City of Tiffin, Iowa

Meeting:	**Tiffin City Council Meeting**
Place:	**Tiffin City Hall, 300 Railroad Street, Tiffin, Iowa 52340**
Date/Time:	**July 1, 2025 – 7:00 PM**
Web Page:	**www.tiffin-iowa.org**
Posted:	**June 27, 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 – 6:00 PM

A. Roll Call

The City of Tiffin City Council held a work session Tuesday, July 1, 2025, at the City Hall Council Chambers. Mayor Kasparek called the meeting to order at 6:05 PM. Upon roll being called the following members were present: Eric Schnedler (present via Microsoft Teams), 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 Orris.
Second by Olney.
All ayes, agenda approved.

C. Discussion and Review of Prairie Village Commercial and Prairie Village Residential

Discussion: Matt Adam reviewed the Final Plat of Prairie Village Part 3, Phase 4 with the council. This consists of two areas. One is the lot for the Iowa Healthcare facility and the other is the remaining multi-family section for DR Horton. Minor punch list items remain which is covered by the escrow agreement. The remaining items for the subdivision such as the connection of Kimberlite, the traffic signal, the completion of the pedestrian trail and the amenities for the detention/retention pond will be completed and/or tied to the DOT's Highway 6 widening project and the final phase of the subdivision.

D. Discussion of Drainage Improvements at the Fire Station

Discussion: Council Member Skylar Limkemann expressed a preference for Parking Lot Option 3, noting it offers a 100% reduction in stormwater runoff.

E. Review of ICSC Economic Development Conference

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

G. Other Business

H. Adjournment

Motion to adjourn by Schnedler.
Second by Limkemann.
All ayes, meeting adjourned at 7:01 PM.

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

B. Roll Call

The City of Tiffin City Council held a regular session Tuesday, July 1, 2025, at the City Hall Council Chambers. Mayor Kasparek called the meeting to order at 7:04 PM. Upon roll being called the following

members were present: Eric Schnedler (present via Microsoft Teams), 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 Orris
Second by Limkemann.
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 17, 2025, City Council Minutes
2. Approval of Summary of Receipts Report
3. Approval of Liquor License Renewal – Casa Tequilla Authentic Mexican Grill
4. Approval of Special Events Liquor License Renewal – Pinseekers Tiffin

Motion to approve Consent Agenda which includes City Council Minutes, Summary of Receipts Report, Liquor License Renewal for Casa Tequila and Special Events Liquor License for Pinseekers by Olney.
Second by Orris.
All ayes, consent agenda approved.

F. Mayoral Proclamation

1.

G. Public Hearing

1. Public Hearing on the Annexation of Certain Property to the City of Tiffin
    a. Close Public Hearing and Proceed to I-1

Motion to open Public Hearing on the Annexation of Certain Property to the City of Tiffin by Orris.
Second by Limkemann.
Roll Call: Havens, Orris, Olney, Schnedler, Limkemann.
Discussion: Nothing Received at City Hall.
Motion to close Public Hearing on the Annexation of Certain Property to the City of Tiffin 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 Third and Final Reading

Motion to approve by Havens.
Second by Orris.
Roll Call: Schnedler, Limkemann, Havens, Orris, Olney.
All ayes, motion carried.

I. Resolutions for Approval

1. Resolution No. 2025-070 – A Resolution Approving the Annexation of Certain Properties to the City of Tiffin, Iowa. Motion to approve by Havens.
Second by Orris.

Roll Call: Olney, Schnedler, Limkemann, Havens, Orris.
All ayes, motion carried.

2. Resolution No. 2025-071 – A Resolution Approving Amendment to the Developer's Agreements for Prairie Village. Motion to approve by Limkemann.
   Second by Olney.
   Roll Call: Limkemann, Havens, Orris, Olney, Schnedler.
   All ayes, motion carried.

3. Resolution No. 2025-072 – A Resolution Approving the Escrow Agreement for Prairie Village Part 3, Phase 4. Motion to approve by Limkemann.
   Second by Orris.
   Roll Call: Havens, Orris, Olney, Schnedler, Limkemann.
   All ayes, motion carried.

4. Resolution No. 2025-073 – A Resolution Approving the Final Plat for Prairie Village, Part 3, Phase 4. Motion to approve by Limkemann.
   Second by Orris.
   Roll Call: Orris, Olney, Schnedler, Limkemann, Havens.
   All ayes, motion carried.

J. Old Business

1. Resolution No. 2025-067 – A Resolution Setting the Salaries for the Appointed Officers and Employees of the City of Tiffin, Iowa. Motion to approve by Olney.
   Second by Havens.
   Roll Call: Olney, Schnedler, Limkemann, Havens, Orris.
   All ayes, motion carried.

K. Motions for Approval

1. Consideration of Payables List – Motion to approve by Orris.
   Second by Olney.
   All ayes, motion carried.

2. Consideration of Change Order #5 – Rathje Construction, Original Town Urbanization Project – Motion to approve by Orris.
   Second by Limkemann.
   All ayes, motion carried.

3. Consideration of Change Order #6 - Rathje Construction, Original Town Urbanization Project – Motion to approve by Orris.
   Second by Limkemann.
   All ayes, motion carried.

4. Consideration of Change Order #1 – Tricon Construction Group, Water Treatment Plant Upgrade – Motion to approve by Orris.
   Second by Limkemann.
   All ayes, motion carried.

5. Consideration of Pay Application #2 – Miron Construction, Recreation Center Project – Motion to approve by Orris.
   Second by Havens.
   All ayes, motion carried.

6. Consideration of Pay Application #4 – Boomerang Corporation, North Park Road Improvements Project – Motion to approve by Olney.
   Second by Orris.
   All ayes, motion carried.

7. Consideration of Pay Applications #4 and #5 – GHS Development/Maxwell Construction, Tiffin Heights West Watermain Extension – Motion to approve by Orris.
   Second by Havens.
   All ayes, motion carried.
8. Consideration of Accepting Bid from Cornerstone Excavating for the Earth Stockpile Spreading Project – Motion to approve by Olney.
   Second by Orris.
   All ayes, motion carried.
9. Discussion and Consideration to Update City of Tiffin Electronic Message Sign and Council Action as Needed. Motion to approve by Orris.
   Second by Schnedler.
   All ayes, motion carried.

L. Reports to be Received/Filed

1.

M. Reports from City Personnel

1. Mayor's Report – Nothing to Report.
2. City Council Reports – Discussion: Council Person Limkemann reported on a few grant application for the Fire Department. Council Person Schnedler would like the bushes on the East Side of Roberts Ferry Road removed.
3. Director of Public Work's Report - Discussion: Public Works Director Brian Detert reported that staff have been training on the jetter truck and utilizing it for various projects around town. He also noted a lack of mulch at City Park and Woodfield Park, with plans to re-mulch both areas in the near future.
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 Engineer's Report – Included in the Packet
10. City Attorney's Report - Nothing to Report.
11. City Administrator's Report – Discussion: City Administrator Doug Boldt reported on his written report.

N. Adjournment

Motion to adjourn by Orris.
Second by Schnedler.
All ayes, meeting adjourned at 8:09 PM.

Abigail Hora

_____ July 8th, 2025
Abigail Hora, City Clerk