

**St. Charles City Council Meeting  
December 8, 2025**

The St. Charles City Council met in regular session on November 10, 2025, at 6:30 p.m. at St. Charles City Hall. Mayor Pro Tem Megan Allison called the meeting to order at 6:30 p.m. with the following Council present: Blomme and Kozak. Also present: Library Board Director Blair, Fire Chief Rick Schaffer, and 2 guests.

1. APPROVAL OF AGENDA

**Motion by Blomme, second by Kozak, to approve agenda. Roll: Ayes – unanimous. Motion passes.**

2. CONSENT AGENDA:

- a. Council meeting minutes for 11-10-2025
- b. Treasurer's Report for November 2025
- c. Claims and Receipts Report for December 2025

**Motion by Kozak, second by Blomme, to approve consent agenda. Roll: Ayes – unanimous. Motion passes.**

3. SHERIFF'S REPORT

The Sheriff reported 7 calls, 11 stops, and 39.76 hours for November.

4. PUBLIC FORUM

No one wished to speak.

5. DEPARTMENT REPORTS

- a. Sewer – A report was submitted.
- b. Fire/Rescue – Rick Schaffer stated the Fire/Rescue Department would like to purchase an ambulance from Norwalk equipped with a cot and loading system. The city started the budget amendment process after the November 10<sup>th</sup> meeting to allow for this purchase.
- c. Library – Board Chair Margaret Blair was present. The library will host a coloring contest in December.
- d. Gateway – Approximately 150 guests visited the Festival of Trees, and 90 tickets were sold for the Holiday Home Tour.
- e. Maintenance – A new door will be installed at City Hall. The furnace at the Gateway is still having venting issues. The plow drivers have obtained another load of sand/calcium in prepartation for more snow and ice-covered roads.
- f. Mayor Pro Tem – Incoming Mayor Brian Fitch was informed of some of his obligations.
- g. Clerk –The clerk will take an open meeting laws class on December 16<sup>th</sup>. City Hall will be open limited hours during the week of Christmas and New Year's.

6. ACTIONS AND RESOLUTIONS

- a. Resolution 12A-2025, Approval of Procurement Card Program updates. **Motion by Kozak, second by Blomme, to approve Resolution 12A-2025. Roll: Ayes-unanimous. Motion passes.**
- b. Public Hearing for Budget Amendment 1 FY 26 published November 26, 2025. Mayor Pro Tem Allison moved to start the Public Hearing at 7:02 PM. With no public wishing to speak, the public hearing was closed at 7:05 PM.
- c. Resolution 12B-2025, Approval of Budget Amendment 1 FY 26. **Motion by Allison, second by Blomme, to approve Resolution 12B-2025. Roll: Ayes-unanimous. Motion passes.** Budget amendment 1 for FY 26 allows for the Fire/Rescue Dept. to use saved funds for the purchase of an ambulance, and allows for grant money intended for the Imes Bridge Sculpture to be used for the first installment payment.
- d. Resolution 12C-2025, Approval of the Purchase of 2015 Ford F450 Ambulance with cot and loading system. **Motion by Blomme, second by Kozak, to approve Resolution 12C-2025. Roll: Ayes-unanimous. Motion passes.**
- e. Resolution 12D-2025, Approval of Transfer of Funds from Fire Dept. savings to City's General Fund for an ambulance purchase. **Motion by Kozak, second by Allison, to approve Resolution 12D-2025. Roll: Ayes-unanimous. Motion passes.**

f. Approval of 2026 Regular Council Meetings and Holidays. **Motion by Allison, second by Kozak to approve the 2026 Meetings and Holiday Schedule. Roll: Ayes-unanimous. Motion passes.**

7. UNFINISHED BUSINESS

Complaints/Nuisance: Social media posts will be made asking homeowners to clean up their yards.

8. NEW BUSINESS

- a. Budget Meeting Dates/Timeline: The City will hold its first budget meeting on January 12<sup>th</sup> as part of the City Council Meeting.
- b. Tri Corner Express: The City will no longer publish minutes in the Tri Corner Express. Minutes are posted at Tiger Lily Café, the Post Office, Library, City Hall, in the Madisonian Paper, and on the City's website [www.stcharlesia.us](http://www.stcharlesia.us). The City will advertise events on a month by month basis.

9. COUNCIL COMMENTS/DISCUSSION

The City of St. Charles will continue with its membership in the Chamber of Commerce for 2026.

10. ADJOURN

There was no further business; the meeting was adjourned at 7:26 p.m.

**Motion by Allison, second by Blomme, to adjourn. Roll: Ayes – unanimous. Motion passes.**

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Megan Allison, Mayor Pro Tem

Attest:

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Tracy Kozak, Clerk/Treasurer

The next regular scheduled council meeting is January 12, 2026.