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# CITY OF CENTERVILLE

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## REGULAR SESSION MEETING MINUTES

**December 15, 2025**

Mayor O'Connor called the meeting to order at 6:00 p.m.

Roll Call - Present: Brauman, Creagan, Kruzic, Hamilton, and Sherwood.

Mayor O'Connor led the Pledge of Allegiance.

Kruzic moved, seconded by Brauman, to approve the agenda presented. Ayes: All. The motion carried.

No Public Forum comments were provided.

Sherwood moved, seconded by Brauman, to approve the consent agenda as presented, which includes the following: Approval of Minutes of December 1, 2025, Regular Council Meeting; Approval of Committee/Board Minutes: Airport Commission Meeting 11-10-2025; Library Board Meeting 11-12-2025; Historic Preservation Commission 12-03-2025, 9:30 am; Historic Preservation Commission 12-03-2025, 2:30 pm; Historic Preservation Commission 11-26-2025; Wastewater Project Report October 2025 – Strand Eng.; Approval of Res. 2025-4184 – FY27 Airport Capital Improvement Plan; Approval of FY25 Annual Financial Report; Approval of Reg. 2025-4185 – Tax Abatement for 543 Haynes – Creagan; Approval of Mayor's Appointment of Jamie Sales to the Planning and Zoning Commission, replacing Randy Hash, with a term ending July 1, 2027. Roll Call Vote: Ayes: Brauman, Kruzic, Hamilton, and Sherwood. Nayes: None. Abstain: Creagan. The motion carried.

Creagan moved, seconded by Kruzic, to approve the bills as presented. Ayes: All. Motion carried.

Brauman moved, seconded by Hamilton, to approve the November 2025 Financial Report. Ayes: All. Motion carried.

Departmental reports highlighting the activities of the City Administrator, Public Works Director, and Library Director were presented.

City Administrator Report 12/15/2025: **Municipal Leadership Academy:** The Iowa League of Cities runs a training series for elected and appointed officials. The dates for the MLA 1 course have been posted. This course is designed for new Council members.

There is also the MLA 2 course for returning Council members, which delves more deeply into the elected official role. For any council member interested, the Iowa League of Cities will host the course virtually during the first week of January. Please let the Administrator know if you would like to attend.

The MLA 3 course will also be available in April.

**Council Tablets:** To enhance connectivity with the City, other Council members, and the public, the Council will now receive tablets from the City. This will ensure that members can communicate with the public through their City email addresses without needing to use their personal email addresses. The

tablets and cases are available for council members to pick up. The City Administrator will reach out to schedule a time to ensure each council member knows how to operate the new tablets.

**EMS Medical Director:** We have reached a tentative agreement for a new EMS Medical Director. The Administrator is working on the medical director contract to start at the beginning of the Calendar year. Dr. Kathy Lange extended her role for an additional two months to ensure there is no lapse in coverage.

**Public Works Shed Land Lease:** The City Administrator and PW Director are working on the extension of the land lease for the ground under the City PW shed on Franklin St. The proposed extension would extend the current lease from 2029 to 2059. The agreement is currently under review by the Fair board. The Fair Board has so far declined to make a counteroffer on the lease extension, and the board has completed some of the work that was to be included in the agreement. At this point, the current extension effort appears stalled. The City will develop additional strategies to extend this agreement but may need to include the construction of a new public works building in the FY28/FY29 budget.

**FY27 Annual Budget:** The Administrator and Dept. Heads have begun work on the FY27 Annual Budget (July 1, 2026 – June 30, 2027). We are currently working through Capital Project requirements, anticipating the initial council committees' discussion to begin in December 2025. City staff attended the annual Budget Workshop, hosted by the Iowa League of Cities and the Iowa Department of Management, in Ottumwa last week.

**Airport Project:** Airport project engineers, the FAA, and the City Administrator met to discuss changes to the proposed T-Hangar project. The initial project design review showed a cost increase of more than double the original estimate, primarily due to increased concrete taxiway requirements. The revised proposal would build an 80' x 80' Box Hangar instead of a six-bay T-Hangar. This change is projected to reduce the cost of meeting the current FAA entitlement.

**Recodification:** Cities in Iowa are required to recodify their City Codes every five years. The City is working with Simmering-Cory/Iowa Codification to complete this process.

#### **Stabilize, Tear-Down and Renovate (STAR):**

**(S) Stabilization:** Ongoing stabilization efforts are through the code enforcement department and the rental inspection program.

**(T): Housing Abandonments/Demolitions for 2025:** 902 E. State (demolished), 411 N. 7<sup>th</sup> (demolished), 717 N. 13<sup>th</sup> (Demolished, Under Construction), 620 N. 10<sup>th</sup> (Demolished, Under Construction), 1216 S 16<sup>th</sup> (Pending Demolition), 541/549 N. Park (Demolished), 1701 S. 19th (Demolished, pending conveyance), 1337 Haynes (Demolished, conveyed); 919 S. 16<sup>th</sup> (pending demolition); 512 N. 10<sup>th</sup> (pending demolition), 823 S. 16<sup>th</sup> (City Acquired).

**(T) Demolition Grant Program:** Nine properties have been approved for the demolition grant: 714 S. 17<sup>th</sup>, 706 W. Maple, 505 N. Park, 1115 S. 18<sup>th</sup>, 109 N. 18<sup>th</sup>, 115 N. 18<sup>th</sup>, 1604 Drake, 724 W. Washington, and 626 W. Van Buren. Based on the City's estimated demolition cost, this represents approximately \$72,000 in cost avoidance to date.

**(R)Renovate:** Currently, two structures acquired through the STAR program are being renovated by local contractors and groups (801 S. Main and 202 W. Wall). Renovations help remediate blighted structures while reducing the City's overall costs by avoiding City demolition.

**FISH (Financial Incentive to Stabilize Housing):**

**Housing Catalog:** The Administrator is working with PACT and Lockridge to develop a housing catalog. This project will create a simple guide of the lots available in town and the building plans that meet Zoning and Building Code requirements. The catalog is intended to increase housing starts.

**TIF Rebate:** The first application for the TIF Rebate for the construction of a new home has been received. The final approval for the release of that payment should be presented to the Council in January. This program provides up to \$9,000 in cash incentives to developers who construct or significantly renovate properties. The City recoups the incentive through TIF. To receive the rebate, the owner must complete a minimum valuation agreement and a City Occupancy Certification.

City Administrator Fraser presented a special report on the FY26 Budget status as of November 2025.

**Public Works Department Report 12-15-25:** Distributed 15,955,000 gallons of water this month compared to 17,895,000 last month and 15,515,000 a year ago; Treated 15,584,000 gallons of wastewater this month compared to 18,878,000 last month and 21,203,000 a year ago; Completed monthly operating reports for IDNR- 3; Completed utility locates, daily work orders, water testing, and vehicle maintenance; Completed all utility locates; Completed meter reading and shut-offs- 43; Flushed dead end hydrants per schedule; Water leaks- 1; Poured concrete apron load out west of salt shed; Plowed snow streets- 5; Plowed snow from square/ side streets, city hall, and library- 3; Hauled snow from square/ side streets, city hall, and library- 1; Applied 80,250 gallons of digested sludge from west plant; Removed UV disinfection lights at east and west plants; House demolitions at 919 South 16<sup>th</sup> and 1216 South 16<sup>th</sup>. We have two more to work on; Replace street sweeper fuel tank; Jetted 415' of sewer main; Trash route- 4; Hawkins attended Iowa Association of Municipal Utilities conference; Hawkins, Smothers, Smith, Beck, Siverts, Steele, Bedford, and Sands attended online continuing education classes; Meetings- Department Head and Water Board.

Upcoming: Continue house demolitions, working on budget numbers.

**Drake Public Library DEC FY26 Directors Report.**

Kids' Stuff: Children's Programs – 3 Storytimes in December, Mondays at 10:30 am and at 3:30 pm; 3 Craft Days every Thursday after school; LEGO Day on Friday, December 12<sup>th</sup>.

Adults: Adult Schedule – Book Chat will be December 17<sup>th</sup> at 12:15. Everyone is bring their “recommended” title or author to share; Adult Coloring is on Thursdays at 1:30 pm: A special Storytime for CCB day-hab on December 4.

In-House Stats: Circulations – 2,373; Reference – 96; Computer Users – 138; Program Participants – Adult – 67, Child – 80; Meeting room use – 25; WiFi Users – 347

Online Resources: ILLs-44; Bridges – 808; Mometrix – 5

Collaborations: We will be working with Centerville Community Betterment and First Resources staff to create program opportunities for their adult day-hab participants.

PACT Economic Development Director Chandler Shook provided an introduction and a report on current Economic Development priorities.

Agenda Item 4E, “Initial Notes on the FY27 Budget Process,” was postponed to the January 5th, 2026, Council meeting due to incorrect documents included in the packet.

City Clerk Kayla Moorman swore in Mayor Mike O’Connor.

Mayor Mike O’Connor swore in Councilmember at-Large Ron Creagan.

Mayor Mike O’Connor swore in Councilmember Ward 2 Kris Hoffman.

Mayor Mike O’Connor read a proclamation of thanks for outgoing Councilmember Ward 2 Don Sherwood.

Sherwood moved, seconded by Hamilton, to approve Res. 2025-4186 Accepting the Wastewater Project and closeout documents for the Wastewater Project. Roll Call Vote: Ayes: Brauman, Creagan, Hamilton, Kruzic, and Sherwood. Nayes: None. Motion carried.

Creagan moved, seconded by Kruzic, to adjourn at 6:38 p.m. until the regular council meeting on January 5, 2026, at 6:00 p.m. Ayes: All. The motion carried.

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Jason Fraser, City Administrator

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Mike O’Connor, Mayor