



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: October 3, 2025

AGENDA ITEM: Approval of the September 16, 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: September 16, 2025 – 7:00 p.m.
Web Page: www.tiffin-iowa.org
Posted: September 12, 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, September 16, 2025, at the Springmier Community Library located inside the Clear Creek Amana Middle School. Mayor Kasperek called the meeting to order at 6:00 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 Havens.

All ayes, agenda approved.

C. Discussion and Review of Parks and Recreation Job Description

Discussion: City Administrator Doug Boldt reviewed the current job description for the Parks and Recreation Director. Council agreed to keep the title as is, gauge interest from candidates, and network at the League Conference. The updated job description responsibilities for the new Recreation Center will be included and will be brought to the next council meeting, after which the position will be posted.

D. Discussion and Review of current Maintenance Schedules for all City of Tiffin AED's

Discussion: The AED presentation, given by Fire Marshal Erb, highlighted the importance of keeping AEDs “rescue ready” through regular maintenance. Key points included monthly battery and pad checks, annual professional service, proper documentation, and assigning responsibility to ensure reliability and public safety.

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 7:00 PM.

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

B. Roll Call

C. The City of Tiffin City Council held a regular session Tuesday, September 16, 2025, at the Springmier Community Library located inside the Clear Creek Amana Middle School. Mayor Kasperek 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 and Skylar Limkemann. Others present were City Administrator Doug Boldt, Assistant City Administrator Ashley Platz and City Clerk Abigail Hora.

D. Agenda Additions/Agenda Approval

Motion to approve agenda by Havens.

Second by Olney.

All ayes, agenda approved.

E. 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.

F. 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 2, 2025, City Council Minutes

2. Approval of the September 8, 2025, Special City Council Minutes

3. Approval of Summary of Receipts Report

4. Approval of Liquor License Renewal – Pinseekers Tiffin Operations

Motion to approve Consent Agenda which includes City Council Minutes, Special City Council Minutes, Summary of Receipts Report and Liquor License Renewal for Pinseekers Tiffin Operations by Schnedler.

Second by Limkemann.

All ayes, consent agenda approved.

G. Mayoral Proclamation

1.

H. Public Hearing

1.

I. Ordinance Approval/Amendment

1.

J. Resolutions for Approval

1. Resolution 2025-075 – Resolution Setting as Public Hearing to Consider Adoption of an Updated Floodplain Management Ordinance for the City of Tiffin, Iowa. Motion to approve by Limkemann.

Second by Havens.

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

All ayes, motion carried.

K. Old Business

1.

L. 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 Pay App #9 – Rathje Construction – Tiffin Urbanization Phase 3 – Motion to approve by Limkemann.

Second by Orris.

All ayes, motion carried.

3. Consideration of Resignation of Jillian Shrader from the Board of Adjustment – Motion to approve by Olney.

Second by Schnedler.
All ayes, motion carried.

4. Consideration of Resignation of Brad Hill from the Tiffin Fire Department – Motion to approve by Schnedler.
Second by Havens.
Ayes: Schnedler, Havens, Orris.
Nays: Limkemann, Olney.
Motion carried, 3-2.
5. Discussion and Consideration Special Event Application – Infuse Chruch’s Halloween Hike –
Motion to approve by Havens.
Second by Orris.
All ayes, motion carried.
6. Motion to Adjourn from Regular Session into Closed Session in Accordance with Iowa Code Chapter 21.5(j) for Potential Real Estate Purchase by Limkemann.
Second by Orris.
Roll Call: Havens, Orris, Schnedler, Limkemann, Olney.
All ayes, motion carried.
Motion to adjourn from Closed Session into Regular Session by Orris.
Second by Havens.
Roll Call: Orris, Schnedler, Limkemann, Olney, Havens.
All ayes, motion carried.

L. Reports to be Received/Filed

1. Johnson County Sheriff Report – August 2025
2. Miron – Project Update – Tiffin Recreation Center

M. Reports from City Personnel

1. Mayor’s Report – Discussion: Mayor Kasparek thanked everyone for attending the Recreation Center groundbreaking ceremony and noted that he received an email from Council Member Olney suggesting naming one of the community rooms after former Mayor Berner.
2. City Council Reports – Discussion: Council Member Limkemann asked if a sidewalk connection on Ella could be added to improve walkability to the new trail on the north side of Oakdale Blvd.
3. Director of Public Work’s Report – Nothing to Report.
4. Building Official’s Report – Discussion: Building Official Brian Shay thanked Council for the support on a building issue in town.
5. Water/Wastewater Superintendent’s Report – Discussion: Water/Wastewater Superintendent Brett Mehmen reported progress on the water treatment plant.
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 Orris.
Second by Limkemann.
All ayes, meeting adjourned at 8:01 PM.



Abigail Hora, City Clerk

September 18th, 2025