



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE: October 3, 2025

AGENDA ITEM: Discussion and Consideration of Special Events Application Liz Petersen
Grier – Touch-a-Truck

ACTION: Approval

Purpose

To request Council approval of a Special Events Permit for the upcoming Touch-A-Truck event scheduled for Saturday, October 18, 2025, from 10:00 a.m. to 12:00 p.m. at the Springmier Library.

Event Overview

- Event Name: Touch-A-Truck
- Organizer: Liz Petersen Grier
- Expected Attendance: 100+
- Description: An interactive program where children and families can explore and learn about city, emergency, and local business vehicles.

Logistics

- Parking: Patron parking will be available on the east side or in the high school parking lot.
- Restrooms: Public library restrooms will be available for attendees.
- Setup/Take Down: Trucks will arrive at 9:00 a.m. and depart by 12:00 p.m.
- Police, Fire, and Public Works: No special police protection requested. Notifications will be sent to Johnson County Sheriff, Tiffin Fire, and Public Works as standard procedure.
- Signage/Tents: No temporary signage or tents requested.
- Insurance: Proof of insurance is required and will be attached to the permit file.

Recommendation

Staff recommends approval of the Special Events Permit for the Touch-A-Truck event, pending receipt of all required documentation and departmental notifications.

ATTACHMENTS: Special Event Application



City of Tiffin

Special Events Permit Application

APPLICATIONS MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT

EVENT INFORMATION:

Event Name: Touch - A - Truck
Description of Event: Interactive program where kids and families can experience city, emergency, & local business vehicles

Date of Event: 10/18/25
Time of Event: 10:00am - 12:00pm
Location of Event: Springmier Library
Size of Event: (Attendees) 100+

CONTACT INFORMATION:

Event Contact Name: Liz Petersen Grier
Contact Email: lpetersen@tiffin-iowa.org
Event ON SITE Contact Name: Liz Petersen Grier
Contact Email: lpetersen@tiffin-iowa.org

Contact Phone: 319 621 5591
Contact Phone: 319 621 5591

LOGISTICS: Please provide maps

Parking & Traffic Plan: Patron parking in East side or HS parking lot
Plan for Police Protection: (if needed) N/A
Plan for Restroom Facilities & Locations: Public library restrooms
Plan for Setup/Take down: Trucks arrive @ 9am, Trucks leave @ 12:00pm
Temporary Sign Request: (if needed) N/A
Tents (size, type and purpose of each tent): N/A

FOOD VENDORS (Required to have active Mobile Food License Permit with City of Tiffin)

VENDORS (NON-FOOD, RIDES)

ADDITIONAL LICENSING:

Proof of Insurance (Please attach): _____
Alcoholic Beverage License, Name License will be under (Please attach): _____

I certify that I am the person authorized to act on behalf of the event to request this permit and understand and agree to pay on behalf of the City all sums which the City shall be obligated to pay by reason of any liability imposed upon the City for damages of any kind resulting from use of public property and the public right of way, whether sustained by any person or persons, caused by accident or otherwise and shall defend as its own expense and on behalf of the City any claim against the City arising out of the use of public property and the public right of way and agree to follow all other ordinances that shall pertain including Ordinance 2008-277, City of Tiffin, Iowa. I understand that I will not erect any temporary signage for the event prior to City Approval of signage.

Liz Petersen Grier
Signature

9/9/25
Date

For City Use:

Authorized City Signature: _____ Date: _____
Copy to Applicant: _____ Johnson Co. Sheriff Notified: _____ Public Works Notified: _____ Tiffin Fire Notified: _____