

City of Tiffin, Iowa

Agenda Item: E-1

Meeting: Tiffin City Council Meeting
Place: Springmier Community Library, 311 West Marengo Road, Tiffin, Iowa 52340
Date/Time: November 4, 2025 – 7:00 p.m.
Web Page: www.tiffin-iowa.org
Posted: October 31, 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 – 6:30 PM

A. Roll Call

The City of Tiffin City Council held a work session Tuesday, November 4, 2025, at the Springmier Community Library located inside the Clear Creek Amana Middle School. Mayor Kasparek called the meeting to order at 6:33 PM. Upon roll being called the following members were present: Eric Schnedler, Al Havens, Chris Olney, Tim Orris and Skylar Limkemann (arrived at 6:40 PM). 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 New Full-time Fire Chief Job Description

Discussion: Council Person Olney requested that the following language be added under required special qualifications: “Satisfy the requirements of an Iowa EMS Service Director.” The position will be posted later this week, with a recommended salary range of \$90,000–\$100,000.

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

E. Other Business

F. Adjournment

Motion to adjourn by Schnedler.

Second by Orris.

All ayes, meeting adjourned at 6:57 PM.

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

B. Roll Call

The City of Tiffin City Council held a regular session Tuesday, November 4, 2025, at the Springmier Community Library located inside the Clear Creek Amana Middle School. Mayor Kasparek called the meeting to order at 7:00 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.

C. Agenda Additions/Agenda Approval

Motion to approve agenda with the of tabling item K-2 by Havens.

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 21, 2025, City Council Minutes

2. Approval of Summary of Receipts Report

Motion to approve Consent Agenda which includes City Council Minutes and Summary of Receipts Report by Olney.

Second by Havens.

All ayes, motion carried.

F. Mayoral Proclamation

1.

G. Public Hearing

1. Public Hearing on the Proposed November, 2025 Amendment to the Tiffin Urban Renewal Area

a. Close Public Hearing and Proceed to I-1

Motion to open Public Hearing on the Proposed November, 2025 Amendment to the Tiffin Urban Renewal Area by Orris.

Second by Schnedler.

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

Discussion: Nothing Received at City Hall.

Motion to close Public Hearing on the Proposed November, 2025 Amendment to the Tiffin Urban Renewal Area by Olney

Second by Orris.

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

All ayes, motion carried.

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 Third and Final Reading

Motion to approve by Orris.

Second by Havens.

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

All ayes, third and final reading approved.

I. Resolutions for Approval

1. Resolution 2025-082 – A Resolution to Approve Urban Renewal Plan Amendment for the Tiffin Urban Renewal Area. Motion to approve by Orris.

Second by Schnedler.

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

All ayes, motion carried.

2. Resolution 2025-083 – A Resolution Approving a 28E Between the City of North Liberty and the City of Tiffin for Cost Sharing for Certain Firefighting Protective Equipment. Motion to approve by Schnedler.

Second by Orris.

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

All ayes, motion carried.

3. Resolution 2025-084 – A Resolution Approving the Transfer of Proceeds from the Sale of City Equipment into the Fire Department Savings Account. Motion to approve by Olney.
Second by Havens.
Roll Call: Havens, Orris, Olney, Schnedler, Limkemann.
All ayes, motion carried.
4. Resolution 2025-085 – A Resolution Authorizing Economic Development Grant Agreement with Honey Lane Development, LLC and Authorizing Internal Advance for Funding of Economic Development Grant Thereunder. Motion to approve by Orris.
Second by Havens.
Roll Call: Orris, Olney, Schnedler, Limkemann, Havens.
All ayes, motion carried.
5. Resolution 2025-086 – A Resolution Approving the Escrow and Partial Release Agreement for Tiffin Heights West. Motion to approve by Orris.
Second by Schnedler.
Roll Call: Olney, Schnedler, Limkemann, Havens, Orris.
All ayes, motion carried.
6. Resolution 2025-087 – A Resolution Approving the Final Plat of Tiffin Heights West. Motion to approve by Orris.
Second by Olney.
Roll Call: Schnedler, Limkemann, Havens, Orris, Olney.
All ayes, motion carried.
7. Resolution 2025-088 – A Resolution Approving the Release and License Agreement for the North Liberty Fire Department Training Tower Facility and Hands-on Waiver. Motion to approve by Havens.
Second by Orris.
Roll Call: Limkemann, Havens, Orris, Olney, Schnedler.
All ayes, motion carried.

J. Old Business

1.

K. Motions for Approval

1. Consideration of Payables List – Motion to approve by Schnedler.
Second by Orris.
All ayes, motion carried.
2. Discussion and Consideration of Change Order #9 – Rathje Construction, Original Town Urbanization Project Phase 3 – Item was tabled during agenda item C.
3. Discussion and Consideration of Pay Application #10 – Rathje Construction, Original Town – Motion to approve by Orris.
Second by Schnedler.
All ayes, motion carried.
4. Discussion and Consideration of Pay Application #8 – Boomerang Corporation, North Park Road Improvements Project – Motion to approve by Orris.
Second by Olney.
All ayes, motion carried.
5. Discussion and Consideration of Pay Application #6 – Miron Construction, Recreation Center – Motion to approve by Orris.
Second by Havens.
All ayes, motion carried.

6. Discussion and Consideration of Change Order #11 – Boomerang Corporation, North Park Road Improvements Project – Motion to approve by Havens.
Second by Orris.
All ayes, motion carried.
7. Discussion and Consideration of Pay Application #3 – Tricon Construction Group, Water Treatment Plant Upgrades – Motion to approve by Havens.
Second by Orris.
All ayes, motion carried.
8. Discussion and Consideration to Approve the Full-time Fire Chief Job Description and Proceed with Advertising for the Position and Council Action as Needed. Motion to approve by Orris.
Second by Schnedler.
All ayes, motion carried.
9. Discussion and Consideration of Quote from Next Level Response Solutions LLC. for Assessment Center Services for the hiring of New Fire Chief and Council Action as Needed. Motion to approve by Limkemann.
Second by Schnedler.
All ayes, motion carried.
10. Discussion and Consideration of One-Time Water & Sewer Adjustment – 204 Village Drive #4 – Motion to approve by Havens.
Second by Olney.
All ayes, motion carried.

L. Reports to be Received/Filed

1. City Engineer Report

M. Reports from City Personnel

1. Mayor's Report – Nothing to Report.
2. City Council Reports – Discussion: Council Person Schnedler would like the City to add two additional street lights on Roberts Ferry and Dogwood Ln. Council Person Limkemann would like to revisit the trail plan as this could be on a future work session agenda. Would also like to look into asphaltting the shoulders of Roberts Ferry Road from the bridge to Village Dr.
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. Special City Council Meeting on November 25th at 6:00 PM.

N. Adjournment

Motion to adjourn by Schnedler.

Second by Limkemann.

All ayes, meeting adjourned at 7:31 PM.



November 5th, 2025
Abigail Hora, City Clerk