

City Council Meeting Agenda

July 15, 2025 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, Hannah Rushing

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 07.01.2025 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 Permit - St. James Church

11. OLD BUSINESS

A. Consideration to Approve Second Reading of Proposed Ordinance 030, 4th Series - Amending Chapter §91.04 of the St. James City Code Pertaining to Chickens

12. NEW BUSINESS

A. Consideration to Approve Resolution 07.25.04 - Approving Proposed Ordinance 030, 4th Series Amending Chapter §91.04 to the St. James City Code Pertaining to Chickens and Authorizing the Title and Summary for Publication

B. 2024 City of St. James Audit Presentation - Greg Burkhardt, Burkhardt & Burkhardt, Ltd.

C. Consideration to Approve Resolution 07.25.05 - Accepting the 2024 Annual Financial Audit

D. Five-Year Sewer Service Rate Study Presentation - John Graupman, Bolton & Menk, Inc.

E. Consideration to Approve Resolution 07.25.06 - Amending Sewer Service Rates Effective January 15, 2026

F. Three-Year Water Service Rate Study Presentation - Evan Leebens, Missouri River Energy Services

- G. Consideration to Approve Resolution 07.25.07 - Amending Water Service Rates Effective January 15, 2026
- H. Three-Year Electric Service Rate Study Presentation - Evan Leebens, Missouri River Energy Services
- I. Consideration to Approve Resolution 07.25.08 - Amending Electric Service Rates Effective January 15, 2026
- J. Consideration to Approve Resolution 07.25.09 - Declaring Abandoned and Surplus Property and Ordering the Disposal
- K. Consideration to Approve Resolution 07.25.10 - Granting a Variance for a Property Located at 310 3rd Street North
- L. Consideration to Approve Resolution 07.25.11 - Granting a Special Use Permit to Allow Residential Rental Use on the Main Level of a Building Located in a General Business District (B-3)
- M. Consideration to Approve Resolution 07.25.12 - Accepting Financial Gift from the Ellingsburg Zettle VFW Post #1914

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

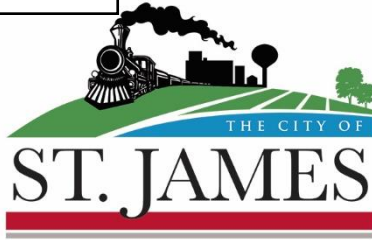
14. ADJOURNMENT

July 15, 2025

ITEM: Approval of Minutes – 07.01.2025 Council Minutes

BACKGROUND: The Minutes from July 1, 2025, City Council Meeting are attached for review and approval.

STAFF RECOMMENDATION: Approve/Deny Minutes.



City Council Meeting - Minutes

July 01, 2025 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, 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 – 06.17.2025 Council Meeting

Motion made by Rushing, Seconded by Lindee.

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

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of Claims totaling \$704,469.26 is as follows: \$409,879.97 Check No. 704394 - 704491 and \$294,589.29 ACH No. 1982 - 1997 as listed in the check register.

Motion made by Harris, 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

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

11. OLD BUSINESS

12. NEW BUSINESS

- A. Consideration to Approve Resolution 07.25.01 - Approving Land Use and Easement Agreement with BMP Investments

Resolution 07.25.01 approves the Land Use and Easement Agreement between the City of St. James and BMP Investments. The agreement outlines the responsibilities related to facilitate platting, infrastructure development, and related improvements associated with the City's proposed 12th Avenue South Highway District Expansion project, including installation and cost responsibilities for turn lanes as required by the Minnesota Department of Transportation.

Motion made by Craig, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 07.25.01 duly passed 5-0.

- B. Consideration to Approve Resolution 07.25.02 - Appointing Dustin Palmquist to the Position of Police Sergeant

Resolution 07.25.02 appoints Dustin Palmquist to the position of Police Sergeant. The Personnel Committee conducted interviews and recommended the appointment of Dustin Palmquist to the position of Police Sergeant. Dustin Palmquist has met all the qualifications and has demonstrated the necessary experience, leadership, and service commitment required for this position.

Motion made by Rushing, Seconded by Hanson.

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

Whereupon Mayor Christopher Whitehead declared Resolution 07.25.02 duly passed 5-0.

- C. Consideration to Approve Resolution 07.25.03 - Granting Signage Approval Relating to 207 Tiell Drive

Resolution 07.25.03 grants approval to erect two free-standing signs at 207 Tiell Drive (splash pad). One sign displays the rules and regulations, and the second sign displays the sponsors of the splash pad.

Motion made by Craig, Seconded by Harris.

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

Whereupon Mayor Christopher Whitehead declared Resolution 07.25.03 duly passes 5-0.

- D. Consideration to Approve First Reading of Proposed Ordinance 030, 4th Series - Chickens

Ordinance 030, 4th Series - amends Chapter §91.04 of the St. James City Code pertaining to chickens. This proposed amendment specifically updates §91.04(C)(3) to reference the correct nuisance violation code from §90.02 to §90.003.

Motion made by Rushing, Seconded by Lindee.

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

Whereupon Mayor Christopher Whitehead declared Ordinance 030, 4th Series to have received its first reading.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Rushing, Seconded by Harris.

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

All Yea - motion carried. The meeting adjourned at 5:42 p.m.

Kristin Hurley, City Clerk-Treasurer

July 15, 2025

ITEM: Licenses and Permits – Gambling Permit: St. James Church

BACKGROUND: A gambling permit application has been submitted for the St. James Church to host a raffle at the St. James Church located at 704 4th Street South on September 14, 2025.

STAFF RECOMMENDATION: Approve/Deny Permit.

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

4/23
Page 1 of 3

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATIONOrganization Name: St. James ChurchPrevious Gambling Permit Number: X- 05087Minnesota Tax ID Number, if any: [REDACTED]Federal Employer ID Number (FEIN), if any: [REDACTED]Mailing Address: P.O. Box 206City: Saint James State: MN Zip: 56081 County: WatsonwanName of Chief Executive Officer (CEO): Rev. Timothy J. HallCEO Daytime Phone: 507-375-3542 CEO Email: frtimothyjhall360@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal
 ☒ Religious
 ☐ Veterans
 ☐ Other Nonprofit Organization
Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATIONName of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St. James ChurchPhysical Address (do not use P.O. box): 707 4th St. S.

Check one:

☒ City: Saint James Zip: 56081 County: Watsonwan☐ Township: _____ Zip: _____ County: _____Date(s) of activity (for raffles, indicate the date of the drawing): September 14, 2025

Check each type of gambling activity that your organization will conduct:

☐ Bingo
 ☐ Paddlewheels
 ☐ Pull-Tabs
 ☐ Tipboards
 ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 06/28/2025

(Signature must be CEO's signature; designee may not sign)

Print Name: Fr. Timothy J. Hall**REQUIREMENTS****Complete a separate application for:**

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

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

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

Questions?

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

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

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

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

July 15, 2025

ITEM: Old Business – Proposed Ordinance No. 030, 4th Series: Amending Chapter §91.04 of the St. James City Code Pertaining to Chickens – 2nd Reading

BACKGROUND: The attached proposed ordinance amends Chapter §91.04 of the St. James City Code pertaining to chickens. This proposed amendment specifically updates § 91.04(C)(3) to reference the correct nuisance violation code from §90.02 to §90.003.

~~**First Reading:** July 1, 2025~~

~~**Notice of Proposed Ordinance:** July 4, 2025~~

Second Reading and Final Vote: July 15, 2025

Approval of Publication of Title and Summary of Ordinance by the Council: July 15, 2025

Publication of Title and Summary of Ordinance: July 24, 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 2nd Reading of the Proposed Ordinance.

State of Minnesota
County of Watonwan

ORDINANCE 030, 4TH SERIES

AN ORDINANCE AMENDING CHAPTER §91.04 TO THE ST. JAMES CITY CODE
PERTAINING TO CHICKENS

The City of St. James does ordain:

Section 1. Title IX of the City Code is amended by revising Chapter §91.04(C)(3) to read as follows:

§ 91.04 CHICKENS

(C) *Enforcement.*

(1) A chicken keeping license shall expire for any of the following reasons:

- (a) If chickens are removed from the property for a period of one year.
- (b) The license is revoked.
- (c) A violation occurs as outlined below.

(2) If a property receives three or more valid complaints regarding the keeping of chickens, the chicken keeping license shall be revoked and the chickens must be removed from the property within 30 days of the date of revocation. A violation will be sited if the chicken is running-at-large. The license holder may appeal to the City Council for reinstatement of their license by filing an agenda request to appeal with the City Manager within ten calendar days after the city's decision to revoke the license. The City Manager shall cause the appeal request to be placed on the agenda of the next regular City Council meeting that is held not less than ten calendar days following receipt of the appeal request. The City Council may affirm or reject the decision of the city staff.

(3) Any violation of this section shall be considered a nuisance per § ~~90.02~~ [90.003](#), and is subject to an administrative fine in accordance with the city's fee schedule.

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

First Reading:	<u>July 1, 2025</u>
Second Reading:	<u>July 15, 2025</u>
Date of Publication:	<u>July 24, 2025</u>
Date Ordinance Takes Effect:	<u>July 24, 2025</u>

Adopted by the City Council this 1st day of July, 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk-Treasurer

July 15, 2025

ITEM: New Business – Resolution 07.25.04: Approving Proposed Ordinance 030, 4th Series Amending Chapter §91.04 to the St. James City Code Pertaining to Chickens and Authorizing the Title and Summary for Publication

BACKGROUND: The attached resolution approves proposed ordinance 030, 4th series specifically amending chapter §91.04(c)(3) to reference the correct nuisance violation code from §90.02 to §90.003. The resolution also approves the title and summary for publication.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 07.25.04

**RESOLUTION APPROVING ORDINANCE 030, 4TH SERIES AMENDING
CHAPTER §91.04 TO THE ST. JAMES CITY CODE PERTAINING TO
CHICKENS AND AUTHORIZING THE TITLE AND SUMMARY FOR
PUBLICATION**

WHEREAS, the City of St. James introduced the proposed Ordinance 030, 4th Series amending Chapter §91.04(C)(3) to the City Code pertaining to chickens; and

WHEREAS, the City of St. James City Council reviewed this item during their July 1, 2025, city council meeting, agreed with the recommendation and approved the first reading of the proposed Ordinance 030, 4th Series; and

WHEREAS, the City of St. James City Council held a second reading of the proposed Ordinance 030, 4th Series during their July 15, 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 030, 4th Series, and

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 030, 4th Series amending Chapter §91.04(C)(3) to the St. James City Code pertaining to the regulation of chickens.

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 030, 4TH SERIES AMENDING CHAPTER §91.04 TO THE ST. JAMES
CITY CODE PERTAINING TO CHICKENS**

The City Council of St. James has adopted Ordinance 030, 4th Series, amending Title IX – Animals of the City Code. Specifically, the ordinance amends Chapter §91.04(C)(3) relating to chickens and the appropriate violation code shall be amended to reflect §90.003. The effective date of the ordinance is July 24, 2025.

This summary of Ordinance 030, 4th Series has been approved by the City Council on July 15, 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 15th day of July 2025.

Christopher Whitehead, Mayor

Attest:

Kristin Hurley, City Clerk - Treasurer

Published: _____

Filed: _____

Effective Date: July 15, 2025

July 15, 2025

ITEM: New Business – 2024 City of St. James Audit Presentation: Greg Burkhardt, Burkhardt & Burkhardt, Ltd.

BACKGROUND: The City Auditor, Greg Burkhardt with Burkhardt & Burkhardt, Ltd., will present the 2024 Financial Audit.

STAFF RECOMMENDATION: No action.

July 15, 2025

ITEM: New Business – Resolution 07.25.05: Accepting the 2024 Audit Financial Audit

BACKGROUND: The attached resolution accepts the 2024 Audit Financial Audit as presented.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 07.25.05

RESOLUTION ACCEPTING THE 2024 ANNUAL FINANCIAL AUDIT

WHEREAS, pursuant to Minnesota Statutes § 412.02 and § 471.697, the City of St. James is required to have an annual financial audit prepared by an independent certified public accounting firm; and

WHEREAS, the audit of the financial statements of the City of St. James for the fiscal year ending December 31, 2024, has been completed by Burkhardt & Burkhardt, Ltd., and presented to the City Council on July 15, 2025; and

WHEREAS, said audit has been reviewed by the City Council and found to be in proper form and reflective of the City's financial position, in accordance with generally accepted accounting principles (GAAP).

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

1. The City Council hereby accepts the 2024 Annual Financial Audit as presented.
2. A copy of the accepted audit shall be filed with the Minnesota State Auditor as required by law.
3. The City Manager is directed to publish a summary of the financial condition in the official newspaper, as required under Minnesota Statute §471.698.

Adopted by the City Council this 15th day of July 2025.

Christopher Whitehead, Mayor

Attest:

Kristin Hurley, City Clerk - Treasurer

Published: _____

Filed: _____

Effective Date: July 15, 2025

July 15, 2025

ITEM: New Business – Five-Year Sewer Service Rate Study Presentation: John Graupman, Bolton & Menk, LLC

BACKGROUND: John Graupman with Bolton & Menk, Inc, will present the sewer service rate study presentation for 2026-2030.

STAFF RECOMMENDATION: No action.

July 15, 2025

ITEM: New Business – Resolution 07.25.06: Amending Sewer Service Rates Effective January 15, 2026

BACKGROUND: The attached resolution approves the proposed sewer service rates for 2026-2030.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 07.25.06

**RESOLUTION AMENDING SEWER SERVICE RATES EFFECTIVE
January 15, 2026**

WHEREAS, the City of St. James reviews annual revenues and expenses of its Waste Water Treatment Facility and Collection System; and

WHEREAS, the Sewer User charge rates are based upon the estimated annual revenue requirements for the City's Wastewater Treatment Facility and collection system, which includes operation and maintenance, and replacement expenses;

WHEREAS, each sewer user will be assessed sewer charges based upon the wastewater volume and pollutant loadings discharge into the City's sanitary sewer system.

NOW, THEREFORE BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF ST. JAMES, MINNESOTA, that the Sewer Service Charge System dated May 1990 and on file at City Hall is hereby amended.

NOW, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF ST. JAMES, MINNESOTA, that pursuant to the authority granted in section 3.02 of the City Code, the charges for use of the municipal wastewater disposal and treatment system is hereby established as follows effective on the 15th Day of January each year and may be amended from time to time:

1. Residential/Commercial Small Industry

	Current Rate	2026	2027	2028	2029	2030
Base Rate	\$45.12	\$46.92	\$48.80	\$50.75	\$52.78	\$54.90
Billing & Admin Charge	\$15.39	\$16.01	\$16.65	\$17.87	\$18.00	\$18.72
Replacement Expense	\$29.73	\$30.92	\$32.16	\$34.47	\$34.78	\$36.17
Usage	\$5.95	\$6.19	\$6.44	\$6.69	\$6.96	\$7.24
Storm Sewer Maintenance	\$7.50	\$11.25	\$15.00	\$15.00	\$15.00	\$15.00

2. Smithfield Foods

	Current Rate	2026	2027	2028	2029	2030
Base Rate	\$3,621.61	\$3,621.61	\$3,621.61	\$3,621.61	\$3,621.61	\$3,621.61
Billing & Admin Charge	\$9.53	\$9.53	\$9.53	\$9.53	\$9.53	\$9.53
Replacement Expense	\$3,612.08	\$3,612.08	\$3,612.08	\$3,612.08	\$3,612.08	\$3,612.08
Usage	\$9.82	\$10.21	\$10.62	\$11.04	\$11.49	\$11.94
Storm Sewer Maintenance	\$11.50	\$11.50	\$17.50	\$23.00	\$23.00	\$23.00

BOD (\$/lb)	\$.26	\$.27	\$.28	\$.29	\$.30	\$.32
TSS (\$/lb)	\$.29	\$.30	\$.31	\$.33	\$.34	\$.35
P (\$/lb)	\$5.03	\$5.23	\$5.44	\$5.66	\$5.89	\$6.12
FOG (\$/lb)	\$.26	\$.27	\$.28	\$.29	\$.30	\$.32

3. Septage haulers shall pay a permit fee of \$ 100.00 annually, \$55.00 per 1,000 gallons of water with a minimum charge of \$ 30.00.

CONDITIONS AND PROVISIONS APPLICABLE TO ALL CUSTOMERS

1. Prompt Payment Provisions: All charges are net. If the bill is not paid or received by mail by the due date, a late payment charge of 8.0% of the balance due will apply. If the due date falls on a Saturday, Sunday, or Holiday, the due date will be the next working day.
2. Sales tax to be added to all electric bills so as to be in compliance with the provisions of the laws of Minnesota.
3. The City will charge \$30.00 for any check or ACH Withdrawal returned by a financial institution.
4. The City will charge \$1.50 for mailing paper statements.
5. All volume charges shall be based on monthly water meter readings, or where appropriated, actual sewer flows.
6. A separate water meter for non-sewer water consumed shall be allowed. Such water meters shall be purchased from the city for installation by a licensed plumber or the property owner. Connection to the city service must be approved and certified by the City Water Department. In such instances a sewer charge will not be billed.
7. Sewer rates shall apply to all service units; unless water and electricity are disconnected at which time the sewer serve charge will be eliminated.
8. The City will make a charge for special services that may be requested or required of it.
9. Such charges to be based on total costs for labor and materials plus a nominal markup which is determined by department policy.
10. Where one water meter is used to service more than one user, the base rate, replacement and maintenance rates for wastewater shall be charged at the number of users using the one meter. There is not a cap to how many users can use one meter.
11. Owners and/or occupants of property served by the Municipal Utilities of the City of St. James shall be responsible for the repairs to all utility meters damaged through negligence on their part. Under these circumstances, they shall be

- charged for the cost of repairing the same. Necessary repairs resulting because of damage from negligence of any kind on the part of the customer shall be charged to the customer.
12. Nothing herein shall be construed as limiting power of the City Council to modify or to make such further rule or rulings as it may deem necessary or expedient from time to time.
13. If any provisions hereof, or the application of such provisions to any person or circumstance is held invalid, the remainder of this act shall not be affected thereby.
14. All interpretations regarding rates and procedures shall be made in favor of the City of St. James.

NOW, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF ST. JAMES, MINNESOTA, that all previous resolutions inconsistent herewith may be, and the same hereby are, repealed.

Adopted by the City Council this 15th day of July 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: July 15, 2025

July 15, 2025

ITEM: New Business – Three-Year Water Service Rate Study Presentation: Evan Leebens, Missouri River Energy Services

BACKGROUND: Evan Leebens with Missouri River Energy Services, will present the water service rate study presentation for 2026-2028.

STAFF RECOMMENDATION: No action.

July 15, 2025

ITEM: New Business – Resolution 07.25.07: Amending Water Service Rates Effective January 15, 2026

BACKGROUND: The attached resolution approves the proposed water service rates for 2026-2028.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 07.25.07

**RESOLUTION AMENDING WATER SERVICE RATES EFFECTIVE
January 15, 2026**

WHEREAS, the City of St. James reviews annual revenues and expenses of its water treatment facility and distribution system; and

WHEREAS, the water rates are based upon the estimated annual revenue requirements for the municipal water treatment facility and distribution system, which include operation and maintenance, replacement expense, and debt service.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, MINNESOTA, that pursuant to the authority granted by Section 3.02 of the City Code, the charges for use of the municipal water treatment and distribution system are hereby established as follows effective on the 15th Day of January each year and may be amended from time to time:

	Current Rate	2026	2027	2028
Base Rate by Meter Size				
5/8 & 3/4 in	\$18.25	\$18.25	\$18.25	\$18.25
1 in	\$18.25	\$18.25	\$18.25	\$18.25
1 ½ in	\$50.00	\$52.00	\$54.00	\$56.00
2 in	\$50.00	\$52.00	\$54.00	\$56.00
3 in	\$120.00	\$130.00	\$140.00	\$150.00
4 in	\$120.00	\$130.00	\$140.00	\$150.00
Usage by Class				
Residential/Commercial	\$6.22	\$6.62	\$7.05	\$7.50
Industrial	\$5.70	\$6.14	\$6.60	\$7.08
Red Rock	\$5.70	\$6.14	\$6.60	\$7.08
Irrigation	\$8.50	\$9.10	\$9.70	\$10.35
Bulk Water	\$12.00	\$12.00	\$12.00	\$12.00

CONDITIONS AND PROVISIONS APPLICABLE TO ALL CUSTOMERS

1. Prompt Payment Provisions: All charges are net. If the bill is not paid or received by mail by the due date, a late payment charge of 8.0% of the balance due will apply. If the due date falls on a Saturday, Sunday, or Holiday, the due date will be the next working day.
2. Sales tax to be added to all electric bills so as to be in compliance with the provisions of the laws of Minnesota.

3. The City will charge \$30.00 for any check or ACH Withdrawal returned by a financial institution.
4. The City will charge \$1.50 for mailing paper statements.
5. All volume charges shall be based on monthly water meter readings, or where appropriated, actual water flows.
6. The City will make a charge for special services that may be requested or required of it.
7. Such charges to be based on total costs for labor and materials plus a nominal markup which is determined by department policy.
8. Where one water meter is used to service more than one user, the base rate, replacement and maintenance rates for water shall be charged at the number of users using the one meter. There is not a cap to how many users can use one meter.
9. Owners and/or occupants of property served by the Municipal Utilities of the City of St. James shall be responsible for the repairs to all utility meters damaged through negligence on their part. Under these circumstances, they shall be charged for the cost of repairing the same. Necessary repairs resulting because of damage from negligence of any kind on the part of the customer shall be charged to the customer. Neglect is defined but not limited to frozen meters and/or tampering with meters.
10. That any customer/account disconnected for non-payment shall be charged a \$100.00 reconnection fee to regain water service.
11. The Water Superintendent will interpret these regulations and rules as to intent. In case of dispute, the Council will arrange to review the point in question upon request.
12. Nothing herein shall be construed as limiting power of the City Council to modify or to make such further rule or rulings as it may deem necessary or expedient from time to time.
13. If any provisions hereof, or the application of such provisions to any person or circumstance is held invalid, the remainder of this act shall not be affected thereby.
14. If water is shut off at a property for 15 days or more, the property shall be considered uninhabitable by the building official.
15. All interpretations regarding rates and procedures shall be made in favor of the City of St. James.

NOW, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF ST. JAMES, MINNESOTA, that all previous resolutions inconsistent herewith may be, and the same hereby are, repealed.

Adopted by the City Council this 15th day of July 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: July 15, 2025

July 15, 2025

ITEM: New Business – Three-Year Electric Service Rate Study Presentation: Evan Leebens, Missouri River Energy Services

BACKGROUND: Evan Leebens with Missouri River Energy Services, will present the electric service rate study presentation for 2026-2028.

STAFF RECOMMENDATION: No action.

July 15, 2025

ITEM: New Business – Resolution 07.25.08: Amending Electric Service Rates Effective January 15, 2026

BACKGROUND: The attached resolution approves the proposed electric service rates for 2026-2028.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 07.25.08

**RESOLUTION AMENDING ELECTRIC SERVICE RATES EFFECTIVE
January 15, 2026**

WHEREAS, an analysis of the cost of providing electric service indicates the need for additional revenue.

NOW, THEREFORE BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF ST. JAMES, MINNESOTA, that pursuant to the authority granted by section 3.02 of the City Code, the change for electrical service is hereby established according to the following schedule and conditions to take effect on the 15th Day of January each year and may be amended from time to time:

ST. JAMES MUNICIPAL ELECTRIC RATE SCHEDULE

Residential Service

APPLICABLE TO: Residential customers for all domestic uses in single-family dwellings and individually metered apartments within the service territory of the City of St. James including use of motors of not more than 5 horsepower individual capacity. Space heating and air conditioning shall be served under this schedule.

SERVICE AVAILABLE: Single-phase, 60 hertz, 120/240-volt 400-amp max., 3-wire, single meter.

	Current Rate	2026	2027	2028
Meter Charge (No KWH)	\$21.50	\$22.50	\$23.50	\$24.50
Energy Charge All KWH	\$.0860	\$.090	\$.095	\$.100

METER DEPOSIT: Residential – rental units and contract for deed holders - \$200.00 deposit, interest will be paid annually at an interest rate set by the Minnesota Department of Commerce. Meter Deposit will be refunded to contract for deed holders at the time the contract for deed is paid in full and verification is provided to the city. Renters will have the meter deposit applied to the final bill, after renter has vacated the rental unit.

MULTIPLE DWELLINGS: Where residential service in an apartment building or other multiple units dwelling is measured through one meter, the minimum bill and base rate shall be multiplied by the number of apartments served. In houses where five (5) or more rooms equipped for living purposes are for rent, each five rooms or fraction thereof, exclusive of apartments, shall be counted as one (1) apartment.

Commercial Service

APPLICABLE TO: Any commercial, industrial, City, or farm load within the service territory of the City of St. James, for all purposes. Loads less than 50 KW.

SERVICE AVAILABLE: Single-phase, 60 hertz, 120/240-volt, 400-amp max., 3-wire, single meter. Three-phase, 60 hertz, three-phase, 240/120 V, 208 Y/120 V, OR 480 Y/277 V

	Current Rate	2026	2027	2028
Meter Charge				
Single-Phase	\$27.00	\$28.75	\$30.25	\$32.00
Three-Phase	\$45.00	\$47.50	\$49.50	\$52.00
Energy Charge All KWH	\$.0950	\$.100	\$.106	\$.112

C & I Rate, Three-Phase

APPLICABLE TO: Any commercial, industrial, City, or farm load within the St. James service territory, for all purposes. Loads 50 KW and up. Any commercial Three-Phase load that reaches 50 KW for 2 months within a 12-month period shall be moved into the C & I Rate class. Any load that does not reach 50 KW in a 2-year period may be moved back to the Commercial Three-Phase class.

SERVICE AVAILABLE: 60 hertz, three phase, 240/120 V, 208 Y/120 V, or 480 Y/277 V. 4-wire, or standard primary voltage available at point of delivery. Special voltages may be provided at the discretion of the utility. Utility furnishes only one transformer bank and/or one meter.

	Current Rate	2026	2027	2028
Meter Charge	\$80.00	\$83.00	\$86.00	\$90.00
Energy Charge All KWH	\$.0479	\$.0500	\$.0510	\$.0520
Energy Charge – Primary	\$.0469	\$.0490	\$.0500	\$.0510
Demand Charge	\$15.30	\$16.25	\$17.60	\$19.10

METERED DEMAND: The metered demand for any month shall be the maximum kilowatt demand established by the consumer for any fifteen-minute interval during the month as indicated or recorded by a demand meter.

POWER FACTOR ADJUSTMENT: If the customer's average monthly power factor falls below 90%, leading or lagging, the utility may adjust the metered demand by the ratio of 90% to the measured average monthly power factor in percent. Example:

Metered Demand = 739 KW
 Average Month Power Factor = 73.0%
 Ratio = $90/73 = 1.2329$
 Adjusted Demand = $(739) (1.2329) = 911 \text{ KW}$

ADJUSTED DEMAND: The adjusted demand consists of the metered demand adjusted for power factor, if applicable.

BILLING DEMAND: The demand to be billed shall be the adjusted demand for the month but not less than 50% of the highest adjusted demand during the preceding 11 months.

PRIMARY METERING: The utility will furnish and install primary metering when service is taken by the consumer and metered at primary voltage. The consumer owns and installs all necessary primary and transformers beyond point of service. A 2% discount will apply to the energy portion of the bill to allow for losses and investment return.

If service is taken at primary voltage (that is, customer owns primary and transformers) and metered at secondary voltage, a 1% discount will apply to the energy portion of the bill to allow for investment return.

Street Lighting

	Current Rate	2026	2027	2028
Customer Charge	\$21.50	\$22.50	\$23.50	\$24.50
Energy Charge	\$.0860	\$.0900	\$.0950	\$.1000

Security Lighting

	Current Rate	2026	2027	2028
Metered Charge 70 Watt LED	\$6.50	\$6.50	\$6.50	\$6.50
Unmetered Charge 70 Watt LED	\$8.50	\$8.50	\$8.50	\$8.50

CONDITIONS AND PROVISIONS APPLICABLE TO ALL CUSTOMERS

1. Prompt Payment Provisions: All charges are net. If the bill is not paid or received by mail by the due date, a late payment charge of 8.0% of the balance due will apply. If the due date falls on a Saturday, Sunday, or Holiday, the due date will be the next working day.
2. Sales tax to be added to all electric bills so as to be in compliance with the provisions of the laws of Minnesota.

3. The City will charge \$30.00 for any check or ACH Withdrawal returned by a financial institution.
4. The City will charge \$1.50 for mailing paper statements.
5. The City will make a charge for special services that may be requested or required of it.
6. Such charges to be based on total costs for labor and materials plus a nominal markup which is determined by department policy.
7. An example of such special service might be the moving of a building requiring the moving or clearing of power lines or municipal facilities along the route.
8. Where one meter is used to service more than one user, the base rate, replacement and maintenance rates for electric shall be charged at the number of users using the one meter. There is not a cap to how many users can use one meter.
9. Owners and/or occupants of property served by the Municipal Utilities of the City of St. James shall be responsible for the repairs to all utility meters damaged through negligence on their part. Under these circumstances, they shall be charged for the cost of repairing the same. Necessary repairs resulting because of damage from negligence of any kind on the part of the customer shall be charged to the customer.
10. Customers using electric heat will be exempt from the payment of sales tax during the months of which is designated by the state under the cold weather rule. It is the customer's responsibility to notify the City. The customer will be given a form to complete.
11. Nothing herein shall be construed as limiting power of the City Council to modify or to make such further rule or rulings as it may deem necessary or expedient from time to time.
12. The Electric Department shall proceed at once to do all things necessary to expedite and implement all provisions of this resolution.
13. The Electrical Superintendent will interpret these regulations and rules as to intent. In case of dispute, the Council will arrange to review the point in question upon request.
14. If any provisions hereof, or the application of such provisions to any person or circumstance is held invalid, the remainder of this act shall not be affected thereby.
15. That any customer/account disconnected shall be charged a \$100.00 reconnection fee to regain electric service.

16. All interpretations regarding rates and procedures shall be made in favor of the City of St. James.

NOW, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF ST. JAMES, MINNESOTA, that all previous resolutions inconsistent herewith may be, and the same hereby are, repealed.

Adopted by the City Council this 15th day of July 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: July 15, 2025

July 15, 2025

ITEM: New Business – Resolution 07.25.09: Declaring Abandoned and Surplus Property and Ordering the Disposal

BACKGROUND: The attached resolution declared the 2018 Chevy Tahoe within the Police Department as excess property and orders the disposal of said property through the Minnesota Surplus Service Program.

STAFF RECOMMENDATION: Approve/Deny Resolution.

RESOLUTION NO.: 07.25.09

State of Minnesota
County of Watonwan

RESOLUTION NO. 07.25.09

**RESOLUTION DECLARING ABANDONED AND SURPLUS PROPERTY
AND ORDERING THE DISPOSAL**

WHEREAS, the City of St. James owns certain property that is no longer needed for public use and has been declared surplus; and

WHEREAS, under Minnesota Statutes §471.3459, the City is authorized to dispose of surplus property through public auction or other approved means; and

WHEREAS, the Minnesota Surplus Service Program (MinnBid) and www.MNBid.mn.gov provides a publicly accessible, state-authorized auction platform for the disposal of government surplus property in a transparent and cost-effective manner.

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

1. The property listed below has been declared as surplus property that has been deemed abandoned:
 - 2018 Chevy Tahoe (Police Vehicle)
2. City staff are hereby authorized to dispose of surplus property through MNBid.mn.gov, in accordance with applicable laws.
3. City staff are authorized to list and manage the sale of surplus items on the MNBid platform and to complete all related documentation and transfer of ownership, as necessary.
4. Proceeds from the sale shall be deposited into the appropriate city fund as determined by the City Manager.

Adopted by the City Council this 15th day of July 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

RESOLUTION NO.: 07.25.09

Published: _____

Filed: _____

Effective Date: July 15, 2025

July 15, 2025

ITEM: New Business – Resolution 07.25.10: Granting a Variance for a Property Located at 310 3rd Street North

BACKGROUND: The attached resolution grants the requested variance for the property located at 310 3rd Street North to extend the maximum fence height of 4 feet to 6 feet. The Planning and Zoning Commission met on June 30, 2025, and recommends granting the requested variance.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 07.25.10

**RESOLUTION GRANTING A VARIANCE FOR A PROPERTY LOCATED AT
310 3RD STREET NORTH**

WHEREAS, Michael and Autumn Morrow (“Applicant”) submitted an application requesting the approval of a variance of the property owned by the Applicant located at 310 3rd Street North which is legally described as follows (“Property”):

**LOTS SEVEN (7), EIGHT (8), AND NINE (9); WEST 10’ OF ADJACENT
VACATED ALLEY, BLOCK SEVENTY-THREE (73) OF FIRST ADDITION TO
THE CITY OF ST. JAMES, WATONWAN COUNTY, MINNESOTA**

WHEREAS, a public hearing before the St. James Planning Commission was held June 30, 2025, for the purpose of hearing the request from the Applicant; and

WHEREAS, the Applicant is requesting a variance for fence with a maximum of 6-foot in height in the front yard setback area; and

WHEREAS, the Property is located in a One- and Two-Family Residential District (R-1); and

WHEREAS, the St. James City Code § 156.030(C)(1) states that fences in the residential district can be located anywhere in the front yard setback area, as long as they do not interfere with street intersection sightlines, and are limited to a maximum for four feet in height; and

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

- 1) It was the finding of the Planning and Zoning Commission that the requested variance should be granted.

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

- 1) The City of St. James is hereby granting a variance to Michael and Autumn Morrow for a fence with a maximum of 6-foot in height in the front yard setback area at the Property located at 310 3rd Street North in St. James, Minnesota.

Adopted by the City Council this 15th day of July 2025.

Christopher Whitehead, Mayor

Attest:

Kristin Hurley, City Clerk - Treasurer

Published: _____

Filed: _____

Effective Date: July 15, 2025

ST. JAMES PLANNING COMMISSION

TO: Planning Commission Members
FROM: Brianna Sanders, Zoning Administrator
DATE: June 30, 2025
RE: Variance – 310 3rd St N

Applicant

MICHAEL AND AUTUMN MORROW
ADDRESS – 310 3rd St N

Request

The applicant is requesting a fence with a maximum of 6-foot in height in the front yard setback area in a One- and Two-Family Residential District (R-1).

Proposal

Applicant desires to erect a 6ft fence in the front yard of their lot along the north, west and south property lines. The fence will be 12 ft long on the north property line, 66 ft 4 inches on the west property line, and 28 ft on the south property line. The fence is proposed to be 25 ft from the 3rd St N.

The applicant would like to match the neighbors fence at 300 4th Ave N which has been approved a building permit.

Location

The property is located at 310 3rd St N legally described as Lots Seven (7), Eight (8), And Nine (9); West 10' Of Adjacent Vacated Alley, Block Seventy-Three (73) Of First Addition to The City of St. James, Watonwan County, Minnesota.

The property is in a R-1 One and Two Family Residential District. The surrounding zoning designations include R-1 to the north, east, south and west.

Existing Land Use

The parcel is being used as a personal residence.

City Code

§ 156.030 LANDSCAPING, SCREENING, AND FENCING.

(A) *Obstruction of views.* On any corner lot, no wall, fence, structure, or vegetation shall be erected, or maintained, at a height that will obstruct motorists' sightlines along intersecting streets or roadways.

(B) *Fencing or screening requirements for business or industrial uses.*

(1) Where any business, or industrial, use is adjacent to property zoned R-1 or R-2, that business, or industry, shall provide screening of its exterior activities along the property line abutting the residential property. This screening requirement will not apply in those cases where the business, or industrial, site is located across the street from a residential site, but will apply if separated by only an alley. The

requirement will not apply if the view of the business from the residential property consists solely of the building itself.

(2) If the screening used consists of a solid fence, or wall, the material shall block, or obscure, a minimum of 50% of the view of the business, or industrial, site from the residential site. If fences, or walls, are used, they shall be no less than five feet, or more than eight feet in height, unless otherwise directed by the Planning and Zoning Commission, or the Council.

(3) Fences, or walls, shall extend no closer than 15 feet to any street or driveway opening onto a street, unless regulated elsewhere.

(4) Fences, or walls, when used as the screening material, shall be placed along the property lines, or when located along a street, be setback at least 15 feet from the street right-of-way, unless regulated elsewhere, with landscaping of property between the fence, or wall, and the street pavement.

(5) If berms are used as the screening material, they shall be constructed with a slope not to exceed 3:1, and shall be covered with sod, or other landscape material, sufficient to prevent erosion of the berm.

(6) If trees, hedges, or other vegetative materials are used, the vegetation must provide a minimum view coverage of 50% throughout the year of the business, or industrial, site from the residential site.

(C) Height and setback regulations for fencing and/or vegetative screening for residential uses.

(1) Fences and vegetative screening in the residential district can be located anywhere in the front yard setback area, as long as they do not interfere with street intersection sightlines, and are limited to a maximum of four feet in height.

(2) Fences, or vegetative screening (hedges, for example), located in the side yard, or rear yard, area may be a maximum of six feet in height, as long as they do not interfere with street intersection sightlines, and are setback at least two feet from the property lines. Fences, or vegetative screening materials, may be constructed, or planted, on the property lines, but only with the permission of the adjacent property owner.

(D) Maintenance requirements.

(1) The yard area in front of fences and walls shall be trimmed, and maintained, in a neat, and attractive, manner.

(2) Fences and walls must be maintained, and kept, in a sightly manner. Repairs to damaged areas of walls or fences shall be made within 30 days of sustaining the damage.

(3) Areas left in a natural state and vegetative screening areas shall be properly maintained in a sightly, and well kept, condition.

(4) Diseased, dying, or dead vegetative screening elements shall be removed and then replaced, at a minimum, with healthy plants of the same size required when first planted.

(5) If requested by an adjacent property owner, or upon notification by a representative of the city, a property owner must trim any part of a tree, bush, or shrub that hangs over, or encroaches, beyond the property owner's property line, or interferes with traffic, or pedestrian, sightlines.

(E) Landscaping regulations.

(1) Landscaping of yards fronting a state or county road is required.

(2) When a development site plan is submitted to the Planning and Zoning Commission and the Council for review and comment, it must contain information regarding the type of landscaping treatment the developer intends for the front yard, and, if required, side yards.

(3) The plan shall include the location of all intended fences, tie walls, retaining walls, berms, landscaped islands, and planting beds with the plant materials identified.

plan shall include the location, and appropriate detail, of all required screening showing the relationship of the screening to the development site and adjacent property.

(5) The plan shall show the details of sodding and seeding, including the delineation of area and square footage.

(6) Trees shall be planted with sufficient setbacks so that the diameter of its expected mature foliage will not extend beyond the owner's property line.

(Prior Code, § 11.70)

Recommendations

Staff recommendation is approval

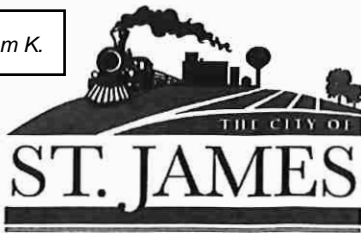
Exhibits

Exhibit 1 – Variance Request Application

Exhibit 2 – Residential Fence Regulations

Exhibit 3 – Public Hearing Notice

Exhibit 4 – Property Map



CITY OF ST. JAMES PLANNING COMMISSION REQUEST



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

Applicant: Name: Mike Morrow

Mailing Address: 310 3rd st N ST. James

Phone Number: 507-317-9585

Email: spikemorrow64@gmail.com

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

Parcel ID: B202761690

Description of area affected: Front lawn

Present Zone _____

Present Set-back _____

Present Use _____

Proposed Zone (if different) _____

Proposed Set-back (if different) _____

Proposed Use (if different) _____

Request

I applied for Permit to install a 6'-fence in front lawn, was approved for a 4' fence. I am requesting a Variance to install a 6'-0" fence inline with neighbor's 6'-0" fence & to match the height of the railing on my Deck which is 6'-0" High off the ground

☒ Attached drawing of request

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

5-12-2025
Date

Michael Mason
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.

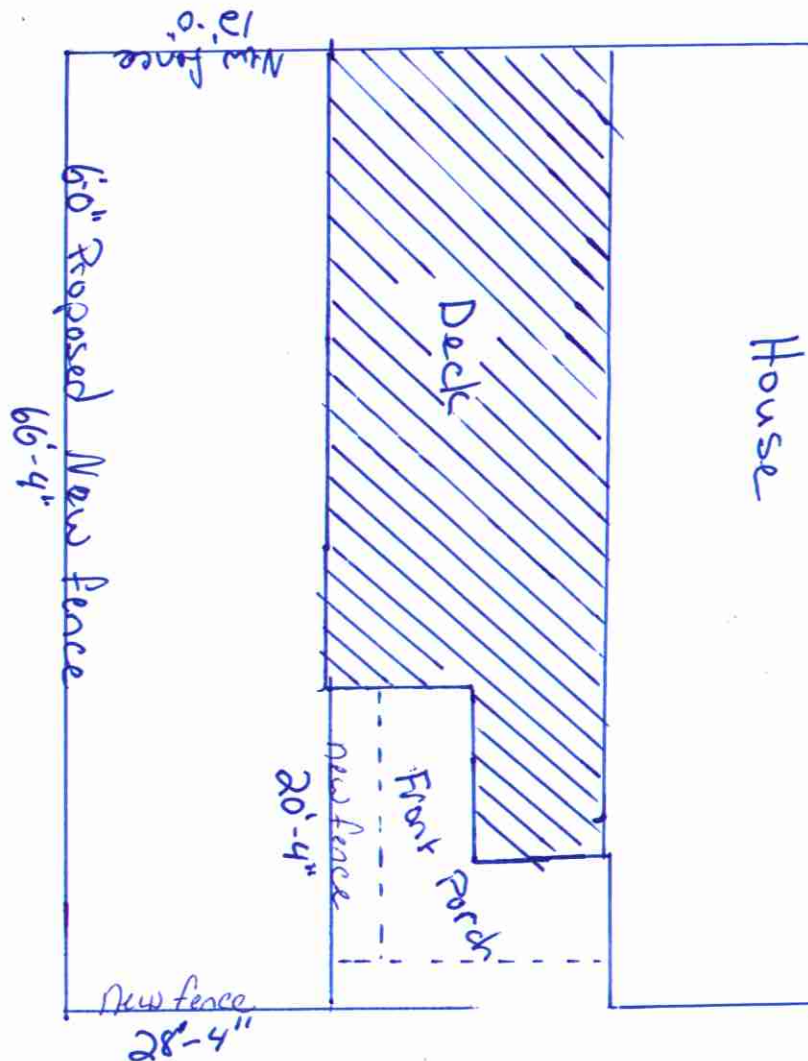
FEE: SEE ABOVE. The fee for request is due at the time of this application submittal. The notice fee will be due on or before the public hearing. If the notice fee is not submitted, the public hearing will be cancelled at the applicants cost.



Road

Neighbors Fence 6'-0"

Neighbors fence





PAID
CITY OF BUILDING/MECHANICAL/PLUMBING
ST. JAMES

CITY OF ST JAMES
PERMIT APPLICATION
PHONE: 507-375-3241
Fax 507-375-4376

PERMIT No. 25-B-19
Date 5/5/25
Received by 8K

Applicant complete top portions of form and remember to call Gopher One 1-800-252-1166 before digging of any kind.

Applicant Information

Full Name: Mike Morrow Date: 4-23-25
Address: 310 3rd St N Saint James
Phone: 507-317-9585 Email: SpikeMorrow64@gmail.com

Contractor Information

General Contractor: _____ License # _____ Phone: _____
Plumbing Contractor: _____ License # _____ Phone: _____
Mechanical Contractor: _____ License # _____ Phone: _____
Electrician: _____ License # _____ Phone: _____

Building Information

Location of Project if not Applicants Address: _____
Description of work: Fence in front yard 8'-0" H^{5th} Valuation: \$3000.00

Class of work:

☒ New _____ Addition _____ Remodel _____ Repair _____ Residing _____
_____ Reroofing _____ Plumbing _____ Mechanical _____ Replace _____ Other _____

Project type:

_____ Single Family _____ Multi Family
_____ Commercial _____ Public

Construction Data

Construction and Site Plans Attached (two copies)

YES

NO

☒

☐

Prebuilt 1978?

YES

NO

☒

☐

City Use Only

Special Conditions or Approvals:

Zoning _____

Building _____

Public Works _____

Fees:

Building Permit \$40

Electric Connection _____

Water Connection _____

Sewer Connection _____

Other _____

Plan Review _____

State Surcharge _____

Plumbing _____

Mechanical _____

Total \$40

Disclaimer and Signature

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or the performance of construction. This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. It is the responsibility of the applicant to call the Building Official at 507-375-3241 to schedule an appointment 24 hrs. in advance.

Applicant/Contractor Signature: Michael Morrow

Date: 4-23-25

Building Official Signature: [Signature]

Date: 5-7-25

Permit Number 25-B-19

PROPERTY OWNER WAIVER
Minnesota State Contractor Licensing Requirements

The purpose of this form is to have property owners acknowledge their responsibilities to the Minnesota State Building Code, to Zoning Ordinances, and to other applicable rules and regulations when they are acting as a general contractor in building projects.

I understand that the State of Minnesota requires that all Residential Building Contractors, Remodelers, and Roofers obtain a State License unless they qualify for a specific exemption from the licensing requirements. By signing this waiver, I attest to the fact that I am building or improving my property by myself. I claim to be exempt from the State License requirements because I am not in the business of building on speculation or for resale and this is the first residential structure that I have built or improved in the past 24 months.

I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this property. Some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minnesota Statute 326.92, Subdivision 1, and that I forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors that I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or any jurisdictional Ordinance in connection with the work performed on this property.

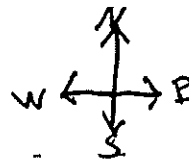
Michael Morrow
 Signature of Property Owner

310 3rd St N ST. James mn 56081
 Project Address

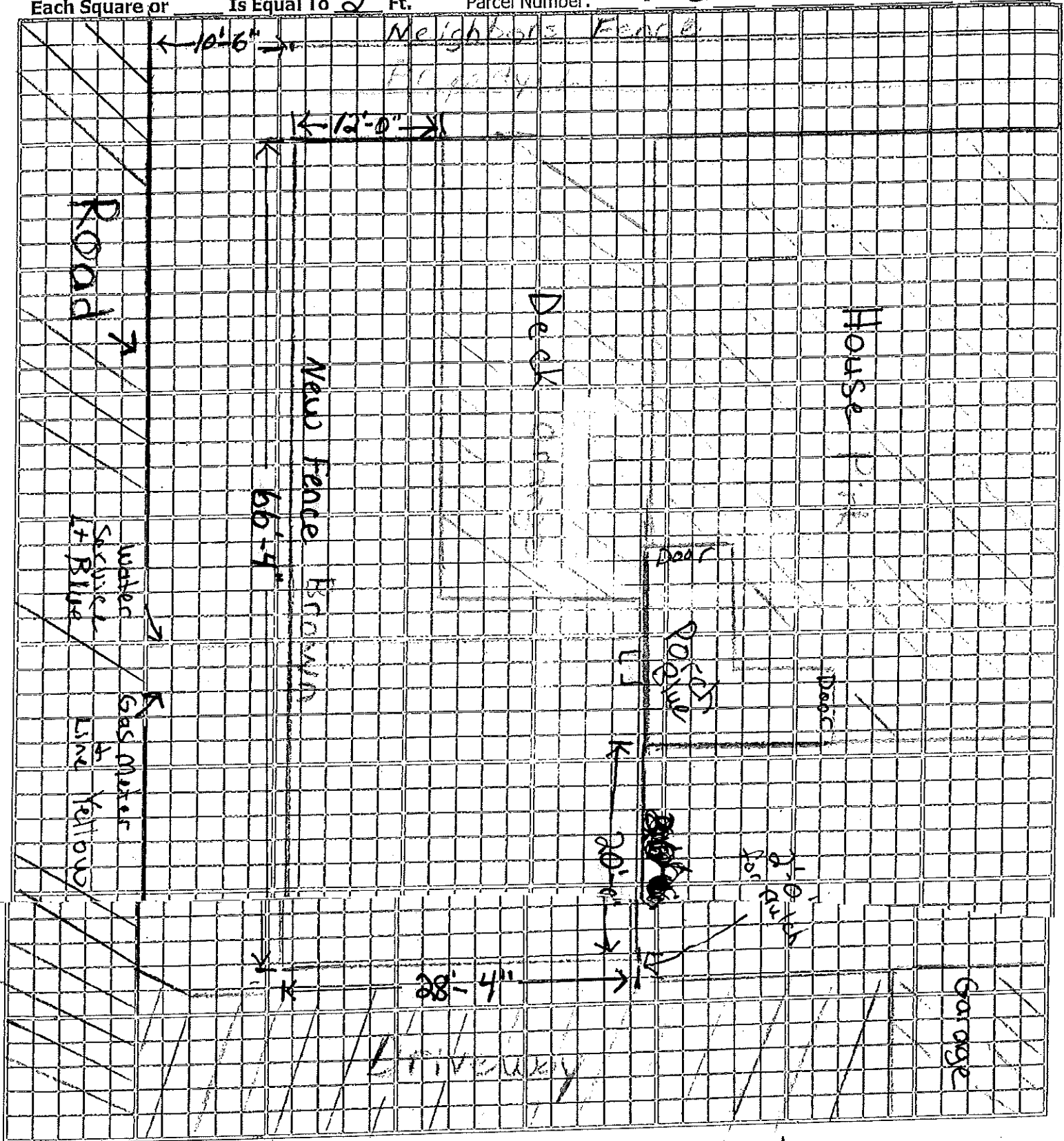
4-23-25
 Date

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of an individual contractor, call the Minnesota Department of Commerce, Enforcement Division, at 651-296-2594, or toll-free at 1-800-657-3602.

SITE PLAN



Each Square or Is Equal To 2 Ft. Parcel Number:



Property Owner: Mike Morrow

Address: 310 3rd St N

Name of Preparer (if different than above): _____

Zoning: _____

THIS PLOT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE:

(Signature of Applicant or Agent) Michael Morrow

DATE: 4-23-25

4. *How do I find my property lines?*

There may be metal pins located at the four corners of your lot from the original survey. These pins are not always present because of the age of the neighborhood or they may have been dug up during previous construction. They may be located with a metal detector.

The only way to locate your property line for certain is to have the property surveyed. This will be an expense to the property owner.

5. *How high can I build my fence?*

Fences constructed in the front yard area are limited to a maximum height of 4 feet in height. Fences constructed in the side and rear yard areas can not exceed 6 feet in height.

6. *Do I need a building permit for a fence?*

If you are putting a fence up you will need to fill out a building permit application for a fence. If the fence is 6 feet one inch or higher, the fence will be regulated under the MN Building Code. If the fence is 6' or under, fences are regulated by the Zoning ordinance. In both cases, a permit is required to be filled out and an accurate site plan is required.

7. *Do I need to call Gopher One before I construct my fence?*

Yes. The property owner should contact Gopher One before construction to have any buried cable located. Contact them at: 1-800-252-1166.

8. *What else do I need to know about building a fence?*

The finished side of any fence must face out or towards the neighboring property.

I have read, understand and will comply with these fencing regulations.

Michael Morrow
Signature

Name (printed): Mike Morrow

Property address:

310 3rd St W
St. James Mn
56081

RESIDENTIAL FENCE REGULATIONS

Frequently Asked Questions

1. *How close to my property line can I build my fence (or vegetative screening)?*

The St. James Ordinance requires that all fences and hedges or vegetative screenings be constructed at least **2 feet** off your property line. The purpose of this setback is to allow room for property/fence owners to maintain both sides of their fence without entering the neighboring property.

Fences or walls shall extend no closer than 15 feet to any street or driveway opening onto a street.

Most properties contain easements along the property lines. The easement dimensions at these areas vary, but they are there to provide utility companies a location for the necessary utilities for your property. Please note that if you construct a fence in the easement area as recorded on the official plat and utility access is required, your fence or other vegetative screening may be removed and, if you desire, will then need to be replaced at your expense. The easement information may be obtained from the Watonwan County Recorder's Office. Please note that you will be required to place a Gopher One call as indicated below and the fence or other vegetative screening may not be placed over any utility lines located at this area.

2. *If my neighbor says it's o.k. can I build right on the property line?*

The St. James Ordinance says that fences or vegetative screening materials may be constructed or planted on the property lines but only with the permission of the adjacent property owner.

If you choose to construct your fence on the property line, you are doing so at your own risk and against the recommendation of the St. James Zoning Ordinance.

3. *If I choose to construct my fence on the property line (with my neighbors consent) how do I avoid any legal issues with future property owners who may object to the placement of the fence?*

If the property owners vary from the recommendations set forth in the St. James Zoning Ordinance, they may want to contact an attorney to have an agreement drafted that can be made of legal record and attached to the property records.

If property owners do not abide by the setback requirements, they construct the fence at their own risk.

4. *How do I find my property lines?*

There may be metal pins located at the four corners of your lot from the original survey. These pins are not always present because of the age of the neighborhood or they may have been dug up during previous construction. They may be located with a metal detector.

The only way to locate your property line for certain is to have the property surveyed. This will be an expense to the property owner.

5. *How high can I build my fence?*

Fences constructed in the front yard area are limited to a maximum height of 4 feet in height. Fences constructed in the side and rear yard areas can not exceed 6 feet in height.

6. *Do I need a building permit for a fence?*

If you are putting a fence up you will need to fill out a building permit application for a fence. If the fence is 6 feet one inch or higher, the fence will be regulated under the MN Building Code. If the fence is 6' or under, fences are regulated by the Zoning ordinance. In both cases, a permit is required to be filled out and an accurate site plan is required.

7. *Do I need to call Gopher One before I construct my fence?*

Yes. The property owner should contact Gopher One before construction to have any buried cable located. Contact them at: 1-800-252-1166.

8. *What else do I need to know about building a fence?*

The finished side of any fence must face out or towards the neighboring property. There must be an access point (i.e. door) if the fence will fully enclose the yard. This will provide access for utility and emergency services.

I have read, understand and will comply with these fencing regulations.

Signature

Name (printed):

Property address:

Date signed:



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, June 30, 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:

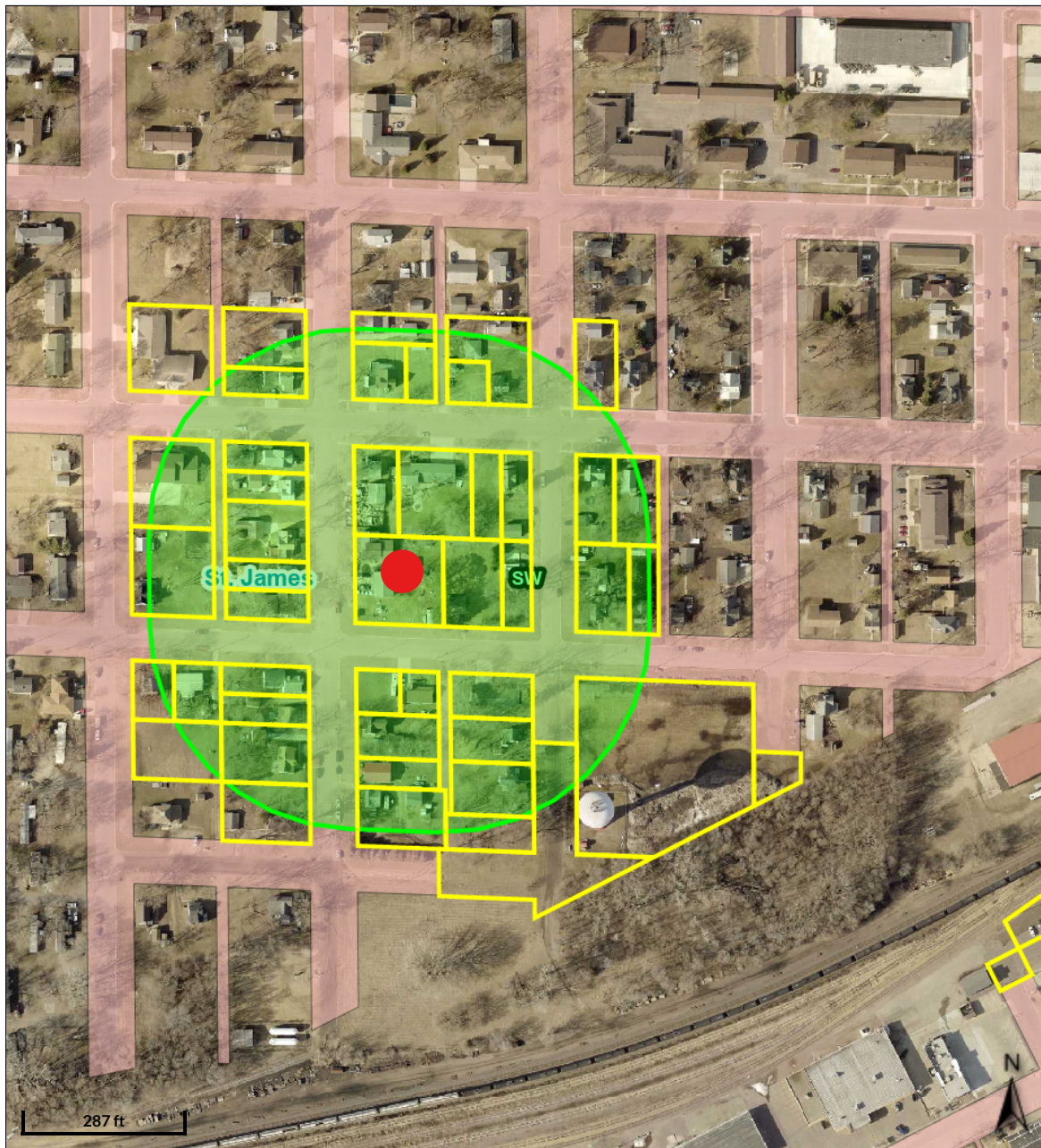
- 1) To consider a variance request from Michael and Autumn Morrow for property located at 310 3rd St. N. legally described as Lots Seven (7), Eight (8), And Nine (9); West 10' Of Adjacent Vacated Alley, Block Seventy-Three (73) Of First Addition to The City of St. James, Watonwan County, Minnesota. The variance request is to grant a fence with a maximum of 6-foot in height in the front yard setback area in a One- and Two-Family Residential District (R-1) per St. James City Code §156.030 (C)(1).
- 2) To consider a request for a special use permit from Zachary Romsdahl, for the property located at 600 First Avenue South legally described as Lots 11, 12 Block 17 in the Original Addition to the City of St. James, Watonwan County. The request is to allow for residential rental use on the main level of the building located in a General Business District (B-3) per St. James City Code §156.133.

All persons are invited to attend the June 30, 2025, public hearing and to present their views relating to these requests either orally or in writing.

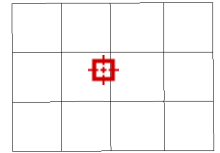
Dated this 12th Day of June 2025.

Brianna Sanders
Zoning Administrator

Publish June 12, 2025: St. James Plaindealer



Overview



Legend

- Corporation Limits
- Road Rights of Way
- Government Lots
- Qtr Sections

Date created: 6/6/2025
Last Data Uploaded: 6/6/2025 5:40:34 AM

Developed by  **SCHNEIDER**
GEOSPATIAL

July 15, 2025

ITEM: New Business – Resolution 07.25.11: Granting a Special Use Permit to Allow Residential Rental Use on the Main Level of a Building Located in a General Business District (B-3)

BACKGROUND: The attached resolution grants the requested special use permit for the property located at 600 1st Avenue South to allow for main level residential rental use within the General Business District (B-3). The Planning and Zoning Commission met on June 30, 2025, and recommends granting the special use permit with conditions.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 07.25.11

**RESOLUTION GRANTING A SPECIAL USE PERMIT TO ALLOW
RESIDENTIAL RENTAL USE ON THE MAIN LEVEL OF A BUILDING
LOCATED IN A GENERAL BUSINESS DISTRICT (B-3)**

WHEREAS, Zachery Romsdahl (“Applicant”) submitted an application requesting the approval of a special use permit on a property owned by the Applicant located at 600 1st Avenue South which is legally described as follows (“Property”):

**LOTS ELEVEN (11), TWELVE (12), BLOCK SEVENTEEN (17) IN THE
ORIGINAL ADDITION TO THE CITY OF ST. JAMES, WATONWAN
COUNTY, MINNESOTA**

WHEREAS, a public hearing before the St. James Planning Commission was held June 30, 2025, for the purpose of hearing the request from the Applicant for a special use permit; and

WHEREAS, the Applicant desires to residential rental use on the main level of a commercial building; and

WHEREAS, the Property is located in a General Business District (B-3); and

WHEREAS, the St. James City Code § 156.133 lists uses that would require a special use permit on Property; and

WHEREAS, based upon the factual findings, the Planning Commission has recommended approval of said special use permit, with the following conditions:

- 1) The three business office spaces on 1st AVENUE SOUTH remain for business use;
- 2) The sole space on ARMSTRONG BOULEVARD SOUTH will be used for residential rental use;
- 3) No additional expansion of the apartment space on the main level at this parcel will be allowed;
- 4) The sidewalk in front of the residential space will remain clear for pedestrian traffic.

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

- 1) The City of St. James is hereby granting approval of a special use permit with conditions to Zacery Romsdahl for the residential rental use on the main level of a commercial building at the Property located at 600 1st Avenue South in St. James, Minnesota.

Adopted by the City Council this 15th day of July 2025.

Christopher Whitehead, Mayor

Attest:

Kristin Hurley, City Clerk - Treasurer

Published: _____

Filed: _____

Effective Date: July 15, 2025

ST. JAMES PLANNING COMMISSION

TO: Planning Commission Members
FROM: Brianna Sanders, Zoning Administrator
DATE: June 30, 2025
RE: Special Use Permit – 600 1st Ave S

Applicant

ZACHARY ROMSDAHL
ADDRESS – 600 1st Ave S

Request

The applicant is requesting a special use permit to allow for residential rental use on the main level of a building located in a General Business District (B-3).

Proposal

Applicant desires to operate a rental unit on the main floor of a commercial building. The proposed location of the apartment unit is located at 105 Armstrong Blvd S. The space was converted into an apartment during 2020 to accommodate a tenant due to medical reasons by the previous owners.

A special use permit was approved for Palzar Investments at this location in 2022. Special use permits are not transferrable between owners. The new owner needed to reapply to continue this use. The property was transferred in September of 2024.

Location

The property is located at 600 1st Ave S legally described as Lots 11, 12 Block 17 in the Original Addition to the City of St. James, Watonwan County.

The property is in a B-3 General Business District. The surrounding zoning designations include B-3 to the east, south and west and city-owned to the north.

Existing Land Use

The parcel has business operating on the main floor including Resilient Nutrition and St. James Tobacco. There are approximately 9-10 apartments on the second and third floors of this building.

City Code

§ 156.130 PURPOSE.

The B-3 (General Business) District is intended for retail stores and office space which are mutually compatible, and can benefit from, and contribute to, a compact shopping area serving the city or region. No off-street parking standards are required in this district.

(Prior Code, § 11.31) (Ord. 165, second series, passed 7-5-2000)

§ 156.131 PERMITTED USES.

The following are permitted uses in the B-3 District:

l stores, including antique shops, gift or jewelry stores, clothing stores, department stores, shoe sales, drug stores, video rental stores, book and stationary stores, hardware stores, sporting goods stores, bicycle sales and service, furniture sales and other household furnishing sales, hobby stores, appliance stores, paint and wallpaper sales, and other retail sales uses similar in nature;

(B) Bakeries, grocery stores, or other retail food sales, excluding drive-in service;

(C) Personal services, including banks and loan associations, barber and beauty shops, dry cleaners, tailor shops and leather repair shops, small appliance repair shops, and other similar service types conducted with a building;

(D) Professional services including lawyer offices, accountants, employment agencies, and other business offices of a similar nature;

(E) Restaurants, cafes, taverns, and liquor stores; provided, they are not a drive-in style service;

(F) Clinics or medical services for people only, and dentist offices;

(G) Business or trade schools;

(H) Theaters, museums, art gallery, or sales;

(I) Health clubs or gyms;

(J) Post office, municipal offices, or other governmental office uses, or community centers; and

(K) Other retail sales, on-site food service, personal, or professional, services, and business offices that would be of a similar nature to those listed above, and are not excluded by other sections of this chapter.

(Prior Code, § 11.31) (Ord. 211, second series, passed 1-15-2008)

§ 156.132 PERMITTED ACCESSORY USES.

The following are permitted accessory uses in the B-3 District: Any use that is clearly incidental to the primary use, and conforms to applicable performance standards listed elsewhere in this chapter.

(Prior Code, § 11.31)

§ 156.133 SPECIAL USES.

The following are special uses in the B-3 District: retail stores including antique shops, gift or jewelry stores, clothing stores, department stores, shoe sales, drug stores, video rental stores, book and stationary stores, hardware stores, sporting goods stores, bicycle sales and service, furniture sales and other furnishing sales, hobby stores, appliance stores, paint and wallpaper sales, secondhand merchandise, and other retail sales uses similar in nature.

(Prior Code, § 11.31) (Ord. 211, second series, passed 1-15-2008)

§ 156.134 LOT AREA, WIDTH, AND MINIMUM SETBACK STANDARDS.

The following are the lot area, width, and minimum setback standards in the B-3 District:

(A) No setback requirements, no minimum lot size requirement, no minimum lot width requirement, and no lot coverage restrictions; and

(B) Height regulations: 45 feet.

(Prior Code, § 11.31)

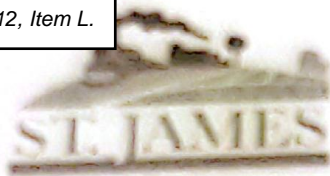
§ 156.135 ADDITIONAL REQUIREMENTS.

pet parking standards are required in this district. Developments in this district are subject to performance standards regarding signage, screening of storage areas, loading spaces, and other requirements as detailed in §§ [71.20](#), [156.020](#) through [156.038](#).

Exhibits

Exhibit 5 – Special Use Permit Application

Exhibit 6 – Property Map



CITY OF ST. JAMES PLANNING COMMISSION REQUEST

Application Fee	_____	\$1,000.00 plus 2.00 per notice
Rezoning	_____	\$1,000.00 plus 2.00 per notice
Ordinance Change	_____	\$1,000.00 plus 2.00 per notice
<input checked="" type="checkbox"/> Special Use Permit	_____	\$1,000.00 plus 2.00 per notice
Amendment Petition	_____	\$5,000.00 (min \$1,500 — max \$10,000)
Lot Division Property Split	_____	\$1,500.00 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	_____	\$1,500.00 plus 2.00 per notice
Notification billing	_____	\$2.00 for each required notice

Applicant Name: Zach Romsdahl
 Mailing Address: 820 5th St N Saint James MN 56081
 Phone Number: 507-995-8130
 Email: zachromsdahl11@gmail.com

Property Address (if different from Applicant's address):
600 1st ave S

Parcel ID: 201001580

Description of area affected: Currently being used as a rental property instead of the commercial space that it was originally zoned

Present Zone _____

Present Set-back _____

Present Use Rental Unit

Proposed Zone (if different) _____

Proposed Set-back (if different) _____

Proposed Use (if different) _____

Request

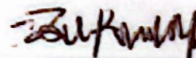
To keep as a rental unit

☐ Attached drawing of request

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

06/03/2025

Date



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 for the next 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 fee must 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.



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, June 30, 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 consider a variance request from Michael and Autumn Morrow for property located at 310 3rd St. N. legally described as Lots Seven (7), Eight (8), And Nine (9); West 10' Of Adjacent Vacated Alley, Block Seventy-Three (73) Of First Addition to The City of St. James, Watonwan County, Minnesota. The variance request is to grant a fence with a maximum of 6-foot in height in the front yard setback area in a One- and Two-Family Residential District (R-1) per St. James City Code §156.030 (C)(1).
- 2) To consider a request for a special use permit from Zachary Romsdahl, for the property located at 600 First Avenue South legally described as Lots 11, 12 Block 17 in the Original Addition to the City of Saint James, Watonwan County. The request is to allow for residential rental use on the main level of the building located in a General Business District (B-3) per St. James City Code §156.133.

All persons are invited to attend the June 30, 2025, public hearing and to present their views relating to these requests either orally or in writing.

Dated this 12th Day of June 2025.

Brianna Sanders
Zoning Administrator

Publish June 12, 2025: St. James Plaindealer

Property Map of 600 First Ave S

Property is indicated by circle.



July 15, 2025

ITEM: New Business – Resolution 07.25.12: Accepting Financial Gift from the Ellingsburg Zettle VFW Post #1914

BACKGROUND: The attached resolution accepts the financial gift from the Ellingsburg Zettle VFW Post #1914 in the amount of \$200.00 for the Artwalk Committee.

The City of St. James extends a heartfelt thank you to the Ellingsburg Zettle VFW Post #1914 for their generous donation to the Artwalk Committee. Your support helps bring creativity to life in our community.

STAFF RECOMMENDATION: Approve/Deny Resolution.

RESOLUTION NO.: 07.25.12

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 07.25.12

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

WHEREAS, the Ellingsburg Zettle VFW Post #1914 has offered financial support to the Artwalk Committee 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 gratefully accepts the financial gift of \$200.00 from the Ellingsburg Zettle VFW Post #1914 for the expressed purpose of contributing to the Artwalk Committee, to benefit the residents of the City of St. James.

Adopted by the City Council this 15th day of July 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk-Treasurer

Filed: _____

Published: _____

Effective Date: July 15, 2025