



City of St. James  
**Welcome Packet**





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# Contact Information

**City of St. James - 1205 6th Avenue S, PO Box 70**

**507-375-3241**

<http://www.ci.stjames.mn.us>

- Utility Information
- City Ordinances
- Detailed Permit Information & Applications
- Park Listings, Swimming Pool, Campground, Movie Theater



**Chamber of Commerce / CVB - 602 2nd Avenue South, PO Box 52**

**507-375-3333**

<https://discoverstjamesmn.com/>

- Event Calendar
- Things to do in St. James
- Business Directory
- Housing Information
- More detailed information on St. James



Dispatch	507-375-3222
Driver's License Center	507-375-1219
St. James EMS Services	507-375-3903
St. James School District	507-375-5974
St. Paul's Lutheran School	507-375-3089
St. James Fire Department	507-375-1220
St. James Post Office	507-375-5271
St. James Police	507-375-3121
Madelia Health Clinic - St. James	507-942-6475
Mayo Clinic Health System - St. James	507-375-3261
Watonwan Co. Human Services	507-375-3294
Watonwan County Library	507-375-1278



# New Resident Checklist



## NEW RESIDENT CHECKLIST

**Water and Electric**

**City of St. James**

507-375-3241

Visit St. James City Hall at 1205 6th Avenue S. to set up utilities in person and pay deposits. Deposits are \$200 for any person renting or purchasing home by Contract for Deed.

**Garbage Services**

**West Central Sanitation**

1-800-246-7630 (toll free)

A container can be rented from West Central Sanitation, but you must contact them for garbage services. City utilities do not have garbage services.

**PICK UP SCHEDULE:**

North of railroad tracks- Fridays

South of railroad tracks- Tuesdays

**Recycling Services**

**Hometown Sanitation**

507-375-1122 (Office)

1-877-545-4877 (Toll free)

Must contact Hometown Sanitation for recycling container.

**PICK UP SCHEDULE:**

North of railroad tracks- every other Thursday

South of railroad tracks- every other Friday

**Natural Gas Services**

**Center Point Energy**

1-800-245-2377 (Customer Service)

1-800-342-4166 (Service Meter Changes)

**Communication Services**

**Mediacom-** 1-507-835-2356

**Centurylink-** 1-855-891-4083

**Christensen Communications-** 1-507-642-5555

**Verizon Wireless-** (True Value)- 1-507-375-4151

**Register Pets**

All dogs must be licensed and tagged by the city. The cost is \$25.00. Visit City Hall to obtain license and tags.

**Register to Vote**

Voter registration and absentee voting, is conducted by the Watonwan County Auditor's Office, 710 Second Avenue South, St. James, MN 56081, (507) 375-1210

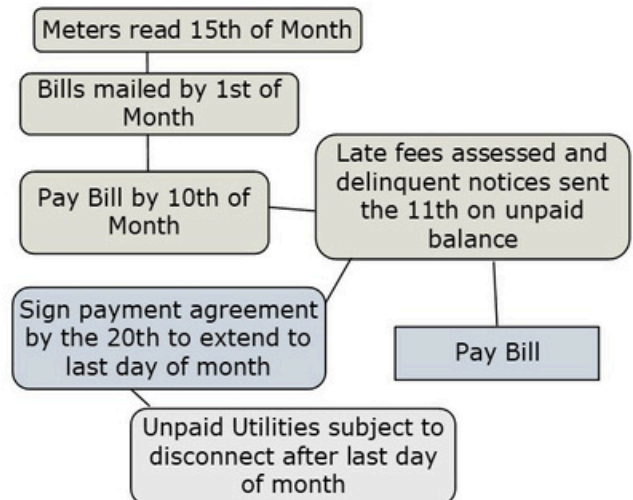
**Sign up for Weather Alerts**

All residents of Watonwan Co. are encouraged to register with CodeRED by going to [www.public.coderedweb.com](http://www.public.coderedweb.com). Those without internet access may call 507-375-5841 Monday through Friday (8:00am-4:00pm) to supply information over the phone.

**Sign up for City Notices**

Go to [www.ci.stjames.mn.us](http://www.ci.stjames.mn.us) and sign up for Notify Me to receive important city notices.

### St. James Public Utilities Billing Process



You can pay your utility bill online: Go to [xpressbillpay.com](http://xpressbillpay.com)

- ⇒ View, track and pay your utility bill at no additional cost
- ⇒ Accepts credit cards, debit cards and electronic funds transfer
- ⇒ Sign up for paperless billing and view 2 years history



## City Government

The Council is composed of the Mayor and five council members. The mayor serves a two-year term, with council members serving staggered, four-year terms. Elections are held in even-numbered years.

- \*Two council members represent Ward 1, primarily the area on the west half of town.
- \*Two council members represent Ward 2, primarily located on the east side of town.
- \*One council member serves at large. The mayor is elected every two years.

City of St. James is a charter city. The City Charter determines the procedures of city government in accordance with state statutes and the Minnesota State Constitution using guidelines that can only be changed or approved with a unanimous vote by the City Council or majority vote through a citywide referendum. Under this charter, the city has adopted the council-manager form of government. The City Council appoints the City Manager, who is the chief administrative officer for the city and holds executive decision-making power for all departments.

For general questions about the City Council, Mayor, City Council meetings, or City elections, please contact City Clerk Kris Hurley at 507-375-3241.

City Council meetings take place at 5:30 pm - City Hall Council Chambers, 1205 6th Avenue S. St. James, MN 56081 on the first and third Tuesday of every month and are open to the public. You can view live or anytime on the City of St. James's [YouTube channel](#).



City Council (left to right): Gene Hildebrandt, Hannah Rushing, Jon Wilson (mayor), Sue Craig, Nonnie Hanson, Paul Harris



# St. James Schools / Community Ed



## St. James Public Schools

*"A lifetime of learning, growing, and succeeding together"*

### Northside Elementary

Kindergarten- 5th Grade

1273 10th Ave N  
St. James, MN 56081  
507-375-3325

Office Hours 7:30 a.m. - 4:00 p.m.



### St. James Middle / High School

Grades 6th-12th

1001 10th Ave N  
St. James, MN 56081  
507-375-3381

Office Hours 7:30 a.m. - 4:00 p.m.



### Early Childhood & Community Ed

Armstrong School  
500 3rd Ave S  
St. James, MN 56081  
507-375-4517

Office Hours 7:30 a.m. - 4:00 p.m.

**G**rowth  
**R**espect  
**I**ntegrity  
**T**hrive

## St. Paul's Evangelical Lutheran School



### St. Paul's Evangelical Lutheran School

315 9th Street S.  
St. James, MN 56081  
507-375-3809

Email: [principal@stpaulsstjames.com](mailto:principal@stpaulsstjames.com)



# Watonwan County Human Services

**PLEASE VISIT OUR WEBSITE AT [WWW.CO.WATONWAN.MN.US](http://WWW.CO.WATONWAN.MN.US).  
FOR MORE DETAILED INFORMATION OR CALL 507-375-3294/888-299-5941  
715 2nd Avenue South**

Through leadership, collaboration, and services, we advocate for clients in our county to help improve health, wellness, and quality of life in a manner that shows respect for and defends the dignity of the people of our communities and our employees.

The following programs and divisions provide services to seniors, people with disabilities, children, and others:

- o [Child Support](#)
- o [Financial Assistance](#)
- o [Public Health](#) (visit our Facebook page)
- o [Social Services](#)

## **Child Protection Reports**

To make a child protection report by phone, call Social Services Intake at 507-375-3294 or 888-299-5941, Monday through Friday 8:30 a.m. to 4:30 p.m. and ask to speak with the Social Services Intake worker. For evenings, weekends, and holidays call, 507-375-3121 and state that you need to make a child protection report.

## **Adult Protection/Vulnerable Adult Reports**

To make an adult maltreatment/vulnerable adult report, call the Minnesota Adult Abuse Reporting Center (MAARC) at 844-880-1574 (24 hours/day).

For a current listing of **licensed day care providers**, please call 507-375-3294.





# Watonwan County Courthouse

Please visit our Website [WWW.CO.WATONWAN.MN.US](http://WWW.CO.WATONWAN.MN.US).  
For Detailed Information regarding ALL County Departments

Watonwan County Courthouse is located at **710 Second Ave. South** in St. James. The historic building was built in 1895 and is registered with the Minnesota Historical Society.

Located inside:

**3rd Floor** - Fifth Judicial District Court, County Attorney

**Main Floor (2nd Floor)**- County Auditor/Treasurer, Assessor, Recorder/Registrar of Titles, License Center-MV,DNR,DL/ID, Birth and Death Certificates, Passports, Marriage licenses and credentials, Notary, Taxes, Voting, Human Resources

**Basement** - Emergency Management, Maintenance, Commissioner's Board Room, Courtroom B, Driver's License Testing, Probation

**Annexation to Southside Courthouse** - County Law Enforcement/Jail







## City Parks & Recreation

The City of St. James Recreation Department provides recreational and service opportunities for people of all ages and backgrounds. The city manages 10 parks in St. James (see below). <https://www.ci.stjames.mn.us/104/Parks-Recreation>

City of St. James Parks	Playground	Picnic Tables	Restrooms	Basketball Court	Volleyball	Ice Hockey Rink	Skateboarding	Disc Golf	Horseshoe Courts	Water Fountain	Softball / Baseball Field	Climber	Picnic Shelter	Swings	Trail	Shelter for Rent	Fishing / Dock
<b>Deer Park</b> <i>8th Street S &amp; 7th Avenue S</i>	X	X								X		X	X	X			
<b>Downtown City Park</b> <i>Armstrong Blvd S &amp; 1st Avenue S</i>		X								X							
<b>Rotary Park</b> <i>5th Street N &amp; 4th Avenue N</i>		X										X		X			
<b>Malmrose Park</b> <i>8th Street N &amp; 7th Avenue N</i>	X	X				X								X			
<b>Meadowlark Prairies Outdoor Lab</b> <i>33672 733rd Avenue</i>															X		
<b>Memorial Park</b> <i>808 1st Street S</i>	X	X	X	X	X		X	X	X	X	X	X		X	X	X	X
<b>Southside Park</b> <i>910 4th Avenue S.</i>	X	X		X		X						X		X		X	
<b>Tiell Park / Campground</b> <i>301 Tiell Drive</i>	X	X	X										X	X	X		X
<b>Unleashed Dog Park</b> <i>33890 733rd Avenue</i>		X															
<b>West Side Park</b> <i>5th Avenue N &amp; 2nd St N</i>		X										X		X			

Additionally, Watonwan County manages several parks in the area. Check out the Watonwan County Parks and trails: <https://www.co.watonwan.mn.us/96/County-Parks>



## Arts / Theater

### **Concerts:**

Watonwan County Entertainment Association–[WCEAConcerts@Outlook.com](mailto:WCEAConcerts@Outlook.com)  
offers several concerts a year. Find them on Facebook

Music in the Park—a series of summer concerts held in Memorial Park [www.ci.stjames.mn.us](http://www.ci.stjames.mn.us)

Watonwan County Library—[watonwancountylibrary.com](http://watonwancountylibrary.com). See its site for timely offerings

St. James Public Schools - variety of concerts during the school year. Check the school's website for more information [www.stjames.k12.mn.us/](http://www.stjames.k12.mn.us/)



### **Theater:**

St. James Theater and Arts Board—promotes and plans summer community theater productions, summer theater camp for elementary students, public concerts/variety shows featuring local performers. Currently under the auspices of Community Education: 507-375-4517

Children's Theater—annual productions in the spring. Northside Elementary: 507-375-3325

### **Dance:**

Just for Kix—weekly dance classes in kick, jazz and hip hop. [www.justforkix.com](http://www.justforkix.com)

### **Museums:**

St. James Historical Society and Museum—602 3rd Ave S. St. James, MN  
507-380-7024

Watonwan County Historical Society and Center—423 Dill Avenue SW, Madelia MN  
507-642-3247

Depot Museum & Model Railroad Club - [www.roundhouseinc.org](http://www.roundhouseinc.org) 507-375-3241



# Watonwan County Library

Visit our website at [www.watonwancountylibrary.com](http://www.watonwancountylibrary.com) for more information regarding our programs and services or to use our online catalog to search for materials.

Watonwan County is fortunate to have five libraries serving the residents of St. James, Madelia, Butterfield, Lewisville and Darfur. As of January 1, 2024, our libraries are fine free! No more late fees for materials returned in good condition even if their due date has passed.

## How do I get a library card?

Stop at one of our libraries and ask for a registration form in English or Spanish. Patrons ages 18 and older need to present a photo identification with a current address such as a driver’s license or ID card. Adults who do not have an ID with a current address may present a photo ID along with business mail with their name and address on it. Youth ages 17 and under may get a library card by having a parent or legal guardian fill out and sign an application form.

## What does the Library offer?

- Books, regular and large print
- Magazines and newspapers
- Books on CD
- Popular movies on DVD
- Spanish language materials
- Meeting room spaces at St. James & Madelia
- Digital books and audios through our Libby app
- On-site public computers for internet access
- Printing services for a nominal fee
- Fax machine - \$1 per page
- WiFi access without a password
- Play areas for kids



## Does the Library offer programs and events?

The Library promotes early childhood literacy, information literacy, and lifelong learning through our story times, summer reading program, and reference services. The Watonwan County Library hosts a summer reading program every year for kids in grades K-12 and a winter reading program that includes adults too! Special events and activities for kids and families occur throughout the year as well.

## How do I find out about library programs?

Our Watonwan County Libraries offer a variety of programs and events for residents of all ages. Check our website and Facebook page to find out what we have to offer. Email us at [libtwa@tds.lib.mn.us](mailto:libtwa@tds.lib.mn.us) to receive our weekly event email.



507-375-1278  
125 5th Street S.

St. James Hours:  
Monday, Wednesday & Thursday 10:00 am – 8:00 pm  
Tuesday and Friday 10:00 am – 5:30 pm  
Saturday 10:00 am – 2:00 pm



## Other Leisure Activities

Leisure Activities	Swimming	Pickleball	Darts	Pool/Billiards	Tennis	Theater	Kayak/Paddleboard	Snowshoes	Yoga	Fitness Classes	Biking	Golf	Concerts
<b>American Legion</b> <i>620 1st Ave South</i>			X	X									X
<b>Eagles Club</b> <i>701 1st Avenue South</i>			X										X
<b>VFW</b> <i>4 7th Street South</i>			X										X
<b>Band Box</b> <i>621 1st Avenue South</i>			X	X									
<b>St. James High School</b> <i>1001 10th Ave North</i>	X				X	X							X
<b>Armstrong School</b> <i>500 3rd Avenue South</i>		X											X
<b>St. James Outdoor Pool</b> <i>111 Tiell Drive</i>	X						X				X		
<b>Memorial Park</b> <i>808 1st Street S</i>													X
<b>Super 8 Hotel</b> <i>1210 Heckman Court</i>	X							X			X		
<b>Next Level Fitness</b> <i>806 Weston Avenue</i>		X							X	X			
<b>Anytime Fitness</b> <i>512 1st Avenue South</i>									X	X	X		
<b>Meadowlark Prairies Outdoor Lab</b> <i>33672 733rd Avenue</i>							X	X					
<b>Golf-Mor</b> <i>35 6th Avenue South</i>												X	
<b>St. James Golf Course</b> <i>77818 Highway 60</i>												X	
<b>Watonwan County Library</b> <i>125 5th Street South</i>									X				X
<b>Princess Theater</b> <i>505 1st Ave S</i>						X							



## St. James Chamber of Commerce

The St. James Chamber of Commerce is proud to support our member businesses and non-profits. **The Chamber's mission is to provide necessary resources through communication and support to our business community in order to enhance and grow the economic and educational growth of St. James.** The Chamber aims to support our members, so that our members can be successful and thrive. When our businesses succeed, our community succeeds!

For our Chamber to fulfill our mission, it takes a team effort. We rely on financial support in the form of membership dues and sponsorships, we depend on volunteer support for various events, and we need engagement from our members to communicate their needs and wishes.

The Chamber is run by a Board of Directors and has one paid Executive Director. Our main focus is to support our business community, but we also work to promote tourism with the St. James Convention and Visitors Bureau. The Chamber also enhances and **supports the community via community events such as Hot Dog Day, the annual Rail Run, and Winter Carnival.**

One of the most utilized aspects of the Chamber is the Chamber Bucks program. Chamber Bucks can be purchased at the Chamber of Commerce office (602 2nd Ave. S.), and can be spent at our member businesses. This is a great way for residents to ensure local spending. When we support our local businesses and they are able to succeed and thrive, our entire community benefits!

To view a current listing of our Chamber members go to:  
Discover St. James ([discoverstjamesmn.com](http://discoverstjamesmn.com)) > Chamber Members > Business Directory

If you are interested in becoming a Chamber Member, please call 507-375-3333 or email: [stjmnchamber@gmail.com](mailto:stjmnchamber@gmail.com).

We also welcome volunteers for our events. If you are interested, please let us know!





# Economic Development

## **ABOUT US - <https://www.ci.stjames.mn.us>**

1205 6th Avenue South

507-375-1289

The St. James Economic Authority (SJEDA) is your first stop when considering St. James as your place to do business. Our staff can connect you to the right recourse and guide you through any City process.

- Hub of information and resources
- Guide you through tax deals and permit approvals
- Connect you with local realtors and building/land owners
- Assist you with planning and zoning permits and requests



## **LOTS FOR SALE**

Mayberry Hills Subdivision is a great place to build a home. Whether its one story or two, the EDA has shovel ready lots available.

The St. James EDA operates the St. James Industrial Park that has 2.2 acre lots available for any business venture. Request an industrial park site packet.

## **RESOURCES**

- Fix-Up Fund Program helps households perform minor home repairs that would normally be a financial burden. Eligible projects include roof, siding, window repairs, plumbing electrical and mechanical system repairs, accessibility improvements, etc.
- Watonwan County Revolving Loan Fund assists small and emerging businesses with financing for equipment and building/land acquisition.
- Commercial Revitalization Loan Program provides financing to maintain the exterior of commercial buildings within St. James.
- The Small Business Development Center in Mankato offers FREE business planning and start up help to any business within Watonwan County.

***Did you know that 7,000 people drive by St. James every day? St. James has three exits on HWY 60 and is conveniently located next to the Union Pacific Railroad.***



## Volunteer Opportunities and Service Clubs



There are numerous ways you and your family can get involved in St. James, whether it's with the City directly, a civic organization, or a place of worship, you can make a big impact in our small town.

St. James has several events that need volunteer support. Service and civic organizations also provide opportunities for community involvement and volunteering.

Some examples of local organizations in need of volunteer help: Meals on Wheels, Watonwan County Food Shelf, Wellspring, Humane Society, etc.

For more details on how to get involved, go to [www.discoverstjames.mn.com](http://www.discoverstjames.mn.com) and click on "Get Involved".



## Other Resources

Comunidad, Justicia, Servicio y Compromiso

To build a strong Hispanic community, our objectives are to Identify and remove educational barriers. Take advantage of voices that are not listened to and project them when making decisions. Nurture our leadership and well-being, celebrate and share the different cultures in our community.

+1 507-380-9838

[convivenciahispana.19@gmail.com](mailto:convivenciahispana.19@gmail.com)

Facebook: <https://www.facebook.com/ConvivenciaMN>



**CONVIVENCIA  
HISPANA**



A community organization in St. James area working to "create spaces to grow as individuals and community through sharing, learning, collaboration and action to unite people and to remove barriers to equal opportunity and responsibility in community."

Contact: [contact@stjunitingcultures.org](mailto:contact@stjunitingcultures.org)

Website: <https://www.stjunitingcultures.org>

**St. James Post Office** - 507-375-5271 (6 Armstrong Blvd S.)

<https://www.postallocations.com/mn/saint-james>

**UPS** - 507-375-4041 (1175 11th Street S.)

located at Fleet & Farm Supply (<https://locations.ups.com/us/en/mn>)

**FedEx** - locations near St. James

<https://local.fedex.com/en-us/mo/st-james>



113 7th St. S  
St. James, Minnesota



**Open Hours:**  
Every Wednesday 10am-noon  
Every Thursday 3pm-6pm

(up to 1 time per month)

If you are in need of supplemental food items, you can visit the food shelf

### Contact us

Phone: 507-621-4264

Email: [wfoodshelf@gmail.com](mailto:wfoodshelf@gmail.com)

Website: [www.wfoodshelf.org](http://www.wfoodshelf.org)

@watonwancountyfoodshelf

### Scan to Volunteer



### To Donate

Mail Checks to:

PO Box 123

St. James, MN 56081

Or Venmo:

@watonwancounty-foodshelf

