

# City of Tiffin, Iowa

**Meeting:** Tiffin City Council Meeting  
**Place:** Tiffin City Hall, 300 Railroad Street, Tiffin, Iowa 52340  
**Date/Time:** May 20, 2025 – 7:00 PM  
**Web Page:** [www.tiffin-iowa.org](http://www.tiffin-iowa.org)  
**Posted:** May 16, 2025 (website & front entry of City Hall)

|                          |                           |                                  |                           |
|--------------------------|---------------------------|----------------------------------|---------------------------|
| <b>Mayor:</b>            | Tim Kasparek              | <b>City Administrator:</b>       | Doug Boldt                |
| <b>Council At Large:</b> | Tim Orris – Mayor Pro-Tem | <b>Asst. City Administrator:</b> | Ashley Platz              |
| <b>Council At Large:</b> | Al Havens                 | <b>City Attorney:</b>            | Crystal Raiber            |
| <b>Council At Large:</b> | Skylar Limkemann          | <b>City Clerk:</b>               | Abigail Hora              |
| <b>Council At Large:</b> | Chris Olney               | <b>W/WW Superintendent:</b>      | Brett Mehmen              |
| <b>Council At Large:</b> | Eric Schnedler            | <b>D. of Public Works:</b>       | Brian Detert              |
|                          |                           | <b>Building Official:</b>        | Brian Shay                |
|                          |                           | <b>Recreation Director:</b>      | Frank Haege               |
|                          |                           | <b>Fire Chief:</b>               | Brad Hill                 |
|                          |                           | <b>City Engineer:</b>            | MSA Professional Services |

## **Work Session - Call to Order – 6:30 PM**

### **A. Roll Call**

The City of Tiffin City Council held a work session Tuesday, May 20, 2025, at the City Hall Council Chambers. Mayor Kasparek (present via Microsoft Teams) called the meeting to order at 6:31 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 (present via Microsoft Teams), 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 360-degree Conference Camera and TV for City Council Chambers**

Discussion: City Administrator Doug Boldt and Assistant City Administrator Ashley Platz discussed TV options and a 360-degree conference camera with the Council. In a previous meeting the Owl 3 was presented however Council has decided to purchase the Owl 4. A committee will be formed to redesign the Council Chambers and present a recommendation to the Council. Schnedler and Limkemann volunteered to serve on the committee.

### **D. Questions from Council Members regarding items on the Regular City Council Agenda or Reports**

### **E. Other Business**

### **F. Adjournment**

Motion to adjourn by Limkemann.

Second by Orris.

All ayes, meeting adjourned at 6:58 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, May 20, 2025, at the City Hall Council Chambers. Mayor Kasparek (present via Microsoft Teams) called the meeting to order at 7:00 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 (present via Microsoft Teams), Assistant City Administrator Ashley Platz and City Clerk Abigail Hora.

**D. Agenda Additions/Agenda Approval**

Motion to approve agenda by Orris.

Second by Limkemann.

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.

Discussion: Ed Swim, 210 Summerhays St, problems were reported with the condition of Brown Street with suggestions for an alternative sealing method.

**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 May 6, 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 Report and Clerk/Treasurers Report by Olney.

Second by Limkemann.

All ayes, consent agenda approved.

**G. Mayoral Proclamation**

**1. 65<sup>th</sup> Annual National Public Works Week**

**H. Public Hearing**

**1. Public Hearing for the FY 2024-2025 Budget Amendment**

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

Motion to open Public Hearing for the FY 2024-2025 Budget Amendment by Havens.

Second by Orris.

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

Discussion: Nothing Received at City Hall.

Motion to close Public Hearing for the FY 2024-2025 Budget Amendment by Olney.

Second by Orris.

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

All ayes, motion carried.

**2. Public Hearing on a Proposed Amendment to the Tiffin Urban Renewal Area**

**a. Close Public Hearing and Proceed to I-2**

Motion to open Public Hearing on a Proposed Amendment to the Tiffin Urban Renewal Area by Orris.

Second by Limkemann.

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

Discussion: Nothing Received at City Hall.

Motion to close Public Hearing on a Proposed Amendment to the Tiffin Urban Renewal Area by Limkemann.

Second by Orris.

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

All ayes, motion carried.

**I. Ordinance Approval/Amendment**

**1.**

**J. Resolutions for Approval**

1. Resolution No. 2025-051 – A Resolution Approving the FY 2024-2025 Budget Amendment. Motion to approve Resolution No. 2025-051 – A Resolution Approving the FY 2024-2025 Budget Amendment by Havens.  
Second by Limkemann.  
Roll Call: Olney, Schnedler, Limkemann, Havens, Orris.  
All ayes, motion carried.
2. Resolution No. 2025-052 – A Resolution to Approve an Urban Renewal Plan Amendment for the Tiffin Urban Renewal Area. Motion to approve Resolution No. 2025-052 – A Resolution to Approve an Urban Renewal Plan Amendment for the Tiffin Urban Renewal Area by Havens.  
Second by Orris.  
Roll Call: Havens, Orris, Olney, Schnedler, Limkemann.  
All ayes, motion carried.
3. Resolution No. 2025-053 – A Resolution Authorizing the Transfer of Funds. Motion to approve Resolution No. 2025-053 – A Resolution Authorizing the Transfer of Funds by Orris.  
Second by Limkemann.  
Roll Call: Orris, Olney, Schnedler, Limkemann, Havens.  
All ayes, motion carried.
4. Resolution No. 2025-054 – A Resolution Setting the Salaries for the Employees of the City of Tiffin, Iowa. Motion to approve Resolution No. 2025-054 – A Resolution Setting the Salaries for the Employees of the City of Tiffin, Iowa by Limkemann.  
Second by Orris.  
Roll Call: Olney, Schnedler, Limkemann, Havens, Orris.  
All ayes, motion carried.
5. Resolution No. 2025-055 – A Resolution Setting the Date of June 3, 2025, for a Public Hearing to Increase Water Rate Structure for the City of Tiffin for the Water Treatment Plant Upgrade Project. Motion to approve Resolution No. 2025-055 – A Resolution Setting the Date of June 3, 2025, for a Public Hearing to Increase Water Rate Structure for the City of Tiffin for the Water Treatment Plant Upgrade Project by Havens.  
Second by Orris.  
Roll Call: Schnedler, Limkemann, Havens, Orris, Olney.  
All ayes, motion carried.
6. Resolution No. 2025-056 – A Resolution Setting the Date of June 17, 2025, for a Meeting at which it is Proposed to Approve a Development Agreement with 80/380, LLC, Including Annual Appropriation Tax Increment Payments. Motion to approve Resolution No. 2025-056 – A Resolution Setting the Date of June 17, 2025, for a Meeting at which it is Proposed to Approve a Development Agreement with 80/380, LLC, Including Annual Appropriation Tax Increment Payments by Orris.  
Second by Limkemann.  
Roll Call: Limkemann, Havens, Orris, Olney, Schnedler.  
All ayes, motion carried.
7. Resolution No. 2025-057 – A Resolution Approving the Revised Escrow Agreement with 80/380 Commerce Park, LLC. Motion to approve Resolution No. 2025-057 – A Resolution Approving the Revised Escrow Agreement with 80/380 Commerce Park, LLC by Orris.  
Second by Limkemann.  
Roll Call: Havens, Orris, Olney, Schnedler, Limkemann.  
All ayes, motion carried.
8. Resolution No. 2025-058 – A Resolution Approving the Updated Developer's Agreement for 80/380 Commerce Park, LLC. Motion to approve Resolution No. 2025-058 – A Resolution Approving the Updated Developer's Agreement for 80/380 Commerce Park, LLC by Limkemann.

Second by Olney.

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

All ayes, motion carried.

**K. Old Business**

1.

**L. Motions for Approval**

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

Second by Orris.

All ayes, motion carried.

2. Consideration of Revised Pay Application #2 – Boomerang Corporation, North Park Road Improvements Project – Motion to approve by Orris.

Second by Limkemann.

All ayes, motion carried.

3. Consideration of Pay Application #3 – GHS Development/Maxwell Construction, Tiffin Heights West Watermain Extension – Motion to approve by Orris.

Second by Havens.

All ayes, motion carried.

4. Discussion and Consideration of Installing an RRRB (Rectangular Rapid Flash Beacon) on the Clear Creek Trail at the Roberts Ferry Road Crossing and Council Action as Needed. Motion to approve by Orris.

Second by Limkemann.

All ayes, motion carried.

5. Discussion and Consideration of Memorandum of Understanding between the City of Tiffin, the Clear Creek Amana Community School District and Homemakers Plaza for the shared use a Detention/Retention Facility as Council Action as Needed. Motion to approve by Orris.

Second by Limkemann.

All ayes, motion carried.

**L. Reports to be Received/Filed**

1. April 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 Person Orris reported that the Tiffin Community Fund is looking to replace the dumpster at City Park.
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 preconstruction meeting for the water plant upgrade went well and dirt work will start beginning of June.
6. Recreation Director's Report – Nothing to Report.
7. Fire Chief's Report – z 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 – Written Report in Packet.

**N. Adjournment**

Motion to adjourn by Orris.

Second by Limkemann.

All ayes, meeting adjourned at 7:43 PM.

A handwritten signature in blue ink that reads "Abigail Hora".

\_\_\_\_ May 22nd, 2025  
Abigail Hora, City Clerk