to a force majeure event. A force majeure event is an

event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

**SIGNATURE PAGE FOLLOWS**

**COUNTY OF WATONWAN**  
**And**  
**CITY OF ST. JAMES**  
**ROUTINE CSAH MAINTENANCE AGREEMENT**  
**SIGNATURE PAGE**

**CITY OF ST. JAMES**

The undersigned certify that they have lawfully executed this Agreement on behalf of the Governmental Unit as required by applicable charter provisions, resolution, or ordinances.

Approved:

By: \_\_\_\_\_  
Amanda Knoll, City Manager

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

**WATONWAN COUNTY**

The undersigned certify that they have lawfully executed this Agreement on behalf of the Governmental Unit as required by applicable charter provisions, resolution, or ordinances.

Approved:

By: \_\_\_\_\_  
Kelly Pauling, County Auditor

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

By: \_\_\_\_\_  
Jim Branstad, County Board Chair

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



October 21, 2025

**ITEM:** New Business – Resolution 10.25.08: Approving HeatShare Agreement with the Salvation Army

---

**BACKGROUND:** The attached resolution approves the HeatShare Agreement with the Salvation Army. The City of St. James has participated in this program in the past and requests to continue with the HeatShare program. The program is a positive way for us as a city to help residents in need especially with energy cost rising.

The program is effective from October 1, 2025, through September 30, 2026.

**ACTION REQUESTED:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 10.25.08**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO THE  
HEATSHARE PROGRAM AGREEMENT WITH THE SALVATION ARMY**

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

**Section 1:** The City Manager is hereby authorized and directed to sign the  
HeatShare Agreement with the Salvation Army.

Adopted by the City Council this 21<sup>st</sup> day of October 2025.

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

ATTEST:

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

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: October 21, 2025

## **THE SALVATION ARMY HEATSHARE PROGRAM AGREEMENT**

**COMES NOW, Saint James Public Utility**, in joint partnership with The Salvation Army, an Illinois Corporation (The Salvation Army), submits its joint customer contribution fund program plan as follows:

### **PROGRAM NAME:**

HeatShare (A voluntary non-governmental program of The Salvation Army) which has been in existence since 1982.

### **PURPOSE:**

The purpose of this energy related program, shall be to advance the common good and general welfare of the people by soliciting voluntary contributions from customers and employees to assist needy Minnesotans with energy related problems, including but not limited to residential heating bills, repairs on home heating equipment, and shut offs; and to provide assistance in reducing the cost of utilities for qualified low-income elderly, disabled, and others with special needs who have difficulty paying their energy related expenses.

### **CUSTOMER NOTIFICATION:**

Customers will be notified through Saint James Public Utility. Notifications will be made via bill inserts and/or newsletter. In addition, press releases and media notification will be utilized when appropriate and beneficial to HeatShare and Saint James Public Utility.

### **TRANSFER/DISTRIBUTION OF FUNDS:**

Saint James Public Utility will transfer funds to The Salvation Army on a regular basis in amounts equal to contributions received and processed prior to such date. Funds will be allocated by each Salvation Army unit corresponding to Saint James Public Utility in direct proportion to donations received from their area. On an exceptional basis, The Salvation Army, will have at their discretion, the authority to adjust the distribution of funds where they deem fit. A minimum of 85% of the funds will be used in the distribution of funds as per the guidelines on attachment A-1.

### **IMPLEMENTATION:**

Implementation is to be scheduled within the effective dates of this agreement by one or more of the following:

- Insertion of HeatShare bill insert into at least one monthly bill,
- Advertisement of HeatShare program on website,
- Utility newsletter.

### **ADDITIONAL:**

Saint James Public Utility proposes at this time to absorb the expense of solicitation through paying of bill inserts, any promotional costs deemed necessary, and the cost of collection and transmittal of contributions.

### **EFFECTIVE DATE:**

This plan becomes effective this October 1, 2025, and stays effective until September 30, 2026, or until Saint James Public Utility or The Salvation Army terminates this agreement by giving a 90-day written notice to the other party.

**NOTICE:**

The Salvation Army will follow the operational guidelines on (A-1) attached hereto. Notices shall be deemed given upon personal delivery, or when deposited in the United States mail, postage prepaid and addressed as follows:

**If to Saint James Public Utility:**

Attn: Amanda Glass  
Title: City Manager  
Address: 124 Armstrong Bldg., PO Box 70  
Saint James, MN 56081-0070  
Phone: 507-375-3241

**If to The Salvation Army:**

Attn: Ana Gonzalez  
Title: Divisional HeatShare Coordinator  
Address: 2445 Prior Avenue N  
Roseville, MN 55113  
Phone: 651-746-3542

**WHEREFORE**, Saint James Public Utility, requests that its proposed joint customer contribution fund program be approved as submitted.

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Attest: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2025

The Salvation Army, an Illinois Corporation

By: \_\_\_\_\_  
Title: Divisional Commander  
Attest: \_\_\_\_\_  
Title: Divisional HeatShare Coordinator  
Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2025

## THE SALVATION ARMY HEATSHARE PROGRAM GUIDELINES

### TO QUALIFY FOR ASSISTANCE FROM THE HEATSHARE PROGRAM:

1. Applicants must have a past due bill or final (disconnect) notice and;
2. Applicants must be income eligible as per Attachment A-1 and;
3. Applicants must have applied for assistance previously from other available public agencies and;
4. Applicants must reside in the designated areas where funds are raised for the program.
5. Applicants must be:
  - a. 65 years of age or older, or disabled/handicapped, such that financial assistance from the HeatShare program would relieve a substantial need or
  - b. Circumstances have arisen which deplete an individuals or families immediate cash resources. For example, an illness, major repair bill or sudden lay off, may leave a family, usually able to cope with insufficient cash resources to meet heating needs even though normally they have sufficient income to do so.
  - c. After initial assistance has been received, if an underlying problem exists (such as a client paying more rent than their income will allow) attempts must be made to remedy the situation before further assistance will be given.
  - d. Households who request assistance in consecutive years will be asked to participate in activities to strengthen the self-sufficiency of the family.
6. Assistance is available only once per year at a maximum of \$400 for those living outside of the Twin Cities area, and \$500 for those living within the Twin Cities Area.
7. Types of assistance granted will be for natural gas, electric, fuel oil, and propane.

**Note:** These are guidelines and on occasion, due to extenuating circumstances, clients may be given special considerations.

### 2025-2026 ANNUAL NET INCOME GUIDELINES

The income guidelines below are based on 50% of State Median Income.

Household	Annual Income	Monthly Income
1	\$36,687	\$3,057.25
2	\$47,975	\$3,997.92
3	\$59,263	\$4,938.58
4	\$70,552	\$5,879.33
5	\$81,840	\$6,820.00
6	\$93,128	\$7,760.67
7	\$95,245	\$7,937.08
8	\$97,362	\$8,113.50
9	\$99,478	\$8,289.83
10	\$101,595	\$8,466.25
11	\$103,711	\$8,642.58

October 21, 2025

**ITEM:** New Business – Resolution 10.25.09: Granting a Lot Division for a Property Located at 1000 County Road 104

---

**BACKGROUND:** The attached resolution grants the lot division for property located at 1000 County Road 104.

**ACTION REQUESTED:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 10.25.09**

**RESOLUTION GRANTING A LOT DIVISION FOR A PROPERTY LOCATED  
AT 1000 COUNTY ROAD 104**

**WHEREAS**, Double Real Estate (“Applicant”) submitted an application requesting the approval of a lot division of the property owned by the Applicant located at 1000 Co Rd 104 which is legally described as follows (“Property”):

**“SEE EXHIBIT A”**

**WHEREAS**, a public hearing before the St. James Planning Commission was held October 20, 2025 for the purpose of hearing the request from the Applicant to allow for the division of the Property located in a Service Business District (B-2); and

**WHEREAS**, the proposed lot division will divide the Property into two parcels. Tract C will contain 0.1.60 acres, and Tract D will contain 0.66 acres as described in attached survey (EXHIBIT B); and

**WHEREAS**, the Applicant intends to retain Tract C for a proposed restaurant and Tract Dare intended to be used for storage purposes; and

**WHEREAS**, based upon the factual findings, the Planning Commission has come to the following conclusion:

1. It was the finding of the Planning Commission that the lot division should be granted with the condition that a parking plan is submitted if and when a restaurant would operate in the building located on Tract C.

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

1. The City of St. James is hereby granting a lot division at the Property located at 1000 Co Rd 104 in St. James, Minnesota.

Adopted by the City Council this 21<sup>st</sup> day of October 2025.

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

ATTEST:

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

**EXHIBIT A**

That part of Government Lot Five (5) of Section Twenty-three (23), Township One Hundred Six (106) North, Range Thirty-two (32) West, City of St. James, Watonwan County, Minnesota, described as follows: Commencing at the Southeast corner of the Northeast Quarter (NE 1/4) (also being the Southeast corner of said Government Lot Five (5) of said Section Twenty-three (23)); thence on an assumed bearing of North 0 degrees 00 minutes East, along the East line of said Northeast Quarter (NE 1/4), a distance of 219.00 feet to the point of beginning of the tract to be described; thence South 90 degrees 00 minutes West, right angles to said East line, a distance of 332.70 feet; thence North 0 degrees 00 minutes East, parallel with the East line of said Northeast Quarter (NE 1/4), a distance of 238.19 feet to the centerline of County State Aid Highway No. 57 (formerly Minnesota Trunk Highway No. 60); thence northeasterly, along said centerline, along a non-tangential curve, concave to the southeast, having a radius of 5729.58 feet, a central angle of 3 degrees 53 minutes 44 seconds, the chord of said curve bears North 58 degrees 40 minutes 27 seconds East, a chord distance of 389.48 feet, an arc distance of 389.56 feet to the East line of said Northeast Quarter (NE 1/4); thence South 0 degrees 00 minutes West, along said East line, a distance of 440.69 feet to the point of beginning.

EXCEPTING THEREFROM: That part of Government Lot Five (5) of Section Twenty-three (23), Township One Hundred Six (106) North, Range Thirty-two (32) West, City of St. James, Watonwan County, Minnesota, described as follows: Commencing at the Southeast corner of the Northeast Quarter (NE 1/4) (also being the Southeast corner of said Government Lot Five (5)) , of said Section Twenty-three (23); thence on an assumed bearing of North 0 degrees 00 minutes East, along the East line of said Northeast Quarter (NE 1/4), a distance of 219.00 feet; thence South 90 degrees 00 minutes West, at right angles to said East line, a distance of 271.66 feet to the point of beginning of the tract to be described; thence continuing South 90 degrees 00 minutes West a distance of 61.04 feet; thence North 0 degrees 00 minutes East, parallel with the East line of said Northeast Quarter (NE 1/4), a distance of 238.19 feet to the centerline of County State Aid Highway No. 57 (formerly Minnesota Trunk Highway No. 60); thence northeasterly, along said centerline, along a non-tangential curve, concave to the southeast, having a radius of 5729.58 feet, a central angle of 0 degrees 35 minutes 46 seconds, the chord of said curve bears North 57 degrees 01 minutes 28 seconds East, a chord distance 59.61 feet, an arc distance of 59.61 feet; thence South 0 degrees 00 minutes West a distance of 59.45 feet to an iron monument; thence South 25 degrees 12 minutes 22 seconds East a distance of 40.00 feet to an iron monument; thence South 1 degree 57 minutes 38 seconds West a distance of 175.10 feet to the point of beginning, containing 0.356 acres, subject to easements now of record in said County and State.



Section 12, Item E.

5, SEC. 23, T106N R32W, CITY OF ST. JAMES  
WATONWAN COUNTY, MINNESOTA

TRACT C  
LEGAL DESCRIPTION

That part of Government Lot 5 of Section 23, Township 106 North, Range 32 West, City of St. James, Watonwan County, Minnesota, described as follows:

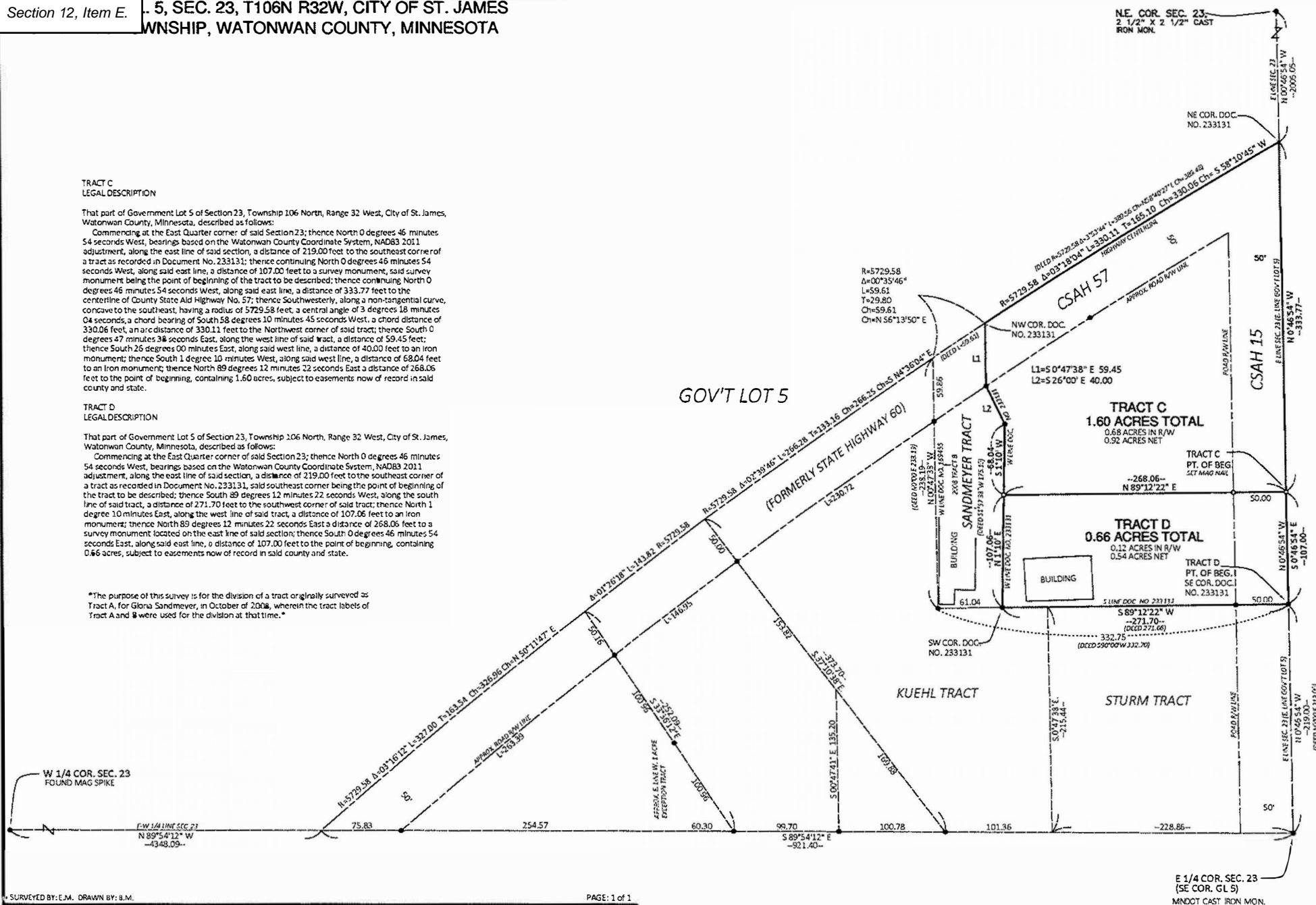
Commencing at the East Quarter corner of said Section 23; thence North 0 degrees 46 minutes 54 seconds West, bearings based on the Watonwan County Coordinate System, NAD83 2011 adjustment, along the east line of said section, a distance of 219.00 feet to the southeast corner of a tract as recorded in Document No. 233131; thence continuing North 0 degrees 46 minutes 54 seconds West, along said east line, a distance of 107.00 feet to a survey monument, said survey monument being the point of beginning of the tract to be described; thence continuing North 0 degrees 46 minutes 54 seconds West, along said east line, a distance of 333.77 feet to the centerline of County State Aid Highway No. 57; thence Southwesterly, along a non-tangential curve, concave to the southeast, having a radius of 5729.58 feet, a central angle of 3 degrees 18 minutes 04 seconds, a chord bearing of South 58 degrees 10 minutes 45 seconds West, a chord distance of 330.06 feet, an arc distance of 330.11 feet to the Northwest corner of said tract; thence South 0 degrees 47 minutes 38 seconds East, along the west line of said tract, a distance of 59.45 feet; thence South 26 degrees 00 minutes East, along said west line, a distance of 40.00 feet to an iron monument; thence South 1 degree 10 minutes West, along said west line, a distance of 68.04 feet to an iron monument; thence North 89 degrees 12 minutes 22 seconds East a distance of 268.06 feet to the point of beginning, containing 1.60 acres, subject to easements now of record in said county and state.

TRACT D  
LEGAL DESCRIPTION

That part of Government Lot 5 of Section 23, Township 106 North, Range 32 West, City of St. James, Watonwan County, Minnesota, described as follows:

Commencing at the East Quarter corner of said Section 23; thence North 0 degrees 46 minutes 54 seconds West, bearings based on the Watonwan County Coordinate System, NAD83 2011 adjustment, along the east line of said section, a distance of 219.00 feet to the southeast corner of a tract as recorded in Document No. 233131, said southeast corner being the point of beginning of the tract to be described; thence South 89 degrees 12 minutes 22 seconds West, along the south line of said tract, a distance of 271.70 feet to the southwest corner of said tract; thence North 1 degree 10 minutes East, along the west line of said tract, a distance of 107.06 feet to an iron monument; thence North 89 degrees 12 minutes 22 seconds East a distance of 268.06 feet to a survey monument located on the east line of said section; thence South 0 degrees 46 minutes 54 seconds East, along said east line, a distance of 107.00 feet to the point of beginning, containing 0.66 acres, subject to easements now of record in said county and state.

\*The purpose of this survey is for the division of a tract originally surveyed as Tract A, for Gloria Sandmeyer, in October of 2004, wherein the tract labels of Tract A and B were used for the division at that time.\*



SURVEYED BY: C.M. DRAWN BY: B.M.

PAGE: 1 of 1

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, 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.

*Ben Madsen*  
BEN MADSEN, L.S. 50875 DATE: 09-04-2025

FOR: DEVIN & AMY GASSWINT  
FILE NO. 25260  
COORDINATE SYSTEM:  
WATONWAN COUNTY  
(2011 ADJUSTMENT)  
MONUMENT FOUND OR  
SET PREVIOUSLY  
MONUMENT SET  
1/2" X 24 CAPPED REBAR  
BOUNDARY LINE  
SECTION/BLOCK LINE  
ROAD RIGHT OF WAY LINE  
FENCE LINE

(307) 235-3780  
**MADSEN**  
LAND SURVEYING  
318 EAST BLUE EARTH AVENUE  
FAIRMONT, MINNESOTA 56031  
WWW.MADSENLSA.COM

## ST. JAMES PLANNING COMMISSION

**TO:** Planning Commission Members

**FROM:** Brianna Sanders, Zoning Administrator

**DATE:** October 20, 2025

**RE:** Lot Division – 1000 Co Rd 104

**Applicant**

DOUBLE REAL ESTATE

PROPERTY ADDRESS – 1000 CO RD 104

**Request**

The applicant is requesting a lot division to allow for the division of property located in a Service Business District (B-2). The applicant is requesting to divide the property so that the two buildings on the parcel are separated and can be owned by separate parties. Tract C on the property survey would total an estimated 1.60 acres and Tract D would total an estimated 0.66 acres. Tract C contains a building suited for a restaurant and Tract D contains a shed or a storage building. Each property would have separate driveway accesses.

**Location**

The lot division request affects the property located at 1000 Co Rd 104 legally described as

That part of Government Lot Five (5) of Section Twenty-three (23), Township One Hundred Six (106) North, Range Thirty-two (32) West, City of St. James, Watonwan County, Minnesota, described as follows: Commencing at the Southeast corner of the Northeast Quarter (NE ¼) (also being the Southeast corner of said Government Lot Five (5) of said Section Twenty-three (23); thence on an assumed bearing of North 0 degrees 00 minutes East, along the East line of said Northeast Quarter (NE ¼), a distance of 219.00 feet to the point of beginning of the tract to be described; thence South 90 degrees 00 minutes West, right angles to said East line, a distance of 332.70 feet; thence North 0 degrees 00 minutes East, parallel with the East line of said Northeast Quarter (NE ¼), a distance of 238.19 feet to the centerline of County State Aid Highway No. 57 (formerly Minnesota Trunk Highway No. 60); thence northeasterly, along said centerline, along a non-tangential curve, concave to the southeast, having a radius of 5729.58 feet, a central angle of 3 degrees 53 minutes 44 seconds, the chord of said curve bears North 58 degrees 40 minutes 27 seconds East, a chord distance of 389.48 feet, an arc distance of 389.56 feet to the East line of said Northeast Quarter (NE ¼); thence South 0 degrees 00 minutes West, along said East line, a distance of 440.69 feet to the point of beginning.

EXCEPTING THEREFROM: That part of Government Lot Five (5) of Section Twenty-three (23), Township One Hundred Six (106) North, Range Thirty-two

(32) West, City of St. James, Watonwan County, Minnesota, described as follows: Commencing at the Southeast corner of the Northeast Quarter (NE ¼) (also being the Southeast corner of said Government Lot Five (5)), of said Section Twenty-three (23); thence on an assumed bearing of North 0 degrees 00 minutes East, along the East line of said Northeast Quarter (NE ¼), a distance of 219.00 feet; thence South 90 degrees 00 minutes West, at right angles to said East line, a distance of 271.66 feet to the point of beginning of the tract to be described; thence continuing South 90 degrees 00 minutes West a distance of 61.04 feet; thence North 0 degrees 00 minutes East, parallel with the East line of said Northeast Quarter (NE ¼), a distance of 238.19 feet to the centerline of County State Aid Highway No. 57 (formerly Minnesota Trunk Highway No. 60); thence northeasterly, along said centerline, along a non-tangential curve, concave to the southeast, having a radius of 5729.58 feet, a central angle of 0 degrees 35 minutes 46 seconds, the chord of said curve bears North 57 degrees 01 minutes 28 seconds East, a chord distance 59.61 feet, an arc distance of 59.61 feet; thence South 0 degrees 00 minutes West a distance of 59.45

monument; thence South 25 degrees 12 minutes 22 seconds East a distance of 40.00 feet to an iron monument; thence South 1 degree 57 minutes 38 seconds West a distance of 175.10 feet to the point of beginning, containing 0.356 acres, subject to easements now of record in said County and State

### **Existing Land Use**

The parcel is zoned as B-2 “Service Business” District. It is surrounded by city-owned (north) and B-2 “Service Business” District (east, south, west).

It is proposed that Tract C and Tract D would both remain zoned as B-2 “Service Business” District. Restaurants are a permitted use within the B-2 District and the storage facility is a special use permitted within the B-2 District.

There is no minimum lot size within the B-2 District. The building intended for a restaurant has an approximate square footage of 5,904 sqft. Per the City Code § 71.20, this would require approximately 59 parking spaces.

### **Recommendations**

Staff recommendation is approval with the condition that the business provides a plan for off-street parking.

### **Exhibits**

Exhibit 1 – Zoning Request Application

Exhibit 2 – Survey of Property

Exhibit 3 – Public Hearing Notice

### **City Code**

#### **§ 71.20 OFF-STREET PARKING.**

(D) *Off-street space required (one space equals 300 square feet).*

Restaurant, cafes, bars	At least one space for each 100 square feet of floor area.
-------------------------	--

#### **§ 157.03 APPLICATION.**

(A) Any lot, hereafter made, or each part thereof, lying within the jurisdiction of this chapter, shall be prepared, presented for approval, and recorded as herein prescribed. The regulations contained herein shall apply to the division of a lot, tract, or parcel of land into two, or more, lots, tracts, or other division of land. A lot division shall not result in the creation of more than three lots.

(B) Lot splits and adjustments of common boundaries are permitted, provided the following conditions are met:

- (1) The lot or lots have frontage on an existing improved street and access to municipal services;
- (2) The lot or lots to be divided are previously platted land;
- (3) The lot or lots meet the minimum standards for lot width and area for the zoning district in which they are located;
- (4) The division of the lots shall not cause a remaining part of a lot to become a separately described tract which does not meet the minimum standards of the zoning district in which it is located or which does not have street frontage and access to municipal services;
- (5) The division does not result in a split zoning classification on a single lot; and
- (6) The division does not result in the creation of a nonconforming structure or use.

(Ord. 006, fourth series, passed 10-18-2022)

### **SERVICE BUSINESS DISTRICT (B-2)**

#### **§ 156.110 PURPOSE.**

The B-2 (Service Business) District is intended for commercial activities which might be incompatible with uses in other business districts by reason of traffic considerations, marketing characteristics, area requirements, and other characteristics inherent in these uses.

(Prior Code, § 11.30)

**§ 156.111 PERMITTED USES.**

The following are permitted uses in the B-2 District:

- (A) Restaurants or taverns;
- (B) Indoor recreational or leisure activities, such as bowling, pool halls, skating rinks, or other similar kinds of uses;
- (C) Retail sales of groceries, meats, vegetables, fruit, or other food products, frozen food storage locker establishments, and variety stores;
- (D) Retail sales, including service and repair of household appliances, including computers, audio equipment, televisions, washers, dryers, dishwashers, air conditioners, and other similar household items;
- (E) Secondhand merchandise retail sales;
- (F) Cabinet maker, carpentry shop, furniture or upholstery repair shops, and artisan production shop;
- (G) Dry cleaning establishments, and self service laundromats;
- (H) Plumbers, heating system contractors shops, sales, and showrooms, and general contractors' shops;
- (I) Copy shops;
- (J) Bakeries;
- (K) Funeral homes;
- (L) Motels or hotels;
- (M) Newspaper distribution centers;
- (N) Convention halls, or civic centers;
- (O) Municipal and government buildings, or public utility structures; and
- (P) Other business activities of a similar character.

(Prior Code, § 11.30)

**§ 156.112 PERMITTED ACCESSORY USES.**

The following are permitted accessory uses in the B-2 District: Uses customarily incidental to the permitted uses including outside vending machines, telephone booths, and screened storage areas.

(Prior Code, § 11.30)

**§ 156.113 SPECIAL USES.**

The following are special uses in the B-2 District:

- (A) Drive-in restaurants;
- (B) Lumber yards;
- (C) Greenhouses, landscape nurseries, and garden stores;
- (D) Miniature golf courses, golf driving ranges, and archery ranges;
- (E) Marine and boat sales, and servicing businesses;
- (F) New, or used, automobile and truck sales and service, and storage lots;
- (G) Auto service stations, auto convenience markets, car wash business, and auto repair shops;
- (H) Animal hospitals, veterinary clinics, and kennels;
- (I) Self service storage facilities; and
- (J) Other business activities of a similar character.

(Prior Code, § 11.30)

**§ 156.114 LOT AREA, WIDTH, AND MINIMUM SETBACK STANDARDS.**

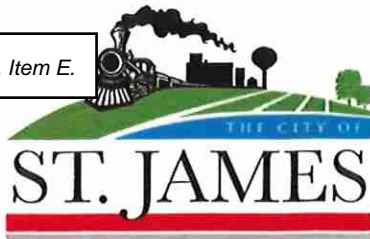
<b>Setback, Lot Size</b>	<b>Size Standard</b>
Front yard setback	No front yard setback required
Height regulations	45 feet
Lot coverage	50% maximum lot coverage by buildings
Minimum lot area	No minimum lot size required in this district
Minimum lot width	No minimum lot width required in this district
Rear yard setback	20 feet

Section 12, Item E.	Setback	No side yard setback required*
<p><b>Notes to Table:</b></p> <p>Except on lots abutting lots zoned residential, then the side yard standard that applies to that residential lot shall apply.</p>		

(Prior Code, § 11.30)

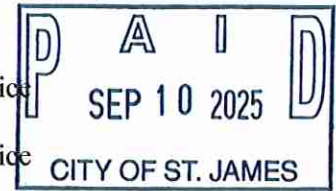
**§ 156.115 ADDITIONAL REQUIREMENTS.**

Developments occurring in this district shall meet applicable criteria as found in §§ [71.20](#), 156.020 through 156.038, such as signage regulations, parking standards, screening requirements, landscaping standards, or others as appropriate.



# CITY OF ST. JAMES PLANNING COMMISSION REQUEST

EXHIBIT 1



Application for: _____ Variance	\$150.00 plus 2.00 per notice
_____ Rezoning	\$150.00 plus 2.00 per notice
_____ Ordinance Change	\$150.00 plus 2.00 per notice
_____ Special Use Permit	\$150.00 plus 2.00 per notice
_____ Annexation Petition	\$5.00/acre (min \$150 – max \$600)
<b>X</b> _____ Lot Division/Property Split	\$150.00 plus 2.00 per notice
_____ Plat Subdivision – Prelim	\$75 plus 2.00 per notice
_____ Plat Subdivision – Final	\$75 plus 2.00 per notice
_____ Vacation initiated by citizen petitioner	\$150.00 plus 2.00 per notice
_____ Notification billing	\$2.00 for each required notice

Applicant: Name: Double Real Estate LLC

Mailing Address: 18 Lake Avenue, Madison Lake, MN 56063

Phone Number: 507-469-0845

Email: rugby5@charter.net

Property Address (if different from Applicant's address):

1000 County Rd 104, St. James, MN 56081

Parcel ID: 200231900

Description of area affected: SECT -23 Twp - 106 Range 032 in Govt Lot 5

Present Zone 233 - (Non Hstd) 3A Commercial Land and Building

Present Set-back \_\_\_\_\_

Present Use \_\_\_\_\_

Proposed Zone (if different) \_\_\_\_\_

Proposed Set-back (if different) \_\_\_\_\_

Proposed Use (if different) \_\_\_\_\_

Request

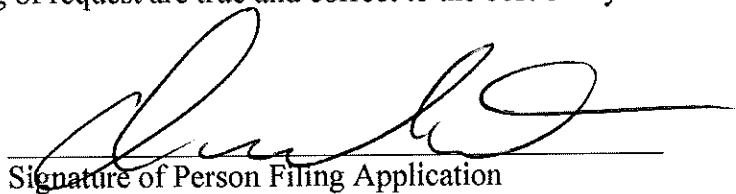
**Split the parcel with the building from the remainder of the property.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☒ Attached drawing of request

The above information and attached drawing of request are true and correct to the best of my knowledge.

Date 9/8/2025

  
Signature of Person Filing Application

**HEARING:** The Commission will not render a decision unless applicant or a designated representative is present at the hearing. Commission meetings are scheduled on the last Monday of each month. A completed application must be submitted by the second Tuesday of each month to be considered at that month's meeting.

**DRAWING:** A drawing of the affected area must be attached showing present lot lines and existing buildings and the requested change. Applications will not be accepted without all information. The Zoning Administrator will notify the applicant within 10 business days if the application is incomplete.

**FEE:** SEE ABOVE. The fee for request is due at the time of this application submittal. The notice fee will be due on or before the public hearing. If the notice fee is not submitted, the public hearing will be cancelled at the applicants cost.



TRACT C  
LEGAL DESCRIPTION

That part of Government Lot 5 of Section 23, Township 106 North, Range 32 West, City of St. James, Watonwan County, Minnesota, described as follows:

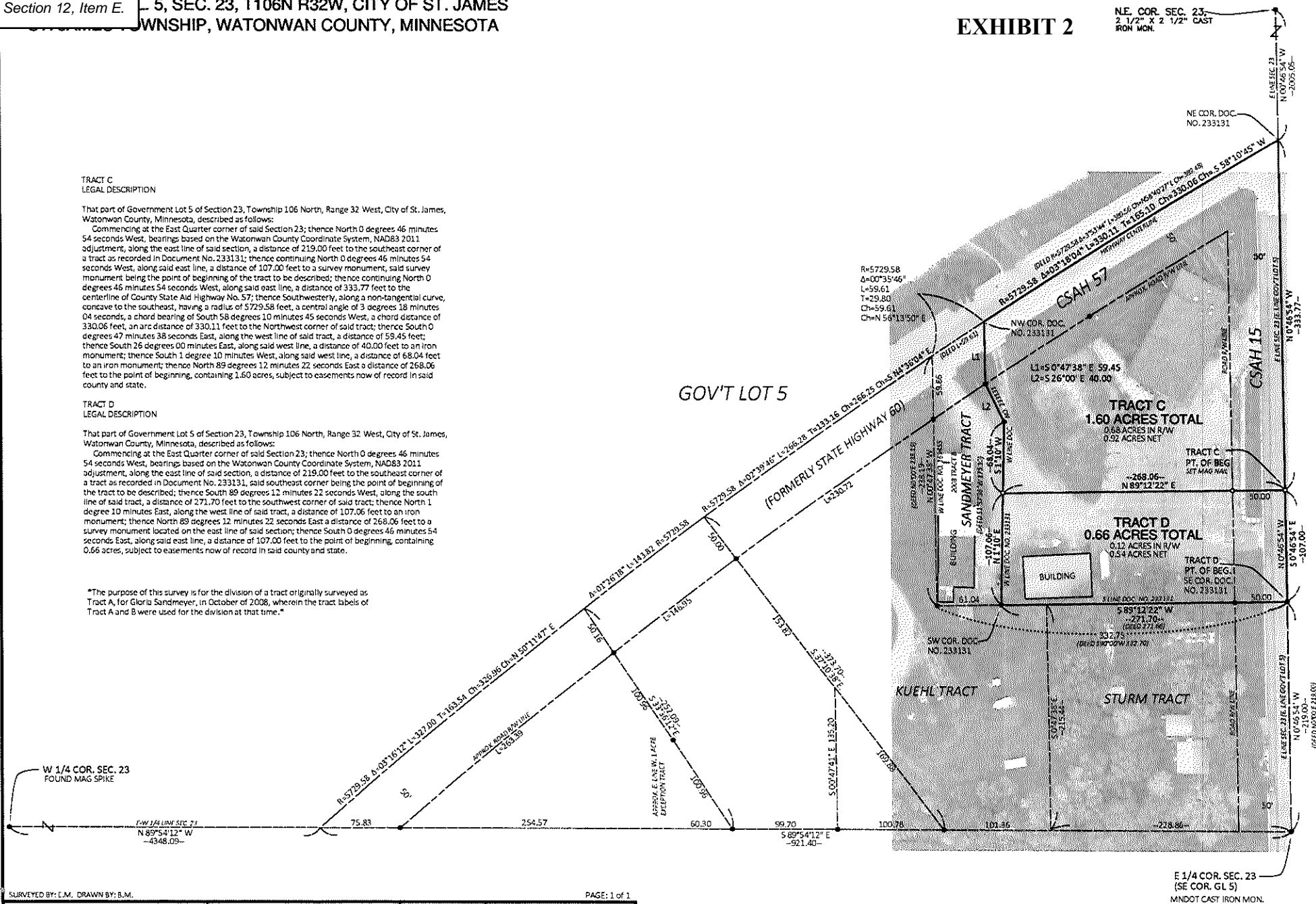
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TRACT D  
LEGAL DESCRIPTION

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\*The purpose of this survey is for the division of a tract originally surveyed as Tract A, for Gloria Sandmeyer, in October of 2008, wherein the tract labels of Tract A and B were used for the division at that time.\*



SURVEYED BY: C.M. DRAWN BY: B.M.

PAGE: 1 of 1

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, 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.

*Ben Madsen*  
BEN MADSEN, L.S. 50875 DATE: 09-04-2025

FOR: DEVIN &amp; AMY GASSWINT

FILE NO. 25260

COORDINATE SYSTEM:  
WATONWAN COUNTY  
(2011 ADJUSTMENT)

MONUMENT FOUND OR  
SET PREVIOUSLY  
MONUMENT SET  
1/2" X 3/4" CAPPED REBAR  
BOUNDARY LINE  
SECTION/BLOCK LINE  
ROAD RIGHT OF WAY LINE  
FENCE LINE





53



City of St. James

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

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

October 2, 2025

St. James Property Owners

RE: Lot Division request

Dear St. James Property Owners,

This letter is to inform you that there has been an application made for a lot division for the property located at 1000 County Rd 104, St James, Watonwan County, Minnesota. As per the City Code § 157.03, a lot division request is necessary for properties in a Service Business District (B-2). Please note that the public hearing for this request, originally scheduled for September 29, 2025, has been **rescheduled to Monday, October 20, 2025, at 5:15 p.m.**

Per the St. James Zoning Ordinance, all property owners within a 350' radius of the affected parcel(s) are to be notified. I have included a copy of the legal notice that will be published in the St. James Plaindealer, and a map for your reference, parcel in blue. If you have any questions regarding this request, please contact me in my office at 507-375-1289.

Sincerely,

Brianna Sanders  
City of St. James  
Zoning Administrator

Enclosures

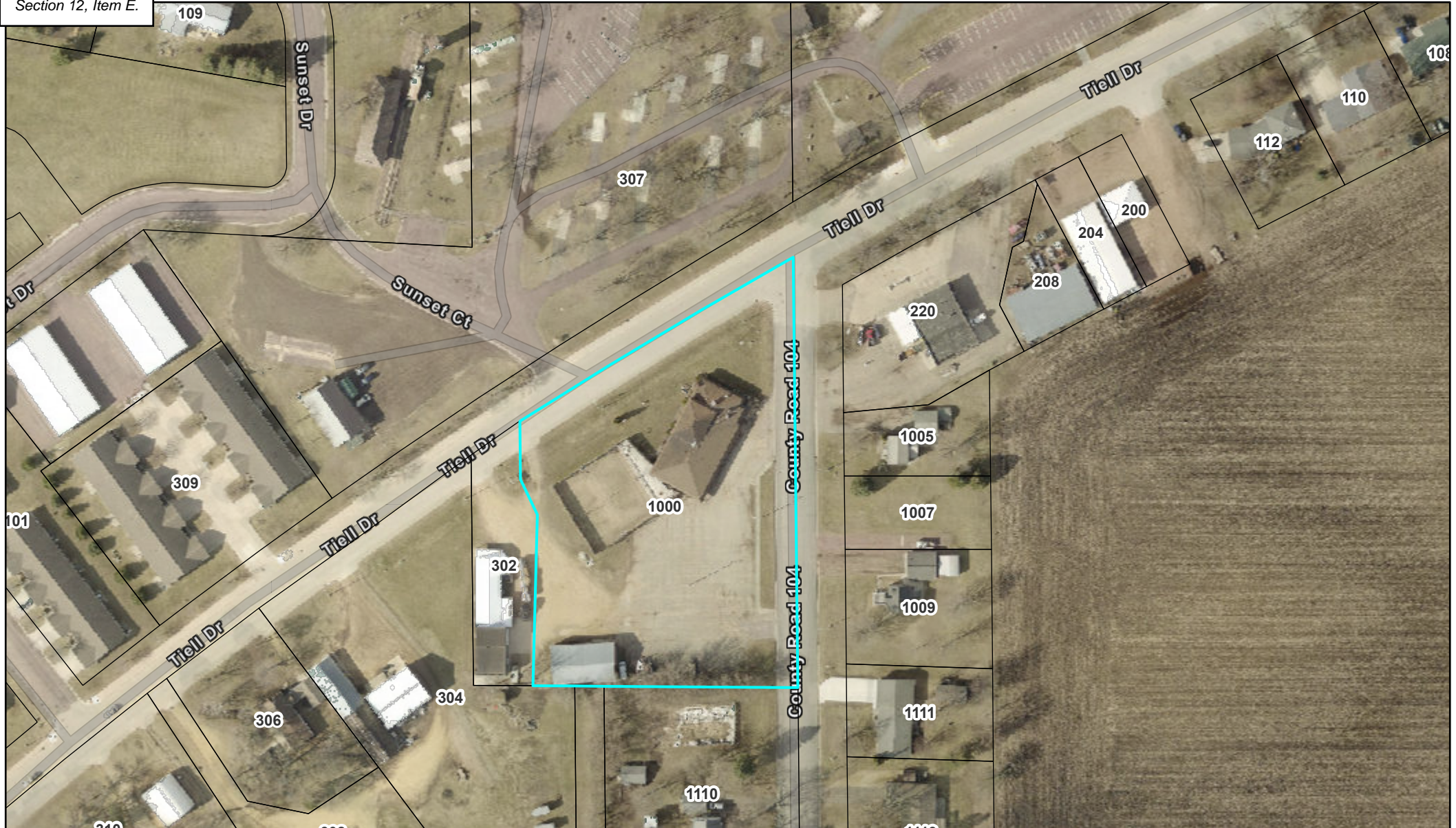
St. James Planning Commission Members

Bob Rinne, Chair  
Jim Paulson, Vice Chair  
Steve Finnestad  
Jacob Beckius  
Steve Lanoue  
Christopher Whitehead, Mayor  
Steve Lindee, City Council




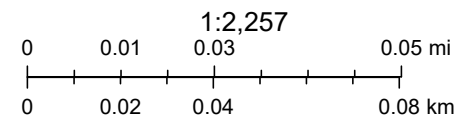
# 1000 Co Rd 104

Section 12, Item E.



9/11/2025, 1:30:25 PM

 Parcels



Maxar, Microsoft, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

October 21, 2025

**ITEM:** New Business – Resolution 10.25.10: Recognizing the Life Save Event and Honoring Those Involved

---

**BACKGROUND:** The attached resolution recognizes the life-saving actions that extended the life of Amy Sandmeyer and honors those involved. Following the approval of the resolution, South Central Minnesota EMS Regional Systems will conduct the presentation of awards to the following:

- Eric Gratz
- Arturo Martinez
- Seth Reinke
- Preston Mix
- Terry Thulien
- Abbey Trickle
- Randee Nelson

**ACTION REQUESTED:** Approve/Deny Resolution.

**State of Minnesota  
County of Watonwan**

**RESOLUTION NO. 10.25.10**

**RESOLUTION RECOGNIZING THE LIFE SAVE EVENT AND  
HONORING THOSE INVOLVED**

**WHEREAS**, the City of St. James acknowledges the heroic and life-saving actions that extended the life of Amy Sandmeyer; and

**WHEREAS**, on July 6, 2025, emergency responders, medical personnel, and bystanders acted swiftly and courageously to save and extend the life of Amy Sandmeyer; and

**WHEREAS**, through their coordinated efforts, compassion, and professionalism, these individuals provided critical care that allowed Amy Sandmeyer additional time with her loved ones before her passing on July 15, 2025; and

**WHEREAS**, the quick thinking, training, and teamwork demonstrated by Eric Gratz, Arturo Martinez, Seth Reinke, Preston Mix, Terry Thulien, Abbey Trickle, and Randee Nelson resulted in the preservation and extension of life, showcasing the highest standards of bravery, skill, and community spirit; and

**WHEREAS**, the City of St. James wishes to formally recognize and commend the individuals involved for their outstanding contributions to public safety and well-being.

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

- Section 1.** The City of St. James formally recognizes and expresses its deepest gratitude to Eric Gratz, Arturo Martinez, Seth Reinke, Preston Mix, Terry Thulien, Abbey Trickle, and Randee Nelson for their life-saving efforts.
- Section 2.** This event shall be recorded in the official records of the City of St. James as an acknowledgement of exemplary service and commitment to the community.
- Section 3.** A copy of this Resolution shall be presented to the honored individuals as a token of appreciation for their dedication and bravery.

Adopted by the City Council this 21<sup>st</sup> day of October 2025.

---

Christopher Whitehead, Mayor

ATTEST:

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

Published: \_\_\_\_\_

Filed: \_\_\_\_\_

Effective Date: October 21, 2025