

Tiffin Regular City Council Meeting

Regular Formal Council Meeting

October 07, 2025 07:00 pm



October 7, 2025

7:00 PM

Regular Formal

City Council Meeting

Springmier Community Library

311 West Marengo Road, Tiffin, Iowa 52340

www.tiffin-iowa.org

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:

Frank Haege

Fire Chief:

Brad Hill

1. A. Call to Order - 7:00PM

File: [Agenda](#)

2. B. Roll Call

3. C. Agenda Additions/Agenda Approval

Note: These are routine items and will be enacted by one motion without separate discussion unless a Council Member requests separate consideration.

4. 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.

5. 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 9/16 Council Minutes

File: [Attachment](#)

2. Approval of Summary of Receipts Report

File: [Attachment](#)

6. F. Mayoral Proclamation

7. G. Public Hearing

1. Public Hearing on Ordinance No. 2025-521 – An Ordinance to Amend the Municipal Code of Tiffin, Iowa, Chapter 160, Flood Plain Management

- a. Close Public Hearing and Proceed to H-1

8. 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 First Reading and Proceed to Second Reading

File: [Attachment](#)

9. I. Resolutions for Approval

- 1. **Resolution 2025-076 – A Resolution Setting the Date of November 4, 2025, for a Public Hearing on the Tiffin Urban Renewal Plan Amendment**

File: [Attachment](#)

- 2. **Resolution 2025-077 – A Resolution Approving the Full Release of the Escrow for the Tiffin West Improvements**

File: [Attachment](#)

- 3. **Resolution 2025-078 – A Resolution Authorizing the Consolidation of Bank Accounts**

File: [Attachment](#)

10. J. Old Business

11. K. Motions for Approval

- 1. **Consideration of Payables List - Motion to Approve**

File: [Attachment](#)

- 2. **Discussion and Consideration of Change Order #8 – Rathje Construction, Tiffin Urbanization Phase 3 – Motion to Approve**

File: [Attachment](#)

- 3. **Discussion and Consideration of Pay Application #2 – Tricon Construction Group, Water Treatment Plant Upgrades – Motion to Approve**

File: [Attachment](#)

4. **Discussion and Consideration of Pay Application #7 – Boomerang Corporation, North Park Road Improvements Project – Motion to Approve**
File: [Attachment](#)
5. **Discussion and Consideration of Pay Application #5 – Miron Construction, Recreation Center - Motion to Approve**
File: [Attachment](#)
6. **Discussion and Consideration of Special Events Application – Touch-a-Truck, Springmier Library – Motion to Approve**
File: [Attachment](#)
7. **Discussion and Consideration of Special Events Application – Dance Marathon - Deja Brew – Motion to Approve**
File: [Attachment](#)
8. **Discussion and Consideration of One-time Water and Sewer Adjustment for 704 Rolling Hills Drive and Council Action as Needed**
File: [Attachment](#)
9. **Discussion and Consideration to Approve the Parks & Recreation Job Description and Proceed with Advertising for the Position and Council Action as Needed**
File: [Attachment](#)
10. **Discussion and Consideration of Purchase of New Thermal Imaging Camera for Fire Department and Council Action as Needed**
File: [Attachment](#)
11. **Discussion and Consideration of City of Tiffin providing Matching Grant Funds for the Iowa Department of Natural Resources Fire Department Grant Application and Council Action as Needed**
File: [Attachment](#)
12. **Motion to Adjourn from Regular Session into Closed Session in Accordance with Iowa Code Chapter 21.5(j) for Potential Real Estate Purchase**

12. L. Reports to be Received/Filed

1. **City Engineer's Report**

File: [Attachment](#)

13. M. Reports from City Personnel

1. Mayor's Report
2. City Council Reports
3. Director of Public Work's Report
4. Building Official's Report

5. Water/Wastewater Superintendent's Report
6. Recreation Director's Report
7. Fire Chief's Report
8. Law Enforcement Report
9. City Attorney's Report
10. City Administrator's Report

File: [Attachment](#)

14. **N. Adjournment**

Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

If anyone with a disability would like to attend the meeting, please call City Hall at 319-545-2572 to arrange for accommodations/transportation.

City of Tiffin, Iowa

Meeting: Tiffin City Council Meeting
Place: Springmier Community Library, 311 West Marengo Road, Tiffin, Iowa 52340
Date/Time: October 7, 2025 – 7:00 p.m.
Web Page: www.tiffin-iowa.org
Posted: October 3, 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

A. Call to Order – 7:00 PM

B. Roll Call

C. Agenda Additions/Agenda Approval

D. Communications and Reports

1. Unscheduled

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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 September 16, 2025, City Council Minutes
2. Approval of Summary of Receipts Report

F. Mayoral Proclamation

- 1.

G. Public Hearing

1. Public Hearing on Ordinance No. 2025-521 – An Ordinance to Amend the Municipal Code of Tiffin, Iowa, Chapter 160, Flood Plain Management
 - a. Close Public Hearing and Proceed to H-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 First Reading and Proceed to Second Reading

I. Resolutions for Approval

1. Resolution 2025-076 – A Resolution Setting the Date of November 4, 2025, for a Public Hearing on the Tiffin Urban Renewal Plan Amendment
2. Resolution 2025-077 – A Resolution Approving the Full Release of the Escrow for the Tiffin West Improvements
3. Resolution 2025-078 – A Resolution Authorizing the Consolidation of Bank Accounts

J. Old Business

- 1.

K. Motions for Approval

1. Consideration of Payables List – Motion to Approve

2. Discussion and Consideration of Change Order #8 – Rathje Construction, Tiffin Urbanization Phase 3 – Motion to Approve
3. Discussion and Consideration of Pay Application #2 – Tricon Construction Group, Water Treatment Plant Upgrades – Motion to Approve
4. Discussion and Consideration of Pay Application #7 – Boomerang Corporation, North Park Road Improvements Project – Motion to Approve
5. Discussion and Consideration of Pay Application #5 – Miron Construction, Recreation Center – Motion to Approve
6. Discussion and Consideration of Special Events Application – Touch-a-Truck, Springmier Library – Motion to Approve
7. Discussion and Consideration of Special Events Application – Dance Marathon, Deja Brew – Motion to Approve
8. Discussion and Consideration of One-time Water and Sewer Adjustment for 704 Rolling Hills Drive and Council Action as Needed
9. Discussion and Consideration to Approve the Parks and Recreation Job Description and Proceed with Advertising for the Position and Council Action as Needed
10. Discussion and Consideration of the Purchase of New Thermal Imaging Camera for Fire Department and Council Action as Needed
11. Discussion and Consideration of City of Tiffin providing Matching Grant Funds for the Iowa Department of Natural Resources Fire Department Grant Application and Council Action as Needed
12. Motion to Adjourn from Regular Session into Closed Session in Accordance with Iowa Code Chapter 21.5(j) for Potential Real Estate Purchase

L. Reports to be Received/Filed

1. City Engineer's Report

M. Reports from City Personnel

1. Mayor's Report
2. City Council Reports
3. Director of Public Work's Report
4. Building Official's Report
5. Water/Wastewater Superintendent's Report
6. Recreation Director's Report
7. Fire Chief's Report
8. Law Enforcement Report
9. City Attorney's Report
10. City Administrator's Report – Included in the Packet

N. Adjournment

Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

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**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

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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 Church'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



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: October 3, 2025

AGENDA ITEM: Approval of Summary of Receipts Report

ACTION: Approval

Update:

The Summary of Receipts report, typically included in the Council packet, is currently being finalized. Due to timing constraints, the report will not be available prior to packet distribution.

Staff will deliver the completed Summary of Receipts report to Council members by end of day Monday.

ATTACHMENTS: Summary of Receipts Report will be a late handout

Late Handouts Distributed

10-6-24

(Date)

City of Tiffin Summary of Receipts
09/13/2025-10/03/2025

001-GENERAL	\$	26,021.83
110-ROAD USE TAX	\$	69,431.63
112-EMPLOYEE BENEFIT	\$	-
119-EMERGENCY FUND	\$	-
121-LOCAL OPTION SALES TAX	\$	84,670.39
125-TIF	\$	-
200-DEBT SERVICE	\$	-
301-DEVELOPER ESCROW	\$	-
307-PARK ROAD PAVING	\$	365,088.25
310-TRAIL PROJECT	\$	-
316-GO BONDS	\$	2,006.83
320-ROUNDABOUT	\$	-
321-ORIGINAL TOWN URBANIZATION	\$	-
335-FOREVERGREEN RD	\$	-
336-PUBLIC WORKS BUILDING	\$	-
344-PW EQUIPMENT	\$	-
600-WATER	\$	125,931.52
601-WATER SINKING	\$	-
607-SECOND WELL	\$	-
610-SEWER	\$	102,736.91
611-SEWER SINKING	\$	-
617-SANITARY SEWER IMPROVEMENTS	\$	-
618-SEWER MAIN UPSIZE RAILROAD	\$	-
670-RECYCLING/GARBAGE	\$	36,861.45
740-STORM WATER	\$	8,427.26
TOTAL:	\$	821,176.07



AGENDA INFORMATION TIFFIN CITY COUNCIL COMMUNICATION

DATE:	October 3, 2025
AGENDA ITEM:	Ordinance No. 2025-521 – Updating Floodplain Management Ordinance for the City of Tiffin, Iowa.
ACTION:	Approval

To present the first reading of an ordinance amendment updating Chapter 160 of the City Code, Floodplain Management, to align with the latest Iowa Model Floodplain Ordinance and FEMA requirements.

Background

The Iowa Department of Natural Resources (DNR) has issued an updated model floodplain ordinance for cities with detailed Flood Insurance Studies (FIS). These updates are necessary to maintain compliance with the National Flood Insurance Program (NFIP) and ensure continued eligibility for flood insurance coverage for Tiffin property owners.

Key updates include:

- Revised definitions and terminology consistent with FEMA and DNR standards.
- Updated floodplain development permitting procedures.
- Enhanced construction and elevation standards for residential, nonresidential, and accessory structures.
- New provisions for the City’s recreation vehicles, pipeline crossings, and maximum damage potential development.
- Adoption of the updated Flood Insurance Rate Maps (FIRM) for Johnson County, effective December 26, 2025.

The ordinance amendment has been reviewed and formatted to meet DNR and FEMA requirements, with local information inserted and optional language removed or finalized.

Recommendation

Staff recommends that the City Council proceed with the first reading of the ordinance amendment to update Chapter 160 – Floodplain Management – in the City Code. This update is essential to maintain compliance with federal and state floodplain regulations and protect public safety and property.

ATTACHMENTS: Ordinance No. 2025-520 Floodplain Ordinance

CITY OF TIFFIN ORDINANCE NO. 2025-521

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF TIFFIN, IOWA, CHAPTER 160, FLOOD PLAIN MANAGEMENT

BE IT ENACTED by the City Council of the City of Tiffin, Iowa:

Section I. Purpose: The purpose of this ordinance is to adopt and replace Chapter 160, Code of Ordinances, to include the updated ordinance.

Section II. Amendment: Chapter 160 is hereby amended as follows:

CHAPTER 160 FLOOD PLAIN MANAGEMENT

160.01 Definitions

160.02 Statutory Authority, Findings of Fact and Purpose

160.03 General Provisions

160.04 Administration

160.05 Flood Plain Management Standards

160.06 Variance Procedures

160.07 Nonconforming Uses

160.08 Penalties for Violation

160.09 Amendments

160.01 DEFINITIONS. Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

1. “Appurtenant structure” means a structure which is on the same parcel of the property as the principal structure to be insured and the use of which is incidental to the use of the principal structure

2. “Base flood” means the flood having one percent chance of being equaled or exceeded in any given year and is also commonly referred to as the “100-year flood.”

3. “Base flood elevation” (BFE) means the elevation floodwaters would reach at a particular site during the occurrence of a base flood event.

4. “Basement” means any enclosed area of a building which has its floor or lowest level below ground level (subgrade) on all sides. Also see “lowest floor.”

5. “Development” means any man-made change to improved or unimproved real estate, including (but not limited to) buildings or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials. “Development” does not include minor projects or routine maintenance of existing buildings and facilities, as defined in this section. It also does not include gardening, plowing, and similar practices that do not involve filling or grading.

6. “Enclosed area below lowest floor” means the floor of the lowest enclosed area in a building when all the following criteria are met:

A. The enclosed area is designed to flood to equalize hydrostatic pressure during flood events with walls or openings that satisfy the provisions of Section 160.05(1)(D)(1) of this chapter.

B. The enclosed area is unfinished (not carpeted, drywalled, etc.) and used solely for low damage potential uses such as building access, parking, or storage.

C. Machinery and service facilities (e.g., hot water heater, furnace, electrical service) contained in the enclosed area are located at least one foot above the base flood elevation.

D. The enclosed area is not a basement as defined in this section.

7. “Existing construction” means any structure for which the start of construction commenced before the effective date of the first floodplain management regulations adopted by the community.
8. “Existing factory-built home park or subdivision” means a factory-built home park or subdivision for which the construction of facilities for servicing the lots on which the factory-built homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the first floodplain management regulations adopted by the community.
9. “Expansion of existing factory-built home park or subdivision” means the preparation of additional sites by the construction of facilities for servicing the lots on which the factory-built homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).
10. “Factory-built home” means any structure, designed for residential use which is wholly or in substantial part, made, fabricated, formed or assembled in manufacturing facilities for installation or assembly and installation, on a building site. For purposes of this chapter, factory-built homes include mobile homes, manufactured homes, and modular homes; and also includes recreational vehicles which are placed on a site for greater than 180 consecutive days and not fully licensed for and ready for highway use.
11. “Factory-built home park or subdivision” means a parcel or contiguous parcels of land divided into two or more factory-built home lots for sale or lease.
12. “Five Hundred (500) year flood” means a flood, the magnitude of which has a two-tenths percent chance of being equaled or exceeded in any given year or which, on average, will be equaled or exceeded at least once every 500 years.
13. “Flood” means a general and temporary condition of partial or complete inundation of normally dry land areas resulting from the overflow of streams or rivers or from the unusual and rapid runoff of surface waters from any source.
14. “Flood Insurance Rate Map” (FIRM) means the official map prepared as part of (but published separately from) the Flood Insurance Study which delineates both the flood hazard areas and the risk premium zones applicable to the community.
15. “Flood Insurance Study” (FIS) means a report published by FEMA for a community issued along with the community’s Flood Insurance Rate Map(s). The study contains such background data as the base flood discharge and water surface elevations that were used to prepare the FIRM.
16. “Floodplain” means any land area susceptible to being inundated by water as a result of a flood.
17. “Floodplain management” means an overall program of corrective and preventive measures for reducing flood damages and promoting the wise use of floodplains, including (but not limited to) emergency preparedness plans, flood control works, floodproofing and floodplain management regulations.
18. “Floodproofing” means any combination of structural and nonstructural additions, changes, or adjustments to structures, including utility and sanitary facilities, which will reduce or eliminate flood damage to such structures.
19. “Floodway” means the channel of a river or stream and those portions of the floodplains adjoining the channel, which are reasonably required to carry and discharge flood waters or flood flows so that confinement of flood flows to the floodway area will not cumulatively increase the water surface elevation of the base flood by more than one foot.
20. “Floodway fringe” means those portions of the Special Flood Hazard Area outside the floodway.
21. “Highest adjacent grade” means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.
22. “Historic structure” means any structure that is:

- A. Listed individually on the National Register of Historic Places, maintained by the Department of Interior, or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; or
- B. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; or
- C. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- D. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - (1) By an approved State program as determined by the Secretary of the Interior; or
 - (2) Directly by the Secretary of the Interior in states without approved programs.

23. “Lowest floor” means the floor of the lowest enclosed area in a building including a basement except when the criteria listed in the definition of Enclosed Area Below Lowest Floor are met.

24. “Maximum damage potential development” means hospitals and like institutions; buildings or building complexes containing documents, data, or instruments of great public value; buildings or building complexes containing materials dangerous to the public or fuel storage facilities; power installations needed in emergency or other buildings or building complexes similar in nature or use.

25. “Minor projects” means small development activities (except for filling, grading, and excavating) valued at less than \$500.00.

26. “New construction” (new buildings, factory-built home parks, accessory structures) means those structures or development for which the start of construction commenced on or after the effective date of the first floodplain management regulations adopted by the community.

27. “New factory-built home park or subdivision” means a factory-built home park or subdivision for which the construction of facilities for servicing the lots on which the factory-built homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of the first floodplain management regulations adopted by the community.

28. “Recreational vehicle” means a vehicle which is:

- A. Built on a single chassis; and
- B. Four hundred (400) square feet or less when measured at the largest horizontal projection; and
- C. Designed to be self-propelled or permanently towable by a light duty truck; and
- D. Designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use.

29. “Repetitive Loss” means a structure covered by an NFIP flood insurance policy that has incurred flood-related damages on two occasions during a 10-year period on the date of the event for which a second claim is made, in which the cost of repairing the flood damage, on average, equaled or exceed 25% of the market value of the structure at the time of each such flood event.

30. “Routine maintenance of existing buildings and facilities” means repairs necessary to keep a structure in a safe and habitable condition that do not trigger a building permit, provided they are not associated with a general improvement of the structure or repair of a damaged structure. Such repairs include:

- A. Normal maintenance of structures such as re-roofing, replacing roofing tiles and replacing siding.

- B. Exterior and interior painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- C. Basement sealing.
- D. Repairing or replacing damaged or broken window panes.
- E. Repairing plumbing systems, electrical systems, heating or air conditioning systems, and repairing wells or septic systems.

31. “Special Flood Hazard Area” (SFHA) means the land within a community subject to the base flood. This land is identified on the community’s Flood Insurance Rate Map as Zone A, A1-30, AE, AH, AO, AR, and/or A99.

32. “Start of construction” includes substantial improvement, and means the date the development permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement, was within 180 days of the permit date. The actual start means either the first placement or permanent construction of a structure on a site, such as pouring of a slab or footings, the installation of pile, the construction of columns, or any work beyond the stage of excavation; or the placement of a factory-built home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

33. “Structure” means anything constructed or erected on the ground or attached to the ground, including (but not limited to) buildings, factories, sheds, cabins, factory-built homes, storage tanks, grain storage facilities, and/or other similar uses.

34. “Substantial damage” means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damage condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. Volunteer labor and donated materials shall be included in the estimated cost of repair.

35. “Substantial improvement” means any improvement to a structure which satisfies either of the following criteria:

- A. Any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either: (i) before the start of construction of the improvement; or (ii) if the structure has been substantially damaged and is being restored, before the damage occurred.

The term does not, however, include any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.

- B. Any addition which increases the original floor area of a building by 25 percent or more. All additions constructed after the effective date of the first floodplain management regulations adopted by the community shall be added to any proposed addition in determining whether the total increase in original floor space would exceed 25 percent.

36. “Variance” means a grant of relief by a community from the terms of the floodplain management regulations.

37. “Violation” means the failure of a structure or other development to be fully compliant with the community’s floodplain management regulations.

160.02 STATUTORY AUTHORITY, FINDINGS OF FACT AND PURPOSE.

1. The Legislature of the State of Iowa has in Chapter 364, *Code of Iowa*, as amended, delegated the power to cities to exercise any power and perform any function it deems appropriate

to protect and preserve the rights, privileges and property of the City or of its residents, and to preserve and improve the peace, safety, health, welfare, comfort and convenience of its residents.

2. Findings of Fact.

A. The flood hazard areas of the City are subject to periodic inundation which can result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base all of which adversely affect the public health, safety and general welfare of the community.

B. These flood losses, hazards, and related adverse effects are caused by:

(1) The occupancy of flood hazard areas by uses vulnerable to flood damages which create hazardous conditions as a result of being inadequately elevated or otherwise protected from flooding; and

(2) The cumulative effect of obstructions on the floodplain causing increases in flood heights and velocities.

C. This chapter relies upon engineering methodology for analyzing flood hazards which is consistent with the standards established by the Department of Natural Resources.

3. Statement of Purpose. It is the purpose of this chapter to protect and preserve the rights, privileges, and property of the City and its residents and to preserve and improve the peace, safety, health, welfare, and comfort and convenience of its residents by minimizing those flood losses described in Section 160.02(A) with provisions designed to:

A. Reserve sufficient floodplain area for the conveyance of flood flows so that flood heights and velocities will not be increased substantially.

B. Restrict or prohibit uses which are dangerous to health, safety, or property in times of flood or which cause excessive increases in flood heights or velocities.

C. Require that uses vulnerable to floods, including public facilities which serve such uses, be protected against flood damage at the time of initial construction or substantial improvement.

D. Protect individuals from buying lands which may not be suited for intended purposes because of flood hazard.

E. Assure that eligibility is maintained for property owners in the community to purchase flood insurance through the National Flood Insurance Program.

160.03 GENERAL PROVISIONS.

1. Lands to Which Ordinance Apply. The provisions of this Ordinance shall apply to all lands and development which have significant flood hazards. The Flood Insurance Rate Map (FIRM) for Johnson County and Incorporated Areas, City of Tiffin, Panels 19103C0154F, 19103C0158F, 19103C0159F, 19103C0160F, 19103C0166F, and 19103C0167F, dated December 26, 2025, which were prepared as part of the Johnson County Flood Insurance Study, shall be used to identify such flood hazard areas and all areas shown thereon to be within the boundaries of the base flood shall be considered as having significant flood hazards. The Johnson County Flood Insurance Study is hereby adopted by reference and is made a part of this ordinance for the purpose of administering floodplain management regulations.

2. Rules for Interpretation of Flood Hazard Boundaries. The boundaries of the Special Flood Hazard areas shall be determined by scaling distances on the official Flood Insurance Rate Map. Where uncertainty exists with respect to the precise location of the base flood boundary, the location shall be determined on the basis of the base flood elevation at the particular site in question. When an interpretation is needed as to the exact location of a boundary, the Administrator shall make the necessary interpretation. The Council shall hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the Administrator in the enforcement or administration of this chapter.

3. Compliance. No structure or land shall hereafter be used and no structure shall be located, extended, converted, or structurally altered without full compliance with the terms of this chapter and other applicable regulations which apply to uses within the jurisdiction of this chapter.
4. Abrogation and Greater Restrictions. It is not intended by this chapter to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this chapter imposes greater restrictions, the provision of this chapter shall prevail. All other ordinances inconsistent with this chapter are hereby repealed to the extent of the inconsistency only.
5. Interpretation. In their interpretation and application, the provisions of this chapter shall be held to be minimum requirements and shall be liberally construed in favor of the governing body and shall not be deemed a limitation or repeal of any other powers granted by State statutes.
6. Warning and Disclaimer of Liability. The standards required by this chapter are considered reasonable for regulatory purposes. This chapter does not imply that areas outside the designated special flood hazard areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the City or any officer or employee thereof for any flood damages that result from reliance on this chapter or any administrative decision lawfully made thereunder.
7. Severability. If any section, clause, provision, or portion of this chapter is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this chapter shall not be affected thereby.

160.04 ADMINISTRATION.

1. Appointment, Duties and Responsibilities of Local Official
 - A. The Mayor is hereby appointed to implement and administer the provisions of this chapter and will herein be referred to as the Administrator.
 - B. Duties and responsibilities of the Administrator shall include, but not necessarily be limited to the following:
 - (1) Review all floodplain development permit applications to assure that the provisions of this chapter will be satisfied.
 - (2) Review floodplain development applications to assure that all necessary permits have been obtained from federal, state and local governmental agencies including approval when required from the Department of Natural Resources for floodplain construction.
 - (3) Record and maintain a record of
 - a. The elevation (in relation to North American Vertical Datum 1988) of the lowest floor (including basement) of all new or substantially improved structures; or
 - b. The elevation to which new or substantially improved **structures** have been floodproofed.
 - (4) Notify adjacent communities/counties and the Department of Natural Resources prior to any proposed alteration or relocation of a watercourse and submit evidence of such notifications to the Federal Emergency Management Agency.
 - (5) Keep a record of all permits, appeals and such other transactions and correspondence pertaining to the administration of this chapter.
 - (6) Submit to the Federal Insurance Administrator an annual report concerning the community's participation, utilizing the annual report form supplied by the Federal Insurance Administrator.
 - (7) Notify the Federal Insurance Administrator of any annexations or modifications to the community's boundaries.
 - (8) Review subdivision proposals to ensure such proposals are consistent with the purpose of this chapter and advise the Council of potential conflicts.

(9) Maintain the accuracy of the community's Flood Insurance Rate Maps when;

a. Development placed within the floodway results in any of the following:

i. An increase in the Base Flood Elevations; or

ii. Alteration to the floodway boundary

b. Development placed in Zones A, AE, AH, and A1-30 that does not include a designated floodway that will cause a rise of more than one foot in the base elevation; or

c. Development relocates or alters the channel.

Within six months of the completion of the development, the applicant shall submit to FEMA all scientific and technical data necessary for a Letter of Map Revision.

(10) Perform site inspections to ensure compliance with the standards of this Chapter.

(11) Forward all requests for Variances to the Council for consideration. Ensure all requests include the information ordinarily submitted with applications as well as any additional information deemed necessary to the Council.

2. Floodplain Development Permit

A. Permit Required - A Floodplain Development Permit issued by the Administrator shall be secured prior to any floodplain development (any man-made change to improved and unimproved real estate, including but not limited to buildings or other structures, mining, filling, grading, paving, storage of materials and equipment, excavation or drilling operations), including the placement of factory-built homes.

B. Application for Permit - Application shall be made on forms furnished by the Administrator and shall include the following:

(1) Description of the work to be covered by the permit for which application is to be made.

(2) Description of the land on which the proposed work is to be done (i.e., lot, block, track, street address or similar description) that will readily identify and locate the work to be done.

(3) Location and dimensions of all structures and additions

(4) Indication of the use or occupancy for which the proposed work is intended.

(5) Elevation of the base flood.

(6) Elevation (in relation to North American Vertical Datum 1988) of the lowest floor (including basement) of structures or of the level to which a structure is to be floodproofed.

(7) For structures being improved or rebuilt, the estimated cost of improvements and market value of the structure prior to the improvements.

(8) Such other information as the Administrator deems reasonably necessary (e.g., drawings or a site plan) for the purpose of this chapter.

C. Action on Permit Application. The Administrator shall, within a reasonable time, make a determination as to whether the proposed floodplain development meets the applicable standards of this chapter and shall approve or disapprove the application. For disapprovals, the applicant shall be informed, in writing, of the specific reasons therefore. The Administrator shall not issue permits for variances except as directed by the Council.

D. Construction and Use to Be as Provided in Application and Plans. Floodplain development permits based on the basis of approved plans and applications authorize only the use, arrangement, and construction set forth in such approved plans and applications and no other use, arrangement, or construction. Any use, arrangement, or construction at variance with that authorized shall be deemed a violation of this

chapter. The applicant shall be required to submit certification by a professional engineer or land surveyor, as appropriate, registered in the State of Iowa, that the finished fill, **structure** floor elevations, floodproofing, or other flood protection measures were accomplished in compliance with the provisions of this chapter, prior to the use or occupancy of any structure.

160.05 FLOOD PLAIN MANAGEMENT STANDARDS.

1. **General Floodplain Standards.** All **development** must be consistent with the need to minimize flood damage and meet the following applicable performance standards. Where **base flood elevations** have not been provided in the Flood Insurance Study, the Iowa Department of Natural Resources shall be contacted to determine (i) whether the land involved is either wholly or partly within the floodway or floodway fringe and (ii) the **base flood elevation**. **Until a regulatory floodway is designated, no development may increase the Base Flood Elevation more than one (1) foot.** The applicant will be responsible for providing the Department of Natural Resources with sufficient technical information to make such determination. **Review by the Iowa Department of Natural Resources is not required for the proposed construction of new or replacement bridges or culverts where (i) the bridge or culvert is located on a stream that drains less than two square miles, and (ii) the bridge or culvert is not associated with a channel modification that constitutes a channel change as specified in 567-71.2(2), Iowa Administrative Code.**

A. All development shall:

- (1) Be designed and adequately anchored to prevent flotation, collapse, or lateral movement.
- (2) Use construction methods and practices that will minimize flood damage.
- (3) Use construction materials and utility equipment that are resistant to flood damage.

B. **Residential Structures.** All new or substantially improved residential structures shall have the lowest floor, including basement, elevated a minimum of one foot above the **base flood elevation**. Construction shall be upon compacted fill which shall, at all points, be no lower than one foot above the **base flood elevation** and extend at such elevation at least 18 feet beyond the limits of any structure erected thereon. Alternate methods of elevating (such as piers **or extended foundations**) may be allowed where existing topography, street grades, or other factors preclude elevating by fill. In such cases, the methods used must be adequate to support the structure as well as withstand the various forces and hazards associated with flooding. **All new residential structures located in areas that would become isolated due to flooding of surrounding ground shall be provided with a means of access that will be passable by wheeled vehicles during the base flood. However, this criterion shall not apply where the Floodplain Administrator determines there is sufficient flood warning time for the protection of life and property. When estimating flood warning time, consideration shall be given to the criteria listed in 567-75.2(3), Iowa Administrative Code.**

C. **Nonresidential Structures.** All new or substantially improved nonresidential **structures** shall have the lowest floor (including basement) elevated a minimum of one foot above the **base flood elevation**, or together with attendant utility and sanitary systems, be floodproofed to such a level. When floodproofing is utilized, a professional engineer registered in the State of Iowa shall certify that the floodproofing methods used are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the **base flood**; and that the structure, below the **base flood elevation** is watertight with walls substantially impermeable to the passage of water. A record of the certification indicating the specific elevation (in relation to North American Vertical Datum 1988) to which any structures are floodproofed shall be maintained by the Floodplain Administrator.

D. All New and Substantially Improved Structures:

(1) Fully enclosed areas below the lowest floor (not including basements) that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following minimum criteria:

- a. A minimum of two (2) openings, with positioning on at least two (2) walls, having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
- b. The bottom of all openings shall be no higher than one foot above grade.
- c. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided they permit the automatic entry and exit of floodwaters.

Where the distance between the floor and ceiling of the fully enclosed area below the “lowest floor” is (FIVE (5) feet or more, the applicant shall be required to sign and record with the Johnson County Recorder a Non-Conversion Agreement that ensures the lower enclosed area remains compliant with the criteria outlined in this subsection.

(2) New and substantially improved structures must be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

(3) New and substantially improved structures shall be constructed with electric meter, electrical service panel box, hot water heater, heating, air conditioning, ventilation equipment (including ductwork), and other similar machinery and equipment elevated (or in the case on non-residential structures, optionally floodproofed to) a minimum of one (1) foot above the base flood elevation.

(4) New and substantially improved structures shall be constructed with plumbing, gas lines, water/gas meters and other similar service utilities either elevated (or in the case of non-residential structures, optionally floodproofed to) a minimum of one (1) foot above the base flood elevation or designed to be watertight and withstand inundation to such a level.

E. Factory-Built Homes:

(1) All new and substantially improved factory-built homes, including those placed in existing factory-built home parks or subdivisions, shall be elevated on a permanent foundation such that the lowest floor of the structure is a minimum of one foot above the base flood elevation.

(2) All new and substantially improved factory-built homes, including those placed in existing factory-built home parks or subdivisions, shall be anchored to resist flotation, collapse, or lateral movement. Anchorage systems may include, but are not limited to, use of over-the-top or frame ties to ground anchors as required by the *State Building Code*.

F. Utility and Sanitary Systems:

(1) On-site waste disposal and water supply systems shall be located or designed to avoid impairment to the system or contamination from the system during flooding.

(2) All new and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system as well as the discharge of effluent into flood waters. Wastewater treatment facilities (other than

on-site systems) shall be provided with a level of flood protection equal to or greater than one foot above the **base flood elevation**.

(3) New or replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system. Water supply treatment facilities (other than on-site systems) shall be provided with a level of protection equal to or greater than one foot above the **base flood elevation**.

(4) Utilities such as gas or electrical systems shall be located and constructed to minimize or eliminate flood damage to the system and the risk associated with such flood damaged or impaired systems.

G. **Storage of Equipment and Materials.** Storage of equipment and materials that are flammable, explosive, or injurious to human, animal, or plant life is prohibited unless elevated a minimum of one foot above the **base flood elevation**. Other material and equipment must either be similarly elevated or:

(1) Not subject to major flood damage and anchored to prevent movement due to flood waters; or

(2) Readily removable from the area within the time available after flood warning.

H. **Flood Control Structures.** Flood control structural works such as levees, flood walls, etc. shall provide, at a minimum, protection from the **base flood** with a minimum of three feet of design freeboard and shall provide for adequate interior drainage. In addition, the Department of Natural Resources shall approve structural flood control works.

I. **Watercourse Alterations.** Watercourse alterations or relocations must be designed to maintain the flood carrying capacity within the altered or relocated portion. In addition, the Department of Natural Resources must approve such alterations or relocations.

J. **Subdivision.** Subdivisions (including factory-built home parks and subdivisions) shall be consistent with the need to minimize flood damages and shall have adequate drainage provided to reduce exposure to flood damage. Development associated with subdivision proposals (including the installation of public utilities) shall meet the applicable performance standards of this chapter. Subdivision proposals intended for residential use shall provide all lots with a means of access which will be passable by wheeled vehicles during the **base flood**. Proposals for subdivisions greater than five acres or 50 lots (whichever is less) shall include **base flood elevation** data for those areas located within the Special Flood Hazard Area.

K. **Accessory Structures to Residential Uses.**

(1) Detached garages, sheds, and similar structures that are incidental to a residential use are not exempt from the base flood elevation requirements.

L. **Recreational Vehicles.** Recreational vehicles are exempt from the requirements of Section 160.05(E) regarding anchoring and elevation of factory-built homes when the following criteria are satisfied.

(1) The recreational vehicle shall be located on the site for less than 180 consecutive days; and

(2) The recreational vehicle must be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system and is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions.

Recreational vehicles that are located on the site for more than 180 consecutive days or are not ready for highway use must satisfy requirements of Section 160.05(E) regarding anchoring and elevation of factory-built homes.

M. **Pipeline Crossings.** Pipeline river and stream crossings shall be buried in the streambed and banks, or otherwise sufficiently protected to prevent rupture due to channel degradation and meandering.

N. Maximum Damage Potential Development. All new or substantially improved maximum damage potential development shall have the lowest floor (including basement) elevated a minimum of one foot above the elevation of the 500-year flood, or together with attendant utility and sanitary systems, be floodproofed to such a level. When floodproofing is utilized, a professional engineer registered in the State of Iowa shall certify that the floodproofing methods used are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the two-tenths percent annual chance flood; and that the structure, below the two-tenths percent annual chance flood elevation is watertight with walls substantially impermeable to the passage of water. A record of the certification indicating the specific elevation (in relation to North American Vertical Datum 1988) to which any structures are floodproofed shall be maintained by the Administrator. Where two-tenths percent chance flood elevation data has not been provided in the Flood Insurance Study, the Iowa Department of Natural Resources shall be contacted to compute such data. The applicant will be responsible for providing the Department of Natural Resources with sufficient technical information to make such determinations.

2. Special Floodway Provisions. In addition to the General Floodplain Standards, development within the floodway must meet the following applicable standards. The floodway is that portion of the floodplain which must be protected from developmental encroachment to allow the free flow of flood waters. Where floodway data has been provided in the Flood Insurance Study, such data shall be used to define the floodway. Where no floodway data has been provided, the Department of Natural Resources shall be contacted to provide a floodway delineation. The applicant will be responsible for providing the Department of Natural Resources with sufficient technical information to make such determination.
 - A. No development shall be permitted in the floodway that would result in any increase in the base flood elevation. Consideration of the effects of any development on flood levels shall be based upon the assumption that an equal degree of development would be allowed for similarly situated lands.
 - B. All development within the floodway shall:
 - (1) Be consistent with the need to minimize flood damage.
 - (2) Use construction methods and practices that will minimize flood damage.
 - (3) Use construction materials and utility equipment that are resistant to flood damage.
 - C. No development shall affect the capacity or conveyance of the channel or floodway of any tributary to the main stream, drainage ditch or any other drainage facility or system.
 - D. Structures, buildings, recreational vehicles, and sanitary and utility systems, if permitted, shall meet the applicable General Floodplain standards and shall be constructed or aligned to present the minimum possible resistance to flood flows.
 - E. Structures, if permitted, shall have a low flood damage potential and shall not be for human habitation.
 - F. Storage of materials or equipment that are buoyant, flammable, explosive or injurious to human, animal or plant life is prohibited. Storage of other material may be allowed if readily removable from the floodway within the time available after flood warning.
 - G. Watercourse alterations or relocations (channel changes and modifications) must be designed to maintain the flood carrying capacity within the altered or relocated portion. In addition, such alterations or relocations must be approved by the Department of Natural Resources.

- H. Any fill allowed in the floodway must be shown to have some beneficial purpose and shall be limited to the minimum amount necessary.
- I. Pipeline river or stream crossings shall be buried in the streambed and banks or otherwise sufficiently protected to prevent rupture due to channel degradation and meandering or due to the action of flood flows.

160.06 VARIANCE PROCEDURES.

1. The Council may authorize upon request in specific cases such variances from the terms of this chapter that will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this Ordinance will result in unnecessary hardship. Variances granted must meet the following applicable standards.
 - A. Variances shall only be granted upon: (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that the granting of the variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing local codes or ordinances.
 - B. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood would result. Consideration of the effects of any development on flood levels shall be based upon the assumption that an equal degree of development would be allowed for similarly situated lands.
 - C. Variances shall only be granted upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 - D. In cases where the variance involves a lower level of flood protection for structures than what is ordinarily required by this chapter, the applicant shall be notified in writing over the signature of the Administrator that: (i) the issuance of a variance will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction increases risks to life and property.
 - E. All variances granted shall have the concurrence or approval of the Department of Natural Resources.
2. Factors Upon Which the Decision of the Council Shall be Based - In passing upon applications for Variances, the Council shall consider all relevant factors specified in other sections of this Ordinance and:
 - A. The danger to life and property due to increased flood heights or velocities caused by encroachments.
 - B. The danger that materials may be swept on to other land or downstream to the injury of others.
 - C. The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination and unsanitary conditions.
 - D. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.
 - E. The importance of the services provided by the proposed facility to the City.
 - F. The requirements of the facility for a floodplain location.

- G. The availability of alternative locations not subject to flooding for the proposed use.
 - H. The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.
 - I. The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
 - J. The safety of access to the property in times of flood for ordinary and emergency vehicles.
 - K. The expected heights, velocity, duration, rate of rise and sediment transport of the flood water expected at the site.
 - L. The cost of providing governmental services during and after flood conditions, including maintenance and repair of public utilities (sewer, gas, electrical and water systems), facilities, streets and bridges.
 - M. Such other factors which are relevant to the purpose of this chapter.
3. Conditions Attached to Variances - Upon consideration of the factors listed above, the Council may attach such conditions to the granting of variances as it deems necessary to further the purpose of this chapter. Such conditions may include, but not necessarily be limited to:
- A. Modification of waste disposal and water supply facilities.
 - B. Limitation of periods of use and operation.
 - C. Imposition of operational controls, sureties, and deed restrictions.
 - D. Requirements for construction of channel modifications, dikes, levees, and other protective measures, provided such are approved by the Department of Natural Resources and are deemed the only practical alternative to achieving the purpose of this chapter.
 - E. Floodproofing measures shall be designed consistent with the flood protection elevation for the particular area, flood velocities, duration, rate of rise, hydrostatic and hydrodynamic forces, and other factors associated with the regulatory flood. The Council shall require that the applicant submit a plan or document certified by a registered professional engineer that the floodproofing measures are consistent with the regulatory flood protection elevation and associated flood factors for the particular area.

160.07 NONCONFORMING USES.

1. A structure or the use of a structure or premises which was lawful before the passage or amendment of the ordinance codified in this chapter, but which is not in conformity with the provisions of this chapter, may be continued subject to the following conditions:
 - A. If such use is discontinued for six consecutive months, any future use of the building premises shall conform to this chapter.
 - B. Uses or adjuncts thereof that are or become nuisances shall not be entitled to continue as nonconforming uses.
2. If any nonconforming use or structure is destroyed by any means, including flood, it shall not be reconstructed if the cost is more than 50 percent of the market value of the structure before the damage occurred, unless it is reconstructed in conformity with the provisions of this chapter. This limitation does not include the cost of any alteration to comply with existing state or local health, sanitary, building or safety codes or regulations or the cost of any alteration of a structure listed on the National Register of Historic Places, provided that the alteration shall not preclude its continued designation

Except as provided in 160.07(1)(B), any use which has been permitted as a variance shall be considered a conforming use.

160.08 PENALTIES FOR VIOLATION. Violations of the provisions of this chapter or failure to comply with any of the requirements shall constitute a misdemeanor. Any person who violates this chapter or fails to comply with any of its requirements shall upon conviction thereof be fined not more than (\$500.00) or imprisoned for not more than (30) days. Nothing herein contained prevent the City from taking such other lawful action as is necessary to prevent or remedy violation.

160.09 AMENDMENTS. The regulations and standards set forth in this chapter may from time to time be amended, supplemented, changed, or repealed. No amendment, supplement, change, or modification shall be undertaken without prior approval of the Department of Natural Resources.

Section III. Repealer. All ordinances or parts of ordinance in conflict with the provisions of this Ordinance are hereby repealed.

Section IV. Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section V. When Effective. This ordinance shall be in effect after its final passage, approval, and posting as provided by law.

On the ____ day of October 2025, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson ____ introduced Ordinance No. 2025-521, and moved that it be given its first reading. The motion was seconded by Councilperson ____.

Ayes:

Nays:

____ members of the Council being present and having voted "Aye", Mayor Tim Kasperek declared the motion carried, and Ordinance No. 2025-521, was read the first time, discussed, and placed on record.

On the ____ day of October 2025, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson ____ introduced Ordinance No. 2025-521, and moved that it be given its second reading. The motion was seconded by Councilperson ____.

Ayes:

Nays:

____ members of the Council being present and having voted "Aye", Mayor Tim Kasperek declared the motion carried, and Ordinance No. No. 2025-521, was read the second time and discussed and placed on record.

On the ____ day of November 2025, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson ____ introduced Ordinance No. 2025-521, and moved that it be given its third and last reading. The motion was seconded by Councilperson ____.

Ayes:

Nays:

Whereupon the Mayor declared that Ordinance No. 2025-521 be adopted and signified his approval of same by fixing his signature thereto. Passed by the Council on the ____ day of ____ 2025 and approved by the Mayor on the ____ day of ____ 2025.

CITY OF TIFFIN, IOWA:

By: _____
TIM KASPAREK, Mayor

ATTEST:

Abigail Hora, City Clerk

I, Abigail Hora, City Clerk of the City of Tiffin, Iowa, state that an ordinance entitled AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF TIFFIN, IOWA, CHAPTER 160, FLOOD PLAIN MANAGEMENT, and known as No. 2025-521 was duly passed by the Council on the 1st day of April 2025, and signed by the Mayor on the ____ day of November 2025, and published on the ____ day of ____ 2025, by posting copies thereof in three public places within the limits of the City of Tiffin, Iowa. That I posted copies of Ordinance No. 2025-521 in the following places:

The Depot, Tiffin, Iowa
Casey's, Tiffin, Iowa
Solon State Bank, Tiffin, Iowa

Abigail Hora, City Clerk



AGENDA INFORMATION TIFFIN CITY COUNCIL COMMUNICATION

DATE:	October 3, 2025
AGENDA ITEM:	Resolution 2025-076 – A Resolution Setting the Date of November 4, 2025, for a Public Hearing on the Tiffin Urban Renewal Plan Amendment
ACTION:	Approval

Purpose

To request Council approval of Resolution 2025-076, which sets the date for a public hearing on a proposed amendment to the Tiffin Urban Renewal Plan.

Background

The City of Tiffin is proposing an amendment to the existing Urban Renewal Plan for the Tiffin Urban Renewal Area. This amendment would authorize the undertaking of three new urban renewal projects:

1. Honey Lane Development, LLC – Economic development grant to support public infrastructure improvements for commercial development.
2. Private Developer – Economic development grant for the construction of a Dollar General Store.
3. Iowa Development Group, Inc. – Tax increment financing support for the construction of a new building for use by a University of Iowa medical clinic.

In accordance with Iowa Code Section 403.5, the City must hold a public hearing before adopting the amendment. Resolution 2025-076 sets November 4, 2025 at 7:00 p.m. at the Springmier Community Library as the date and location for the hearing.

Additionally, the City is required to conduct a consultation session with affected taxing entities—Johnson County and the Clear Creek Amana Community School District—prior to the hearing. Notification letters and copies of the amendment and hearing notice will be mailed to those entities.

Next Steps

- Publish the notice of public hearing no later than October 31, 2025.
- Conduct the consultation session at least two weeks prior to the hearing.
- Hold the public hearing on November 4, 2025.
- Consider adoption of the Urban Renewal Plan Amendment following the hearing.

Recommendation

Staff recommends approval of Resolution 2025-076 to set the public hearing date for the proposed Urban Renewal Plan Amendment and initiate the required consultation process.

ATTACHMENTS: Resolution & Urban Renewal Plan Amendment

SET DATE FOR HEARING ON URBAN
RENEWAL PLAN AMENDMENT

436989-51

Tiffin, Iowa

October 7, 2025

The City Council of the City of Tiffin, Iowa, met on October 7, 2025, at 7:00 p.m., at the Springmier Community Library, 311 West Marengo Road, in the City, for the purpose of setting a date for a public hearing on a proposed urban renewal plan amendment. The Mayor presided and the roll being called, the following members of the Council were present and absent:

Present: _____

Absent: _____.

The Mayor announced that an amendment to the urban renewal plan for the Tiffin Urban Renewal Area had been prepared, and that it was now necessary to set a date for a public hearing on the proposed amendment to the urban renewal plan. Accordingly, Council Member _____ moved the adoption of the following resolution entitled “Resolution setting date for a public hearing on urban renewal plan amendment,” and the motion was seconded by Council Member _____. Following due consideration, the Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted as follows:

RESOLUTION NO. 2025-076

A Resolution Setting the Date of November 4, 2025, for a Public Hearing on
Urban Renewal Plan Amendment

WHEREAS, the City Council of the City of Tiffin, Iowa (the “City”) by resolution previously established the Tiffin Urban Renewal Area (the “Urban Renewal Area”) and adopted an urban renewal plan (the “Plan”) for the governance of initiatives and projects therein; and

WHEREAS, an amendment to the Plan has been prepared which would authorize the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (1) providing an economic development grant to Honey Lane Development, LLC (“Honey Lane”), in connection with the construction by Honey Lane of certain public infrastructure improvements necessary to support commercial development; (2) providing an economic development grant to a private developer (the “Developer”) in connection with the construction by the Developer of a Dollar General Store; and (3) providing tax increment financing support to Iowa Development Group, Inc. (the “Corporation”) in connection with the construction by the Corporation of a new building for use in the business operations of a University of Iowa medical clinic; and

WHEREAS, and it is now necessary that a date be set for a public hearing on that plan amendment;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Tiffin, Iowa, as follows:

Section 1. The City Council will meet at the Springmier Community Library, 311 West Marengo Road, Tiffin, Iowa, on November 4, 2025, at 7:00 p.m., at which time and place it will hold a public hearing on the proposed amendment to the Plan for the Urban Renewal Area.

Section 2. The City Clerk shall publish notice of said hearing, the same being in the form attached hereto, which publication shall be made in a legal newspaper of general circulation in the City, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for hearing.

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Administrator, or his designee, is hereby designated as the City's representative in connection with the consultation process which is required under that section of the urban renewal law. It is hereby directed that representatives of Johnson County and the Clear Creek Amana Community School District be invited to participate in the consultation.

Passed and approved this October 7, 2025.

Mayor

Attest:

City Clerk

• • • • •

On motion and vote the meeting adjourned.

Mayor

Attest:

City Clerk

NOTICE OF PUBLIC HEARING ON PROPOSED URBAN RENEWAL PLAN
AMENDMENT

Notice Is Hereby Given: That at 7:00 p.m., at the Springmier Community Library, 311 West Marengo Road, Tiffin, Iowa, on November 4, 2025, the City Council of the City of Tiffin, Iowa, will hold a public hearing on the question of amending the urban renewal plan for the Tiffin Urban Renewal Area (the “Urban Renewal Area”) to authorize the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (1) providing an economic development grant to Honey Lane Development, LLC (“Honey Lane”), in connection with the construction by Honey Lane of certain public infrastructure improvements necessary to support commercial development; (2) providing an economic development grant to a private developer (the “Developer”) in connection with the construction by the Developer of a Dollar General Store; and (3) providing tax increment financing support to Iowa Development Group, Inc. (the “Corporation”) in connection with the construction by the Corporation of a new building for use in the business operations of a University of Iowa medical clinic. A copy of the amendment is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or comments and may be heard orally with respect to the subject matters of the hearing.

Abigail Hora
City Clerk

CITY OF TIFFIN, IOWA
URBAN RENEWAL PLAN AMENDMENT
TIFFIN URBAN RENEWAL AREA

November, 2025

The Urban Renewal Plan (the “Plan”) for the Tiffin Urban Renewal Area (the “Urban Renewal Area”) of the City of Tiffin, Iowa (the “City”) is being amended for the purpose of identifying new urban renewal projects to be undertaken therein.

1) Identification of Urban Renewal Projects. By virtue of this amendment, the list of authorized urban renewal projects in the Plan is hereby amended to include the following project descriptions:

A.

Name of Project: Honey Lane Development LLC Phase 2 Project

Date of Council Approval of Project: November 4, 2025

Description of the Project and Project Site: Honey Lane Development LLC (the “Developer”) has proposed to undertake the development of certain real property (the “Property”) bearing Johnson County Property Tax Parcel Identification Number 0633277002 in the Urban Renewal Area for future commercial uses (the “Commercial Project”). The Developer will undertake the construction of certain public infrastructure improvements (the “Infrastructure Project”) necessary to support the commercial development of the Property.

It has been requested that the City provide tax increment financing assistance to the Developer in support of the efforts to complete the Infrastructure Project.

The costs incurred by the City in providing tax increment financing assistance to the Developer will include legal and administrative fees (the “Admin Fees”) in an amount not to exceed \$8,000.

Description of Use of TIF for the Project: The City intends to enter into a Development Agreement with the Developer with respect to the construction of the Infrastructure Project and to provide an economic development grant (the “Grant”) to the Developer thereunder. The Grant will be funded with either borrowed funds and/or an internal advance of funds on-hand. In any case, the City’s obligations (the “Obligations”) entered into to fund the Grant may be repaid with incremental property tax revenues to be derived from the Property. It is anticipated that the City’s total commitment of incremental property tax revenues with respect to the funding of the Grant will not

exceed \$125,000 plus the Admin Fees and any interest expense incurred by the City on the Obligations.

B.

Name of Project: Dollar General Development Project

Date of Council Approval of Project: November 4, 2025

Description of the Project and Project Site: A private developer (the “Developer”) has proposed to undertake the construction of a Dollar General Store (the “Project”) on certain real property (the “Dollar General Property”) situated at 1300 Tall Grass Avenue in the Urban Renewal Area.

It has been requested that the City provide tax increment financing assistance to the Company in support of the efforts to complete, operate and maintain the Project.

The costs incurred by the City in providing tax increment financing assistance to the Company will include legal and administrative fees (the “Admin Fees”) in an amount not to exceed \$8,000.

Description of Use of TIF for the Project: The City intends to enter into a Development Agreement with the Company with respect to the construction of the Project and to provide an economic development grant (the “Grant”) to the Company thereunder. The Grant will be funded with either borrowed funds and/or an internal advance of funds on-hand. In any case, the City’s obligations (the “Obligations”) entered into to fund the Grant may be repaid with incremental property tax revenues to be derived from the Dollar General Property. It is anticipated that the City’s total commitment of incremental property tax revenues with respect to the funding of the Grant will not exceed \$100,000 plus the Admin Fees and any interest expense incurred by the City on the Obligations.

C.

Name of Project: Medical Clinic Development Project

Date of Council Approval of the Project: November 4, 2025

Description of the Project and Project Site: Iowa Development Group, Inc. (the “Corporation”) has proposed to undertake the construction of a new building (the “Clinic Project”) on certain real property (the “Clinic Property”) bearing Johnson County Property Tax Parcel Identification Number 0627326008 in the Urban Renewal Area for use in the business operations of a University of Iowa medical clinic.

It has been requested that the City provide tax increment financing assistance to the Corporation in support of the efforts to complete the Clinic Project.

The costs incurred by the City in providing tax increment financing assistance to the Corporation will include legal and administrative fees (the “Admin Fees”) in an amount not to exceed \$8,000.

Description of Use of TIF for the Project: The City intends to enter into a development agreement (the “Agreement”) with the Corporation with respect to the Clinic Project and to provide annual appropriation economic development payments (the “Payments”) to the Corporation thereunder. The Payments will be funded with incremental property tax revenues to be derived from the Clinic Property. It is anticipated that the City’s total commitment of incremental property tax revenues with respect to the Clinic Project will not exceed \$400,000, plus the Admin Fees.

2) Required Financial Information. The following information is provided in accordance with the requirements of Section 403.17 of the Code of Iowa:

Constitutional debt limit of the City:	<u>\$45,942,034</u>
Outstanding general obligation debt of the City:	<u>\$</u>
Proposed debt to be incurred in area to be added in connection with this November, 2025 Amendment*:	<u>\$ 649,000</u>

*It is anticipated that some or all of the debt incurred hereunder will be subject to annual appropriation by the City Council.



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	October 3, 2025
AGENDA ITEM:	Resolution 2025-077 – A Resolution Approving the Full Release of the Escrow for the Tiffin West Improvements
ACTION:	Approval

Purpose

To request Council approval of Resolution 2025-077, authorizing the full release of the remaining escrow funds for the Tiffin West – Phase 1 development.

Background

The City approved the Final Plat for Tiffin West – Phase 1 on February 4, 2025, along with an escrow agreement with Honey Lane Development in the amount of \$473,281.60 to cover certain on-site and off-site improvements.

On August 15, 2025, the City Council approved Resolution 2025-068, authorizing a partial release of escrow totaling \$397,508.10, based on the recommendation of the City Engineer and City Staff.

A final walk-through of the development has since been completed, and the remaining improvements outlined in the escrow agreement have been substantially completed.

Recommendation

Based on the recommendation of the City Engineer and City Staff, it is recommended that the City Council approve Resolution 2025-077, authorizing the full release of the remaining escrow amount of \$75,773.50 to Honey Lane Development.

ATTACHMENTS: Resolution

RESOLUTION NO. 2025-077

A RESOLUTION FOR THE FULL RELEASE OF THE ESCROW FOR THE TIFFIN WEST IMPROVEMENTS

Whereas, The City approved the Final Plat of Tiffin West – Phase 1, on February 4, 2025; and,

Whereas, Resolution 2025-068 approved a partial release of Escrow based on the recommendation of the City Engineer and City Staff, to partially release \$397,508.10 to Honey Lane Development from the original escrowed amount of \$473,281.60.

Whereas, with the approval of the final plat, an escrow agreement with Honey Lane Development was also approved in the amount of \$473,281.60, for certain on-site and off-site improvements; and,

Whereas, a walk-through of the development 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 a full release to Honey Lane Development from the remaining escrow amount of \$75,773.50.

On the 7th day of October, 2025, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson Limkemann introduced **RESOLUTION NO. 2025-077, A RESOLUTION FOR THE FULL RELEASE OF THE ESCROW FOR THE TIFFIN WEST IMPROVEMENTS** and made a motion for approval. Motion seconded by Councilperson Schnedler.

Ayes:
Nays:
Absent:

Whereupon ____ Council members were present and voted approval and Mayor Kasperek declared that the **RESOLUTION NO. 2025-077, A RESOLUTION FOR THE FULL RELEASE OF THE ESCROW FOR THE TIFFIN WEST IMPROVEMENTS** 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 October, 2025.

City of Tiffin

Tim Kasperek, Mayor

ATTEST: _____
Abigail Hora, City Clerk



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	October 3, 2025
AGENDA ITEM:	Resolution 2025-078 – A Resolution Authorizing the Consolidation of Bank Accounts
ACTION:	Approval

Purpose

To seek Council approval of Resolution 2025-078, authorizing the consolidation of the City’s escrow account at Solon State Bank into the existing City account at Hills Bank.

Background

The City currently maintains an escrow account at Solon State Bank. After review of banking operations and capital project funding needs, staff recommends consolidating this account into the City’s primary account at Hills Bank.

This consolidation will:

- Simplify financial management and reporting.
- Improve access and utilization of funds for capital projects.
- Align with current banking practices and relationships.

Recommendation

Staff recommends approval of Resolution 2025-078, authorizing the consolidation of the escrow account at Solon State Bank into the City’s existing account at Hills Bank for capital project use.

ATTACHMENTS: Resolution

RESOLUTION NO. 2025-078

A RESOLUTION AUTHORIZING THE CONSOLIDATION OF BANK ACCOUNTS

Whereas, the City has accounts at Solon State Bank; and,

Whereas, to fully utilize and access these accounts, the best use of them would be to consolidate the accounts to the existing City bank account at Hills Bank,

Now, therefore be it resolved by the City Council of the City of Tiffin, Iowa to approve the consolidating of bank accounts from Solon State Bank to Hills Bank.

On the 7th day of October, 2025, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson _____ introduced **RESOLUTION NO. 2025-078, A RESOLUTION AUTHORIZING THE CONSOLIDATION OF BANK ACCOUNTS** 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. 2025-078, A RESOLUTION AUTHORIZING THE CONSOLIDATION OF BANK ACCOUNTS** 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 October, 2025.

City of Tiffin

Tim Kasperek, Mayor

ATTEST: _____
Abigail Hora, City Clerk



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: October 3, 2025

AGENDA ITEM: Consideration of Payables List - Motion to Approve

ACTION: Approval

ATTACHMENTS: Payables List



Tiffin, IA

Expense Approval Report

By Fund

Post Dates 10/7/2025 - 10/7/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 001 - General Fund					
HARRYS CUSTOM TROPHIES	007278	10/07/2025	LIFE SAVING AWARD PLAQUE PLATES	001-151-6299	206.20
HEIMAN FIRE EQUIPMENT	0947038-IN	10/07/2025	INTERCEPTOR HOODS X 4	001-150-6179	343.36
HEIMAN FIRE EQUIPMENT	0947038-IN	10/07/2025	INTERCEPTOR HOODS X 4	001-151-6179	220.00
AGVANTAGE FS	10072025	10/07/2025	FUEL	001-150-6331	1,073.83
AGVANTAGE FS	10072025	10/07/2025	FUEL	001-170-6331	472.49
AGVANTAGE FS	10072025	10/07/2025	FUEL	001-430-6512	171.81
CULLIGAN WATER TECH	10072025	10/07/2025	WATER COOLER SERVICE NOVEMBER	001-650-6504	33.96
ABI HAYES	10072025	10/07/2025	MILAGE REIMBURSEMENT 8/25 - 9/30	001-650-6599	180.71
LINN COUNTY REC	10072025E	10/07/2025	1708 BOARDWALK AVE	001-430-6371	27.16
LINN COUNTY REC	10072025G	10/07/2025	DEER VIEW PARK	001-430-6371	30.95
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-150-6506	99.98
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-410-6506	145.57
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-410-6507	18.78
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-410-6507	174.01
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-410-6507	113.96
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-410-6507	64.02
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-410-6507	77.07
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-410-6507	89.28
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-410-6507	176.87
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-410-6507	23.99
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-410-6507	80.60
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-430-6332	67.99
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-430-6332	22.90
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-430-6507	87.17
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-430-6507	57.12
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-430-6507	279.56
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-430-6507	0.22
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-430-6507	52.25
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-431-6505	259.96
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-620-6402	27.95
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-620-6402	95.43
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-650-6506	5.38

Expense Approval Report

Post Dates: 10/7/2025 - 10/7/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-650-6506	24.86
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-650-6506	12.99
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	001-650-6506	7.99
HOLLYWOOD GRAPHICS	1657	10/07/2025	TIFFIN LOGO'S	001-170-6332	192.75
TELECOM SERVICES OF IOWA, ...	18852	10/07/2025	PHONES FOR CENSUS	001-620-6402	600.00
SYNCERE PRINTING, LLC	2025-09-008	10/07/2025	L - Black - CornerStone Select Snag-Proof Long Sle	001-620-6181	617.00
CFS INSPECTIONS	2025MC0107	10/07/2025	LADDER INSPECTIONS	001-150-6332	1,970.50
MASTER BUILT CONCRETE	25075	10/07/2025	FRISBEE GOLF LOT	001-430-6499	1,265.00
MASTER BUILT CONCRETE	25075	10/07/2025	FRISBEE GOLF LOT	001-430-6783	4,485.00
FIRE SERVICE TRAINING BURE...	260340	10/07/2025	CERTIFICATION - FICK	001-150-6230	50.00
ALLIANT ENERGY	31399-O-0416	10/07/2025	590 ELLA AVE LIGHTS	001-430-6371	12.02
ALLIANT ENERGY	31399-O-1153	10/07/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	001-150-6371	1,032.15
ALLIANT ENERGY	31399-O-1153	10/07/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	001-199-6371	109.89
ALLIANT ENERGY	31399-O-1153	10/07/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	001-430-6371	820.22
ALLIANT ENERGY	31399-O-1153	10/07/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	001-650-6371	278.64
RENEW BIOMEDICAL	35861	10/07/2025	AED MAINTENANCE	001-160-6504	750.00
LENOCH & CILEK ACE - IOWA C...	378214/3	10/07/2025	PAPER TOWELS	001-430-6507	67.90
LENOCH & CILEK ACE - IOWA C...	378232/3	10/07/2025	PADLOCKS	001-430-6507	161.55
ACCESS SYSTEMS LEASING	40244494	10/07/2025	PRINTER CONTRACT- CITY HALL & PW	001-150-6499	21.82
ACCESS SYSTEMS LEASING	40244494	10/07/2025	PRINTER CONTRACT- CITY HALL & PW	001-170-6499	43.65
ACCESS SYSTEMS LEASING	40244494	10/07/2025	PRINTER CONTRACT- CITY HALL & PW	001-431-6499	21.82
ACCESS SYSTEMS LEASING	40244494	10/07/2025	PRINTER CONTRACT- CITY HALL & PW	001-650-6499	218.26
DORSEY & WHITNEY LLP	4117419	10/07/2025	U-2025 TIFFIN URBAN RENEWAL m DORSEY & WHITNEY LLP	001-520-6411	7,058.00
DORSEY & WHITNEY LLP	4117420	10/07/2025	U-2025 URPA & PARKS TIF AGREEMENT	001-520-6411	7,564.00
DORSEY & WHITNEY LLP	4117421	10/07/2025	U-SPRING 2025 UR PLAN & 80/380 TIF AGREEMENT	001-520-6411	10,200.00
SPENLER TIRE SERVICE	48967	10/07/2025	TIRE REPAIR	001-430-6332	35.45
JOHN DEERE FINANCIAL	5132987	10/07/2025	TOOLS, SUPPLIES	001-150-6310	5.97
JOHN DEERE FINANCIAL	5132987	10/07/2025	TOOLS, SUPPLIES	001-430-6332	30.97
JOHN DEERE FINANCIAL	5132987	10/07/2025	TOOLS, SUPPLIES	001-430-6504	9.90
JOHN DEERE FINANCIAL	5132987	10/07/2025	TOOLS, SUPPLIES	001-430-6507	32.96
JOHN DEERE FINANCIAL	5132987	10/07/2025	TOOLS, SUPPLIES	001-430-6507	11.97
JOHN DEERE FINANCIAL	5132987	10/07/2025	TOOLS, SUPPLIES	001-430-6507	24.98
JOHN DEERE FINANCIAL	5132987	10/07/2025	TOOLS, SUPPLIES	001-431-6599	20.98
JOHN DEERE FINANCIAL	5132987	10/07/2025	TOOLS, SUPPLIES	001-499-6515	469.00
MIDAMERICAN ENERGY	571877441	10/07/2025	2803 HWY 6 NW	001-430-6371	14.58
MIDAMERICAN ENERGY	571889009	10/07/2025	300 RAILROAD ST	001-650-6371	10.21
LOCALITY MEDIA INC	6145	10/07/2025	FIRE REPORTING SOFTWARE	001-150-6419	9,922.50
NATIONWIDE OFFICE CLEANE...	62290	10/07/2025	CITY HALL CLEANING	001-650-6409	405.29
NATIONWIDE OFFICE CLEANE...	62291	10/07/2025	CITY HALL/PW/CONCESSIONS CLEANING	001-431-6409	844.35
IOWA INTERSTATE RAILROAD,...	734223	10/07/2025	BIKE PATH SIGNAL MAINTENANCE	001-210-6417	205.76
IOWA INTERSTATE RAILROAD,...	734279	10/07/2025	MEHMEN AVE SIGNAL MAINTENANCE	001-210-6417	801.90
THE GAZETTE	IN161182	10/07/2025	PRINTING/PUBLISHING 9-8 MINUTES	001-640-6414	91.88
TASC CLIENT SERVICES	IN3553550	10/07/2025	ADMIN FEE	001-620-6419	75.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FIRE SAFETY EDUCATION	INV006272	10/07/2025	Junior Firefighter Stick-On Foil Badge	001-150-6250	2,105.00
FIRE SAFETY EDUCATION	INV006272	10/07/2025	Junior Firefighter Stick-On Foil Badge	001-151-6402	918.00
ACCESS SYSTEMS	INV1846407	10/07/2025	TECHNOLOGY SERVICES	001-150-6419	164.79
ACCESS SYSTEMS	INV1846407	10/07/2025	TECHNOLOGY SERVICES	001-170-6419	164.79
ACCESS SYSTEMS	INV1846407	10/07/2025	TECHNOLOGY SERVICES	001-431-6419	164.79
ACCESS SYSTEMS	INV1846407	10/07/2025	TECHNOLOGY SERVICES	001-620-6419	1,318.32
FUSIONSITE MIDWEST, LLC	IP40406	10/07/2025	PARKS PORTABLE TOILET RENTALS	001-430-6497	1,441.00
				Fund 001 - General Fund Total:	61,656.88
Fund: 110 - Road Use Tax					
CUSTOM HOSE AND SUPPLIES	00121121	10/07/2025	COUNTER HOSE ASSEMBLY	110-210-6332	70.06
LINN COUNTY REC	100720025I	10/07/2025	401 DEER VIEW TRAFFIC SIGNALS	110-230-6371	61.25
AGVANTAGE FS	10072025	10/07/2025	FUEL	110-210-6512	2,147.66
LINN COUNTY REC	10072025	10/07/2025	S PARK RD & HWY 6	110-230-6371	90.58
LINN COUNTY REC	10072025A	10/07/2025	HWY 6/PARK RD	110-230-6371	53.59
			ROUNDAABOUT LIGHTS		
LINN COUNTY REC	10072025C	10/07/2025	SECURITY LIGHT ONLY	110-230-6371	719.47
LINN COUNTY REC	10072025D	10/07/2025	SIGN	110-230-6371	32.29
LINN COUNTY REC	10072025F	10/07/2025	200 N PARK RD	110-230-6371	8.13
LINN COUNTY REC	10072025H	10/07/2025	OAKDALE/PARK RD	110-230-6371	220.49
LINN COUNTY REC	10072025J	10/07/2025	LIGHTS AT VILLAGE DR	110-230-6371	70.51
LINN COUNTY REC	10072025L	10/07/2025	S PARK RD & HWY 6 OUTLET METER A	110-230-6371	197.48
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	110-210-6507	301.94
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	110-210-6507	301.94
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	110-210-6507	87.17
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	110-210-6507	52.25
HOLLYWOOD GRAPHICS	1656	10/07/2025	TIFFIN LOGO'S X 4	110-210-6331	144.75
MASTER BUILT CONCRETE	25076	10/07/2025	BLUE JAY CT SIDEWALK	110-210-6499	3,750.00
ALLIANT ENERGY	31399-O-1153	10/07/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	110-210-6371	1,255.85
ALLIANT ENERGY	31399-O-1153	10/07/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	110-230-6371	10,305.78
ALLIANT ENERGY	31399-O-1153	10/07/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	110-240-6371	306.11
AERO RENTAL	358917	10/07/2025	PROPANE	110-210-6331	24.65
LENOCH & CILEK ACE - IOWA C..	378214/3	10/07/2025	PAPER TOWELS	110-210-6507	67.90
LENOCH & CILEK ACE - IOWA C..	378232/3	10/07/2025	PADLOCKS	110-210-6507	161.55
LENOCH & CILEK ACE - IOWA C..	378233/3	10/07/2025	PAPER TOWELS	110-210-6599	40.74
ACCESS SYSTEMS LEASING	40244494	10/07/2025	PRINTER CONTRACT- CITY HALL & PW	110-210-6499	43.65
JOHN DEERE FINANCIAL	5132987	10/07/2025	TOOLS, SUPPLIES	110-210-6507	18.75
JOHN DEERE FINANCIAL	5132987	10/07/2025	TOOLS, SUPPLIES	110-210-6507	24.98
MIDAMERICAN ENERGY	571873642	10/07/2025	101 RAILROAD ST PW BUILDING	110-210-6371	21.97
MIDAMERICAN ENERGY	571879607	10/07/2025	201 RAILROAD ST MAINTENANCE SHED	110-210-6371	8.74
MIDAMERICAN ENERGY	571892187	10/07/2025	211 RAILROAD ST PW	110-210-6371	12.02
NATIONWIDE OFFICE CLEANE...	62290	10/07/2025	PW CLEANING	110-210-6409	405.29
ACCESS SYSTEMS	INV1846407	10/07/2025	TECHNOLOGY SERVICES	110-210-6419	164.79
				Fund 110 - Road Use Tax Total:	21,172.33
Fund: 112 - Employee Benefit					
PRINCIPAL LIFE INSURANCE	100725	10/07/2025	LIFE INSURANCE	112-210-6150	108.50
PRINCIPAL LIFE INSURANCE	100725	10/07/2025	LIFE INSURANCE	112-620-6150	108.50
WELLMARK	252510000206	10/07/2025	INSURANCE	112-150-6150	576.92

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLMARK	252510000206	10/07/2025	INSURANCE	112-170-6150	2,692.29
WELLMARK	252510000206	10/07/2025	INSURANCE	112-210-6150	3,461.52
WELLMARK	252510000206	10/07/2025	INSURANCE	112-430-6150	961.53
WELLMARK	252510000206	10/07/2025	INSURANCE	112-610-6150	1,923.07
WELLMARK	252510000206	10/07/2025	INSURANCE	112-620-6150	1,538.45
Fund 112 - Employee Benefit Total:					11,370.78
Fund: 307 - Park Road Paving					
BOOMERANG CORP.	PAY REQUEST 7	10/07/2025	N PARK RD WIDENING	307-210-6499	171,277.61
Fund 307 - Park Road Paving Total:					171,277.61
Fund: 309 - US HWY 6 RECONSTRUCTION					
MSA PROFESSIONAL SERVICES	020903	10/07/2025	HWY 6 RECONSTRUCTION	309-210-6407	17,777.10
Fund 309 - US HWY 6 RECONSTRUCTION Total:					17,777.10
Fund: 330 - Tiffin Firetruck					
HEIMAN FIRE EQUIPMENT	0946907-IN	10/07/2025	DEWALT 18" FAN & BATTEREIS	330-150-6499	5,645.00
Fund 330 - Tiffin Firetruck Total:					5,645.00
Fund: 340 - Recreation Center					
MIRON CONSTRUCTION CO, I...	PAY APPLICATION 5	10/07/2025	RECREATION CENTER	340-430-6499	193,233.49
Fund 340 - Recreation Center Total:					193,233.49
Fund: 600 - Water					
CUSTOM HOSE AND SUPPLIES	00120871	10/07/2025	COUNTER HOSE ASSEMBLY	600-810-6505	285.40
TYLER TECHNOLOGIES, INC	025-530718	10/07/2025	ONLINE ACH TRANSACTION FEES	600-810-6490	1,470.00
TYLER TECHNOLOGIES, INC	025-531164	10/07/2025	ONLINE ACH TRANSACTION FEES	600-810-6490	16.50
AUTOMATIC SYSTEMS	043917	10/07/2025	FLOW METER REPAIR	600-810-6490	1,406.25
AUTOMATIC SYSTEMS	043980	10/07/2025	INPUT CARD REPLACEMENT	600-810-6490	2,525.00
MEDIACOM	10072025	10/07/2025	INTERNET FOR WWTP	600-810-6373	233.09
AGVANTAGE FS	10072025	10/07/2025	FUEL	600-810-6512	214.77
LINN COUNTY REC	10072025B	10/07/2025	750 PARK RD WATER TOWER	600-810-6371	109.03
PRINCIPAL LIFE INSURANCE	100725	10/07/2025	LIFE INSURANCE	600-810-6150	108.50
SCHIMBERG CO	10096530-00	10/07/2025	HOLDING SPOOL TAR 12X12	600-810-6505	522.74
KONDORA PLUMBING & HEAT...	11588	10/07/2025	7/14/25 & 9/12/25 Test and certify 5 RPZ backflow	600-810-6490	1,559.56
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	600-810-6181	79.98
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	600-810-6519	189.99
CHEM-SULT INC	15742	10/07/2025	CHEMICALS	600-810-6501	1,577.75
CHEM-SULT INC	15757	10/07/2025	CHEMICALS	600-810-6501	566.25
CHEM-SULT INC	15776	10/07/2025	CHEMICALS	600-810-6501	1,887.50
CHEM-SULT INC	15796	10/07/2025	CHEMICALS	600-810-6501	669.50
WELLMARK	252510000206	10/07/2025	INSURANCE	600-810-6150	4,038.44
CARGILL INC	2911454092	10/07/2025	SALT FOR WATER PLANT	600-810-6501	6,114.34
ALLIANT ENERGY	31399-O-1153	10/07/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	600-810-6371	17,727.04
LENOCH & CILEK ACE - IOWA C..	378232/3	10/07/2025	PADLOCKS	600-810-6507	161.55
LENOCH & CILEK ACE - IOWA C..	378233/3	10/07/2025	PAPER TOWELS	600-810-6599	81.48
ACCESS SYSTEMS LEASING	40244494	10/07/2025	PRINTER CONTRACT- CITY HALL & PW	600-810-6506	43.65
JOHN DEERE FINANCIAL	5132987	10/07/2025	TOOLS, SUPPLIES	600-810-6310	20.97
JOHN DEERE FINANCIAL	5132987	10/07/2025	TOOLS, SUPPLIES	600-810-6507	19.98
MIDAMERICAN ENERGY	571873642	10/07/2025	101 RAILROAD ST PW BUILDING	600-810-6371	7.32
MIDAMERICAN ENERGY	571879607	10/07/2025	201 RAILROAD ST MAINTENANCE SHED	600-810-6371	2.92
MIDAMERICAN ENERGY	571889009	10/07/2025	300 RAILROAD ST	600-810-6371	3.40
MIDAMERICAN ENERGY	571892187	10/07/2025	211 RAILROAD ST PW	600-810-6371	4.01
MIDAMERICAN ENERGY	571893946	10/07/2025	109 BROWN ST	600-810-6371	41.69
USA BLUE BOOK	INV00826375	10/07/2025	WATER/SEWER TESTING SUPPLIES	600-810-6507	23.32

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
USA BLUE BOOK	INV00826518	10/07/2025	WATER/SEWER TESTING SUPPLIES	600-810-6507	16.46
USA BLUE BOOK	INV00839072	10/07/2025	WATER/SEWER TESTING SUPPLIES	600-810-6507	83.44
USA BLUE BOOK	INV00840268	10/07/2025	WATER/SEWER TESTING SUPPLIES	600-810-6507	47.70
ACCESS SYSTEMS	INV1846407	10/07/2025	TECHNOLOGY SERVICES	600-810-6419	659.16
STOREY KENWORTHY/MATT ...	PINV1276125	10/07/2025	UB STATEMENT PAPER	600-810-6506	825.00
Fund 600 - Water Total:					43,343.68
Fund: 608 - WATER TREATMENT PLANT					
MSA PROFESSIONAL SERVICES	021188	10/07/2025	WATER TREATMENT PLANT BIDDING & CRS	608-810-6407	63,080.54
TRICON CONSTRUCTION GRO...	PAY APPLICATION 2	10/07/2025	WATER TREATMENT PLANT	608-810-6499	303,477.33
Fund 608 - WATER TREATMENT PLANT Total:					366,557.87
Fund: 610 - Sewer					
CUSTOM HOSE AND SUPPLIES	00121156	10/07/2025	MALE ADAPTER, FEMALE CAMLOCK	610-815-6504	27.76
MSA PROFESSIONAL SERVICES	020824	10/07/2025	SANITARY SEWER STUDY	610-815-6490	782.81
TYLER TECHNOLOGIES, INC	025-530718	10/07/2025	ONLINE ACH TRANSACTION FEES	610-815-6490	1,470.00
TYLER TECHNOLOGIES, INC	025-531164	10/07/2025	ONLINE ACH TRANSACTION FEES	610-815-6490	16.50
MEDIACOM	10072025	10/07/2025	INTERNET FOR WWTP	610-815-6371	233.09
JERRY KOBOLD	10072025	10/07/2025	PLUMBING REIMBURSEMENT	610-815-6507	465.34
AGVANTAGE FS	10072025	10/07/2025	FUEL	610-815-6512	214.77
LINN COUNTY REC	10072025K	10/07/2025	200 S PARK RD	610-815-6371	163.18
PRINCIPAL LIFE INSURANCE	100725	10/07/2025	LIFE INSURANCE	610-815-6150	108.50
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	610-815-6350	116.40
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	610-815-6350	71.00
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	610-815-6504	11.99
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	610-815-6504	42.54
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	610-815-6504	12.59
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	610-815-6504	21.56
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	610-815-6519	29.10
WELLMARK	252510000206	10/07/2025	INSURANCE	610-815-6150	4,038.44
ALLIANT ENERGY	31399-O-1153	10/07/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	610-815-6371	7,409.49
LENOCH & CILEK ACE - IOWA C..	378232/3	10/07/2025	PADLOCKS	610-815-6507	161.55
LENOCH & CILEK ACE - IOWA C..	378233/3	10/07/2025	PAPER TOWELS	610-815-6599	81.48
ACCESS SYSTEMS LEASING	40244494	10/07/2025	PRINTER CONTRACT- CITY HALL & PW	610-815-6506	43.65
MIDAMERICAN ENERGY	571873642	10/07/2025	101 RAILROAD ST PW BUILDING	610-815-6371	7.32
MIDAMERICAN ENERGY	571879607	10/07/2025	201 RAILROAD ST MAINTENANCE SHED	610-815-6371	2.92
MIDAMERICAN ENERGY	571889009	10/07/2025	300 RAILROAD ST	610-815-6371	3.40
MIDAMERICAN ENERGY	571892187	10/07/2025	211 RAILROAD ST PW	610-815-6371	4.01
MIDAMERICAN ENERGY	571893946	10/07/2025	109 BROWN ST	610-815-6371	41.68
HAWKINS, INC	7205630	10/07/2025	CHEMICALS	610-815-6501	1,561.55
USA BLUE BOOK	INV00826375	10/07/2025	WATER/SEWER TESTING SUPPLIES	610-815-6507	23.32
USA BLUE BOOK	INV00826518	10/07/2025	WATER/SEWER TESTING SUPPLIES	610-815-6507	16.46
USA BLUE BOOK	INV00839072	10/07/2025	WATER/SEWER TESTING SUPPLIES	610-815-6507	83.45

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
USA BLUE BOOK	INV00840268	10/07/2025	WATER/SEWER TESTING SUPPLIES	610-815-6507	47.70
ACCESS SYSTEMS	INV1846407	10/07/2025	TECHNOLOGY SERVICES	610-815-6419	659.16
STOREY KENWORTHY/MATT ...	PINV1276125	10/07/2025	UB STATEMENT PAPER	610-815-6506	825.00
AEROMOD INC	SO48668 -1	10/07/2025	PURE GAS DESICCANT TOWER HR3 DRYER	610-815-6350	749.84
Fund 610 - Sewer Total:					19,547.55
Fund: 740 - Storm Water					
MSA PROFESSIONAL SERVICES	020825	10/07/2025	PARK PLACE DRAINAGE STUDY	740-865-6499	19,617.50
AMAZON CAPITAL SERVICES	139F-VT69-FR9H	10/07/2025	OFFICE SUPPLIES, BOOKS, PARKS SUPPLIES, WW PARTS	740-865-6399	559.12
JOHN DEERE FINANCIAL	5132987	10/07/2025	TOOLS, SUPPLIES	740-865-6399	22.99
Fund 740 - Storm Water Total:					20,199.61
Grand Total:					931,781.90

Report Summary

Fund Summary

Fund	Payment Amount
001 - General Fund	61,656.88
110 - Road Use Tax	21,172.33
112 - Employee Benefit	11,370.78
307 - Park Road Paving	171,277.61
309 - US HWY 6 RECONSTRUCTION	17,777.10
330 - Tiffin Firetruck	5,645.00
340 - Recreation Center	193,233.49
600 - Water	43,343.68
608 - WATER TREATMENT PLANT	366,557.87
610 - Sewer	19,547.55
740 - Storm Water	20,199.61
Grand Total:	931,781.90

Account Summary

Account Number	Account Name	Payment Amount
001-150-6179	BUNKER GEAR/PPE - FIRE	343.36
001-150-6230	TRAINING - FIRE	50.00
001-150-6250	COMMUNITY RISK REDU...	2,105.00
001-150-6310	BUILDING REPAIRS - FIRE	5.97
001-150-6331	FUEL - FIRE	1,073.83
001-150-6332	VEHICLE REPAIRS - FIRE	1,970.50
001-150-6371	UTILITIES- FIRE	1,032.15
001-150-6419	TECHNOLOGY SERVICES-...	10,087.29
001-150-6499	OTHER CONTRACTUAL S...	21.82
001-150-6506	OFFICE SUPPLIES - FIRE	99.98
001-151-6179	FULL SET - STRUCTURAL ...	220.00
001-151-6299	LENGTH OF SERVICE AW...	206.20
001-151-6402	PRINT MARKETING - NE...	918.00
001-160-6504	MINOR EQUIPMENT - E...	750.00
001-170-6331	FUEL - BUILDING	472.49
001-170-6332	VEHICLE REPAIRS - BUILD..	192.75
001-170-6419	TECHNOLOGY SERVICES-...	164.79
001-170-6499	OTHER CONTRACTUAL S...	43.65
001-199-6371	UTILITIES-WARNING SIR...	109.89
001-210-6417	RAILROAD CROSSING MA...	1,007.66
001-410-6506	OFFICE SUPPLIES - LIBRA...	145.57
001-410-6507	OPERATING SUPPLIES - L...	818.58
001-430-6332	VEHICLE REPAIRS - PARKS	157.31
001-430-6371	UTILITIES-PARKS	904.93
001-430-6497	RESTROOM SERVICES - ...	1,441.00
001-430-6499	OTHER CONTRACTUAL S...	1,265.00
001-430-6504	MINOR EQUIPMENT - P...	9.90
001-430-6507	OPERATING SUPPLIES - ...	775.68
001-430-6512	VEHICLE/EQUIPMENT F...	171.81
001-430-6783	CITY PARK IMPROVEME...	4,485.00
001-431-6409	CONCESSIONS CLEANING	844.35
001-431-6419	TECHNOLOGY SERVICES-...	164.79
001-431-6499	OTHER CONTRACTUAL S...	21.82
001-431-6505	EQUIPMENT - RECREATI...	259.96
001-431-6599	OTHER SUPPLIES - RECR...	20.98
001-499-6515	OTHER FESTIVALS/EVEN...	469.00
001-520-6411	LEGAL - DORSEY	24,822.00
001-620-6181	UNIFORM ALLOWANCE-...	617.00
001-620-6402	SPECIAL CENSUS	723.38
001-620-6419	TECHNOLOGY SERVICES	1,393.32
001-640-6414	PRINTING/PUBLISHING	91.88
001-650-6371	UTILITIES-CITY HALL	288.85

Account Summary

Account Number	Account Name	Payment Amount
001-650-6409	CITY HALL CLEANING	405.29
001-650-6499	OTHER CONTRACTUAL S...	218.26
001-650-6504	MINOR EQUIPMENT	33.96
001-650-6506	OFFICE SUPPLIES	51.22
001-650-6599	MISCELLANEOUS EXPEN...	180.71
110-210-6331	VEHICLE OPERATIONS-R...	169.40
110-210-6332	VEHICLE REPAIRS - RUT ...	70.06
110-210-6371	UTILITIES - RUT STREETS	1,298.58
110-210-6409	PUBLIC WORKS CLEANI...	405.29
110-210-6419	TECHNOLOGY SERVICES-...	164.79
110-210-6499	OTHER CONTRACTUAL S...	3,793.65
110-210-6507	OPERATING SUPPLIES -R...	1,016.48
110-210-6512	VEHICLE/EQUIPMENT F...	2,147.66
110-210-6599	OTHER SUPPLIES-RUT ST...	40.74
110-230-6371	STREET LIGHTS - UTILITY	11,759.57
110-240-6371	TRAFFIC SIGNALS - UTILIT..	306.11
112-150-6150	GROUP INSURANCE - FIRE	576.92
112-170-6150	GROUP INSURANCE - BU...	2,692.29
112-210-6150	GROUP INSURANCE - ST...	3,570.02
112-430-6150	GROUP INSURANCE - PA...	961.53
112-610-6150	GROUP INSURANCE - CIT...	1,923.07
112-620-6150	GROUP INSURANCE - CL...	1,646.95
307-210-6499	CONTRACTUAL - NORTH...	171,277.61
309-210-6407	ENGINEERING - US HWY ...	17,777.10
330-150-6499	CONTRACTUAL- FIRETR...	5,645.00
340-430-6499	CONTRACTUAL - RECR...	193,233.49
600-810-6150	GROUP INSURANCE - W...	4,146.94
600-810-6181	UNIFORM ALLOWANCE -...	79.98
600-810-6310	BUILDING REPAIR/MAINT	20.97
600-810-6371	UTILITIES - WATER	17,895.41
600-810-6373	TELEPHONE/COMM-WA...	233.09
600-810-6419	TECHNOLOGY SERVICES	659.16
600-810-6490	OTHER PROFESSIONAL S...	6,977.31
600-810-6501	CHEMICALS	10,815.34
600-810-6505	OTHER EQUIPMENT	808.14
600-810-6506	OFFICE SUPPLIES	868.65
600-810-6507	OPERATING SUPPLIES	352.45
600-810-6512	VEHICLE/EQUIPMENT F...	214.77
600-810-6519	OPERATING EQUIPMENT	189.99
600-810-6599	OTHER SUPPLIES	81.48
608-810-6407	ENGINEERING - WATER ...	63,080.54
608-810-6499	CONTRACTUAL - WATER...	303,477.33
610-815-6150	GROUP INSURANCE - S...	4,146.94
610-815-6350	OPERATIONAL EQUIP RE...	937.24
610-815-6371	UTILITIES - SEWER	7,865.09
610-815-6419	TECHNOLOGY SERVICES	659.16
610-815-6490	OTHER PROFESSIONAL S...	2,269.31
610-815-6501	CHEMICALS	1,561.55
610-815-6504	MINOR EQUIPMENT	116.44
610-815-6506	OFFICE SUPPLIES	868.65
610-815-6507	OPERATING SUPPLIES	797.82
610-815-6512	VEHICLE/EQUIPMENT F...	214.77
610-815-6519	OPERATING EQUIPMENT	29.10
610-815-6599	OTHER SUPPLIES	81.48
740-865-6399	STORM WATER OTHER ...	582.11
740-865-6499	CONTRACTUAL SERVICES	19,617.50
Grand Total:		931,781.90

Project Account Summary

Project Account Key
None

Payment Amount
931,781.90

931,781.90

Grand Total:



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	October 3, 2025
AGENDA ITEM:	Discussion and Consideration of Chang Order #8 – Rathje Construction – Original Town Urbanization – Phase 3
ACTION:	Approval

Purpose

To request Council approval of Change Order #8 for the Original Town Urbanization – Phase 3 project, submitted by Rathje Construction and recommended by Hart-Frederick Consultants.

Background

During construction, issues were identified with the existing sanitary sewer service lines at 230 W. 3rd Street and 230 College Street. The existing 4" SDR 23.5 pipe was improperly backfilled with dirt instead of rock, and multiple low spots were discovered through televising the line.

To correct the issue, the contractor:

- Removed and replaced 30' of 6" main line with 60' of new SDR 23.5 PVC encased in rock.
- Installed two 6x4 wyes and a cleanout.
- Removed and replaced 90' of 4" service lines for both properties.
- Realigned the pipe to move the cleanout out of the curb line.
- Backfilled, compacted, and graded the area.

This work was completed in September 2025 and is eligible for restoration under existing bid items.

Recommendation

Staff and the City Engineer recommend approval of Change Order #8 in the amount of \$17,199.61 and a 2-day extension to the contract timeline.

ATTACHMENTS: Change Order

HART-FREDERICK CONSULTANTS, P.C.

510 State Street P.O. Box 560

Tiffin, Iowa 52340

Phone: (319) 545-7215

Fax: (319) 545-7220

www.hart-frederick.com hfc@hart-frederick.com

Memorandum

DATE: 24, September, 2025

TO: City of Tiffin

FROM: HFC

RE: Original Town Urbanization Phase 3 (HFC #18218.131)

Enclosed please find **three (3)** copies of Change Order #8, for approval by the City Council. Upon approval, please have the Mayor sign all **three (3)** copies, return **two (2)** copies to my attention. Keep the **third** copy for your files.

If you have any questions, please give me a call at (319) 545-7215.

Thanks,



HFC #18218.131

CHANGE ORDER

DATE: 9/24/2025

Change Order No: 8 (EIGHT)

Agreement Date: 12/14/2023

PROJECT: Original Town Urbanization – Phase 3 HFC #18218.131

OWNER: Tiffin, IA

CONTRACTOR: Rathje Construction Co.

DESCRIPTION OF CHANGES TO CONTRACT DOCUMENTS:

Reconstruction of sewer service to 230 W. 3rd Street and 230 College Street. See attached detailed work description.

CONTRACT PRICE CHANGES:

Original CONTRACT PRICE: \$ 2,134,856.90

CONTRACT with LAST CHANGE ORDER: \$ 2,295,348.91

THIS CHANGE ORDER AMOUNT: \$ 17,199.61

NEW CONTRACT PRICE: \$ 2,312,548.52

CONTRACT TIME CHANGES

CONTRACT TIME (increased)(decreased): 2 Days

NEW Completion Date: October 2, 2025

APPROVALS REQUIRED: *To be effective this Order must be approved by the OWNER.*

OWNER: _____

CONTRACTOR: See attached

ENGINEER:  _____



CHANGE ORDER REQUEST

DATE: 9/24/2025
 CONTRACT # 0
 CHANGE ORDER REQUEST NO. 8

PROJECT: Tiffin Phase 3 Reconstruction Project
 CONTRACTOR: Rathje Construction
 CONTRACTOR PROJECT MANAGER: Dan Scofield
 CITY OF TIFFIN CONSTRUCTION PROJECT MANAGER: Ben Carhoff

DESCRIPTION OF REQUEST:

Per request due to prior issues, our crew dug up the existing 4" sanitary sewer service to 230 W Third Street. After exposing 40' of the sewer pipe in the street it was discovered that the existing SDR 23.5 was backfilled with dirt and not rock per specifications. It was then decided to televise the rest of the sewer line to find any other issues. There were 4 low spots in the service to 230 W. Third St., going all the way up to the house. We then sent the sewer camera down the 6" main to find a low spot 30' west of the clean out. After the investigation the sewer was temporarily connected to wait for a decision for replacement. That work was completed on 9/15/2025. On 9/18/2025 we commenced to removed 30' of 6" pipe, installed 60' of new SDR 23.5 PVC encased in rock, 2 - 6x4 wyes (for house services 230 Third St and 230 College Street) and a clean out for at the end of the main line of 6" Main. We realigned the pipe run also, so the clean out was no longer in the curb line as it was originally. We then removed 90' of 4" pipe and reinstalled 90' of new 4" SDR23.5 encased in clean rock for the 2 house services. All lines were backfilled, compacted and finished graded. Seeding and restoration can be done with the bid items in the contract.

SUDAS SPECIFICATION SECTION TO SUPPORT REQUEST, DIVISION 1:

JUSTIFICATION FOR THE REQUEST, WORKING DIVISION:

Line No.	Spec. #	Item No.	Item Description	Quantity	Unit	Unit Price	Mark up	Unit Price w/ Markup	Working Days Requested	Proposed Increase (Decrease) in Contract Price
1		8018	Sanitary Sewer 6" & 4"	1.00	LS	\$17,199.61	0.00%	\$17,199.61	2	\$17,199.61
Net Increase (Decrease)									2	\$17,199.61

SUPPORT DOCUMENTS INCLUDED:

CONTRACT TIME IMPACT: (N/A)

REVISED SCHEDULE PROVIDED? YES or NO

STANDARD SUDAS BID ITEMS MUST BE USED IF POSSIBLE, OTHERWISE PROVIDE COST BREAKDOWN:

INVOICES (REQUIRED):

MATERIAL SUBMITTALS (REQUIRED):

ADDITIONAL SUPPORT DOCUMENTS INCLUDED:

This document does not change the Contract Price or Contract Time but is evidence that the parties expect that the subject changes will be incorporated into a subsequent Contract Change Order following negotiation by the parties as to effect, if any, upon Contract Price or Contract Time. Work shall not be deemed acknowledged per Division 1, General Provisions and Covenants until all signatures are received. Payment related to this document will only be made after execution of Contract Change Order through City Council.



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	October 3, 2025
AGENDA ITEM:	Discussion and Consideration of Pay Application #2 – Tricon Construction Group – Water Treatment Plant Upgrade
ACTION:	Approval

Purpose

To request Council approval of Pay Application #2 from Tricon Construction Group for work completed on the Water Treatment Plant Upgrades project.

Background

Tricon Construction Group is under contract with the City of Tiffin for the Water Treatment Plant Upgrades project. The original contract amount is \$12,182,553.00, with a net change order of \$12,420.34, bringing the current contract total to \$12,194,973.34.

Pay Application #2 covers the period from August 1, 2025 to September 30, 2025, and includes:

- Total work completed and materials stored to date: \$801,683.84
- Retainage (5%): \$40,084.19
- Amount eligible to date (less retainage): \$761,599.65
- Less previous payments: \$458,122.32
- Amount due this application: \$303,477.33

The application has been reviewed and recommended for approval by MSA Professional Services, the City's engineering consultant.

Recommendation

Staff recommends approval of Pay Application #2 in the amount of \$303,477.33 to Tricon Construction Group for work completed on the Water Treatment Plant Upgrades project.

ATTACHMENTS: Pay App

Owner:	City of Tiffin	Owner's Project No.:	
Engineer:	MSA Professional Services	Engineer's Project No.:	13603016
Contractor:	Tricon Construction Group	Contractor's Project No.:	
Project:	Water Treatment Plant Upgrades - City of Tiffin		
Contract:	Water Treatment Plant Upgrades		

Application No.:	2	Application Date:	9/26/2025
Application Period:	From 7/31/2025	to	9/30/2025

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

Date: _____ Date: _____

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Tiffin	Owner's Project No.:	
Engineer:	MSA Professional Services	Engineer's Project No.:	13603016
Contractor:	Tricon Construction Group	Contractor's Project No.:	
Project:	Water Treatment Plant Upgrades - City of Tiffin		
Contract:			

Application No.: 2 Application Period: From 08/01/25 to 09/30/25 Application Date: 09/26/25

A	B	C	D	E	F	G	H	I
			Work Completed			Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
Item No.	Description	Scheduled Value (\$)			Materials Currently Stored (not in D or E) (\$)			
Original Contract								
00	General Requirements		-			-		-
01	General Conditions	\$588,953.00	39,076.87	78,153.74		117,230.61	20%	471,722.39
02	Bond/Buider's Risk Insurance	\$199,542.00	199,542.00			199,542.00	100%	-
03	Allowance EP1 - Generator & ATS	\$329,890.00	-			-	0%	329,890.00
04	Allowance EP2 Electrical Equipment	Line item 167	-			-		-
05	Allowance - Electrical Service	\$5,000.00	-			-	0%	5,000.00
06	Mobilization	\$350,000.00	120,000.00			120,000.00	34%	230,000.00
07	Site Testing	\$53,736.00	1,426.75	6,098.58		7,525.33	14%	46,210.67
08	Traffic Control	\$10,000.00	-			-	0%	10,000.00
09	Portable Toilets	\$5,400.00	148.40	148.40		296.80	5%	5,103.20
10	Dumpster	\$14,600.00	-	500.00		500.00	3%	14,100.00
11	Concrete Washout Pit	\$2,400.00	-			-	0%	2,400.00
12	Erosion Control	\$8,250.00	2,500.00			2,500.00	30%	5,750.00
13			-			-		-
14	Existing Conditions		-			-		-
15	Structure Demolition	\$33,445.00	-			-	0%	33,445.00
16			-			-		-
17	Concrete		-			-		-
18	Structure 10 - Existing Building		-			-		-
19	Rebar - Materials	\$54,588.00	-			-	0%	54,588.00
20	Rebar - Labor	\$46,399.80	-			-	0%	46,399.80
21	Concrete - Materials	\$165,884.00	-			-	0%	165,884.00
22	Concrete - Labor	\$91,308.20	-			-	0%	91,308.20
23	Structure 20 - RO Building		-			-		-
24	Rebar - Materials	\$84,556.00	-			-	0%	84,556.00

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Tiffin				Owner's Project No.:			
Engineer:	MSA Professional Services				Engineer's Project No.:	13603016		
Contractor:	Tricon Construction Group				Contractor's Project No.:			
Project:	Water Treatment Plant Upgrades - City of Tiffin							
Contract:								

Application No.:	2	Application Period:	From	08/01/25	to	09/30/25	Application Date:	09/26/25
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25	Rebar - Labor	\$71,872.60	-			-	0%	71,872.60
26	Base Footings Materials	\$89,665.00	-			-	0%	89,665.00
27	Base Footings Labor	\$49,315.75	-			-	0%	49,315.75
28	Wall Footings Materials	\$98,663.00	-			-	0%	98,663.00
29	Wall Footings Labor	\$54,264.65	-			-	0%	54,264.65
30	Floor Slab Materials	\$156,442.00	-			-	0%	156,442.00
31	Floor Slab Labor	\$88,874.50	-			-	0%	88,874.50
32	Equipment Pads Materials	\$1,515.00	-			-	0%	1,515.00
33	Equipment Pads Labor	\$3,451.50	-			-	0%	3,451.50
34	Precast Concrete Materials	\$575,000.00	-			-	0%	575,000.00
35	Precast Concrete Labor	\$204,412.67	-			-	0%	204,412.67
36	Structure 30- Clearwell		-			-		-
37	Rebar Materials	\$204,551.00	-			-	0%	204,551.00
38	Rebar labor	\$112,503.05	-			-	0%	112,503.05
39	Mat Foundation - Materials	\$123,255.00	-			-	0%	123,255.00
40	Mat Foundation - Labor	\$68,450.80	-			-	0%	68,450.80
41	Walls - Materials	\$78,452.00	-			-	0%	78,452.00
42	Walls - Labor	\$98,065.00	-			-	0%	98,065.00
43	Elevated Slab - Materials	\$198,553.00	-			-	0%	198,553.00
44	Elevated Slab - Labor	\$109,204.15	-			-	0%	109,204.15
45	Precast Concrete - Materials	\$210,000.00	-			-	0%	210,000.00
46	Precast Concrete - Labor	\$61,058.33	-			-	0%	61,058.33
47			-			-		-
48	Masonry		-			-		-
49	Masonry - Materials	\$15,116.00	-			-	0%	15,116.00
50	Masonry - Labor	\$50,603.00	-			-	0%	50,603.00
51			-			-		-
52	Metals		-			-		-
53	Metal Fabrications - Materials	\$57,200.00	-			-	0%	57,200.00
54	Metal Fabrications - Labor	\$13,556.25	-			-	0%	13,556.25
55	Handrails & Railings Labor	\$5,966.50	-			-	0%	5,966.50

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Tiffin			Owner's Project No.:			
Engineer:	MSA Professional Services			Engineer's Project No.:	13603016		
Contractor:	Tricon Construction Group			Contractor's Project No.:			
Project:	Water Treatment Plant Upgrades - City of Tiffin						
Contract:							

Application No.:	2	Application Period:	From	08/01/25	to	09/30/25	Application Date:	09/26/25
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56	Grating - Labor	\$2,777.25	-			-	0%	2,777.25
57			-			-		-
58	Wood, Plastics and Composites		-			-		-
59	Structure 10 - Existing Building		-			-		-
60	Walls, Headers, Mezz Hardware - M	\$15,568.75	-			-		15,568.75
61	Walls, Headers, Mezz Hardware - L	\$45,669.32	-			-		45,669.32
62	Trusses - Materials	\$15,887.00	-			-		15,887.00
63	Trusses - Labor	\$55,229.36	-			-		55,229.36
64	Structure 20 - RO Building		-			-		-
65	Walls, Headers, Mezz Hardware - M	\$25,568.65	-			-		25,568.65
66	Walls, Headers, Mezz Hardware - L	\$55,565.78	-			-		55,565.78
67	Trusses - Materials	\$33,966.50	-			-		33,966.50
68	Trusses - Labor	\$79,156.72	-			-		79,156.72
69	FRP Grating - Materials	\$32,000.00	-			-		32,000.00
70	FRP Grating - Labor	\$17,836.00	-			-		17,836.00
71	Structural 30 - Clearwell		-			-		-
72	Walls, Headers, Hardware - Materials	\$3,692.40	-			-		3,692.40
73	Walls, Headers, Hardware - Labor	\$18,569.52	-			-		18,569.52
74	Trusses - Materials	\$5,858.50	-			-		5,858.50
75	Trusses - Labor	\$16,979.50	-			-		16,979.50
76			-			-		-
77	Thermal & Moisture Protection		-			-		-
78	Blown Insulation	\$20,001.00	-			-		20,001.00
79	Structure 10 - Existing Building		-			-		-
80	Metal Roofing - Materials	\$11,566.00	-			-		11,566.00
81	Metal Roofing - Labor	\$6,541.50	-			-		6,541.50
82	Preformed Metal Soffit - Materials	\$1,586.00	-			-		1,586.00
83	Preformed Metal Soffit - Labor	\$1,852.50	-			-		1,852.50
84	Gutters & Downspouts - Materials	\$2,500.00	-			-		2,500.00
85	Gutters & Downspouts - Labor	\$3,215.00	-			-		3,215.00
86	Structure 20 - RO Building		-			-		-

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Tiffin			Owner's Project No.:			
Engineer:	MSA Professional Services			Engineer's Project No.:	13603016		
Contractor:	Tricon Construction Group			Contractor's Project No.:			
Project:	Water Treatment Plant Upgrades - City of Tiffin						
Contract:							

Application No.:	2	Application Period:	From	08/01/25	to	09/30/25	Application Date:	09/26/25
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87	Metal Roofing - Materials	\$35,256.00	-		-	35,256.00
88	Metal Roofing - Labor	\$40,587.00	-		-	40,587.00
89	Preformed Metal Soffit - Materials	\$5,877.00	-		-	5,877.00
90	Preformed Metal Soffit - Labor	\$9,992.12	-		-	9,992.12
91	Gutters & Downspouts - Materials	\$5,600.00	-		-	5,600.00
92	Gutters & Downspouts - Labor	\$8,544.32	-		-	8,544.32
93	Structure 30 - Clearwell		-		-	-
94	Metal Roofing - Materials	\$9,442.00	-		-	9,442.00
95	Metal Roofing - Labor	\$11,566.68	-		-	11,566.68
96	Preformed Metal Soffit - Materials	\$3,655.00	-		-	3,655.00
97	Preformed Metal Soffit - Labor	\$6,552.46	-		-	6,552.46
98	Gutters & Downspouts - Materials	\$2,651.00	-		-	2,651.00
99	Gutters & Downspouts - Labor	\$3,215.42	-		-	3,215.42
100	Roof Hatches - Materials	\$6,200.00	-		-	6,200.00
101			-		-	-
102	Openings		-		-	-
103	HM Frames, Doors & Hardware-Materials	\$53,528.00	-		-	53,528.00
104	HM Frames, Doors & Hardware-Labor	\$6,890.00	-		-	6,890.00
105	Vault Doors - Materials	\$49,611.00	-		-	49,611.00
106	Vault Doors - Labor	\$3,110.00	-		-	3,110.00
107	Overhead Door	\$43,790.00	-		-	43,790.00
108	Aluminum Windows	\$8,996.00	-		-	8,996.00
109			-		-	-
110	Finishes		-		-	-
111	Resilient Base	\$2,500.00	-		-	2,500.00
112	Epoxy Flooring	\$67,408.00	-		-	67,408.00
113	High Performance Coatings	\$68,724.00	-		-	68,724.00
114			-		-	-
115	Specialties		-		-	-
116	Signage	\$450.00	-		-	450.00
117	Metal Lockers	\$7,100.00	-		-	7,100.00

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Tiffin			Owner's Project No.:			
Engineer:	MSA Professional Services			Engineer's Project No.:	13603016		
Contractor:	Tricon Construction Group			Contractor's Project No.:			
Project:	Water Treatment Plant Upgrades - City of Tiffin						
Contract:							

Application No.:	2	Application Period:	From	08/01/25	to	09/30/25	Application Date:	09/26/25
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118	Metal Storage Systems	\$6,947.00	-			-		6,947.00
119	Fire Extinguishers	\$854.00	-			-		854.00
120			-			-		-
121	Furnishings		-			-		-
122	Lab Casework	\$18,810.00	-			-		18,810.00
123			-			-		-
124	Plumbing		-			-		-
125	Bldg 10 AG Plumbing Materials	\$26,000.00	-			-		26,000.00
126	Bldg 10 AG Plumbing Labor	\$25,000.00	-			-		25,000.00
127	Bldg 20 Trench Drains/UG Materials	\$5,000.00	-			-		5,000.00
128	Bldg 20 Trench Drains/UG Labor	\$20,000.00	-			-		20,000.00
129	Bldg 20 AG Plumbing Materials	\$15,500.00	-			-		15,500.00
130	Bldg 20 AG Plumbing Labor	\$28,000.00	-			-		28,000.00
131	Bldg 20 AG Plumbing Fixtures	\$5,000.00	-			-		5,000.00
132	Bldg 20 AG Plumbing Fixtures Labor	\$20,000.00	-			-		20,000.00
133	Insulation	\$5,000.00	-			-		5,000.00
134			-			-		-
135	HVAC/Dehumidifier		-			-		-
136	EF & Destrat	\$37,066.00	-			-		37,066.00
137	EUH	\$9,492.00	-			-		9,492.00
138	GUH	\$3,660.00	-			-		3,660.00
139	LV & Dampers	\$15,828.00	-			-		15,828.00
140	Split & F/CU	\$20,788.00	-			-		20,788.00
141	Dehumidifiers	\$18,166.00	-			-		18,166.00
142	Duct Material	\$4,003.00	-			-		4,003.00
143	HVAC Materials	\$4,497.00	-			-		4,497.00
144	HVAC Labor	\$117,908.00	-			-		117,908.00
145	Insulation	\$10,000.00	-			-		10,000.00
146	Test & Balance	\$5,750.00	-			-		5,750.00
147			-			-		-
148	Electrical & Controls		-			-		-

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Tiffin				Owner's Project No.:			
Engineer:	MSA Professional Services				Engineer's Project No.:	13603016		
Contractor:	Tricon Construction Group				Contractor's Project No.:			
Project:	Water Treatment Plant Upgrades - City of Tiffin							
Contract:								

Application No.:	2	Application Period:	From	08/01/25	to	09/30/25	Application Date:	09/26/25
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149	Electrical		-			-		-
150	Mobilization - Neumiller	\$122,150.00	-	61,075.00		61,075.00		61,075.00
151	Submittals	\$15,114.00	-			-		15,114.00
152	Manholes	\$20,000.00	-			-		20,000.00
153	Lighting Lot	\$39,160.00	-			-		39,160.00
154	Gear Lot	\$73,570.00	-			-		73,570.00
155	Site Material	\$155,725.00	-			-		155,725.00
156	Site Labor	\$79,845.00	-			-		79,845.00
157	Existing Plant Material	\$34,488.00	-			-		34,488.00
158	Existing Plant Labor	\$44,883.00	-			-		44,883.00
159	Well No. 3	\$4,933.00	-			-		4,933.00
160	Well No. 5 Material	\$8,819.00	-			-		8,819.00
161	RO Building Material	\$42,586.00	-			-		42,586.00
162	RO Building Labor	\$77,390.00	-			-		77,390.00
163	Clearwell Material	\$6,653.00	-			-		6,653.00
164	Clearwell Labor	\$11,184.00	-			-		11,184.00
165			-			-		-
166			-			-		-
167	Allowance - EP2 - Elec Equip & Controls		-			-		-
168	Elec Systems Analysis	\$75,000.00	-	37,500.00		37,500.00	50%	37,500.00
169	LV Transformers	\$125,000.00	-			-	0%	125,000.00
170	Control Panels	\$95,890.00	-			-		95,890.00
171	Field Instrumentation	\$185,000.00	-			-		185,000.00
172	MCCs	\$365,000.00	-			-		365,000.00
173	Electrical Distribution Equipment	\$114,000.00	-			-		114,000.00
174	SCADA Networking Integration	\$102,500.00	-			-		102,500.00
175	HS Pump #3 Enclosure	\$85,273.00	-			-		85,273.00
176			-			-		-
177	Earthwork		-			-		-
178	Site Preloading	\$194,820.00	97,410.00	97,410.00		194,820.00		-
179	General Site Grading/Backfill	\$265,000.00	-			-		265,000.00

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Tiffin	Owner's Project No.:	
Engineer:	MSA Professional Services	Engineer's Project No.:	13603016
Contractor:	Tricon Construction Group	Contractor's Project No.:	
Project:	Water Treatment Plant Upgrades - City of Tiffin		
Contract:			

Application No.: 2 Application Period: From 08/01/25 to 09/30/25 Application Date: 09/26/25

180	Bldg 10 - Foundations (Exc&BF)	\$25,630.00	-		-	25,630.00
181	Bldg 20 - RO Foundations (Exc&BF)	\$45,250.00	-		-	45,250.00
182	Bldg 20 - Aeration Tank Found (Ex&BF)	\$15,640.00	-		-	15,640.00
183	Bldg 30 - Foundations (Exc&BF)	\$37,650.00	-		-	37,650.00
184			-		-	-
185	Exterior Improvements		-		-	-
186	Asphalt Paving (Trail)	\$22,130.00	22,130.00		22,130.00	-
187	Concrete Paving (Site)	\$130,288.00	-		-	130,288.00
188	Chain Link Fencing	\$32,250.00	-		-	32,250.00
189	Seeding	\$6,914.00	-		-	6,914.00
190			-		-	-
191	Utilities		-		-	-
192	A - 12" W to Clearwell	\$32,544.00	-	29,289.60	29,289.60	3,254.40
193	B - 8" W to Clearwell	\$25,663.00	-		-	25,663.00
194	C - UG Storm Sewer North	\$48,686.00	-		-	48,686.00
195	D - 12" W Aerator to Clearwell	\$18,549.00	-	9,274.50	9,274.50	9,274.50
196	E - 12" W Bldg 10 to Bldg 20	\$8,554.00	-		-	8,554.00
197	F - UG Storm Sewer East	\$67,822.00	-		-	67,822.00
198	H - UG Storm Sewer West/South	\$87,552.00	-		-	87,552.00
199	K - UG Storm Sewer Clearwell West	\$42,500.00	-		-	42,500.00
200	F - UG Sanitary Manholes & Piping	\$165,835.00	-		-	165,835.00
201	Roof Drains	\$2,500.00	-		-	2,500.00
202	Bldg 20 - Process Drain Manhole	\$8,500.00	-		-	8,500.00
203			-		-	-
204	Process Integration (Piping)		-		-	-
205	Structure 10 - Existing Bldg		-		-	-
206	Process Piping Materials	\$55,103.74	-		-	55,103.74
207	Process Piping Labor	\$37,550.00	-		-	37,550.00
208	Valves Materials	\$9,500.00	-		-	9,500.00
209	Valves Labor	\$8,250.28	-		-	8,250.28
210	Structure 20 - RO Building		-		-	-

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Tiffin	Owner's Project No.:	
Engineer:	MSA Professional Services	Engineer's Project No.:	13603016
Contractor:	Tricon Construction Group	Contractor's Project No.:	
Project:	Water Treatment Plant Upgrades - City of Tiffin		
Contract:			

Application No.: 2 Application Period: From 08/01/25 to 09/30/25 Application Date: 09/26/25

211	Process Piping Materials	\$111,340.84	-		-	111,340.84
212	Process Piping Labor	\$85,502.50	-		-	85,502.50
213	Valves Materials	\$83,000.00	-		-	83,000.00
214	Valves Labor	\$30,614.26	-		-	30,614.26
215	Structure 30 - Clearwell		-		-	-
216	Process Piping Materials	\$62,822.42	-		-	62,822.42
217	Process Piping Labor	\$69,588.64	-		-	69,588.64
218	Valves Materials	\$42,830.00	-		-	42,830.00
219	Valves Labor	\$26,450.68	-		-	26,450.68
220	Insulation	\$6,825.00	-		-	6,825.00
221			-		-	-
222	Pollution Control Equipment		-		-	-
223	Vertical Turbine Pumps Materials	\$115,300.00	-		-	115,300.00
224	Vertical Turbine Pumps Labor	\$24,601.24	-		-	24,601.24
225	Slide Gates Materials	\$24,155.00	-		-	24,155.00
226	Slide Gates Labor	\$9,001.40	-		-	9,001.40
227	Clearwell Leak Testing	\$18,144.00	-		-	18,144.00
228	Lab Equipment	\$7,216.00	-		-	7,216.00
229	Filter Media Replacement Materials	\$49,780.00	-		-	49,780.00
230	Filter Media Replacement Labor	\$16,480.00	-		-	16,480.00
231	Forced Draft Aerator Materials	\$125,890.00	-		-	125,890.00
232	Forced Draft Aerator Labor	\$14,995.00	-		-	14,995.00
233	RO System Materials	\$1,408,500.00	-		-	1,408,500.00
234	RO System Labor	\$203,600.00	-		-	203,600.00
235	Chem Sys Chlorine Fluoride Caustic	\$125,425.00	-		-	125,425.00
236	Chem Systems Labor	\$41,582.00	-		-	41,582.00
237			-		-	-
238			-		-	-
239			-		-	-
240			-		-	-
241			-		-	-

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Tiffin	Owner's Project No.:	
Engineer:	MSA Professional Services	Engineer's Project No.:	13603016
Contractor:	Tricon Construction Group	Contractor's Project No.:	
Project:	Water Treatment Plant Upgrades - City of Tiffin		
Contract:			

Application No.: 2	Application Period:	From	08/01/25	to	09/30/25	Application Date:	09/26/25
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Original Contract Totals	\$	12,182,553.00	\$	482,234.02	\$	319,449.82	\$	-	\$	801,683.84	7%	\$	11,380,869.16
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Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Tiffin
Engineer:	MSA Professional Services
Contractor:	Tricon Construction Group
Project:	Water Treatment Plant Upgrades - City of Tiffin
Contract:	

Owner's Project No.:	
Engineer's Project No.:	13603016
Contractor's Project No.:	

Application No.: 2 Application Period: From 08/01/25 to 09/30/25 Application Date: 09/26/25

Change Orders

	Change Order #1					-		-
	Electrical Controls Changes	\$12,420.34				-		12,420.34
						-		-
						-		-
						-		-
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Change Order Totals		\$ 12,420.34	\$ -	\$ -	\$ -	\$ -	0%	\$ 12,420.34

Original Contract and Change Orders

Project Totals	\$ 12,194,973.34	\$ 482,234.02	\$ 319,449.82	\$ -	\$ 801,683.84	7%	\$ 11,393,289.50
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AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	October 3, 2025
AGENDA ITEM:	Discussion and Consideration of Pay App #7 - Boomerang Corp - North Park Road Construction
ACTION:	Approval

Purpose

To request Council approval of Pay Application #7 from Boomerang Corp. for work completed on the North Park Road Construction project.

Background

Boomerang Corp. is the prime contractor for the North Park Road Construction project (Project No. STP-U-7662(615)--70-52). The awarded project amount is \$5,458,891.91, with an authorized amount of \$5,482,933.66.

Pay Application #7 covers the period from August 24, 2025 to September 20, 2025, and includes:

- Current approved work: \$171,277.61
- Total approved work to date: \$2,961,703.09
- Previous payments to date: \$2,860,994.02
- Current payment requested: \$171,277.61
- Total payments to date (including this application): \$3,032,271.63
- Retainage to date: \$30,000.00
- Liquidated damages to date: \$0.00

This application has been reviewed and recommended for approval by MSA Professional Services, the City's engineering consultant.

Recommendation

Staff recommends approval of Pay Application #7 in the amount of \$171,277.61 to Boomerang Corp. for work completed on the North Park Road Construction project.

ATTACHMENTS: Pay App



City of Tiffin - Iowa
Detailed Payment
52-7662-615

Description	STP-U-7662(615)--70-52, Letting Date- December 17, 2024
Payment Number	7
Pay Period	08/24/2025 to 09/20/2025
Prime Contractor	Boomerang Corp. 13225 Circle Dr Suite A, Anamosa, IA 52205 Anamosa, IA, IA 52205
Payment Status	Pending
Awarded Project Amount	\$5,458,891.91
Authorized Amount	\$5,482,933.66

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
Section: 0001 - STP-U-7662(615)--70-52, ROADWAY ITEMS										
0010	2101-0850001	ACRE	\$12,000.000	1.235	0.000	1.120	1.120	1.120	\$0.00	\$13,440.00
CLEARING AND GRUBBING										
0020	2102-2625001	CY	\$15.000	13,760.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
EMBANKMENT-IN-PLACE, CONTRACTOR FURNISHED										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0030	2102-2710070	CY	\$5.000	19,798.000	1,794.740	17,254.000	19,048.740	19,048.740	\$8,973.70	\$95,243.70
EXCAVATION, CLASS 10, ROADWAY AND BORROW										
0040	2105-8425015	CY	\$4.000	13,235.000	0.000	9,680.000	9,680.000	9,680.000	\$0.00	\$38,720.00
TOPSOIL, STRIP, SALVAGE AND SPREAD										
0050	2107-0425020	CY	\$1.000	191.000	0.000	91.000	91.000	91.000	\$0.00	\$91.00
COMPACTING BACKFILL ADJACENT TO BRIDGES, CULVERTS OR STRUCTURES										
0060	2109-8225100	STA	\$480.000	67.700	0.000	28.960	28.960	28.960	\$0.00	\$13,900.80
SPECIAL COMPACTION OF SUBGRADE										
0070	2111-8174100	SY	\$15.000	1,707.000	0.000	231.000	231.000	231.000	\$0.00	\$3,465.00
GRANULAR SUBBASE										
0080	2115-0100000	CY	\$43.000	4,691.000	209.020	3,396.860	3,605.880	3,605.880	\$8,987.86	\$155,052.84
MODIFIED SUBBASE										
0090	2123-7450020	STA	\$520.000	68.200	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SHOULDER FINISHING, EARTH										
0100	2213-7100400	EACH	\$750.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
RELOCATION OF MAIL BOXES										
0110	2301-1033090	SY	\$54.000	23,244.800	0.000	12,007.240	12,007.240	12,007.240	\$0.00	\$648,390.96
STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 9 IN.										
0120	2301-1033140	SY	\$90.000	480.700	0.000	480.700	480.700	480.700	\$0.00	\$43,263.00
STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 14 IN.										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0130	2301-4875006	SY	\$43.000	3,447.200	0.000	1,995.050	1,995.050	1,995.050	\$0.00	\$85,787.15
MEDIAN, P.C. CONCRETE, 6 IN.										
0140	2301-6911722	LS	\$2,000.000	1.000	0.000	0.420	0.420	0.420	\$0.00	\$840.00
PORTLAND CEMENT CONCRETE PAVEMENT SAMPLES										
0141	2301-7000110	EACH	\$1.000	27,758.800	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAYMENT ADJUSTMENT INCENTIVE/DISINCENTIVE FOR PCC PAVEMENT THICKNESS (BY SCHEDULE)										
0150	2304-0101000	SY	\$70.000	2,158.000	546.000	0.000	546.000	546.000	\$38,220.00	\$38,220.00
TEMPORARY PAVEMENT										
0160	2310-5151040	CY	\$150.000	17.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PORTLAND CEMENT CONCRETE OVERLAY, FURNISH ONLY										
0170	2310-5151045	SY	\$12.000	299.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PORTLAND CEMENT CONCRETE OVERLAY, PLACEMENT ONLY										
0180	2401-6745650	LS	\$8,800.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF EXISTING STRUCTURES										
0190	2402-0425030	CY	\$48.000	1,351.000	0.000	586.000	586.000	586.000	\$0.00	\$28,128.00
GRANULAR BACKFILL										
0200	2402-0425040	CY	\$70.000	44.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
FLOODED BACKFILL										
0210	2402-2720000	CY	\$4.000	5,741.000	0.000	5,741.000	5,741.000	5,741.000	\$0.00	\$22,964.00
EXCAVATION, CLASS 20										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0220	2402-2720100	CY	\$4.000	610.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
EXCAVATION, CLASS 20, FOR ROADWAY PIPE CULVERT										
0230	2403-0100020	CY	\$840.000	149.400	0.000	149.400	149.400	149.400	\$0.00	\$125,496.00
STRUCTURAL CONCRETE (RCB CULVERT)										
0240	2403-7303000	SY	\$27.500	901.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STRUCTURAL CONCRETE COATING										
0250	2404-7775000	LB	\$2.300	21,166.000	0.000	21,166.000	21,166.000	21,166.000	\$0.00	\$48,681.80
REINFORCING STEEL										
0260	2414-6444100	LF	\$200.000	168.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STEEL PIPE PEDESTRIAN HAND RAILING										
0270	2415-2151212	LF	\$2,000.000	224.000	0.000	224.000	224.000	224.000	\$0.00	\$448,000.00
PRECAST REINFORCED CONCRETE PEDESTRIAN TUNNEL, 12 FT. X 12 FT.										
0280	2416-0100030	EACH	\$3,800.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$3,800.00
APRONS, CONCRETE, 30 IN. DIA.										
0290	2416-0100042	EACH	\$4,400.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
APRONS, CONCRETE, 42 IN. DIA.										
0300	2416-0100072	EACH	\$7,200.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
APRONS, CONCRETE, 72 IN. DIA.										
0310	2416-1180072	LF	\$400.000	339.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CULVERT, CONCRETE ROADWAY PIPE, 72 IN. DIA.										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0320	2435-0140148	EACH	\$7,000.000	2.000	0.000	2.000	2.000	2.000	\$0.00	\$14,000.00
MANHOLE, STORM SEWER, SW-401, 48 IN.										
0330	2435-0140160	EACH	\$8,000.000	8.000	0.000	8.000	8.000	8.000	\$0.00	\$64,000.00
MANHOLE, STORM SEWER, SW-401, 60 IN.										
0340	2435-0140310	EACH	\$20,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MANHOLE, STORM SEWER, SW-403 MODIFIED										
0341	2435-0250248	EACH	\$7,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$7,000.00
INTAKE, SW-502, 48 IN.										
0342	2435-0250260	EACH	\$8,400.000	4.000	0.000	4.000	4.000	4.000	\$0.00	\$33,600.00
INTAKE, SW-502, 60 IN.										
0350	2435-0250700	EACH	\$6,400.000	2.000	0.000	2.000	2.000	2.000	\$0.00	\$12,800.00
INTAKE, SW-507										
0360	2435-0250900	EACH	\$8,500.000	16.000	0.000	3.000	3.000	3.000	\$0.00	\$25,500.00
INTAKE, SW-509										
0370	2435-0251000	EACH	\$11,000.000	4.000	0.000	2.000	2.000	2.000	\$0.00	\$22,000.00
INTAKE, SW-510										
0380	2435-0251224	EACH	\$2,200.000	2.000	0.000	2.000	2.000	2.000	\$0.00	\$4,400.00
INTAKE, SW-512, 24 IN.										
0390	2435-0251300	EACH	\$5,300.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-513										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0400	2435-0600010	EACH	\$2,800.000	5.000	0.000	1.000	1.000	1.000	\$0.00	\$2,800.00
MANHOLE ADJUSTMENT, MINOR										
0410	2435-0600020	EACH	\$4,000.000	7.000	0.000	6.000	6.000	6.000	\$0.00	\$24,000.00
MANHOLE ADJUSTMENT, MAJOR										
0420	2435-0600110	EACH	\$3,200.000	1.000	1.000	0.000	1.000	1.000	\$3,200.00	\$3,200.00
INTAKE ADJUSTMENT, MINOR										
0430	2502-8212036	LF	\$15.500	6,106.700	0.000	4,014.000	4,014.000	4,014.000	\$0.00	\$62,217.00
SUBDRAIN, LONGITUDINAL, (SHOULDER) 6 IN. DIA.										
0440	2502-8221006	EACH	\$1,200.000	6.000	0.000	3.000	3.000	3.000	\$0.00	\$3,600.00
SUBDRAIN RISER, 6 IN., AS PER PLAN										
0450	2502-8221303	EACH	\$320.000	24.000	0.000	22.000	22.000	22.000	\$0.00	\$7,040.00
SUBDRAIN OUTLET, DR-303										
0460	2503-0114215	LF	\$70.000	587.000	0.000	391.000	391.000	391.000	\$0.00	\$27,370.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 15 IN.										
0470	2503-0114218	LF	\$80.000	718.000	0.000	261.000	261.000	261.000	\$0.00	\$20,880.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 18 IN.										
0480	2503-0114221	LF	\$170.000	57.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 21 IN.										
0490	2503-0114224	LF	\$90.000	189.000	0.000	43.000	43.000	43.000	\$0.00	\$3,870.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 24 IN.										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0500	2503-0114227	LF	\$100.000	169.000	0.000	169.000	169.000	169.000	\$0.00	\$16,900.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 27 IN.										
0510	2503-0114230	LF	\$120.000	588.000	0.000	588.000	588.000	588.000	\$0.00	\$70,560.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 30 IN.										
0520	2503-0114236	LF	\$140.000	29.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 36 IN.										
0530	2503-0114242	LF	\$200.000	135.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 42 IN.										
0540	2503-0114424	LF	\$150.000	235.000	0.000	235.000	235.000	235.000	\$0.00	\$35,250.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 3000D (CLASS IV), 24 IN.										
0550	2503-0114615	LF	\$130.000	330.000	0.000	330.000	330.000	330.000	\$0.00	\$42,900.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 3750D (CLASS V), 15 IN.										
0560	2503-0114621	LF	\$150.000	311.000	0.000	311.000	311.000	311.000	\$0.00	\$46,650.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 3750D (CLASS V), 21 IN.										
0570	2503-0200036	LF	\$10.000	682.000	0.000	356.000	356.000	356.000	\$0.00	\$3,560.00
REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.										
0580	2503-0200136	LF	\$30.000	16.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVE STORM SEWER PIPE GREATER THAN 36 IN.										
0590	2505-4008120	LF	\$6.000	468.600	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF STEEL BEAM GUARDRAIL										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0600	2507-3250005	SY	\$1.000	53.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
ENGINEERING FABRIC										
0610	2507-6800032	TON	\$90.000	53.000	0.000	19.660	19.660	19.660	\$0.00	\$1,769.40
REVETMENT, CLASS C										
0620	2510-6745850	SY	\$6.000	12,246.500	0.000	5,263.400	5,263.400	5,263.400	\$0.00	\$31,580.40
REMOVAL OF PAVEMENT										
0630	2510-6750600	EACH	\$500.000	3.000	0.000	3.000	3.000	3.000	\$0.00	\$1,500.00
REMOVAL OF INTAKES AND UTILITY ACCESSES										
0640	2511-0302600	SY	\$44.000	4,212.000	0.000	893.960	893.960	893.960	\$0.00	\$39,334.24
RECREATIONAL TRAIL, PORTLAND CEMENT CONCRETE, 6 IN.										
0650	2511-0310100	STA	\$200.000	32.000	0.000	15.500	15.500	15.500	\$0.00	\$3,100.00
SPECIAL COMPACTION OF SUBGRADE FOR RECREATIONAL TRAIL										
0660	2511-7526004	SY	\$42.000	1,702.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SIDEWALK, P.C. CONCRETE, 4 IN.										
0670	2511-7526006	SY	\$64.000	141.500	0.000	37.150	37.150	37.150	\$0.00	\$2,377.60
SIDEWALK, P.C. CONCRETE, 6 IN.										
0680	2511-7528101	SF	\$50.000	254.000	0.000	44.000	44.000	44.000	\$0.00	\$2,200.00
DETECTABLE WARNINGS										
0690	2512-1725306	LF	\$25.000	1,040.400	0.000	540.130	540.130	540.130	\$0.00	\$13,503.25
CURB AND GUTTER, P.C. CONCRETE, 3.0 FT.										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0700	2515-2475006	SY	\$56.000	91.900	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DRIVEWAY, P.C. CONCRETE, 6 IN.										
0710	2515-6745600	SY	\$10.000	562.200	0.000	277.400	277.400	277.400	\$0.00	\$2,774.00
REMOVAL OF PAVED DRIVEWAY										
0720	2519-4200110	LF	\$5.000	1,843.800	0.000	1,843.800	1,843.800	1,843.800	\$0.00	\$9,219.00
REMOVAL OF FENCE, BARBED WIRE										
0730	2524-6765010	EACH	\$275.000	16.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVE AND REINSTALL SIGN AS PER PLAN										
0740	2524-6765210	EACH	\$125.000	20.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF TYPE A SIGN ASSEMBLY										
0750	2524-9100010	EACH	\$275.000	6.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
OBJECT MARKER, TYPE 1										
0760	2524-9276010	LF	\$16.000	556.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PERFORATED SQUARE STEEL TUBE POSTS										
0770	2524-9276021	EACH	\$125.000	29.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PERFORATED SQUARE STEEL TUBE POST ANCHOR, BREAK-AWAY SOIL INSTALLATION										
0780	2524-9276024	EACH	\$275.000	11.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PERFORATED SQUARE STEEL TUBE POST ANCHOR, BREAK-AWAY CONCRETE INSTALLATION										
0790	2524-9276027	EACH	\$525.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PERFORATED SQUARE STEEL TUBE POST ANCHOR, TRIANGULAR SLIP BASE ASSEMBLY										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0800	2524-9325001	SF	\$22.000	259.200	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TYPE A SIGNS, SHEET ALUMINUM										
0810	2526-8285000	LS	\$50,000.000	1.000	0.160	0.390	0.550	0.550	\$8,000.00	\$27,500.00
CONSTRUCTION SURVEY										
0820	2527-9263137	EACH	\$155.000	18.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED SYMBOLS AND LEGENDS, WATERBORNE OR SOLVENT-BASED										
0830	2527-9263209	STA	\$105.000	58.390	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED PAVEMENT MARKINGS, WATERBORNE OR SOLVENT-BASED										
0840	2528-2518000	EACH	\$250.000	23.000	0.000	3.000	3.000	3.000	\$0.00	\$750.00
SAFETY CLOSURE										
0850	2528-2518182	EACH	\$1,800.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PERMANENT ROAD CLOSURE, URBAN, SI-182										
0860	2528-8445110	LS	\$27,000.000	1.000	0.000	0.500	0.500	0.500	\$0.00	\$13,500.00
TRAFFIC CONTROL										
0870	2533-4980005	LS	\$41,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$41,000.00
MOBILIZATION										
0880	2552-0000300	LS	\$12,000.000	1.000	0.000	0.200	0.200	0.200	\$0.00	\$2,400.00
TRENCH COMPACTION TESTING										
0890	2554-0114006	LF	\$200.000	5.000	0.000	52.750	52.750	52.750	\$0.00	\$10,550.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 6 IN.										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0900	2554-0114008	LF	\$50.000	388.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.										
0910	2554-0114012	LF	\$70.000	3,060.000	0.000	1,020.250	1,020.250	1,020.250	\$0.00	\$71,417.50
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.										
0920	2554-0203000	LB	\$16.000	3,070.000	0.000	610.000	610.000	610.000	\$0.00	\$9,760.00
FITTINGS BY WEIGHT, DUCTILE IRON										
0930	2554-0204110	EACH	\$3,200.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATER SERVICE STUB, COPPER, 1 IN.										
0940	2554-0204120	EACH	\$3,600.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATER SERVICE STUB, COPPER, 2 IN.										
0950	2554-0207008	EACH	\$4,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$4,000.00
VALVE, GATE, DIP, 8 IN.										
0960	2554-0207012	EACH	\$6,600.000	15.000	0.000	6.000	6.000	6.000	\$0.00	\$39,600.00
VALVE, GATE, DIP, 12 IN.										
0970	2554-0209012	EACH	\$250.000	6.000	0.000	4.000	4.000	4.000	\$0.00	\$1,000.00
VALVE REMOVAL, 12 IN.										
0980	2554-0210201	EACH	\$12,000.000	10.000	0.000	4.000	4.000	4.000	\$0.00	\$48,000.00
FIRE HYDRANT ASSEMBLY, WM-201										
0990	2554-0210205	EACH	\$250.000	3.000	0.000	4.000	4.000	4.000	\$0.00	\$1,000.00
FIRE HYDRANT ASSEMBLY REMOVAL										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
1000	2554-0211002	EACH	\$2,200.000	2.000	0.000	1.000	1.000	1.000	\$0.00	\$2,200.00
FLUSHING DEVICE (BLOWOFF), 2 IN.										
1010	2555-0000010	LS	\$2,400.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DELIVER AND STOCKPILE SALVAGED MATERIALS										
1020	2599-9999005	EACH	\$1,500.000	4.000	0.000	2.000	2.000	2.000	\$0.00	\$3,000.00
('EACH' ITEM): CONNECTION TO EXISTING WATER MAIN										
1030	2599-9999009	LF	\$4.000	655.000	0.000	655.000	655.000	655.000	\$0.00	\$2,620.00
('LINEAR FEET' ITEM): FILL, PLUG, AND ABANDONMENT OF EXISTING WATER MAIN										
1040	2599-9999010	LS	\$30,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('LUMP SUM' ITEM): PEDESTRIAN UNDERPASS LIGHTING SYSTEM										
1050	2599-9999010	LS	\$116,000.000	0.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('LUMP SUM' ITEM): ROUNDABOUT LIGHTING SYSTEM										
1060	2599-9999018	SY	\$17.500	1,035.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('SQUARE YARDS' ITEM): ANTI-GRAFFITI COATING										
1070	2601-2634105	ACRE	\$2,950.000	7.290	6.140	5.400	11.540	11.540	\$18,113.00	\$34,043.00
MULCHING, BONDED FIBER MATRIX										
1080	2601-2636044	ACRE	\$1,480.000	7.290	1.040	0.000	1.040	1.040	\$1,539.20	\$1,539.20
SEEDING AND FERTILIZING (URBAN)										
1090	2601-2638352	SQ	\$16.000	65.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SLOPE PROTECTION, WOOD EXCELSIOR MAT										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
1100	2601-2643110	MGAL	\$75.000	13.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATERING FOR SOD, SPECIAL DITCH CONTROL, OR SLOPE PROTECTION										
1110	2601-2643300	EACH	\$450.000	4.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MOBILIZATION FOR WATERING										
1120	2602-0000020	LF	\$1.650	11,745.000	229.000	3,236.000	3,465.000	3,465.000	\$377.85	\$5,717.25
SILT FENCE										
1130	2602-0000071	LF	\$0.050	1,174.500	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF SILT FENCE OR SILT FENCE FOR DITCH CHECKS										
1140	2602-0000101	LF	\$0.050	5,872.500	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MAINTENANCE OF SILT FENCE OR SILT FENCE FOR DITCH CHECK										
1150	2602-0000309	LF	\$3.400	725.000	2,070.000	2,780.000	4,850.000	4,850.000	\$7,038.00	\$16,490.00
PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 9 IN. DIA.										
1160	2602-0000351	LF	\$0.500	725.000	50.000	80.000	130.000	130.000	\$25.00	\$65.00
REMOVAL OF PERIMETER AND SLOPE OR DITCH CHECK SEDIMENT CONTROL DEVICE										
1170	2602-0000500	LF	\$13.500	261.000	8.000	48.000	56.000	56.000	\$108.00	\$756.00
OPEN-THROAT CURB INTAKE SEDIMENT FILTER, EC-602										
1180	2602-0000510	EACH	\$5.000	29.000	0.000	2.000	2.000	2.000	\$0.00	\$10.00
MAINTENANCE OF OPEN-THROAT CURB INTAKE SEDIMENT FILTER										
1190	2602-0000520	EACH	\$5.000	29.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF OPEN-THROAT CURB INTAKE SEDIMENT FILTER										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
1200	2602-0010010	EACH	\$600.000	1.000	5.000	13.000	18.000	18.000	\$3,000.00	\$10,800.00
MOBILIZATIONS, EROSION CONTROL										
1210	2602-0010020	EACH	\$1,200.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MOBILIZATIONS, EMERGENCY EROSION CONTROL										
8000	8000-0000000	None	\$0.000	0.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PLACEHOLDER ONLY (DO NOT USE)										
8010	2601-2642100	ACRE	\$825.000	7.290	5.100	5.400	10.500	10.500	\$4,207.50	\$8,662.50
STABILIZING CROP - SEEDING AND FERTILIZING										
8020	2528-8445110	LS	\$1.000	1,980.000	0.000	1,980.000	1,980.000	1,980.000	\$0.00	\$1,980.00
TRAFFIC CONTROL										
8030	2602-0000030	LF	\$3.000	200.000	35.000	127.000	162.000	162.000	\$105.00	\$486.00
SILT FENCE FOR DITCH CHECKS										
8040	2506-4984000	CY	\$1,650.000	1.000	0.000	3.000	3.000	3.000	\$0.00	\$4,950.00
FLOWABLE MORTAR										
8050	2523-0000200	LF	\$22.000	30.000	30.000	0.000	30.000	30.000	\$660.00	\$660.00
ELECTRICAL CIRCUITS										
8060	2523-0000100	EACH	\$3,520.000	1.000	0.500	0.500	1.000	1.000	\$1,760.00	\$3,520.00
LIGHTING POLES										
8070	2599-9999005	EACH	\$3,650.000	1.000	0.000	0.500	0.500	0.500	\$0.00	\$1,825.00
('EACH' ITEM): RELOCATE WATER SAMPLING STATION										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
8080	2599-9999010	LS	\$116,000.000	1.000	0.569	0.431	1.000	1.000	\$66,000.00	\$116,000.00
('LUMP SUM' ITEM): ROUNDABOUT LIGHTING SYSTEM										
8090	2602-0000530	EACH	\$192.500	5.000	5.000	0.000	5.000	5.000	\$962.50	\$962.50
GRATE INTAKE SEDIMENT FILTER BAG, EC-604										
8100	2602-0000540	EACH	\$5.500	5.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MAINTENANCE OF GRATE INTAKE SEDIMENT FILTER BAG										
8110	2602-0000550	EACH	\$5.500	5.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF GRATE INTAKE SEDIMENT FILTER BAG										
8120	2528-8400048	LF	\$99.000	50.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TEMPORARY BARRIER RAIL, CONCRETE										
Section Totals:									\$171,277.61	\$2,961,703.09
Total Payments:									\$171,277.61	\$2,961,703.09

Time Charges

Time Limit	Original Deadline	Authorized Deadline	Charges This Period	Damages This Period	Days Completed To Date	Days Remaining To Date	Damages To Date
Working Days, Late Start Date - 04/07/2025, Liquidated Damage Rate - 2,000	200.0 Days	202.0 Days	11.0 Days	\$0.00	82.5 Days	119.5 Days	\$0.00
Total Damages:							\$0.00

Stockpiles

Stockpile	Fund Package	Current Advancements	Advancements To Date	Current Recoveries	Recoveries To Date
#1 - 2435-0250700 INTAKE, SW-507	52-7662-615-CAT-1 ROADWAY ITEMS	\$0.00	\$1,224.30	\$0.00	\$1,224.30
#2 - 2435-0250900 INTAKE, SW-509	52-7662-615-CAT-1 ROADWAY ITEMS	\$0.00	\$1,476.20	\$0.00	\$1,476.20
#3 - 2554-0114006 WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 6 IN.	52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2	\$0.00	\$196.40	\$0.00	\$196.40
#4 - 2554-0114012 WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.	52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2	\$0.00	\$65,632.81	\$0.00	\$36,392.33
#5 - 2554-0203000 FITTINGS BY WEIGHT, DUCTILE IRON	52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2	\$0.00	\$11,029.81	\$0.00	\$3,469.99
#6 - 2554-0204110 WATER SERVICE STUB, COPPER, 1 IN.	52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2	\$0.00	\$242.42	\$0.00	\$0.00
#7 - 2554-0204120 WATER SERVICE STUB, COPPER, 2 IN.	52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2	\$0.00	\$937.66	\$0.00	\$0.00
#8 - 2554-0207008 VALVE, GATE, DIP, 8 IN.	52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2	\$0.00	\$1,579.24	\$0.00	\$1,579.24
#9 - 2554-0207012 VALVE, GATE, DIP, 12 IN.	52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2	\$0.00	\$44,985.00	\$0.00	\$17,994.00
#10 - 2554-0210201	52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2	\$0.00	\$59,328.60	\$0.00	\$23,731.44
Totals:		\$0.00	\$186,632.44	\$0.00	\$86,063.90

Stockpile	Fund Package	Current Advancements	Advancements To Date	Current Recoveries	Recoveries To Date
FIRE HYDRANT ASSEMBLY, WM-201					
		Totals:	\$0.00	\$186,632.44	\$0.00
				\$86,063.90	

Summary

Current Approved Work:	\$171,277.61	Approved Work To Date:	\$2,961,703.09
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$186,632.44
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$86,063.90
Current Retainage:	\$0.00	Retainage To Date:	\$30,000.00
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$171,277.61	Payments To Date:	\$3,032,271.63
Previous Payment:	\$749,257.63	Previous Payments To Date:	\$2,860,994.02

Funding Details

52-7662-615-CAT-1 ROADWAY ITEMS:	\$168,857.61	52-7662-615-CAT-1 ROADWAY ITEMS To Date:	\$2,722,280.59
52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2:	\$2,420.00	52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2 To Date:	\$239,422.50
52-7662-615-CAT-3 NON-PARTICIPATING:	\$0.00	52-7662-615-CAT-3 NON-PARTICIPATING To Date:	\$0.00
Current Payment:	\$171,277.61	Payments To Date:	\$2,961,703.09

Doc Express® Document Signing History

Contract: 52-7662-615 Document: payment-07-20250924

This document is in the process of being signed by all required signatories using the Doc Express® service. Following are the signatures that have occurred so far.

Date	Signed By
10/01/2025	Dakota Simonsen Boomerang Corp. Electronic Signature (Approved by Contractor (Optional))
10/01/2025	Kelda Hankins MSA Professional Svs Electronic Signature (Recommended by Engineer)
	(Approved by PIRC (when applicable))



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	October 3, 2025
AGENDA ITEM:	Discussion and Consideration of Pay Application #5 – Miron Construction, Recreation Center
ACTION:	Approval

Purpose

To request Council approval of Pay Application #5 from Miron Construction Co., Inc. for work completed on the Tiffin Recreation Center project.

Background

Miron Construction is the general contractor for the Tiffin Recreation Center project. The original contract amount was \$12,435,142.00. A change order approved on September 25, 2025 reduced the contract by \$1,042,001.88, resulting in a revised contract total of \$11,393,140.12.

Pay Application #5 covers the period ending September 30, 2025, and includes:

- Total completed and stored to date: \$749,806.93
- Retainage (5%): \$37,490.35
- Total earned less retainage: \$712,316.58
- Less previous payments: \$519,083.09
- Current payment due: \$193,233.49
- Balance to finish, including retainage: \$10,680,823.54

This application has been reviewed and certified by Atura Architecture, the project architect, and is recommended for approval.

Recommendation

Staff recommends approval of Pay Application #5 in the amount of \$193,233.49 to Miron Construction Co., Inc. for work completed on the Tiffin Recreation Center project.

ATTACHMENTS: Pay App

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: City of Tiffin

300 Railroad St

Tiffin, IA 52340

USA

FROM Miron Construction Co., Inc.

CONTRACTOR: PO Box 1372

Green Bay, WI 54305-1372

PROJECT: City of Tiffin Community Recreation Center

105 S Park Road

Tiffin, IA 52340

USA

ARCHITECT: Atura Architecture

912 North 13th Street

Clear Lake, IA 50428

APPLICATION NO.: 5

PERIOD TO : 09/30/2025

PROJECT NOS.: 250120

INVOICE NO.: 250120-0005

CONTRACT DATE : 11/19/2024

Distribution to:

☐ OWNER

☐ ARCHITECT

☐ CONTRACTOR

☐

☐

CONTRACT FOR: City of Tiffin Community Recreation Center

APPLICATION AND CERTIFICATE FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

1. ORIGINAL CONTRACT SUM

\$

12,435,142.00

2. Net change by change orders

\$

-1,042,001.88

3. CONTRACT SUM TO DATE (Line1 +/- 2)

\$

11,393,140.12

4. TOTAL COMPLETED & STORED TO DATE

\$

749,806.93

(Column G on G703)

5. RETAINAGE:

(Total retainage Column I of G703)

\$

37,490.35

6. TOTAL EARNED LESS RETAINAGE

(Line 4 less Line 5 Total)

\$

712,316.58

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate)

\$

519,083.09

8. CURRENT PAYMENT DUE

\$

193,233.49

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6)

\$

10,680,823.54

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and payments received from the Owner, and that current payment shown herein is now due.

WARNING: DO NOT CHANGE ESTABLISHED PAYMENT INSTRUCTIONS FOR PAYMENTS TO MIRON CONSTRUCTION CO., INC.. Miron Construction Co., Inc. does not change its bank routing or account numbers. Do not accept or rely upon emails or correspondence requesting changes to Miron Construction Co., Inc.'s established payment instructions. Any change to Miron Construction Co., Inc.'s payment instructions can only be made by a fully executed Change Order to the Agreement between Owner and Miron Construction Co., Inc..

Contractor: Miron Construction Co., Inc.

By:

Date: September 30, 2025

State of: Wisconsin

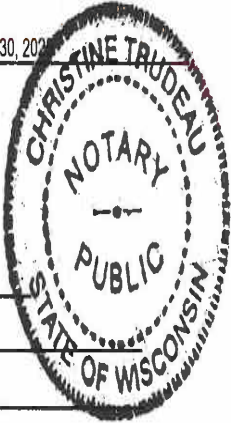
County of: Winnebago

Subscribed and sworn to before

me this 30 day of September 2025

Notary Public:

My Commission expires: 10/31/26



CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Order approved in previous months by Owner		0.00	0.00
APPROVED THIS MONTH			
Number	Date Approved		
CO001	09/25/2025		-1,042,001.88
Current Total:		0.00	-1,042,001.88
Net Change by Change Orders			-1,042,001.88

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$

(Attach explanation if amount certified differs from the amount applied for. Initial figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

By: _____

City of Tiffin

ARCHITECT: Atura Architecture

By: _____

Date: _____

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WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.
This document was produced at 08:21:17 on 09/30/2025 under Order No 20240046063 which expires on 07/24/2026, and is not for resale. User Notes:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Miron Construction Co., Inc.

CONTINUATION SHEET

AIA DOCUMENT G703

Page: 2

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulation below, amounts are stated to the nearest cent.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 5

APPLICATION DATE: 09/30/2025

PERIOD TO: 09/30/2025

PROJECT NO: 250120

INVOICE NO.:

250120-0005

A	B	C			D E		F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE			WORK COMPLETED (D+E)		MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER- %(G/C)	BALANCE TO FINISH	RETAINAGE
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD					
005	General Conditions	503,136.00	0.00	503,136.00	78,615.00	31,446.00	0.00	110,061.00	22	393,075.00	5,503.05
010	General Requirements	206,878.00	0.00	206,878.00	14,336.53	6,760.58	0.00	21,097.11	10	185,780.89	1,054.86
015	Construction Manager Contingency	567,585.00	-64,310.00	503,275.00	0.00	0.00	0.00	0.00	0	503,275.00	0.00
016	Owner Contingency	0.00	350,492.00	350,492.00	0.00	0.00	0.00	0.00	0	350,492.00	0.00
020	Construction Fee	500,822.00	-42,001.00	458,821.00	229,717.80	8,198.62	0.00	237,916.42	52	220,904.58	11,895.81
025	Preconstruction Services	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	100	0.00	500.00
030	Railroad Insurance	5,050.00	0.00	5,050.00	5,050.00	0.00	0.00	5,050.00	100	0.00	252.50
035	Cast In Place Concrete	813,985.00	71,716.00	885,701.00	0.00	400.00	0.00	400.00	0	885,301.00	20.00
040	Masonry	344,553.00	-167,058.00	177,495.00	0.00	0.00	0.00	0.00	0	177,495.00	0.00
045	Steel Fabrication and Erection	987,710.00	97,290.00	1,085,000.00	0.00	15,912.50	0.00	15,912.50	1	1,069,087.50	795.63
050	General Trades	327,150.00	62,793.00	389,943.00	0.00	76.97	0.00	76.97	0	389,866.03	3.85
055	Rolling Doors and Shutters	6,890.00	1,870.00	8,760.00	0.00	0.00	0.00	0.00	0	8,760.00	0.00
060	Alum Windows, Entrances, Glass/Glazing	611,932.00	-222,632.00	389,300.00	0.00	0.00	0.00	0.00	0	389,300.00	0.00
065	Gypsum Board Systems	320,909.00	-103,119.00	217,790.00	0.00	0.00	0.00	0.00	0	217,790.00	0.00
070	Tile	13,129.00	2,934.00	16,063.00	0.00	0.00	0.00	0.00	0	16,063.00	0.00
075	Suspended Acoustical Ceiling and Panels	117,427.00	-27,246.00	90,181.00	0.00	0.00	0.00	0.00	0	90,181.00	0.00
080	Resilient Athletic Flooring	269,255.00	-42,255.00	227,000.00	0.00	0.00	0.00	0.00	0	227,000.00	0.00
085	Wood Athletic Flooring	240,000.00	-40,307.00	199,693.00	0.00	0.00	0.00	0.00	0	199,693.00	0.00
090	Resilient Flooring, Base and Carpet	67,829.00	-46,219.00	21,610.00	0.00	0.00	0.00	0.00	0	21,610.00	0.00
095	Painting and Wall Covering	161,504.00	-73,358.00	88,146.00	0.00	0.00	0.00	0.00	0	88,146.00	0.00
100	Building Signage	80,097.00	4,003.00	84,100.00	0.00	0.00	0.00	0.00	0	84,100.00	0.00
105	Athletic Equipment	300,600.00	12,745.00	313,345.00	0.00	0.00	0.00	0.00	0	313,345.00	0.00

Miron Construction Co., Inc.

CONTINUATION SHEET AIA DOCUMENT G703

Page: 3

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulation below, amounts are stated to the nearest cent.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 5

APPLICATION DATE: 09/30/2025

INVOICE NO.:

PERIOD TO: 09/30/2025

250120-0005

PROJECT NO: 250120

A	B	C			D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE			WORK COMPLETED (D+E)		MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER-(G/C)	BALANCE TO FINISH	RETAINAGE
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD					
110	Metal Building Systems	1,997,300.00	0.00	1,997,300.00	0.00	0.00	0.00	0.00	0	1,997,300.00	0.00
115	Elevators	122,000.00	0.00	122,000.00	0.00	0.00	0.00	0.00	0	122,000.00	0.00
120	Fire Suppression	204,120.00	-75,443.00	128,677.00	0.00	0.00	0.00	0.00	0	128,677.00	0.00
125	Plumbing	383,200.00	-63,900.00	319,300.00	0.00	0.00	0.00	0.00	0	319,300.00	0.00
130	HVAC	935,847.00	-215,897.00	719,950.00	0.00	0.00	0.00	0.00	0	719,950.00	0.00
135	Electrical	823,355.00	-145,415.00	677,940.00	0.00	5,230.00	0.00	5,230.00	1	672,710.00	261.50
140	Earthwork	315,386.00	0.00	315,386.00	173,521.18	0.00	0.00	173,521.18	55	141,864.82	8,676.06
145	Aggregate Piers	135,379.00	0.00	135,379.00	0.00	135,379.00	0.00	135,379.00	100	0.00	6,768.95
150	Asphalt Paving	169,606.00	0.00	169,606.00	0.00	0.00	0.00	0.00	0	169,606.00	0.00
155	Concrete Site Work	82,800.00	0.00	82,800.00	0.00	0.00	0.00	0.00	0	82,800.00	0.00
160	Athletic Turf Surfacing	45,000.00	-5,500.00	39,500.00	0.00	0.00	0.00	0.00	0	39,500.00	0.00
165	Site Utilities	64,708.00	7,300.12	72,008.12	31,692.50	0.00	0.00	31,692.50	44	40,315.62	1,584.63
166	Landscaping	0.00	96,515.00	96,515.00	0.00	0.00	0.00	0.00	0	96,515.00	0.00
170	Testing & Inspections Allowance	40,000.00	0.00	40,000.00	3,470.25	0.00	0.00	3,470.25	9	36,529.75	173.51
175	New Utility Services Allowance	40,000.00	0.00	40,000.00	0.00	0.00	0.00	0.00	0	40,000.00	0.00
180	Mill & Overlay N Parking Lot Allowance	101,000.00	0.00	101,000.00	0.00	0.00	0.00	0.00	0	101,000.00	0.00
185	Flood Insurance Deductible Allowance	25,000.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0	25,000.00	0.00
190	CMU Enhancements Allowance	35,000.00	-35,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
195	Lobby Alternate Ceiling Allowance	45,000.00	-45,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
200	Data Cabling & Backbone Allowance	250,000.00	-250,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
205	Access Control Allowance	34,000.00	0.00	34,000.00	0.00	0.00	0.00	0.00	0	34,000.00	0.00
210	CCTV Allowance	45,000.00	0.00	45,000.00	0.00	0.00	0.00	0.00	0	45,000.00	0.00

Miron Construction Co., Inc.

CONTINUATION SHEET AIA DOCUMENT G703

Page: 4

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APPLICATION NUMBER: 5

APPLICATION DATE: 09/30/2025

INVOICE NO.:

PERIOD TO: 09/30/2025

250120-0005

PROJECT NO: 250120

A	B	C			D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE			WORK COMPLETED (D+E)		MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER- %(G/C)	BALANCE TO FINISH	RETAINAGE
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD					
215	Landscaping Allowance	75,000.00	-75,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
220	Unreleased Add #3 Allowance	10,000.00	-10,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
<i>Project Total:</i>		12,435,142.00	-1,042,001.88	11,393,140.12	546,403.26	203,403.67	0.00	749,806.93	7	10,643,333.19	37,490.35

AIA DOCUMENT G703 - APPLICATION AND CERTIFICATE FOR PAYMENT

THE AMERICAN INSTITUTE OF ARCHITECTS 1735 NEW YORK AVENUE NW WASHINGTON DC 20006



AGENDA INFORMATION TIFFIN CITY COUNCIL COMMUNICATION

DATE:	October 3, 2025
AGENDA ITEM:	Discussion and Consideration of Special Events Application Liz Petersen Grier – Touch-a-Truck
ACTION:	Approval

Purpose

To request Council approval of a Special Events Permit for the upcoming Touch-A-Truck event scheduled for Saturday, October 18, 2025, from 10:00 a.m. to 12:00 p.m. at the Springmier Library.

Event Overview

- Event Name: Touch-A-Truck
- Organizer: Liz Petersen Grier
- Expected Attendance: 100+
- Description: An interactive program where children and families can explore and learn about city, emergency, and local business vehicles.

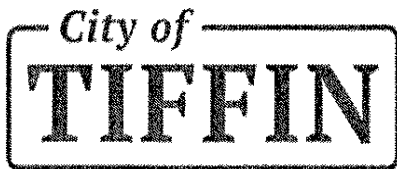
Logistics

- Parking: Patron parking will be available on the east side or in the high school parking lot.
- Restrooms: Public library restrooms will be available for attendees.
- Setup/Take Down: Trucks will arrive at 9:00 a.m. and depart by 12:00 p.m.
- Police, Fire, and Public Works: No special police protection requested. Notifications will be sent to Johnson County Sheriff, Tiffin Fire, and Public Works as standard procedure.
- Signage/Tents: No temporary signage or tents requested.
- Insurance: Proof of insurance is required and will be attached to the permit file.

Recommendation

Staff recommends approval of the Special Events Permit for the Touch-A-Truck event, pending receipt of all required documentation and departmental notifications.

ATTACHMENTS: Special Event Application



City of Tiffin

Special Events Permit Application

APPLICATIONS MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT

EVENT INFORMATION:

Event Name: Touch - A - Truck
Description of Event: Interactive program where kids and families can experience city, emergency, & local business vehicles

Date of Event: 10/18/25
Time of Event: 10:00am - 12:00pm
Location of Event: Springmier Library
Size of Event: (Attendees) 100+

CONTACT INFORMATION:

Event Contact Name: Liz Petersen Grier
Contact Email: lpetersen@tiffin-iowa.org
Event ON SITE Contact Name: Liz Petersen Grier
Contact Email: lpetersen@tiffin-iowa.org

Contact Phone: 319 621 5591
Contact Phone: 319 621 5591

LOGISTICS: Please provide maps

Parking & Traffic Plan: Patron parking in East side or HS parking lot
Plan for Police Protection: (if needed) N/A
Plan for Restroom Facilities & Locations: Public library restrooms
Plan for Setup/Take down: Trucks arrive @ 9am, Trucks leave @ 12:00pm
Temporary Sign Request: (if needed) N/A
Tents (size, type and purpose of each tent): N/A

FOOD VENDORS (Required to have active Mobile Food License Permit with City of Tiffin)

VENDORS (NON-FOOD, RIDES)

ADDITIONAL LICENSING:

Proof of Insurance (Please attach): _____
Alcoholic Beverage License, Name License will be under (Please attach): _____

I certify that I am the person authorized to act on behalf of the event to request this permit and understand and agree to pay on behalf of the City all sums which the City shall be obligated to pay by reason of any liability imposed upon the City for damages of any kind resulting from use of public property and the public right of way, whether sustained by any person or persons, caused by accident or otherwise and shall defend as its own expense and on behalf of the City any claim against the City arising out of the use of public property and the public right of way and agree to follow all other ordinances that shall pertain including Ordinance 2008-277, City of Tiffin, Iowa. I understand that I will not erect any temporary signage for the event prior to City Approval of signage.

Liz Petersen Grier
Signature

9/9/25
Date

For City Use:

Authorized City Signature: _____ Date: _____
Copy to Applicant: _____ Johnson Co. Sheriff Notified: _____ Public Works Notified: _____ Tiffin Fire Notified: _____



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE:	October 3, 2025
AGENDA ITEM:	Discussion and Consideration of Special Events Application – Dance Marathon – Deja Brew
ACTION:	Approval

ATTACHMENTS: Special Event Application



City of Tiffin

Special Events Permit Application

APPLICATIONS MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT

EVENT INFORMATION:

Event Name: Dance Marathon

Description of Event: _____

Date of Event: 10-18-25

Time of Event: 1pm - 4pm

Location of Event: 1150 Tall Grass Ave.

Size of Event: (Attendees) _____

CONTACT INFORMATION:

Event Contact Name: Kara Mollé

Contact Email: dejabrew78@gmail.com

Event ON SITE Contact Name: Kara Mollé

Contact Email: "

Contact Phone: _____

Contact Phone: 319-520-6145

LOGISTICS: Please provide maps

Parking & Traffic Plan: Using existing lot

Plan for Police Protection: (if needed) none

Plan for Restroom Facilities & Locations: use Dega Brew

Plan for Setup/Take down: _____

Temporary Sign Request: (if needed) _____

Tents (size, type and purpose of each tent): _____

FOOD VENDORS (Required to have active Mobile Food License Permit with City of Tiffin)

Potential - DaFlava Unit
Jamaican Jerk
Maggies Pizza
Bloom

VENDORS (NON-FOOD, RIDES)

Potential Bouncy Bro's Intense Church
Hometown Nutrition face painting
Safe Haven Adopt a pet Air Vac

ADDITIONAL LICENSING:

Proof of Insurance (Please attach): _____

Alcoholic Beverage License, Name License will be under (Please attach): none

I certify that I am the person authorized to act on behalf of the event to request this permit and understand and agree to pay on behalf of the City all sums which the City shall be obligated to pay by reason of any liability imposed upon the City for damages of any kind resulting from use of public property and the public right of way, whether sustained by any person or persons, caused by accident or otherwise and shall defend as its own expense and on behalf of the City any claim against the City arising out of the use of public property and the public right of way and agree to follow all other ordinances that shall pertain including Ordinance 2006-277, City of Tiffin, Iowa. I understand that I will not erect any temporary signage for the event prior to City Approval of signage.

Kara Mollé
 Signature

10-1-25
 Date

For City Use:

Authorized City Signature: _____ Date: _____

Copy to Applicant: _____ Johnson Co. Sheriff Notified: _____ Public Works Notified: _____ Tiffin Fire Notified: _____



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE: August 14, 2025

AGENDA ITEM: One-Time Water & Sewer Adjustment – 704 Rolling Hills Drive

ACTION: Approval

Purpose:

To consider a one-time water and sewer utility bill adjustment for Qingyuan Zhang, resident of 704 Rolling Hills Drive, in accordance with City Ordinance No. 2017-398 and 2017-399.

Background:

This resident applied on October 1, 2025, requesting a one-time adjustment. At this time no additional information is available.

Staff will provide Council with additional information pertaining to this account as late handout either on Monday or EOB Tuesday.

Staff recommends approval of the one-time water and sewer adjustment for this resident.

ATTACHMENTS: Will be a late handout



Application for One-Time Water and Sewer Adjustment

Name: Qingyuan Zhang Date: Oct. 2, 2025
Service Address: 704 Rolling Hills Drive, Tiffin, IA 52340
Phone Number: 515-306-0897
Resident Account Number: 01-99004866-01

Reason for application: The mal-function of flapper in the bathroom
caused excessive water running until the City called
& notified the spike of water usage. The water bill for
\$703.99 is a huge burden to manage monthly expense. I ask for
your kind consideration to grant me one-time forgiveness. Thank You!

CITY OF TIFFIN ORDINANCE NO. 2017-398

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF TIFFIN, IOWA, CHAPTER 92, BY
ADDING SECTION 92.10 - WATER ADJUSTMENT

92.10. WATER ADJUSTMENT. Upon application to and at the discretion of the Tiffin City Council, each customer or address within the Corporate Limits of the City of Tiffin may be allowed a one-time adjustment on the water bill at that address or meter with an adjustment cap of \$250.00. A twelve-month average billing amount will be established from the twelve immediate previous billing cycles. The customer will pay no less than the average of those previous twelve months. Tax will be paid on the original full billing amount, regardless of the amount of adjustment. If an adjustment is made to the customer's water bill under this ordinance then the one-time sewer adjustment must also be used at the same time.

CITY OF TIFFIN ORDINANCE NO. 2017-399

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF TIFFIN, IOWA, SECTION 99.10(1) OF
CHAPTER 99, PAYMENT OF BILLS - SEWER ADJUSTMENT

99.10(1) SEWER ADJUSTMENT. Upon application to and at the discretion of the Tiffin City Council, each customer or address within the Corporate Limits of the City of Tiffin may be allowed a one-time adjustment on the sewer bill at that address or meter with an adjustment cap of \$250.00. A twelve-month average billing amount will be established from the twelve immediate previous billing cycles. The customer will pay no less than the average of those previous twelve months. Tax will be paid on the original full billing amount, regardless of the amount of adjustment. If an adjustment is made to the customer's sewer bill under this ordinance then the one-time water adjustment must also be used at the same time.

Signature

Date:

10/02/2025

***You will be required to pay the average amount of your previous twelve utility bills at the time of application and pending City Council approval, any further adjustments will be made on the following utility bill.



P.O. BOX 259
TIFFIN, IA 52340
(319) 545-2572



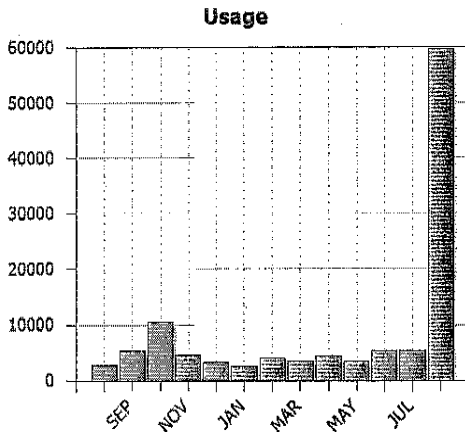
QINGYUAN ZHANG
704 ROLLING HILLS DR
TIFFIN, IA 52340

Account Number	AMOUNT DUE
01-99004866-01	\$703.99
Due Date	After Due Date Pay
9/20/2025	PAID BY DRAFT
Account Name	
QINGYUAN ZHANG	
Service Address	
704 ROLLING HILLS Dr	
Amount Enclosed	

There will be a charge on all returned checks.
Please return this portion with your payment.
When paying in person, please bring both portions of this bill.

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name		Service Address			Account Number	
QINGYUAN ZHANG		704 ROLLING HILLS Dr			01-99004866-01	
Status	Service Dates		# Days	Bill Date	Penalty Date	Due Date
	From	To				
Active	7/15/2025	8/13/2025	29	8/29/2025	9/21/2025	9/20/2025



CURRENT READING	PREVIOUS READING	USAGE
26,788	20,826	59,620

PREVIOUS BALANCE	\$105.53
PAYMENTS	\$105.53-
ADJUSTMENTS	\$0.00
PENALTIES	\$0.00
PAST DUE AMOUNT	\$0.00

WA RES MAIN BASE	15.00
WA RES MAIN CONS	342.82
SW RES MAIN BASE	19.50
SW RES MAIN CONS	283.20
GARBAGE	13.50
STORM WATER	3.00
RECYCLING	5.50
Tax	\$21.47

CURRENT BILL	\$703.99
AMOUNT DUE	\$703.99

PAID BY DRAFT

To make a utility payment online, you can visit
<https://tiffinia.municipalonlinepayments.com/tiffinia>

Qingyuan Zhang
 704 Rolling Hills Dr.
 01-99004866-01

	<u>WATER</u>	<u>Water Average</u>	<u>W Refund</u>	<u>SEWER</u>	<u>Sewer Average</u>	<u>S Refund</u>
9/1/2025	\$ 357.82	\$ 32.11	\$ 325.71	\$ 302.70	\$ 41.18	\$ 261.52
8/1/2025	\$ 36.43			\$ 44.91		
7/1/2025	\$ 36.10			\$ 44.63		
6/1/2025	\$ 25.65			\$ 35.60		
5/1/2025	\$ 30.82			\$ 40.07		
4/1/2025	\$ 25.98			\$ 35.89		
3/1/2025	\$ 28.78			\$ 38.31		
2/1/2025	\$ 21.41			\$ 31.95		
1/1/2025	\$ 24.66			\$ 34.75		
12/1/2024	\$ 32.03			\$ 41.11		
11/1/2024	\$ 64.75			\$ 69.38		
10/1/2024	\$ 36.54			\$ 45.01		
9/1/2024	\$ 22.13			\$ 32.56		
	\$ 385.28	Total 12 mo.		\$ 494.17	Total 12 mo.	
	\$ 32.11	Average		\$ 41.18	Average	

Water Refund	\$ 325.71	MAX \$250
Sewer Refund	\$ 261.52	MAX \$250
FORGIVENESS GRAND TOTAL:	\$ 500.00	MAX \$500



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	October 3, 2025
AGENDA ITEM:	Discussion and Consideration to Approve the Parks & Recreation Job Description and Proceed with Advertising for the Position
ACTION:	Approval

Purpose

To seek formal approval from the City Council for the updated job description for the Parks & Recreation Director position. This update reflects expanded responsibilities associated with the City's new recreation center and aligns the role with current operational needs and strategic goals.

Background

The Parks & Recreation Director job description was originally adopted on November 5, 2019. Since then, the City has made significant investments in parks and recreation infrastructure, including the construction of a new recreation center. The updated job description, modified as of October 7, 2025, incorporates:

- Oversight of the new recreation center's operations, staffing, programming, and budget.
- Expanded duties in community engagement, marketing, and partnership development.
- Updated qualifications and experience requirements to reflect the professional scope of the role.

This revised description ensures the position is aligned with the City's vision for inclusive, accessible, and high-quality recreational services.

Recommendation

Staff recommends that the City Council approve the updated job description for the Parks & Recreation Director position. Upon approval, staff will proceed with posting and advertising the position to attract qualified candidates.

ATTACHMENTS: Parks & Recreation Director – Job Description



300 Railroad St. PO Box 259 Tiffin, IA 52340
P. 319-545-2572 F. 319-545-4147 www.tiffin-iowa.org

PARKS AND RECREATION DIRECTOR

Parks and Recreation Director	City of Tiffin Job Code:
City of Tiffin Dept/Division: Parks and Recreation	Adopted: November 5, 2019. Modified October 7, 2025
AFSCME Salary Grade: _____	Manager Level: Managerial
FLSA Status: Non-exempt; Full-time, permanent	Reports to Position: City Administrator
Physical Demand Rating: Light to Moderate	City Overtime Status: Non-exempt
Work Environment: Controlled	Pre-employment Testing: Drug and health screening after contingent offer
Position Testing: Knowledge and skills test. Standard Word, Excel; Job Fit Assessment	Personal Protective Equipment: None

General Statement of Duties: Plans, organizes, prioritizes, markets, and directs the activities of the Parks & Recreation Department. Serves as the City spokesperson for all issues involving Parks and Recreation and assures the operational effectiveness of the Department.

Oversees the operations, staffing, programming, and maintenance of the City's recreation center, ensuring it serves as a welcoming, safe, and inclusive space for all residents. Develops and manages indoor recreation programs, membership systems, and community engagement initiatives tied to the facility.

Distinguishing Features of the Class: Works under supervision of the City Administrator with considerable leeway granted for the exercise of independent judgement and initiative.

Examples of Essential Work:

Establishes, implements and manages all of the City's recreation programs and facilities relating to parks, athletic facilities and recreation programs. Supervises, trains, motivates and evaluates all Park and Recreation employees. Establishes policies, procedures, goals and objectives for the department consistent with the goals and objectives of the City Council. Assures Park operations and public recreational programs are carried out according to Federal, State, and local laws, rules, and regulations.

Leads the development and regular/routine updating of the parks system, departmental goals and objectives consistent with the department's budget, evolving community needs and the overall goals of the City.

Develops and supervises a variety of recreation and park activities to meet the needs and desires of the citizens of the community as staff and budget permits.

Coordinates the City recreation programs with other recreation agencies operating within the City.

Makes arrangements for the use of public facilities under control of agencies other than the City.

Develops long and short-range planning and needs assessment for the improvement of the parks system and public recreational programs; evaluates program needs and accomplishments.

Prepares and presents the annual department budget; determines resource needs and financing requests; supervises departmental purchasing and controls the expenditure of funds.

Seeks and applies for Federal, State, and local grants as approved by the City Council.

Oversees, assists, and maintains systematic, complete, and accurate departmental records and prepares reports as needed for various functions.

Develops, implements and distributes public information programs explaining the recreational program and parks system and developmental goals; works with school district and civic groups to facilitate recreation programs and park facilities.

Directs and participates in the development of recreation capital projects and land acquisitions, project plans and specifications. Participates and coordinates planning, design and construction of parks and recreational facilities. Coordinates with other departments, outside agencies, engineers and architects.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices. Attends work regularly at the designated place and time. Supports continuous process improvement initiatives and promotes safety throughout the entire department and assures all programs and facilities are operated in as safe a manner as possible.

Assists City in time of emergencies (e.g., snowstorms, floods, windstorms, or any other emergency needing the Director's assistance).

Performs any other duties as directed or assigned by the City Administrator or City Council that come about as a matter of policy.

Responsibilities with New Recreation Center

Oversees daily operations, staffing, scheduling, and maintenance of the new recreation center.

Develops and manages indoor recreation programs, fitness classes, youth/adult leagues, and wellness initiatives.

Implements and manages the recreation software for scheduling, registration, and facility rentals.

Ensures the facility meets all safety, accessibility, and health standards, including emergency procedures and inspections.

Creates and manages a dedicated budget for the recreation center, including tracking revenue from memberships, rentals, and programs.

Hires, trains, and supervises recreation center staff including front desk, custodial, fitness instructors, and program coordinators.

Conducts community surveys and feedback sessions to guide programming and facility use.

Develops marketing strategies for the new center, including social media, flyers, and partnerships.

Collaborates with schools, nonprofits, and local businesses to expand programming and outreach. Explores sponsorships and partnerships to support programming and facility enhancements.

Required Knowledge and Abilities

Knowledge of the principles and objectives of public recreation and parks programs.

Knowledgeable of the practices and principles of effective public administration and municipal government.

Knowledge of planning and managing all types of recreation, sports, and arts programs and facilities.

Knowledgeable of analyzing community needs and resources to develop programs which optimize use of department resources towards fulfillment of city needs.

Ability to develop and maintain cooperative relationships the City Council, City Administrator, City Employees, community agencies, other government officials, civic groups, and the general public.

Ability to receive and follow directions either verbally or orally and with proficiency and accuracy.

Ability to work in either a team environment or individually.

Ability to read and interpret operating manuals, procedures and policies.

Ability to analyze, assign priorities, organize, and coordinate, workflow.

Acceptable Experience and Training

High school graduation or equivalent plus graduate from a college or university with a Bachelor's Degree in Recreation, Park Management, Leisure Services, or a closely related field.

Four (4) years of increasingly responsible professional experience in the field of Public Recreation, Leisure Services and/or Park Management or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Possession or ability to obtain CPR and First Aid Training and CPO Certification.

Valid driver's license and good driving record.

Required Special Qualifications

None.

Essential Physical Abilities

Minimal physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 50 pounds. Occasional climbing, stooping, kneeling, reaching and walking/standing.



AGENDA INFORMATION TIFFIN CITY COUNCIL COMMUNICATION

DATE:	October 3, 2025
AGENDA ITEM:	Discussion and Consideration to Approve the Purchase of New Thermal Imaging Camera for Fire Department
ACTION:	Approval

Purpose

To request Council approval for the purchase of a new thermal imaging camera (TIC) for the Tiffin Fire Department, including trade-in of the existing obsolete and non-operational unit.

Background

Council Member and Fire Captain Skylar Limkemann submitted a request to place this item on the agenda. The proposed purchase is for a Bullard QXT Pro Thermal Imager with the Advanced Feature Pack, which includes:

- Thermal Throttle, High and Low Sensitivity Auto Detection (HAD/CAD), Zoom
- Recording, Image Capture, and On-screen Playback
- Truck mount, charger, and lithium-ion battery

The quote from Heiman Fire Equipment includes:

- Base unit and accessories: \$7,500.00
- Feature Pack Basic: \$565.00
- Feature Pack Advanced: Included at no additional cost
- Trade-in credit for obsolete unit: -\$750.00
- Estimated shipping: \$50.00
- Total cost (not to exceed): \$7,650.00

This item is budgeted and supports the department's operational readiness and safety capabilities.

Recommendation

Staff recommends approval of the purchase of the Bullard QXT Pro Thermal Imaging Camera from Heiman Fire Equipment for a total cost **not to exceed \$7,650.00**, including trade-in and shipping.

ATTACHMENTS: Quote

WORK ORDER

Date 9-16-2025

☐ Invoice ☐ Order ☒ Quote ☐ Credit/Return ☐ Other



Heiman Fire Equipment | Federal ID # 42-0955663

2320 NW Blvd. Ashton, IA 51232
Ph. 712.724.6212 | 1.800.831.8547
Fax. 712.724.6474 | www.heimanfire.com

SALESMAN

Name: Steven Imhoff 184
Ph. 319-750-6883 E-mail: steveimhoff@heimanfire.com

CUSTOMER

Name Tiffin Fire Department
Address 300 Railroad St.
City Tiffin State IA Zip 52340
Ph. _____ E-mail _____
Customer # 897 PO # _____

SHIP TO

☐ same as CUSTOMER

Name Tiffin Fire Department
Address 300 Railroad St.
City Tiffin State IA Zip 52340
Contact Name Skylar Limkemann Contact Ph. (319) 333-8594
☐ Commercial ☒ Residential

Qty Order	Qty Ship	Part Number	Description	Price	Total Amount
1		1240-QXTPROBUNDLE	QXT Pro Thermal Imager with XTUSBCHARGE PWR, XTTRUCKMOUNT and XTRETRACT	\$ 7,500.00	\$ 7,500.00
1		1240-XTFEATURESBASIC	Feature Pack Basic w Thermal Throttle, HAD, CAD, Zoom	\$ 565.00	\$ 565.00
		1240-XTFEATURESADVANCED	Feature Pack Advanced w Thermal Throttle, HAD, CAD, Zoom,	\$ 850.00	\$ 0.00
			Recording, Image Capture, On-screen Playback	\$	\$ 0.00
				\$	\$ 0.00
1		1240-Tradein	Trade in of existing Bullard Camera's	\$ -750.00	\$ -750.00
				\$	\$ 0.00
				\$	\$ 0.00
				\$	\$ 0.00
				\$	\$ 0.00
				\$	\$ 0.00
				\$	\$ 0.00
				\$	\$ 0.00
				\$	\$ 0.00
				\$	\$ 0.00
				\$	\$ 0.00

Not to exceed \$7,650

Subtotal \$	7,315.00
Shipping & handling	
Tax rate ____% Tax	
Credit	
TOTAL \$	

THIS IS NOT AN INVOICE. ALL INVOICES WILL BE SENT DIRECTLY FROM THE OFFICE.

September 2025

TO: FIRE PROTECTION AGENCIES IN IOWA

RE: Volunteer Fire Assistance Program – Grant Rules

Iowa expects to receive our Fiscal Year **2025** Grant funds for the Volunteer Fire Assistance Program as authorized by the Cooperative Forestry Assistance Act of 1978. The main features of the program are (Please note that several deadlines have changed from the prior year):

1. Key objectives are saving lives and protecting property in rural areas.
2. Volunteer Fire Assistance Program will pay 50 percent of the cost (not to exceed a maximum of **\$4,500**) to successful grant applicants, with the local agencies also paying 50 percent. Local fire department funds **must** be available when the application is made. Local match funds may **not** be from a federal funding source.
3. **The deadline to submit applications is October 31, 2025.** Applications submitted via mail must be postmarked by the deadline date.
4. Allocated funds may only be used for equipment identified in the application form. Special requests can be made (buildings and vehicles are not eligible) but will require a more detailed description of the request and need.
5. **NO INDIVIDUAL ITEM CAN BE \$5,000 OR MORE.**
Call or email if you have questions.
6. Priority will be given to: (1) applicants who **have submitted** Iowa Wildland Fire Reports during 2024 & 2025, (2) acres of state land protected, (3) communities which have not received funds under this program in the previous funding period, (4) areas of greatest need, (5) departments who utilize Wildland PPE and who have strong wildland fire suppression requests.
7. The fire department must be registered with the State Fire Marshal's office and must file all incident reports in a timely manner.
8. Only communities with a population of 10,000 or less qualify.
9. All applications **must** be signed by the Fire Chief and the head of the local government agency or the financial manager for the department (i.e., mayor, chairperson of the township trustees, chairperson of the benefited fire district or fire agency, or the financial officer).
10. All applications **must submit a completed IRS Form W-9** confirming their Federal Tax ID # (this may belong to the fire department or the city) and they **must provide their UEI#**.
11. No applications for less than \$150 (\$75 matching funds) will be approved.

12. Expenditures made between **October 1, 2024, and June 1, 2026**, will qualify. **Projects must be completed by June 30, 2026. All requests for reimbursement must be submitted and postmarked by July 1, 2026.**

All applications for funds must be made on the enclosed form titled USFS Federal Financial Assistance - Volunteer Fire Assistance (VFA) Application 2025.

Applications and IRS W-9 Forms are also available at: www.iowadnr.gov/fire

Iowa Wildland Fire Reporting Forms

Iowa Wildland Fire Reporting Forms can be submitted via the [Iowa DNR Wildland Fire Reporting Google Form](https://www.iowadnr.gov/fire), found at www.iowadnr.gov/fire under **Fire Protection & Prevention**. These reports are needed on any and all uncontrolled wildland area fires you respond to, and any prescribed or controlled wildland burns you assist with. "Wildland" is considered to be grass, pasture, field (corn, beans etc.), ditch, or timber. Without your assistance in reporting these fire events, our ability to support the fire service community with federal funds, training opportunities, valuable equipment and community awareness campaigns is terribly handicapped.

Sincerely,
Jason Walker



DNR Forestry - Fire Program Supervisor
Enclosures

Send Completed Application Form and IRS W-9 Form by mail or email to:

DNR Forestry - Fire Program
2404 S Duff Ave
Ames IA 50010-8093
fire-program@dnr.iowa.gov

APPLICATION DEADLINE: OCTOBER 31, 2025



USFS FEDERAL FINANCIAL ASSISTANCE

Provided through the VOLUNTEER FIRE ASSISTANCE (VFA) PROGRAM COOPERATIVE FORESTRY ASSISTANCE ACT OF 1978. Distributed through agreement with the State Forester of the Iowa DNR Forestry.

Volunteer Fire Assistance (VFA) APPLICATION -Application Deadline: OCTOBER 31, 2025

2025

1. FED TAX ID#: _____ DUNS #: _____
Name of City/Township of Agency: _____
Name of Fire Department: _____
Mailing Address: _____
City: _____ State: Iowa Zip: _____
2. Estimated TOTAL project cost: _____
3. Date of Application (MM/DD/YYYY): _____ County: _____
4. Is the requesting community under 10,000 population? ☐ Yes ☐ No
5. Is the local 50% cost share available? ☐ Yes ☐ No
6. How many acres of state owned land are you protecting? _____ acres
7. Is the local agency registered with the State Fire Marshall's office? ☐ Yes ☐ No
8. Has the local agency provided Iowa Wildland Fire Reports during 2024/25? ☐ Yes ☐ No
9. Has the local agency participated in Wildland Fire training? ☐ Yes ☐ No
10. Does the local agency use wildland fire PPE on wildland fires? ☐ Yes ☐ No
11. Is the completed W-9 Federal Tax ID form attached? ☐ Yes ☐ No
12. Please list the communities that this department has Mutual Aid agreements with:

The applicant certifies, as a condition of this grant application, that no one within their organization will engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with this grant.

The applicant further certifies that to the best of his/her knowledge and belief, the information in this application is true and correct and that he/she will comply with the Cooperative Forestry Assistance Act of 1978 and its administration guidelines if the grant is received.

Head of Local Government:

(or Financial Officer)

Signature: _____

Name (please print): _____

Title: _____

Day and Evening Phone: _____

Email Address: _____

Fire Chief:

Signature: _____

Name (please print): _____

Day and Evening Phone: _____

Email Address: _____

Volunteer Fire Assistance Program FY2025

All INVOICES must be dated between October 1, 2024 and June 1, 2026.

All BILLING CLAIMS must be received by July 1, 2026.

Eligible Cost-Share Items	Quantity	Unit Cost	Total
\$4,500 maximum VFA cost-share			
Wildfire Hand and Line Tools			
5 gal. Backpack Bladder Bags	_____	_____	
Fire Rake, Collapsible Fire Rake	_____	_____	
Fire Swatter, Fire Broom	_____	_____	
Shovel, McLeod, Pulaski Tool	_____	_____	
Chain Saws, Leaf Blowers, Mist Blowers	_____	_____	
Fire Weather Kit, Kestrel Weather Meters	_____	_____	
Fuses, Drip Torch	_____	_____	
GPS Units	_____	_____	
Wildland Fire Protective Clothing			
Shirts, Pants, Coveralls, Brush Coats: Nomex	_____	_____	
Neck Shrouds: Nomex	_____	_____	
Goggles: fire safe	_____	_____	
Gloves: fire safe	_____	_____	
Hardhats: fire safe	_____	_____	
Fire Packs, Radio Harness, Web Gear	_____	_____	
Fire Shelters	_____	_____	
Communications Equipment			
Base Radios	_____	_____	
Handheld/Programmable Radios	_____	_____	
Mobile Radios	_____	_____	
Pagers	_____	_____	
Wildland Water Handling Equipment			
Slide-In Units	_____	_____	
Foam Units, Foam Mixers and/or Foam	_____	_____	
Portable Tanks	_____	_____	
Portable Pumps	_____	_____	
Hoses (¾", 1", 1 ½")	_____	_____	
Nozzles and Fittings	_____	_____	
Special Request (no buildings, vehicles, trailers, or ATV's)			
How does your Special Request apply to Wildland Fire?			
(Attach a separate sheet for special requests)			
	Estimated Total Project Cost:		

NO INDIVIDUAL ITEM CAN BE \$5,000 OR MORE.

Return Completed Application via
mail or email by October 31, 2025

Iowa DNR Fire Program
2404 S Duff Ave
Ames IA 50010-8093

Fire Supervisor Phone: 515-233-1161
Fire-Program@dnr.iowa.gov

Iowa DNR Forestry - Fire Program Opportunities

The DNR Forestry - Fire Program, in cooperation with the USDA Forest Service, State, Private and Tribal Forestry and other federal, state and local partners, work to provide assistance to the rural volunteer fire departments through a variety of programs and activities in an effort to provide quality fire protection to the state's natural resources.

Programs:

State Fire Assistance (SFA) - Works to protect natural resources from fire on state and private lands through: fire prevention, suppression and fuels management education; training and outreach opportunities.

- **Wildland Fire Prevention Educational and Program Materials:** The DNR Forestry - Fire Program is Iowa's source of Smokey Bear materials. Smokey Bear costumes are available for loan. We offer a wide range of Smokey Bear promotional items appropriate for Wildfire Prevention Program audiences of all ages. (Examples of items available: coloring pages, activity books, rulers, balloons, stickers, tattoos, posters, pencils, label pins, etc.) For assistance, contact naomi.splinter@dnr.iowa.gov.
- **Wildland Fire and Prescribed Fire Training:** The DNR Forestry - Fire Program staff work to provide wildland fire and prescribed fire training to Natural Resource Managers and Volunteer Fire Department personnel. The following 8-hour courses are available:
 - DNR - ATV/UTV - Fire Operations & Tactics
 - DNR - VFD Wildland Fire Operations
 - DNR - VFD Wildland Fire Engine Operations & Tactics
 - DNR - Prescribed FireFor additional information, email fire-program@dnr.iowa.gov.
- **Wildland-Urban Interface Fire Prevention and Awareness:** The DNR Forestry - Fire Program, the US Forest Service and a wide range of other federal, state, and local partners are working to encourage homeowners and communities to be proactive in identifying and mitigating situations that may prevent effective fire protection in the rural and wildland-urban interface locations.

Volunteer Fire Assistance (VFA) - Improves the capability of Iowa's rural volunteer fire departments to protect lives, structures, and natural resources in rural and wildland/urban interface areas.

VFA Grants work to offset the costs of wildland fire equipment and personal safety gear to existing fire departments and to support the organization of new fire departments in unprotected communities (Grants are 50-50 cost-share; maximum allocation per department is \$4,500/year). Grant applications are available at www.iowadnr.gov/fire.

Federal Excess Personal Property (FEPP) - Federal excess property is acquired on behalf of the US Forest Service and loaned to state forestry agencies and their cooperators (volunteer fire departments) for their use in providing wildland and rural community fire protection. To obtain available equipment, Fire Departments must enter into a formal Cooperative Agreement with the DNR Forestry - Fire Program and the USFS.

Once fire departments obtain the equipment, they are expected to paint it and modify it to best fit their needs, in accordance with the agreement and safety guidelines. Fire departments bear the cost of transportation, conversion, painting, storage and maintenance. The equipment usually requires some conversion, but the cost is much less than the purchase of comparable equipment.

Fire Departments are responsible for making conversions in a safe and timely manner; protecting the equipment from theft, vandalism, and weather; painting vehicles in fire service colors; maintaining appropriate liability

insurance and returning the equipment, less any added equipment, to the DNR Forestry - Fire Program when no longer needed.

Department of Defense - Firefighter Property (DOD-FFP) - This program is similar to the FEPP program, with the exception that generally, once the equipment is modified, ready to put into service and inspected by a DNR Forestry - Fire staff, title is transferred to the Fire Department. The departments are asked to retain ownership for a minimum of five years.

Screening Instructions are provided to Fire Department contacts upon request. Requests for potential pieces of equipment can be made via phone, messaging or e-mail. Property screening is dependent upon items requested and availability. When requesting screening assistance, please provide as much detail as possible along with contact person and telephone number(s), mailing address and e-mail address.

Contacts	Jason Walker – Fire Supervisor	cell: 515-689-0083 email: jason.walker@dnr.iowa.gov
	Karl Harris – Cooperative Fire Specialist	cell: 515-490-8296 email: karl.harris@dnr.iowa.gov
	DNR Forestry - Fire Program 2404 S Duff Ave Ames IA 50010	email: fire-program@dnr.iowa.gov

City of Tiffin, IA

CLIENT LIAISON:

Andrew Inhelder, PE

Office: 319.364.4773

Cell: 515.802.0906

ainhelder@msa-ps.com

DATE:

October 2, 2025



ON-GOING PROJECTS

REVERSE OSMOSIS WATER TREATMENT PLANT DESIGN – CLINT WIENEN

The 12" and 8" water main has installed. The existing electric service has been moved to a temporary position to be clear for the building/structure construction to begin. Construction on concrete electrical pads, manholes, and sanitary sewer lines are next on the schedule. Regular construction meetings have been scheduled to ensure project progress.

HIGHWAY 6 CONCEPT AND COST ESTIMATE – JAMES WATTERS

Coordination with franchise utilities in the right-of-way remains ongoing. MSA is still pursuing responses from utility coordinators who missed the June 16th due date for Preliminary work plans.

Work with the DOT Right-of-Way staff has been ongoing regarding the fit of the design within existing right-of-way. Several small adjustments have been made to ditch slopes and sidewalk near the "Hawk Wash" property on the southeast corner of US6 and Croell Avenue.

MSA is preparing an operations analysis for the Croell Ave and Kimberlite St intersections with US 6 (Marengo Rd) after receiving feedback on crash history of the Croell Ave intersection during public engagement period. Turning movement counts were collected at these intersections during the second week of August and a report of findings and recommendations will be presented to Council at October 21st meeting.

SYSTEMWIDE SANITARY SEWER MODEL – ERIC THOMPSON

MSA removed the flow meters on 9/26/25 and the final data is being reviewed to select both dry weather and wet weather events. Sewer sheds are being delineated to each manhole with the system (to estimate sanitary loads added at each location) and the calibration effort is underway in PCSWMM. Wet weather and dry weather flows will be reviewed in the EPA's Sanitary Sewer Overflow Analysis and Planning (SSOAP) tool, then integrated into PCSWMM for modeling purposes. Once existing conditions are established, MSA will display findings to the City for review of different rainfall scenarios.

NORTH PARK ROAD IMPROVEMENTS – JAMES WATTERS

On September 5th, the entire length of North Park Road was opened to traffic in both directions. It is expected to remain open to two-way traffic for the rest of the year until construction resumes in the Spring of 2026.

As of September 11th, 2025, Boomerang personnel have left the site and working days for the project are suspended for the winter. Some project materials remain on-site and some erosion control and sign work is still being completed, but work on schedule-controlling items will not be resumed until Spring of 2026.

MSA staff will continue to perform erosion control and traffic control inspections each week throughout the winter. Boomerang will be informed if work is required on those items to ensure compliance with permits and traffic needs.

Payment Applications will be submitted each month throughout the winter when work has been done. If no work is done, the City will be informed that no Payment Application is required.

VILLAGE DRIVE & ROBERTS FERRY ROAD SIGNAL DESIGN – CHAD WAGNER

The topographic survey of the intersection has been completed, and traffic counts have been collected. MSA is conducting a preliminary operations analysis using the traffic data and known developments in the area. The team will reach out to the City shortly to schedule a kickoff meeting to discuss the project and present the findings of the preliminary analysis.

PROJECT UPDATE

DEVELOPMENT ASSISTANCE – ANDREW INHELDER

NO FURTHER COMMENTS

Development Name	Description
Park Place City Center, Lot 8	No further comments sent on 5/15/24.
Tiffin Heights West On & Off-Site Improvements	No further comments sent on 10/16/24.
Shamrock Center Lot 9	No further comments sent on 12/16/24.
Park Place City Center, Part 1, Lot 3	No further comments sent on 1/29/25.
Hunt Club Phase 4	No further comments sent on 4/9/25.
Tiffin West – Kwik Star	No further comments sent on 4/16/25.
Veritas Church Expansion – Phase 2	No further comments sent on 5/15/25
Park Place City Center, Part 4, Phase 4, Lot 22 – Firing Pin	No further comments sent on 6/24/25.
Prairie Village Part 3, Phase 4	No further comments sent on 7/11/25.
301 Main Street Site Plan	No further comments sent on 8/8/25.
Homemaker's Site Plan – Phase 1	No further comments sent on 9/24/25.

UNDER CONSTRUCTION

Development Name	Description
Tiffin Heights West ON Site	Currently under construction.
Tiffin West ON & OFF Site	Walkthrough performed on 5/28/25. Punch list provided to developer to be completed in 2025.
Tiffin West Phase 2	Punchlist walkthrough performed on 9/24/25. Contractor to complete punchlist and notify MSA of completion.
Village Drive Extension (By water tower)	Currently under construction. Construction began in May 2025.
The States – Anderson Addition OPD	Currently under construction. Construction began May 2025.

AWAITING RESUBMISSION

Development Name	Description
Prairie Village Commercial Part 1, Lot 2	Review comments sent 7/25/23. Awaiting resubmission.
Kimberlite North of Hwy 6 Connection	City, Developer, MSA, and DOT met on 8/22/24 to discuss steps moving forward. Developer to submit proposed improvements for review.
Prairie West	Review comments sent 11/13/24. Awaiting resubmission.
Park Place City Center, Part 3, Lot 1, EMA Storage Building	Review comments sent 2/24/25. Awaiting resubmission.
Bailey Way Extension	Review comments sent on 7/2/25. Awaiting resubmission.
Homemaker's Site Plan – Phase 2	Review comments sent on 8/19/25. Awaiting resubmission.
Park Place City Center, Part 2, Phase 6, Lot 33 – Multipurpose Building	City Staff and MSA met with developer on 9/16/25. Awaiting resubmission.
Grove Park	Review comments sent on 9/17/25. Awaiting resubmission.
Half Moon Ave Road Extension	Awaiting submission.

IN REVIEW

Development Name	Description
Prairie Village Lot 55 – Medical Clinic	Submitted on 9/24/25. In review currently.

PROJECT UPDATE

City of Tiffin
October 2, 2025

Upcoming Infrastructure Project	Description	Next Steps/Schedule
<i>Wastewater Treatment Improvements</i>	The current wastewater treatment facility (WWTF) has a chloride compliance schedule. There is not any wastewater treatment equipment/processes designed to remove chloride so typically source control is the only economical means of meeting compliance. The existing treatment facility is at about 50% capacity. However, if the past growth rate continues an expansion will be required in the next 5-7 years. From design to construction the process typically takes 3-4 years.	Final Compliance with NPDES Permit required October 1, 2025. MSA presented its findings on November 1st, 2022. MSA has prepared a proposed schedule for wastewater treatment, water treatment and water supply improvement projects.
<i>Deer View Ave & Tall Grass Ave & Hwy 6 Intersection Improvements</i>	DOT has agreed to continue the existing permit based on the City's plan to replace the signals with a permanent installation in 2026. Scope includes both pedestrian and vehicle accommodations. MSA is reaching out to the DOT to request a time extension and will begin conceptually reviewing the signals and intersection for DOT approval.	Begin conceptual review of intersection/signals.

**CITY OF TIFFIN
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL
October 3, 2025**

- The underground storage tank in the 300 block of Highway has been removed. The contractor completed that work earlier this week and encountered no additional issues. We are now waiting for the results of the soil samples to come back to determine the type of watermain material that will need to be used to complete that section of main. The results of the samples will also let us know how much monitoring may need be required.
- The federal government shutdown has temporarily halted the special census. Due to the funding freeze, all related operations are currently on hold until the Census Bureau receives further guidance. It is unclear whether this pause will continue through the duration of the shutdown but the bureau has stated that we will receive updates as information becomes available. We have shared an update on both the City's website and Facebook page to inform residents of this temporary pause in the census process. However, as of last week, the online self-response rate was at 38%.
- The additional blinking stop signs were delivered last week and have been installed at the intersections of Croell Avenue and Goldfinch Avenue and at Croell Avenue and Oakdale Boulevard.
- On Monday of this week I had a meeting with James Waters with MSA to continue to discuss potential changes/options to the Highway 6/Croell Avenue and Highway 6/Kimberlite Street intersections as part of the Highway 6 widening project. MSA will have those options diagramed and ready to be discussed at the October 21st council meeting.
- The next Joint Entities Meeting is scheduled for Monday, October 20th at 4:30 p.m. and will be hosted by the City of Iowa City. If you have any agenda items you would like to have discussed, please send them to me prior to Wednesday, October 15th at 5:00 p.m.
- Just a friendly reminder, the groundbreaking ceremony for Homemakers is scheduled for Wednesday, October 15th at 11:00 a.m.