



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: April 3, 2026

AGENDA ITEM: Resolution No. 2026-022 – A Resolution Approving the Partial Release of the Escrow for 80/380 Commerce Park First Addition

ACTION: Motion

Background

The City Council approved the Final Plat for 80/380 Commerce Park First Addition on April 15, 2025. As a condition of that approval, the developer, 80/380 Commerce Park, LLC, entered into an escrow agreement with the City in the amount of \$419,890.86 to ensure completion of public infrastructure improvements, including the Village Drive Extension.

A walkthrough of the Village Drive Extension was conducted, and follow-up inspections were completed to evaluate construction status and remaining punch list items.

Staff is requesting City Council approval of Resolution No. 2026-022, approving a partial release of escrow associated with the 80/380 Commerce Park First Addition. The escrow was established at the time of final plat approval to guarantee completion of required on-site and off-site public improvements. Based on inspections and recommendations from the City Engineer, the majority of the improvements have been substantially completed, and a partial release is appropriate at this time.

City staff and the City Engineer conducted site visits on February 6, 2026, with a subsequent visit on April 2, 2026. As documented in the walkthrough and the Brain Engineering Status Update dated April 2, 2026, the following summarizes the current project status:

- Major roadway, grading, stormwater, and utility infrastructure is substantially complete
- Testing has been completed and results submitted
- Construction debris removal, service stub verification, basin grading, outlet structure installation, and apron trash guards have been completed
- Remaining items include:
 - Monitoring of reseeded areas for stabilization
 - Removal of erosion control after stabilization
 - Installation of street signage, pavement markings, and street lighting
 - Coordination on select tree removal and trimming
 - Final confirmation that intake throat openings meet SUDAS standards

These remaining items are standard close-out activities and will remain secured by the remaining escrow balance.

Village Drive Work Remaining	Total
Seeding	\$2,000.00
Erosion Control Removal	\$8,860.00
Construction Debris	-
Street Signage	\$10,000.00
Street Markings	\$6,294.00
Finish Grade	-
Detention Grading	-
Water Tower Gravel	-
Tree Removal	10,000.00
Misc Other Work	\$12,000.00
<u>SUM</u>	<u>\$49,154.00</u>

Staff Recommendation

City staff and the City Engineer recommend approval of Resolution No. 2026-022, approving a partial release of escrow in the amount of \$370,736.86 to 80/380 Commerce Park, LLC, with the remaining balance retained until all outstanding items are completed and approved.

ATTACHMENTS: Resolution, Brain Engineering Punchlist & MSA Current Walkthrough

RESOLUTION NO. 2026-022

**A RESOLUTION APPROVING THE PARTIAL RELEASE OF THE ESCROW FOR
80/380 COMMERCE PARK FIRST ADDITION**

Whereas, The City approved the Final Plat of 80/380 Commerce Park First Addition on April 15, 2025; and,

Whereas, with the approval of the final plat, an escrow agreement with 80/380 Commerce Park, LLC was also approved in the amount of \$419,890.86, for certain on-site and off-site improvements; and,

Whereas, a walk-through of subdivision has been performed that substantially completed the stated improvements in the escrow agreement.

Now, therefore be it resolved by the City Council of the City of Tiffin, Iowa, based on the recommendation of the City Engineer and City Staff, to partially release \$370,736.86 to 80/380 Commerce Park, LLC from the original escrowed amount of \$419,890.86.

On the 7th day of April, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson _____ introduced **RESOLUTION NO. 2026-022, A RESOLUTION APPROVING THE PARTIAL RELEASE OF THE ESCROW FOR 80/380 COMMERCE PARK FIRST ADDITION** and made a motion for approval. Motion seconded by Councilperson _____.

Ayes:
Nays:
Absent:

Whereupon _____ Council members were present and voted approval and Mayor Kasperek declared that the **RESOLUTION NO. 2026-022, A RESOLUTION APPROVING THE PARTIAL RELEASE OF THE ESCROW FOR 80/380 COMMERCE PARK FIRST ADDITION** to be adopted and signified his approval of the same by affixing his signature thereto.

Passed by the City Council on the 7th day of April, 2026.

City of Tiffin

Tim Kasperek, Mayor

ATTEST: _____
Abigail Hora, City Clerk

April 2 2026

Mr. Andrew Inhelder, P.E.
Project Manager
MSA Professional Services, Inc.
6045 Rockwell Drive NE, Suite A
Cedar Rapids, Iowa 52402

Project Name: Village Drive Extension
Project Number: 13603028
Date: April 2, 2026

Andrew,

I've summarized, below, response to the LIST OF ITEMS TO BE CORRECTED OR COMPLETED, dated 02/12/2026.

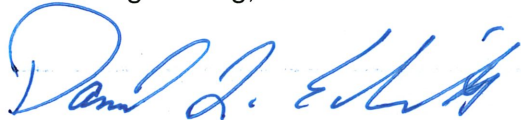
- 1) Reseeding has taken place. Growth and stabilization should be monitored.
- 2) Applicable erosion control measures are remaining. Removal shall occur upon appropriate stabilization of specific protection areas.
- 3) Construction debris has been removed. The RCP pipe section, located east of the water tower, was there prior to this project.
- 4) Service stubs are located appropriately.
- 5) Street signage remains uninstalled.
- 6) Pavement markings have yet to be completed.
- 7) Street lights and electric utilities are scheduled for installation in the very near future. Gas main will be installed as development commences throughout the undeveloped properties adjacent to the roadway.
- 8) Testing has been completed and results submitted.
- 9) Completed
- 10) Completed

Mr. Andrew Inhelder
April 2, 2026
Page 2 of 2

- 11) Touch up basin grading has been completed. The basin shall be monitored, until stabilized, for erosion/sediment accumulation after rainfall events. An as-built survey has been completed. The basin appears to be in substantial conformance with the design plans. The survey will be provided.
- 12) Apron trash guards have been installed.
- 13) Outlet structure construction/installation has been completed.
- 14) These items have been completed under supervision/cooperation with the water department.
- 15) This hill has been graded and has been seeded.
- 16) Completed
- 18) Coordination between the developer and the city shall take place for removal of this tree along with the two trees in Item # 17.
- 19) Coordination between the developer and the city shall take place for trimming of these trees in conjunction with the tree removals.
- 20) A number of the intakes have an opening that appears to be narrower than SUDAS standard. I will want to walk through this with the contractor to resolve and document the remedy.

Should you have any questions or further comments, please contact me at our office.

Sincerely,
Brain Engineering, Inc.



Daniel L. Schmidt, PE
Vice President



LIST OF ITEMS TO BE CORRECTED OR COMPLETED

Project: Village Drive Extension
Tiffin, Iowa
Project Number: 13603028

Original Project Visit Date: 02/06/2026
Subsequent Project Visit Dates: 04/02/2026

Issue Date: 04/02/2026

This list of items to be completed or corrected itemizes observed portions of the installation of workmanship and/or material items that fail to meet the intent of the contract documents. The work shall be considered finally complete only when all of the noted items have been corrected and/or completed. This list of items to be completed or corrected shall not be construed as having any other purpose but to notify the contractor/developer of visible deviations from the contract documents that were observed on the date noted. Omissions or unnoted items do not relieve the contractor from his or her responsibility to complete all work in accordance with the contract documents.

LIST OF ITEMS TO BE CORRECTED OR COMPLETED

Tiffin Heights Village Drive Extension

Project Number: 13603028

Issue Date: 02/06/2026

ITEM	DESCRIPTION	ASSIGNED TO	DATE APPROVED
1	Seeding – reseed ROW as necessary including slope south of water tower with permanent grass.	Developer	
2	Remove erosion control after stabilization.	Developer	
3	Remove all construction debris if present, including the RCP pipe section east of the water tower.	Developer	4/2/26
4	Verify all service stubs are marked appropriately in the field	Developer	4/2/26
5	Install all street signage		
6	Install pavement markings		
7	Provide electrical, gas, and street lighting.	Developer	
8	Perform and provide testing as documented in attached.	Developer	4/2/26
9	Finish grade around utility structures (hydrants, valve boxes, manholes, intakes, cleanouts)	Developer	4/2/26
10	Grading around eastern end of project and backfill.	Developer	4/2/26
11	Touch up grading as needed around NE detention basin and provide as-built survey verifying basin meets design	Developer	
12	Install storm apron trash guards at east end of project and in detention basin	Developer	4/2/26
13	Finish construction of outlet structure in NE detention basin.	Developer	4/2/26
14	Grade water tower entrance road to meet road inside fence. Gate will be raised by City Staff as long as the poles are high enough. Looks like there is ~12"-18" of room left on existing poles. Remove gravel around paved entrance to water tower and reseed. Provide granular surfacing per plans for entrance.	Developer	4/2/26
15	Grade hill south of water tower to provide mowable surface and reseed with permanent grass.	Developer	4/2/26
16	Grade west and east of water tower entrance drive to provide smooth mowable grade.	Developer	4/2/26
17	Remove 2 evergreen trees at east end along the western side of South Park Road, south of Village Drive.	Developer City	2/12/26
18	Remove 1 dead tree abutting southern curb ramp at east end of project.	Developer	To be coordinated with City Staff
19	Trim evergreen trees along the south side of Village drive near the eastern side. Trim in line with curb or slightly behind curb.	Developer	To be coordinated with City Staff
20	Verify intake throat openings meet SUDAS standards.	Developer	