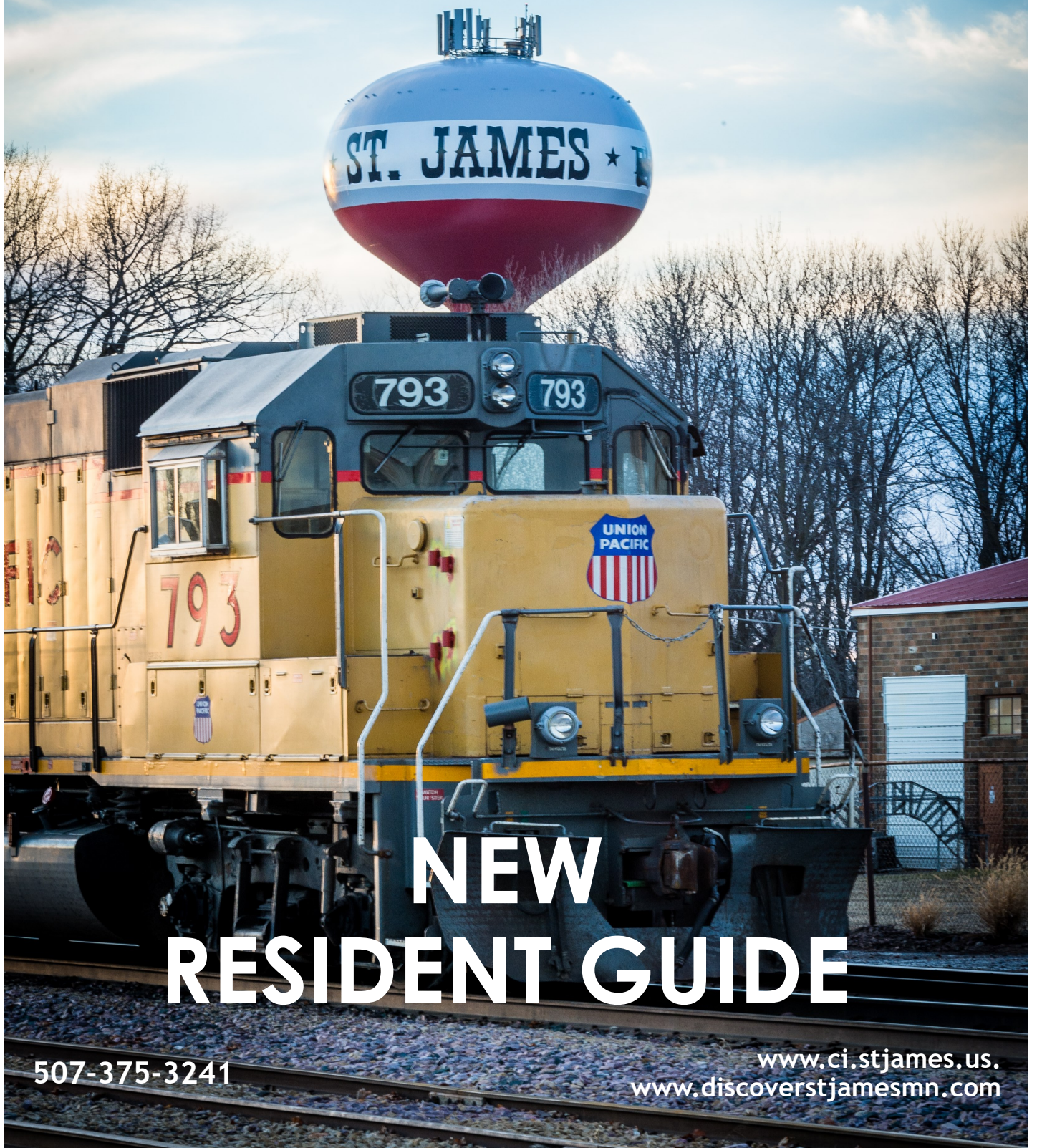


# Welcome



## NEW RESIDENT GUIDE

507-375-3241

[www.ci.stjames.us](http://www.ci.stjames.us)  
[www.discoverstjamesmn.com](http://www.discoverstjamesmn.com)

# Welcome to St. James, MN

The City of St. James is a Home Rule Charter City.

The city is divided into two wards with Armstrong Blvd being the division between ward one and ward two. Two Aldermen represent each ward and one Alderman is an at large position. The Aldermen are elected to a four year term. The Mayor is a two year term and the Mayor has no vote in the proceedings of council meetings except in the case of a tie vote.

The City Manager is the head of the administrative branch of city government and is responsible for the day to day operation of the various city depts.

The City Council meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month at City Hall—1205 6th Ave. S. at 5:30 p.m. Council meetings are broadcasted live on the city's YouTube channel.



Mayor  
Chris Whitehead



## Important phone numbers & websites:

### City of St. James City Hall

1205 6th Avenue S., PO Box 70  
507-375-3241

### City Website:

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



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

### Community/ Chamber of Commerce Website:

<https://discoverstjamesmn.com/>

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

## Community Directory

City Hall	507-375-3241
Chamber of Commerce	507-375-3333
Watsonwan County Library	507-375-1278
St. James School District	507-375-5974
St. James Post Office	507-375-5271
St. James Police	507-375-3121
St. James Fire & Rescue	911
Mayo Clinic Health System	507-375-3261
Community Building	507-375-4370
Health & Human Services	507-375-3294
License Center	507-375-1219

### Find us on Facebook!

[facebook.com/stjames.mn](https://facebook.com/stjames.mn)  
[facebook.com/discoverstjamesmn](https://facebook.com/discoverstjamesmn)



# **IMPORTANT CITY INFORMATION**

## **Snow Emergency**

The City of St. James may declare a snow emergency after an accumulation of two (2") inches or more of snowfall. During a snow emergency, no vehicle may park on any city street until the street has been completely cleared / plowed from curb to curb.

Any vehicle parked in violation of this parking restriction shall be issued a \$125 ticket for the first offense, and a \$150 ticket for subsequent offenses during the same snowfall. Vehicles found in violation will also be towed at the owners' expense.

Check the City of St. James website for more information or call the snow emergency line at 507-375-8296.

## **Lawn & Weed Maintenance**

Mowing grass into the street is prohibited. Grass in the street not only clogs up the storm sewer system, which can cause street flooding and possible water backup into homes, it is also environmentally damaging to St. James Lake and St. James Creek.

Residents are responsible for the clean-up of yard debris, grass and other garden related material. The Meadowlark Compost site (33890 733rd Avenue) is available for disposal of these items,

Volunteer trees growing next to the foundation of buildings should be removed as they can cause cracks in your foundation and harm the structure of the building.

## **Animal License**

An animal license is only required for canines over the age of three (3) months. Cats are exempt from being licensed in the City of St. James. All canines residing within city limits are required to have a dog tag that has been issued by the City of St. James. In order to acquire this dog tag you will need to go to



## **...Animal license cont.**

City Hall with proof of current rabies vaccine on your animal from a licensed veterinarian and a pay a one-time fee of \$25.00. A dog license will then be issued. This is a lifetime license for that dog.

## **Rental License**

The City of St. James requires that all landlords obtain a rental license. Any house that is occupied by anyone other than the owner of the property, even if it is a family member, is considered to be a rental property. A rental license must be applied for each year and will be good through the 31<sup>st</sup> of December. A fee of \$55.00 will be collected at the time that the rental application is received.

## **Building permits**

Governed under the MN Building Code, permits are required for any owner or contractor who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy/use of a building or structure.

## **Burning Permits**

Burning permits are available at City Hall for no charge. Burning is allowed to take place May 1<sup>st</sup> through May 31<sup>st</sup> and October 15<sup>th</sup> through December 1<sup>st</sup> between the hours of 8:00am and 8:00pm.

## **Dumpster Permit**

The City of St. James requires you to apply for a dumpster permit if you plan to rent a dumpster or roll-off for any reason. The permit is available at no charge and can be acquired by stopping at City Hall and filling out the dumpster application. The City will need to know what company you are renting the dumpster or roll-off from before we can issue the permit.

# 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

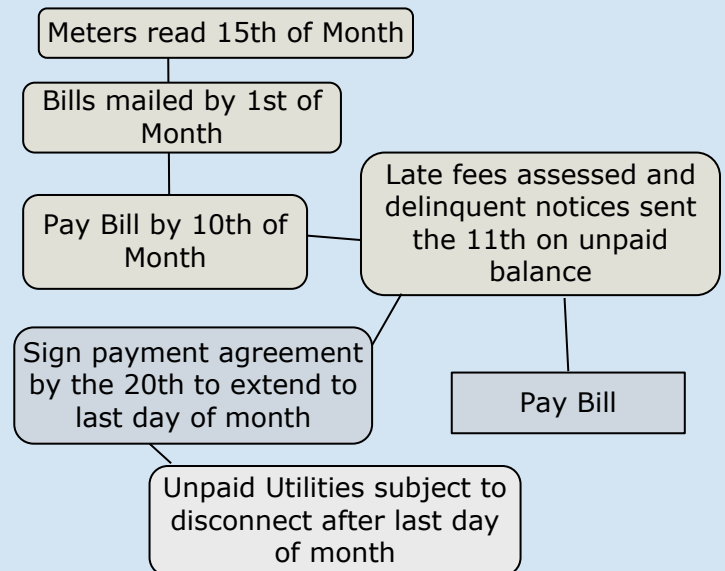
## **Sign up for Weather Alerts**

All residents of Watonwan 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