



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: October 31, 2025

AGENDA ITEM: Approval of the October 21, 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 21, 2025 – 7:00 p.m.
Web Page: www.tiffin-iowa.org
Posted: October 17, 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:	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 21, 2025, at the Springmier Community Library located inside the Clear Creek Amana Middle School. Mayor Kasparek called the meeting to order at 6:08 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 Highway 6 Reconstruction Project and the Intersections of Croell Avenue and Kimberlite Street

Discussion: MSA Professional Services conducted a traffic operations study for the US 6 intersections at Croell Avenue and Kimberlite Street, evaluating five improvement options to address growth and safety concerns through 2045. James Watters from MSA was present via Microsoft Teams. Council narrowed down the options to one and four. Option one was Croell Ave having an offset right-turn lane and Kimberlite Street having a traffic signal. Option four was both intersections having a traffic signal. Council asked James to get pricing on both of these options for the next Council meeting.

D. Discussion and Review of New Full-time Fire Chief Job Description

Due to lack of time during the Work Session this item was discussed during the regular meeting.

Discussion: City Administrator Doug Boldt reviewed the job description for the full-time Fire Chief position. Council Person Schnedler requested rewording the residency requirement to state, “Residency within a reasonable response time to the Tiffin Fire Department’s response area will be required,” and adding “township” to the sentence referencing geography knowledge to read, “Knowledge of city and township geography, including streets, water systems, and major infrastructure.” This will be placed on the agenda for approval at the next council meeting. City Administrator Boldt also connected with an individual who provided a quote to potentially assist with the hiring process once the job description is approved and the position is advertised.

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 Orris.

All ayes, meeting adjourned at 7:02 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 21, 2025, at the Springmier Community Library located inside the Clear Creek Amana Middle School. Mayor Kasperek called the meeting to order at 7:05 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 amend agenda by moving item WS-D to item M-Reports from City Personnel by Limkemann.
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 October 7, 2025, City Council Minutes
2. Approval of Summary of Receipts Report
3. Approval of Clerk's/Treasurers Report

Motion to approve Consent Agenda which includes City Council Minutes, Summary of Receipts and Clerks/Treasurers Report by Limkemann.

Second by Orris.

All ayes, consent agenda approved.

F. Mayoral Proclamation

- 1.

G. Public Hearing

- 1.

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 Second Reading

Motion to approve by Limkemann.

Second by Orris.

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

All ayes, second reading approved.

I. Resolutions for Approval

1. Resolution 2025-079 – A Resolution Approving the Creation of a Reserve Savings Account for the Fire Department for the Acquisition, Possession, and Maintenance of Fire, Rescue, and Emergency Medical Service Major Equipment and Vehicles. Motion to approve by Havens.

Second by Olney.

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

All ayes, motion carried.

2. Resolution 2025-080 – A Resolution Authorizing the entering into a Developer’s Agreement with Homemakers Plaza, Inc., Tiffin, Iowa, for the Final Plat of Homemakers Plat 1. Motion to approve by Limkemann.
Second by Orris.
Roll Call: Olney, Schnedler, Limkemann, Havens, Orris.
All ayes, motion carried.
3. Resolution 2025-081 – A Resolution Approving the Final Plat for Homemakers Plat 1. Motion to approve by Orris.
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 Havens.
Second by Orris.
All ayes, motion carried.
2. Discussion and Consideration of Change Order #1 – Cornerstone Excavating, Earth Stockpile Spreading Project – Motion to approve by Orris.
Second by Havens.
All ayes, motion carried.
3. Discussion and Consideration of Pay Application #1 – Cornerstone Excavating, Earth Stockpile Spreading Project – Motion to approve by Orris.
Second by Havens.
All ayes, motion carried.
4. Discussion and Consideration of One-time Water and Sewer Adjustment for 609 Doe Avenue Drive and Council Action as Needed. Motion to approve by Olney.
Second by Orris.
All ayes, motion carried.
5. Discussion and Consideration to Approve the Sale of Fire Truck and Council Action as Needed.
Motion to approve by Orris.
Second by Limkemann.
All ayes, motion carried.
6. Discussion and Consideration of Hiring a Public Works Maintenance Worker and Council Action as Needed. Motion to approve by Limkemann.
Second by Schnedler.
All ayes, motion carried.
7. Discussion and Consideration to enter a 28E Agreement with North Liberty Fire Department-Shared Use of Facepiece Fit Testing Equipment – Motion to approve by Limkemann.
Second by Schnedler.
All ayes, motion carried.

L. Reports to be Received/Filed

1. Johnson County Sheriff’s Report – September 2025
2. Monthly Departmental Budget Reports

M. Reports from City Personnel

1. Mayor’s Report – Discussion: Nothing to Report.
2. City Council Reports – Discussion: Nothing to Report.

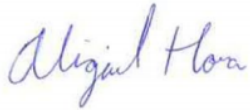
3. Director of Public Work's Report – Nothing to Report.
4. Building Official's Report - Nothing to Report.
5. Water/Wastewater Superintendent's Report – Nothing to Report.
6. Recreation Director's Report - Nothing to Report.
7. Fire Chief's Report - Nothing to Report.
8. Law Enforcement Report – Nothing 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 7:41 PM.



_____, October 22nd, 2025
Abigail Hora, City Clerk