



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: October 17, 2025

AGENDA ITEM: Approval of the October 7, 2025 Council Minutes

ACTION: Approval

ATTACHMENTS: Council Minutes

City of Tiffin, Iowa

Meeting: Tiffin City Council Meeting
Place: Springmier Community Library, 311 West Marengo Road, Tiffin, Iowa 52340
Date/Time: October 7, 2025 – 7:00 p.m.
Web Page: www.tiffin-iowa.org
Posted: October 3, 2025 (website & front entry of City Hall)

Mayor:	Tim Kasperek	City Administrator:	Doug Boldt
Council At Large:	Tim Orris – Mayor Pro-Tem	Asst. City Administrator:	Ashley Platz
Council At Large:	Al Havens	City Attorney:	Crystal Raiber
Council At Large:	Skylar Limkemann	City Clerk:	Abigail Hora
Council At Large:	Chris Olney	W/WW Superintendent:	Brett Mehmen
Council At Large:	Eric Schnedler	D. of Public Works:	Brian Detert
		Building Official:	Brian Shay
		Recreation Director:	Vacant
		Fire Chief:	Brad Hill
		City Engineer:	MSA Professional Services

Work Session - Call to Order – 6:00 PM

A. Roll Call

The City of Tiffin City Council held a work session Tuesday, October 7, 2025, at the Springmier Community Library located inside the Clear Creek Amana Middle School. Mayor Kasperek called the meeting to order at 6:02 PM. Upon roll being called the following members were present: Eric Schnedler, Al Havens, Chris Olney, Tim Orris and Skylar Limkemann. Others present were City Administrator Doug Boldt, Assistant City Administrator Ashley Platz and City Clerk Abigail Hora.

B. Agenda Additions/Agenda Approval

Motion to approve agenda by Olney.

Second by Orris.

All ayes, agenda approved.

C. Discussion and Review of Parks and Recreation Job Description

Discussion: City Administrator Doug Boldt reviewed the Parks and Recreation Director job description with Council. Council agreed to include that residency is preferred, and the position will be posted before the end of the week.

D. Discussion and Review of Potential Amphitheater Project off of Boardwalk Avenue

Discussion: Scott Andersen was present to discuss the potential amphitheater project. City Administrator Doug Boldt suggested holding a future meeting to further review the project and gain a clearer understanding of possible partnerships, operations, and funding options.

E. Questions from Council Members regarding items on the Regular City Council Agenda or Reports

F. Other Business

G. Adjournment

Motion to adjourn by Limkemann.

Second by Schnedler.

All ayes, meeting adjourned at 6:52 PM.

A. Regular Session - Call to Order – 7:00 PM

B. Roll Call

The City of Tiffin City Council held a regular session Tuesday, October 7, 2025, at the Springmier Community Library located inside the Clear Creek Amana Middle School. Mayor Kasperek called the meeting to order at 7:01 PM. Upon roll being called the following members were present: Eric Schnedler, Al Havens, Chris Olney, Tim Orris and Skylar Limkemann. Others present were City Administrator Doug Boldt, Assistant City Administrator Ashley Platz and City Clerk Abigail Hora.

C. Agenda Additions/Agenda Approval

Motion to approve agenda by Havens.

Second by Orris.

All ayes, agenda approved.

D. Communications and Reports

1. Unscheduled

This is an opportunity for those wishing to address the City Council on an item NOT on the agenda. If you wish to address the Council on subjects pertaining to today's meeting agenda, please wait until that item on the agenda is reached.

If you wish to speak now, please approach the lectern and give your name and address for the public record before discussing your item. As a reminder each speaker is limited to 3 minutes or less. As an additional reminder, in accordance with public meeting laws, the Council may only discuss or act on matters that are presented on this agenda.

E. Consent Agenda

Note: These are routine items and will be enacted by one motion without separate discussion unless a Council Member requests separate consideration.

1. Approval of the September 16, 2025, City Council Minutes

2. Approval of Summary of Receipts Report

Motion to approve Consent Agenda which includes City Council Minutes and Summary of Receipts by Olney.

Second by Orris.

All ayes, consent agenda approved.

F. Mayoral Proclamation

1.

G. Public Hearing

1. Public Hearing on Ordinance No. 2025-521 – An Ordinance to Amend the Municipal Code of Tiffin, Iowa, Chapter 160, Flood Plain Management

a. Close Public Hearing and Proceed to H-1

Motion to open Public Hearing on Ordinance No. 2025-521 – An Ordinance to Amend the Municipal Code of Tiffin, Iowa, Chapter 160, Flood Plain Management by Orris.

Second by Schnedler.

Roll Call: Havens, Orris, Olney, Schnedler, Limkemann.

Discussion: Nothing Received at City Hall.

Motion to close Public Hearing on Ordinance No. 2025-521 – An Ordinance to Amend the Municipal Code of Tiffin, Iowa, Chapter 160, Flood Plain Management by Schnedler.

Second by Orris.

Roll Call: Orris, Olney, Schnedler, Limkemann, Havens.

All ayes, motion carried.

H. Ordinance Approval/Amendment

1. Ordinance No. 2025-521 – An Ordinance to Amend the Municipal Code of Tiffin, Iowa, Chapter 160, Flood Plain Management

a. Motion to Approve First Reading and Proceed to Second Reading

Motion to approve Ordinance No. 2025-521 – An Ordinance to Amend the Municipal Code of Tiffin, Iowa, Chapter 160, Flood Plain Management by Havens.

Second by Orris.

Roll Call: Olney, Schnedler, Limkemann, Havens, Orris.

All ayes, first reading approved.

I. Resolutions for Approval

1. Resolution 2025-076 – A Resolution Setting the Date of November 4, 2025, for a Public Hearing on the Tiffin Urban Renewal Plan Amendment. Motion to approve by Orris.

Second by Schnedler.

Roll Call: Schnedler, Limkemann, Havens, Orris, Olney.

All ayes, motion carried.

2. Resolution 2025-077 – A Resolution Approving the Full Release of the Escrow for the Tiffin West Improvements. Motion to approve by Olney.
Second by Orris.
Roll Call: Limkemann, Havens, Orris, Olney, Schnedler.
All ayes, motion carried.
3. Resolution 2025-078 – A Resolution Authorizing the Consolidation of Bank Accounts. Motion to approve by Orris.
Second by Schnedler.
Roll Call: Havens, Orris, Olney, Schnedler, Limkemann.
All ayes, motion carried.

J. Old Business

- 1.

K. Motions for Approval

1. Consideration of Payables List – Motion to approve by Havens.
Second by Orris.
All ayes, motion carried.
2. Discussion and Consideration of Change Order #8 – Rathje Construction, Tiffin Urbanization Phase 3 – Motion to approve by Orris.
Second by Havens.
All ayes, motion carried.
3. Discussion and Consideration of Pay Application #2 – Tricon Construction Group, Water Treatment Plant Upgrades – Motion to approve by Orris.
Second by Havens.
All ayes, motion carried.
4. Discussion and Consideration of Pay Application #7 – Boomerang Corporation, North Park Road Improvements Project – Motion to approve by Havens.
Second by Orris.
All ayes, motion carried.
5. Discussion and Consideration of Pay Application #5 – Miron Construction, Recreation Center – Motion to approve by Orris.
Second by Olney.
All ayes, motion carried.
6. Discussion and Consideration of Special Events Application – Touch-a-Truck, Springmier Library – Motion to approve by Limkemann.
Second by Schnedler.
All ayes, motion carried.
7. Discussion and Consideration of Special Events Application – Dance Marathon, Deja Brew – Motion to approve by Orris.
Second by Schnedler.
All ayes, motion carried.
8. Discussion and Consideration of One-time Water and Sewer Adjustment for 704 Rolling Hills Drive and Council Action as Needed. Motion to approve by Havens.
Second by Orris.
All ayes, motion carried.
9. Discussion and Consideration to Approve the Parks and Recreation Job Description and Proceed with Advertising for the Position and Council Action as Needed. Motion to include residency preferred with a salary of \$80,000-\$90,000 by Orris.

Second by Schnedler.
All ayes, motion carried.

10. Discussion and Consideration of the Purchase of New Thermal Imaging Camera for Fire Department and Council Action as Needed. Motion to approve by Limkemann.

Second by Olney
All ayes, motion carried.

11. Discussion and Consideration of City of Tiffin providing Matching Grant Funds for the Iowa Department of Natural Resources Fire Department Grant Application and Council Action as Needed.

Motion to approve by Schnedler.
Second by Orris.
All ayes, motion carried.

12. Motion to Adjourn from Regular Session into Closed Session in Accordance with Iowa Code Chapter 21.5(j) for Potential Real Estate Purchase by Schnedler.

Second by Orris.
Roll Call: Havens, Orris, Olney, Schnedler, Limkemann.
All ayes, motion carried.
Motion to adjourn from closed session to regular session by Limkemann.
Second by Schnedler.
Roll Call: Orris, Olney, Schnedler, Limkemann, Havens.
All ayes, motion carried.

L. Reports to be Received/Filed

1. City Engineer's Report

M. Reports from City Personnel

1. Mayor's Report – Nothing to Report.
2. City Council Reports – Nothing to Report.
3. Director of Public Work's Report – Nothing to Report.
4. Building Official's Report – Nothing to Report.
5. Water/Wastewater Superintendent's Report – Nothing to Report.
6. Recreation Director's Report – Nothing to Report.
7. Fire Chief's Report – Nothing to Report.
8. Law Enforcement Report – Nothing to Report.
9. City Attorney's Report – Nothing to Report.
10. City Administrator's Report – Included in the Packet.

N. Adjournment

Motion to adjourn by Schnedler.
Second by Orris.
All ayes, meeting adjourned at 7:52 PM.



_____, October 14th, 2025
Abigail Hora, City Clerk