



# City Council Meeting Minutes

December 16, 2025 at 5:30 PM

St. James City Hall – Council Chambers

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## 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 - 12.02.2025 Work Session

Motion made by Rushing, Seconded by Lindee.

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

Upon voice vote, it was unanimously approved.

### B. Consideration to Approve Minutes – 12.02.2025 Council Meeting

Motion made by Lindee, Seconded by Hanson.

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 \$469,186.03 is as follows: \$469,186.03 Check No. 705504 - 705583 as listed in the check register.

Motion made by Craig, Seconded by Rushing.

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**

- A. Consideration to Approve Second Reading of Proposed Ordinance No. 033, 4th - Rezoning Property from R-1, One-and-Two Family Residential District to B-4, Highway Commercial Business District

Ordinance No. 033, 4th Series authorizes the rezoning from R-1, one-and-two family residential district to B-4, highway commercial business district.

Motion made by Craig, Seconded by Harris Ordinance 033, 4th Series received its second reading. Upon hand vote the following voted:

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

Whereupon Mayor Christopher Whitehead declared Ordinance 033, 4th Series to have received its second reading.

- B. Consideration to Approve Second Reading of Proposed Ordinance No. 034, 4th - Establishing the Zoning Designation for Annexed Property

Ordinance No. 034, 4th Series establishes the zoning designation for annexed property.

Motion made by Hanson, Seconded by Rushing Ordinance 034, 4th Series received its second reading. Upon hand vote the following voted:

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

Whereupon Mayor Christopher Whitehead declared Ordinance 034, 4th Series to have received its second reading.

## **12. NEW BUSINESS**

- A. Consideration to Approve Resolution 12.25.05 - Setting Property Tax Levy for the Year 2026  
Resolution 12.25.05 sets the property tax levy for the year 2026.

Motion made by Harris, Seconded by Craig. Upon hand vote, the following voted:

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

Whereupon Mayor Christopher Whitehead declared Resolution 12.25.05 duly passed 5-0.

- B. Consideration to Approve Resolution 12.25.06 - Setting the City Budget for the Year 2026  
Resolution 12.25.06 sets the City budget for the year 2026.

Motion made by Hanson, Seconded by Rushing. Upon hand vote, the following voted:

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

Whereupon Mayor Christopher Whitehead declared Resolution 12.25.06 duly passed 5-0.

- C. Consideration to Approve Resolution 12.25.07 - Establishing Annual Polling Place Location for Elections

Resolution 12.25.07 establishes the annual polling location for elections.

Motion made by Lindee, Seconded by Harris. Upon hand vote, the following voted:

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

Whereupon Mayor Christopher Whitehead declared Resolution 12.25.07 duly passed 5-0.

- D. Consideration to Approve Resolution 12.25.08 - Authorizing Certification by the City Clerk to the County Auditor of Certain Consent Assessments

Resolution 12.25.08 authorizes certification of consent assessment agreements. The City allows residents to complete necessary work in order to keep city utilities properly functioning. This necessary and relevant work and improvements can be assessed to the property taxes with interest.

Motion made by Harris, Seconded by Rushing. Upon hand vote, the following voted:  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 12.25.08 duly passed 5-0.

- E. Consideration to Approve Resolution 12.25.09 - Authorizing Certification by the City Clerk to the County Auditor of Certain Delinquent Accounts

Resolution 12.25.09 authorizes certification of delinquent accounts that need to be certified to the County. These accounts appear to be uncollectible except by action against the property.

Motion made by Lindee, Seconded by Hanson. Upon hand vote, the following voted:  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 12.25.09 duly passed 5-0.

- F. Consideration to Approve Resolution 12.25.10 - Authorizing the City Clerk-Treasurer to Transfer Funds as Budgeted in 2025

Resolution 12.25.10 authorizes the City Clerk-Treasurer to transfer funds set aside in the 2025 budget, along with additional purchase requests made throughout 2025.

Motion made by Craig, Seconded by Rushing. Upon hand vote, the following voted:  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 12.25.10 duly passed 5-0.

- G. Consideration to Approve Resolution 12.25.11 - Authorizing the City Clerk-Treasurer to Transfer Funds as Budgeted in 2025

Resolution 12.25.11 authorizes the City Clerk-Treasurer to transfer bond payments set aside in the 2025 budget.

Motion made by Lindee, Seconded by Craig. Upon hand vote, the following voted:  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 12.25.11 duly passed 5-0.

- H. Consideration to Approve Resolution 12.25.12 - Approving Ordinance No. 033, 4th Series Rezoning Property from R-1, One-And Two-Family Residential District to B-4, Highway Commercial Business District and Authorizing the Title and Summary for Publication

Resolution 12.25.12 authorizes the rezoning from R-1, one-and-two family residential district to B-4, highway commercial business district. This resolution also approved the title and summary for publication.

Motion made by Hanson, Seconded by Craig. Upon hand vote, the following voted:  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 12.25.12 duly passed 5-0.

- I. Consideration to Approve Resolution 12.25.13 - Approving Ordinance No. 034, 4th Series Establishing the Zoning Designation for Annexed Property and Authorizing the Title and Summary for Publication

Resolution 12.25.13 establishes the zoning designation for annexed property. This resolution also approves the title and summary for publication.

Motion made by Harris, Seconded by Rushing. Upon hand vote, the following voted:  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 12.25.13 duly passed 5-0.

- J. Consideration to Approve Resolution 12.25.14 - Accepting Donations from the Community

Resolution 12.25.14 accepts the donations received in 2025.

Motion made by Harris, Seconded by Craig. Upon hand vote, the following voted:  
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared Resolution 12.25.14 duly passed 5-0.

### **13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS**

### **14. ADJOURNMENT**

Motion made by Rushing, Seconded by Craig.

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

All Yea - motion carried. The meeting adjourned at 5:51 p.m.

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Kristin Hurley, City Clerk-Treasurer