



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: June 26, 2025

AGENDA ITEM: Approval of the June 17, 2025 Council Minutes

ACTION: Approval

MAYOR/COUNCIL ACTION: Motion to Approve

ATTACHMENTS: Council Minutes

PREPARED BY: Abigail Hora, City Clerk

DATE PREPARED: June 26, 2025

City of Tiffin, Iowa

Meeting: Tiffin City Council Meeting
Place: Tiffin City Hall, 300 Railroad Street, Tiffin, Iowa 52340
Date/Time: June 17, 2025 – 7:00 PM
Web Page: www.tiffin-iowa.org
Posted: June 13, 2025 (website & front entry of City Hall)

Mayor:	Tim Kasparek	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:	Frank Haege
		Fire Chief:	Brad Hill
		City Engineer:	MSA Professional Services

Work Session - Call to Order – 5:30 PM

A. Roll Call

The City of Tiffin City Council held a work session Tuesday, June 17, 2025, at the City Hall Council Chambers. Mayor Kasparek called the meeting to order at 5:34 PM. Upon roll being called the following members were present: Eric Schnedler (arrived at 5:56 PM), Al Havens, Chris Olney, Tim Orris (present via phone) 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 Havens.

All ayes, agenda approved.

C. County Elected Officials Presentation – County Attorney, Treasurer, Auditor and Sheriff

Discussion: Scott Finlayson, Johnson County Treasurer, provided an update on the Iowa Tax and Tags website, highlighting new features such as payment reminders and the option to set up a payment plan. Rachel Zimmerman Smith, Johnson County Attorney, shared a report on the activities and operations of her office. Sheriff Brad Kunkel gave an update on staffing within the Sheriff's Office and discussed the ongoing evaluation of the jail and next steps for pursuing a bond referendum.

D. Discussion of Traffic Signal at Village Drive and Roberts Ferry Road

Discussion: City Administrator Doug Boldt provided an update on the traffic signal at Village Drive and Roberts Ferry Road. A Right-of-Way permit from the Iowa DOT will be required for the work. The cost, including engineering, will be split three ways.

E. Discussion and Update of Rec Fest and Improvements to Park Place City Center Park Area

Discussion: Brianna Wilkerson and Scott Anderson were present to review proposed changes. A special City Council meeting is scheduled for noon on Tuesday, June 24th to discuss the rebranding effort.

F. Review of ICSC Economic Development Conference

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

H. Other Business

I. Adjournment

Motion to adjourn by Olney.

Second by Schnedler.

All ayes, meeting adjourned at 7:00 PM.

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

B. Roll Call

The City of Tiffin City Council held a work session Tuesday, June 17, 2025, at the City Hall Council Chambers. Mayor Kasparek called the meeting to order at 7:03 PM. Upon roll being called the following members were present: Eric Schnedler, Al Havens, Chris Olney, Tim Orris (present via phone) 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 Limkemann.

Second by Schnedler.

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 June 3, 2025, City Council Minutes
2. Approval of Summary of Receipts Report
3. Approval of Clerk's/Treasurers Report
4. Approval of Cigarette License Renewal – July 1, 2025 – Kum & Go, The Depot Express, Parkside Liquor, Fareway, Hometown Spirits and Casey's General Stores
5. Approval of Liquor License Renewal – Bryants Off 6
6. Approval of Liquor License Renewal – Kum & Go #137

Motion to approve the Consent Agenda by Havens.

Second by Limkemann.

All ayes, consent agenda approved.

F. Mayoral Proclamation

- 1.

G. Public Hearing

1. Public Hearing on the Approval of a Proposed Development Agreement with 80/380, LLC, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement

- a. Close Public Hearing and Proceed to I-1

Motion to open Public Hearing on the Approval of a Proposed Development Agreement with 80/380, LLC, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement by Olney.

Second by Limkemann.

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

Discussion: Nothing Received at City Hall.

Motion to close Public Hearing on the Approval of a Proposed Development Agreement with 80/380, LLC, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement by Olney

Second by Havens.

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

All ayes, motion carried.

H. Ordinance Approval/Amendment

1. Ordinance No. 2025-520 – An Ordinance Amending the Municipal Code of Tiffin, Iowa, Section 92.02 of Chapter 92, Rates for Service
 - a. Motion to Approve Second Reading and Proceed to Third ReadingOrdinance No. 2025-520 – An Ordinance Amending the Municipal Code of Tiffin, Iowa, Section 92.02 of Chapter 92, Rates for Service by Olney.
Second by Havens.
Roll Call: Schnedler, Limkemann, Havens, Orris, Olney.
All ayes, second reading approved.

I. Resolutions for Approval

1. Resolution No. 2025-064 – A Resolution Approving a Development Agreement with 80/380, LLC, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement. Motion to approve Resolution No. 2025-064 – A Resolution Approving a Development Agreement with 80/380, LLC, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement by Limkemann.
Second by Schnedler.
Roll Call: Olney, Schnedler, Limkemann, Havens, Orris.
All ayes, motion carried.
2. Resolution No. 2025-065 – A Resolution Approving an Amended Development Agreement with 80/380, LLC, Authorizing Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement. Motion to approve Resolution No. 2025-065 – A Resolution Approving an Amended Development Agreement with 80/380, LLC, Authorizing Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement by Limkemann.
Second by Schnedler.
Roll Call: Limkemann, Havens, Orris, Olney, Schnedler.
All ayes, motion carried.
3. Resolution No. 2025-066 – A Resolution to Update the Petty Cash/Change Fund and Policies on Use Thereof. Motion to approve Resolution No. 2025-066 – A Resolution to Update the Petty Cash/Change Fund and Policies on Use Thereof by Limkemann.
Second by Havens.
Roll Call: Havens, Orris, Olney, Schnedler, Limkemann.
All ayes, motion carried.
4. Resolution No. 2025-067 – A Resolution Setting the Salaries for the Appointed Officers and Employees of the City of Tiffin, Iowa. Motion to table Resolution No. 2025-067 – A Resolution Setting the Salaries for the Appointed Officers and Employees of the City of Tiffin, Iowa to with the directive to the city administrator to reevaluate the park and recreation director position and bring it back before the Council at the next Council meeting by Limkemann.
Second by Schnedler.
Roll Call: Orris, Olney, Schnedler, Limkemann, Havens.
All ayes, motion carried.
5. Resolution No. 2025-068 – A Resolution for the Partial Release of the Escrow for the Tiffin West Improvements. Motion to approve Resolution No. 2025-068 – A Resolution for the Partial Release of the Escrow for the Tiffin West Improvements by Limkemann.
Second by Schnedler.
Roll Call: Olney, Schnedler, Limkemann, Havens, Orris.
All ayes, motion carried.
6. Resolution No. 2025-069 – A Resolution Setting the Date of July 1, 2025, for a Public Hearing for the Annexation of Certain Properties to the City of Tiffin, Iowa. Motion to approve Resolution No.

2025-069 – A Resolution Setting the Date of July 1, 2025, for a Public Hearing for the Annexation of Certain Properties to the City of Tiffin, Iowa by Limkemann.

Second by Schnedler.

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

All ayes, motion carried.

J. Old Business

1.

K. Motions for Approval

1. Consideration of Payables List – Motion to approve by Limkemann.

Second by Schnedler.

All ayes, motion carried.

2. Consideration of Change Order #4 – Rathje Construction, Original Town Urbanization Project – Motion to approve by Limkemann.

Second by Havens.

All ayes, motion carried.

L. Reports to be Received/Filed

1. May Johnson County Sheriff's Report
2. Monthly Departmental Budget Reports

M. Reports from City Personnel

1. Mayor's Report – Nothing to Report.
2. City Council Reports – Discussion: Council Member Schnedler noted that the fire department logo still references the association rather than Tiffin Fire.
3. Director of Public Work's Report – Nothing to Report.
4. Building Official's Report – Nothing to Report.
5. Water/Wastewater Superintendent's Report – Discussion: Water/Wastewater Superintendent Brett Mehmen reported that a change order for North Park Road is forthcoming, involving two service connections for an additional tie-in from Boomerang.
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 Engineer's Report – Nothing to Report.
10. City Attorney's Report – Nothing to Report.
11. City Administrator's Report – Discussion: City Administrator Doug Boldt reported having had a kickoff meeting for Special Census which will be October 15, 2025.

N. Adjournment

Motion to adjourn by Limkemann.

Second by Schnedler.

All ayes, meeting adjourned at 7:40 PM.



_____, June 19th, 2025
Abigail Hora, City Clerk