State of Minnesota
County of Watonwan

RESOLUTION NO. 11.26.08

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

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

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

Adopted by the City Council this 4th day of November 2026.

_____
Christopher Whitehead, Mayor

ATTEST:

_____
Kristin K. Hurley, City Clerk

NORTHERN DIVISION HEADQUARTERS

2445 Prior Ave. N.
Roseville, MN 55113-2714
p: 651-746-3400
f: 651-746-3410
SalvationArmyNorth.org

Lyndon Buckingham, *General*
Commissioner Evie Diaz, *Territorial Commander*
Lt. Colonel David Harvey, *Divisional Commander*

October 29, 2026

Saint James Public Utility
Amanda Glass
City Manager
124 Armstrong Bldg., PO Box 70
Saint James, MN 56081-0070

Greetings from The Salvation Army's HeatShare Program,

Did you know that we assisted Minnesota residents with over $324,000 in emergency utility assistance last year?
This number represents families and individuals in your community who are struggling to keep up with rising energy costs. Together, we can help ensure they don't have to choose between paying their utility bill and meeting other basic needs.

HeatShare: 44 Years of Helping Minnesota Families Stay Warm

For more than four decades, The Salvation Army's HeatShare Program has partnered with Minnesota utility companies to provide emergency assistance for heating, electricity, fuel oil, and utility bills. Since 1982, HeatShare has helped countless households' weather unexpected financial hardships caused by medical emergencies, job loss, vehicle repairs, and other life challenges.

HeatShare is a voluntary, non-government program funded entirely through donations from caring individuals, utility companies, and customers who choose to contribute. Every dollar stays focused on helping neighbors in need.
Today, as energy costs continue to rise, the need for HeatShare has never been greater. Your partnership can make an immediate and lasting impact in the community you serve.

How You Can Partner with Us
Participating is simple and comes at no cost to your utility.

- ☐ Promote HeatShare on your website or utility bill using the enclosed sample messaging.
- ☐ Include HeatShare information in your customer newsletter or communications.

By partnering with HeatShare, you provide customers facing financial hardship with access to a trusted local resource while demonstrating your commitment to the community.

HeatShare proudly partners with utility providers across Minnesota including Xcel Energy, CenterPoint Energy, Minnesota Municipal Utilities, Rural Electric Associations, and many others. We hope you will join them in helping neighbors stay safe, warm, and connected.

Enclosed is The Salvation Army HeatShare Agreement. If you choose to participate, please submit the agreement to your governing authority for approval and signature, then return it with all pages included in the enclosed self-addressed stamped envelope. We will promptly return a fully executed copy for your records.

Thank you for considering this opportunity to make a meaningful difference for families in your community. We look forward to partnering with you.

Sincerely,

Ana Gonzalez
Divisional HeatShare
The Salvation Army Northern Division

THE SALVATION ARMY
HEATSHARE PROGRAM
AGREEMENT

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

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

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

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

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

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

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

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

EFFECTIVE DATE:
This plan becomes effective this October 1, 2026, and stays effective until September 30, 2027, or until Saint James Public Utility or The Salvation Army terminates this agreement by giving a 90-day written notice to the other party.

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

If to Saint James Public Utility:

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

If to The Salvation Army:

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

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

By: _____

Title: _____

Attest: _____

Title: _____

Dated the _____ day of _____ 2026

The Salvation Army, an Illinois Corporation

By: _____

Title: Divisional Commander

Attest: _____

Title: Divisional HeatShare Coordinator

Dated the _____ day of _____ 2026