

Tiffin City Council Regular Meeting

Tiffin City Council Regular Meeting

March 03, 2026 07:00 pm



March 3, 2025

7:00 PM

Special Formal

City Council Meeting

Tiffin Fire Station

211 Main Street, Tiffin, Iowa 52340

www.tiffin-iowa.org

Mayor:	Tim Kasparek	Public Works Director:	Brian Detert
Council At Large:	Tim Orris – Mayor Pro-Tem	Water/WW Superintendent:	Brett Mehmen
Council At Large:	Tony Johnson	Building Official:	Brian Shay
Council At Large:	Skylar Limkemann	Recreation Director:	Grant Weber
Council At Large:	Chris Olney	Library Director:	Liz Petersen Grier
Council At Large:	Eric Schnedler	Fire Chief:	VACANT
City Administrator:	Doug Boldt	City Engineer:	MSA Professional Services
Asst. City Admin.	Ashley Platz		
City Attorney	Crystal Raiber		
City Clerk	Abigail Hora		

A. Call to Order - 7:00PM

File: [Agenda](#)

B. Roll Call

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.

D. Communications and Reports

1. Unscheduled

This is an opportunity for those wishing to address the City Council on an item NOT on the agenda. If you wish to address the Council on subjects pertaining to today's meeting agenda, please wait until that item on the agenda is reached.

If you wish to speak now, please approach the lectern and give your name and address for the public record before discussing your item.

As a reminder each speaker is limited to 3 minutes or less.

As an additional reminder, in accordance with public meeting laws, the Council may only discuss or act on matters that are presented on this agenda.

E. Consent Agenda

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

1. Approval of 2/17 Council Minutes

File: [E.1](#)

2. Approval of Summary of Receipts Report

File: [E.2](#)

3. Approval of New Liquor License – BD Miller Pubs LLC, DBA Cornerstone Pub

File: [E.3](#)

F. Mayoral Proclamation

G. Public Hearing

1. Public Hearing on Ordinance No. 2026-524 – An Ordinance Amending the Municipal Code of Tiffin Amending Chapter 56 – Dog and Cat Licenses Required for the City of Tiffin, Iowa

Public Hearing on Ordinance No. 2026-524 – An Ordinance Amending the Municipal Code of Tiffin Amending Chapter 56 – Dog and Cat Licenses Required for the City of Tiffin, Iowa

a. Close Public Hearing and Proceed to H-2

H. Ordinance Approval/Amendment

1. Ordinance No. 2026-523 – An Ordinance Rezoning Grove Park Area, Tiffin, Iowa

Ordinance No. 2026-523 – An Ordinance Rezoning Grove Park Area, Tiffin, Iowa, from Planned Development Overlay Concept and Site District/Multi-Family 12-Plex Residential District (OPD/R-12) and Planned Development Overlay Concept and Site District/Mixed Use Commercial District (OPD/C-1B) to a Planned Development Overlay Concept and Site District/Multi-Family 4-Plex Residential District (OPD/R-4) for Grove Park, Tiffin, Iowa

a. Motion to Approve Third and Final Reading

File: [H.1](#)

2. Ordinance No. 2026-524 – An Ordinance Amending the Municipal Code of Tiffin Amending Chapter 56 – Dog and Cat Licenses Required for the City of Tiffin, Iowa

Ordinance No. 2026-524 – An Ordinance Amending the Municipal Code of Tiffin Amending Chapter 56 – Dog and Cat Licenses Required for the City of Tiffin, Iowa

a. Motion to Approve First Reading and Proceed to Second Reading

File: [H.2](#)

I. Resolutions for Approval

1. Resolution No. 2026-014 – A Resolution Authorizing an Economic Development Grant Agreement with DGOGTIFFINIA09052025 LLC and Authorizing Internal Advance for Funding of Economic Development Grant Thereunder

File: [I.1](#)

2. Resolution No. 2026-015 – A Resolution Setting the Date of March 17, 2026, for a Public Hearing at which it is Proposed to Approve a Development Agreement with Iowa Development Group, Inc., Including Annual Appropriation Tax Increment Payments

File: [I.2](#)

3. Resolution No. 2026-016 – A Resolution Setting the Date of April 7, 2026, for a Public Hearing for the Purpose of Considering the Consolidated General Fund Tax Levy for the City of Tiffin’s Fiscal Year 2026-2027 Budget

File: [I.3](#)

J. Old Business

1. Resolution No. 2026-010 – A Resolution Approving the Final Plat of Grove Park Rowhomes, Tiffin, Iowa

File: [J.1](#)

2. Resolution No. 2026-011 – A Resolution Authorizing the Entering into a Developer’s Agreement with Grove Park Row Homes, LLC, Tiffin, Iowa for Grove Park Planned Development Overlay Site District

File: [J.2](#)

K. Motions for Approval

1. Consideration of Payables List – Motion to Approve

File: [K.1](#)

2. **Discussion and Consideration of Change Order #12 – Boomerang Corporation – North Park Road Improvements Project – Motion to Approve**
File: [K.2](#)
3. **Discussion and Consideration of Change Order #13 – Boomerang Corporation – North Park Road Improvements Project – Motion to Approve**
File: [K.3](#)
4. **Discussion and Consideration of Pay Application #6 – Tricon Construction Group – Water Treatment Plant Upgrades – Motion to Approve**
File: [K.4](#)
5. **Discussion and Consideration to Implement RecDesk Recreation Management Software as the centralized system for the new Tiffin Recreation Center and all Parks & Recreation facility, program, and rental operations – Motion to Approve**
File: [K.5](#)
6. **Consideration of One-time Water and Sewer Adjustment at 601 Lilac Street, #4 – Motion to Approve**
File: [K.6](#)
7. **Discussion and Consideration of Approval of State Revolving Fund (SRF) Reimbursement Request #2 – Water Treatment Facility Upgrade Project – Motion to Approve**
File: [K.7](#)
8. **Discussion and Consideration on Proposal for Access Cloud Communication Solution for a new phone system – Motion to Approve**
File: [K.8](#)
9. **Discussion and Consideration to Designate the two current Assistant Fire Chief's to assume the Acting Roll and Exercise all Powers of the Fire Chief per City Code Section 35.05(2) and Council Action as Needed**
10. **Discussion and Consideration to Temporarily Adjust the Stipends of the Assistant Fire Chief's and Council Action as Needed**

L. Reports to be Received/Filed

1. **City Engineer's Report**
File: [L.1](#)

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 Packet

File: [M.10](#)

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: Tiffin Fire Station, 211 Main Street, Tiffin, Iowa, 52340
Date/Time: March 3, 2026 – 7:00 p.m.
Web Page: www.tiffin-iowa.org
Posted: February 27, 2026 (website & front entry of City Hall)

Mayor:	Tim Kasparek	W/WW Superintendent:	Brett Mehmen
Council At Large:	Tim Orris – Mayor Pro-Tem	D. of Public Works:	Brian Detert
Council At Large:	Tony Johnson	Recreation Director:	Grant Weber
Council At Large:	Skylar Linkemann	Building Official:	Brian Shay
Council At Large:	Chris Olney	Library Director:	Liz Petersen Grier
Council At Large:	Eric Schnedler	Fire Chief:	Vacant
City Administrator:	Doug Boldt	City Engineer:	MSA Professional Services
Asst. City Administrator:	Ashley Platz		
City Clerk:	Abigail Hora		
City Attorney:	Crystal Raiber		

A. Call to Order – 7:00 PM

B. Roll Call

C. Agenda Additions/Agenda Approval

D. Communications and Reports

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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 February 17, 2026, City Council Minutes
2. Approval of Summary of Receipts Report
3. Approval of New Liquor License – BD Miller Pubs LLC, DBA Cornerstone Pub

F. Mayoral Proclamation

- 1.

G. Public Hearing

1. Public Hearing on Ordinance No. 2026-524 – An Ordinance Amending the Municipal Code of Tiffin Amending Chapter 56 – Dog and Cat Licenses Required for the City of Tiffin, Iowa
 - a. Close Public Hearing and Proceed to H-2

H. Ordinance Approval/Amendment

1. Ordinance No. 2026-523 – An Ordinance Rezoning Grove Park Area, Tiffin, Iowa, from Planned Development Overlay Concept and Site District/Multi-Family 12-Plex Residential District (OPD/R-12) and Planned Development Overlay Concept and Site District/Mixed Use Commercial District (OPD/C-1B) to a Planned Development Overlay Concept and Site District/Multi-Family 4-Plex Residential District (OPD/R-4) for Grove Park, Tiffin, Iowa
 - a. Motion to Approve Third and Final Reading
2. Ordinance No. 2026-524 – An Ordinance Amending the Municipal Code of Tiffin Amending Chapter 56 – Dog and Cat Licenses Required for the City of Tiffin, Iowa
 - a. Motion to Approve First Reading and Proceed to Second Reading

I. Resolutions for Approval

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2. Resolution No. 2026-015 – A Resolution Setting the Date of March 17, 2026, for a Public Hearing at which it is Proposed to Approve a Development Agreement with Iowa Development Group, Inc., Including Annual Appropriation Tax Increment Payments
3. Resolution No. 2026-016 – A Resolution Setting the Date of April 7, 2026, for a Public Hearing for the Purpose of Considering the Consolidated General Fund Tax Levy for the City of Tiffin’s Fiscal Year 2026-2027 Budget

J. Old Business

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2. Resolution No. 2026-011 – A Resolution Authorizing the Entering into a Developer’s Agreement with Grove Park Row Homes, LLC, Tiffin, Iowa for Grove Park Planned Development Overlay Site District

K. Motions for Approval

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2. Discussion and Consideration of Change Order #12 – Boomerang Corporation – North Park Road Improvements Project – Motion to Approve
3. Discussion and Consideration of Change Order #13 – Boomerang Corporation – North Park Road Improvements Project – Motion to Approve
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5. Discussion and Consideration to Implement RecDesk Recreation Management Software as the centralized system for the new Tiffin Recreation Center and all Parks & Recreation facility, program, and rental operations – Motion to Approve
6. Consideration of One-time Water and Sewer Adjustment at 601 Lilac Street, #4 – Motion to Approve
7. Discussion and Consideration of Approval of State Revolving Fund (SRF) Reimbursement Request #2 – Water Treatment Facility Upgrade Project – Motion to Approve
8. Discussion and Consideration on Proposal for Access Cloud Communication Solution for a new phone system – Motion to Approve
9. Discussion and Consideration to Designate the two current Assistant Fire Chief’s to assume the Acting Roll and Exercise all Powers of the Fire Chief per City Code Section 35.05(2) and Council Action as Needed
10. Discussion and Consideration to Temporarily Adjust the Stipends of the Assistant Fire Chief’s and Council Action as Needed

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 Department Report
8. Law Enforcement Report
9. City Attorney’s Report
10. City Administrator’s Report – Included in 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.

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

Meeting:	Tiffin City Council Meeting
Place:	Tiffin Fire Station, 211 Main Street, Tiffin, Iowa, 52340
Date/Time:	February 17, 2026 – 7:00 p.m.
Web Page:	www.tiffin-iowa.org
Posted:	February 13, 2026 (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:	Tony Johnson	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:	Grant Weber
		Fire Chief:	Vacant
		City Engineer:	MSA Professional Services

Work Session - Call to Order – 5:30 PM

A. Roll Call

The City of Tiffin City Council held a work session Tuesday, February 17, 2026, at the Tiffin Fire Station. Mayor Kasperek called the meeting to order at 5:31 PM. Upon roll being called the following members were present: Eric Schnedler, Tony Johnson, 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 Orris.
Second by Johnson.
All ayes, agenda approved.

C. Discussion of New Fulltime Fire Chief Position

1. Motion to enter closed session under Iowa Code Section 21.5(1)(i) to evaluate the professional competency of an individual whose appointment or hiring is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and where that individual has requested a closed session by Orris.
Second by Schnedler
Roll Call: Orris, Olney, Johnson, Schnedler, Limkemann.
All ayes, motion carried.
Motion to adjourn from closed session into regular session by Schnedler.
Second by Orris.
Roll Call: Olney, Johnson, Schnedler, Limkemann, Orris.
All ayes, motion carried.

D. Annual Johnson County Sheriff's Office Law Enforcement Contract Review

Discussion: Sergeant Hynes and Sheriff Kunkel delivered the annual review, noting a 43% increase in calls for service. The most common calls involved traffic issues, business checks, school visits, community policing, and 911 hang-ups. Community policing activity saw a significant rise of 178%. The presentation also included comparisons with other cities, particularly examining full-time officer staffing levels relative to Tiffin. Additionally, concerns were raised about how future economic development may further increase service demands. It was noted that none of the investigative hours are currently being billed to the city.

E. Discussion and Review of FY 2025-2026 Capital Projects for Parks Department

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

G. Other Business

H. Adjournment

Motion to adjourn by Limkemann.

Second by Schnedler.
All ayes, meeting adjourned at 6:56 PM.

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

B. Roll Call

The City of Tiffin City Council held a regular session Tuesday, February 17, 2026, at the Tiffin Fire Station. Mayor Kasperek called the meeting to order at 7:01 PM. Upon roll being called the following members were present: Eric Schnedler, Tony Johnson arrived at 7:13 PM, Chris Olney, Tim Orris and Skylar Limkemann. Others present were City Administrator Doug Boldt, Assistant City Administrator Ashley Platz and City Clerk Abigail Hora.

C. Agenda Additions/Agenda Approval

Motion to approve agenda by Olney.

Second by Orris.

All ayes, agenda approved.

D. Communications and Reports

1. Unscheduled

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Discussion: The following individuals appeared: Steve Mason, 6514 Palo Road and Scott Andersen, 2101 Scales Bend Rd.

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 February 3, 2026, Special City Council Minutes
2. Approval of February 3, 2026 City Council Minutes
3. Approval of February 4, 2026 Joint CCA City Council Minutes
4. Approval of February 10, 2026, Special City Council Minutes
5. Approval of Summary of Receipts Report
6. Approval of Clerk/Treasurer's Report

Motion to approve Special City Council Minutes, Joint CCA City Council Minutes, City Council Minutes, Summary of Receipts Report and Clerk/Treasurer Report by Schnedler.

Second by Orris.

All ayes, motion carried.

F. Mayoral Proclamation

- 1.

G. Public Hearing

- 1.

H. Ordinance Approval/Amendment

1. Ordinance No. 2026-523 – An Ordinance Rezoning Grove Park Area, Tiffin, Iowa, from Planned Development Overlay Concept and Site District/Multi-Family 12-Plex Residential District (OPD/R-12) and Planned Development Overlay Concept and Site District/Mixed Use Commercial District (OPD/C-1B) to a Planned Development Overlay Concept and Site District/Multi-Family 4-Plex Residential District (OPD/R-4) for Grove Park, Tiffin, Iowa
 - a. Motion to Approve Second Reading by Olney.
Second by Orris.
Roll Call: Orris, Olney, Schnedler, Limkemann.
All ayes, second reading approved.
 - b. Motion to Suspend the Requirement to Pass Ordinance on two Considerations before Final Passage as stated in Iowa Code Section 380.3. No action taken.

c. Motion to Approve Third and Final Reading. No action taken.

I. Resolutions for Approval

1. Resolution No. 2026-008 – A Resolution Setting a Public Hearing on Ordinance Amending Chapter 56 – Dog and Cat Licenses Required for the City of Tiffin, Iowa. Motion to approve by Orris.
Second by Schnedler.
Roll Call: Schnedler, Limkemann, Orris, Olney.
All ayes, motion carried.
2. Resolution No. 2026-009 – A Resolution Adjusting the Annual Pet Registration Fees and the Annual Dog Park Pass Fees for the City of Tiffin, Iowa. Motion to approve by Olney.
Second by Orris.
Roll Call Ayes: Schnedler, Orris, Olney, Johnson.
Nays: Limkemann.
All ayes, motion carried.
3. Resolution No. 2026-010 – A Resolution Approving the Final Plat of Grove Park Rowhomes, Tiffin, Iowa. No action taken.
4. Resolution No. 2026-011 – A Resolution Authorizing the Entering into a Developer's Agreement with Grove Park Row Homes, LLC, Tiffin, Iowa for Grove Park Planned Development Overlay Site District. No action taken.
5. Resolution No. 2026-012 – A Resolution Setting the Date of March 17, 2026, for a Public Hearing for the Purpose of Considering the Consolidated General Fund Tax Levy for the City of Tiffin's Fiscal Year 2026-2027 Budget. Motion to approve by Orris.
Second by Johnson.
Roll Call: Olney, Johnson, Schnedler, Limkemann, Orris.
All ayes, motion carried.
6. Resolution No. 2026-013 – A Resolution Approving the Preliminary Plat of Hickory Knoll Part Two. Mayor Kasperek recused himself from the conversation. Motion to approve by Limkemann.
Second by Schnedler.
Roll Call: Johnson, Schnedler, Limkemann, Orris, Olney.
All ayes, motion carried.

J. Old Business

1. Discussion and Consideration to Approve the Hiring of a new Fulltime Fire Chief and Council Action as Needed. Motion to approve the hiring of Bill Erb by Limkemann.
Second by Johnson.
Roll Call Ayes: Johnson, Limkemann.
Nays: Orris, Olney, Schnedler.
Two ayes, motion failed.
Motion to approve the hiring of Sean McAndrew by Schnedler.
Second by Orris.
Roll Call Ayes: Olney, Orris, Schnedler.
Nays: Limkemann, Johnson.
Three ayes, motion carried.

K. Motions for Approval

1. Consideration of Payables List – Motion to approve by Orris.
Second by Schnedler.
All ayes, motion carried.

2. Discussion and Consideration of Pay Application #8 – Miron Construction – Tiffin Recreation Center – Motion to approve by Orris.
Second by Olney.
All ayes, motion carried.
3. Discussion and Consideration of Pay Application #9 – Miron Construction – Tiffin Recreation Center – Motion to approve by Orris.
Second by Olney.
All ayes, motion carried.
4. Discussion and Consideration of Pay Application #12 – Rathje Construction – Original Town Urbanization – Motion to approve by Orris.
Second by Olney.
All ayes, motion carried.
5. Discussion and Consideration of Partnering with DocuPet as the City of Tiffin’s Pet Licensing Vendor – Motion to approve by Olney.
Second by Orris.
Roll Call Ayes: Olney, Orris.
Nays: Schnedler, Limkemann, Johnson.
Two ayes, motion failed.
Motion to approve contingent on following the web content accessibility guidelines by Schnedler.
Second by Limkemann.
All ayes, motion carried.
6. Discussion and Consideration to Approve the Minor Strategic Planning and Goal Setting Session Final Report and Council Action as Needed. Motion to approve by Orris.
Second by Olney.
All ayes, motion carried.

L. Reports to be Received/Filed

1. Johnson County Sheriff Department – January 2026
2. Monthly Departmental Budget Reports
3. Tiffin Recreation Center – Project Update

M. Reports from City Personnel

1. Mayor’s Report – Nothing to Report.
2. City Council Reports – Nothing to Report.
3. Director of Public Work’s Report - Nothing to Report.
4. Building Official’s Report – Nothing to Report.
5. Water/Wastewater Superintendent’s Report – Nothing to Report.
6. Recreation Director’s Report - Nothing to Report.
7. Fire Department 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 Packet.

N. Adjournment

Motion to adjourn by Limkemann.

Second by Orris.

All ayes, meeting adjourned at 8:13 PM.



Abigail Hora, City Clerk

February 20th, 2026

City of Tiffin Summary of Receipts

02/13/2025-02/26/2026

001-GENERAL	\$	12,964.32
110-ROAD USE TAX	\$	40,980.55
112-EMPLOYEE BENEFIT	\$	-
119-EMERGENCY FUND	\$	-
121-LOCAL OPTION SALES TAX	\$	-
125-TIF	\$	-
200-DEBT SERVICE	\$	-
301-DEVELOPER ESCROW	\$	-
307-PARK ROAD PAVING	\$	-
310-TRAIL PROJECT	\$	-
316-GO BONDS	\$	-
320-ROUNDAABOUT	\$	-
321-ORIGINAL TOWN URBANIZATION	\$	-
335-FOREVERGREEN RD	\$	-
336-PUBLIC WORKS BUILDING	\$	-
340-RECREATION CENTER	\$	13,335,024.35
344-PW EQUIPMENT	\$	-
600-WATER	\$	88,330.06
601-WATER SINKING	\$	-
607-SECOND WELL	\$	-
608-WATER TREATMENT PLANT	\$	-
610-SEWER	\$	79,968.67
611-SEWER SINKING	\$	-
617-SANITARY SEWER IMPROVEMENTS	\$	-
618-SEWER MAIN UPSIZE RAILROAD	\$	-
670-RECYCLING/GARBAGE	\$	32,015.66
740-STORM WATER	\$	6,905.34
TOTAL:	\$	13,596,188.95

Business Information

Name of Legal Entity: BD MILLER PUBS LLC

FEIN: XX-XXX7663

Business Type: Limited Liability Partnership

This business is not registered with the Secretary of State.

Premises Information

Premises DBA: CORNERSTONE PUB

Premises Address: 1111 PARKSIDE ST STE 501 TIFFIN IA 52340-7610

Premises Type: Restaurant

Number of Floors: 1

Control of Premises: Lease

Is your premises equipped with at least one adequate, conveniently located indoor or outdoor toilet facility for use by patrons?

Yes

Does your premises conform to all local and state health, fire and building laws and regulations?

Yes

Is your establishment equipped with tables and seats to accommodate a minimum of 25?

Yes

License Information

Effective Date: 01-Mar-2026

Length of License Requested: 12MONTH

Privilege(s) Requested

Outdoor Service - Allows the selling/serving of alcoholic beverages by the license/permit in a designated, adjacent outdoor area.

Provided description of the Outdoor Service Area:

outdoor patio

CITY OF TIFFIN ORDINANCE NO. 2026-523

AN ORDINANCE REZONING GROVE PARK AREA, TIFFIN, IOWA, FROM PLANNED DEVELOPMENT OVERLAY CONCEPT AND SITE DISTRICT/MULTI-FAMILY 12-PLEX RESIDENTIAL DISTRICT (OPD/R-12) AND PLANNED DEVELOPMENT OVERLAY CONCEPT AND SITE DISTRICT/MIXED USE COMMERCIAL DISTRICT (OPD/C-1B) TO A PLANNED DEVELOPMENT OVERLAY CONCEPT AND SITE DISTRICT/MULTI-FAMILY 4-PLEX RESIDENTIAL DISTRICT (OPD/R-4) FOR GROVE PARK, TIFFIN, IOWA

BE IT ENACTED BY THE CITY COUNCIL OF TIFFIN, IOWA:

Section 1. Purpose. The purpose of this ordinance is to rezone property, at the request of the applicant, Pace Construction, LLC, known as LOT 30 of Tiffin East, Tiffin, Iowa, in accordance with the recorded plat thereof, containing 5.86 acres and subject to easements and restrictions of record, from Planned Development Overlay Concept and Site District/Multi-Family 12-Plex Residential District (OPD/R-12) and Planned Development Overlay Concept and Site District/Mixed Use Commercial District (OPD/C-1B) to a Planned Development Overlay Concept and Site District/Multi-Family 4-Plex Residential District (OPD/R-4), consisting of rowhomes totaling 56 units as shown on the attached documents. Such property to be known as Grove Park Rowhomes.

Section 2. Amendment. The following legally described property:

BEGINNING at the Southeast corner of Lot 30 of Tiffin East, Tiffin, Iowa, in accordance with the Plat thereof recorded in Plat Book 34, at Page 6, in the records of the Johnson County Recorder's Office; Thence S86°49'30"W, along the South line of said Lot 30, a distance of 371.22 feet; Thence N87°01'33"W, along said South line, 61.88 feet; Thence N52°57'00"W, along a Southwesterly line of said Lot 30, a distance of 46.08 feet; Thence N19°28'27"W, along said Southwesterly line, 46.08 feet; Thence N02°44'11"W, along the West line of said Lot 30, a distance of 219.75 feet; Thence N89°00'54"E, 490.12 feet, to a point on the East line of said Lot 30; Thence S00°56'06"E, along said East line, 157.12 feet; Thence S01°07'59"E, along said East line, 124.71 feet, to said POINT OF BEGINNING, containing 3.20 acres, and subject to easements and restrictions of record.

shall be changed from zoning classification Planned Development Overlay Concept and Site District/Multi-Family 12-Plex Residential District (OPD/R-12) to Planned Development Overlay Concept and Site District/Multi-Family 4-Plex Residential District (OPD/R-4), that the official zoning map of the City be amended to reflect the change described herein. Approval of this zoning classification change is subject to Council

approval of a Developer's Agreement as required by City, Planned Development Overlay District Agreement(s) as required by City, compliance with the requirements of the Tiffin Zoning Code - Planned Development Overlay District, and the Developer executing all easement agreements the City may require.

Section 3. Amendment. The following legally described property:

LOT 30 OF TIFFIN EAST, TIFFIN, JOHNSON COUNTY, IOWA, IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN PLAT BOOK 34, AT PAGE 6, IN THE RECORDS OF THE JOHNSON COUNTY RECORDER'S OFFICE,

EXCEPTING THEREFROM,

BEGINNING at the Southeast corner of Lot 30 of Tiffin East, Tiffin, Iowa, in accordance with the Plat thereof recorded in Plat Book 34, at Page 6, in the records of the Johnson County Recorder's Office; Thence S86°49'30"W, along the South line of said Lot 30, a distance of 371.22 feet; Thence N87°01'33"W, along said South line, 61.88 feet; Thence N52°57'00"W, along a Southwesterly line of said Lot 30, a distance of 46.08 feet; Thence N19°28'27"W, along said Southwesterly line, 46.08 feet; Thence N02°44'11"W, along the West line of said Lot 30, a distance of 219.75 feet; Thence N89°00'54"E, 490.12 feet, to a point on the East line of said Lot 30; Thence S00°56'06"E, along said East line, 157.12 feet; Thence S01°07'59"E, along said East line, 124.71 feet, to said POINT OF BEGINNING, containing 3.20 acres, and subject to easements and restrictions of record.

shall be changed from zoning classification Planned Development Overlay Concept and Site District/Mixed Use Commercial District (OPD/C-1B) to Planned Development Overlay Concept and Site District/Multi-Family 4-Plex Residential District (OPD/R-4), that the official zoning map of the City be amended to reflect the change described herein. Approval of this zoning classification change is subject to Council approval of a Developer's Agreement as required by City, Planned Development Overlay District Agreement(s) as required by City, compliance with the requirements of the Tiffin Zoning Code - Planned Development Overlay District, and the Developer executing all easement agreements the City may require.

Section 4. Certification and Recording. Upon passage and approval of this ordinance, the City Clerk is hereby authorized and directed to certify a copy of this ordinance and to record the same, at the office of the County Recorder of Johnson County, Iowa, at the owner's expense, all as provided by law.

Section 5. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section 6. Severability. If any section, provision, or part of this ordinance shall be adjudged to be 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 7. Effective Date. This ordinance shall be in effect after its final passage, approval, and posting as provided by law.

On the 3rd day of February 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson Orris introduced Ordinance No. 2026-523, and moved that it be given its first reading. The motion was seconded by Councilperson Limkemann.

Ayes: Limkemann, Johnson, Orris, Olney, Schnedler.

Nays: None.

Five members of the Council being present and having voted "Aye", Mayor Tim Kasperek declared the motion carried, and Ordinance No. 2026-523, was read the first time, discussed, and placed on record.

On the 17th day of February 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson Olney introduced Ordinance No. 2026-523, and moved that it be given its second reading. The motion was seconded by Councilperson Orris.

Ayes: Orris, Olney, Schnedler, Limkemann.

Nays: None.

Absent: Johnson.

Four members of the Council being present and having voted "Aye", Mayor Tim Kasperek declared the motion carried, and Ordinance No. 2026-523, was read the second time and discussed and placed on record.

On the ____ day of ____ 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson ____ introduced Ordinance No. 2026-523, and moved that it be given its third and last 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 the ordinance was passed and adopted.

Whereupon the Mayor declared that Ordinance No. 2026-523 be adopted and signified his approval of same by fixing his signature thereto. Passed by the Council on the _____ day of _____ 2026 and approved by the Mayor on the _____ day of _____ 2026.

CITY OF TIFFIN, IOWA:

By: _____
Tim Kasperek, Mayor

ATTEST:

Abigail Hora, City Clerk

I, Abigail Hora, City Clerk of the City of Tiffin, Iowa, state that an ordinance entitled AN ORDINANCE REZONING GROVE PARK AREA, TIFFIN, IOWA, FROM PLANNED DEVELOPMENT OVERLAY CONCEPT AND SITE DISTRICT/MULTI-FAMILY 12-PLEX RESIDENTIAL DISTRICT (OPD/R-12) AND PLANNED DEVELOPMENT OVERLAY CONCEPT AND SITE DISTRICT/MIXED USE COMMERCIAL DISTRICT (OPD/C-1B) TO A PLANNED DEVELOPMENT OVERLAY CONCEPT AND SITE DISTRICT/MULTI-FAMILY 4-PLEX RESIDENTIAL DISTRICT (OPD/R-4) FOR GROVE PARK, TIFFIN, IOWA, and known as No. 2026-523 was duly passed by the Council on the _____th day of _____ 2026, and signed by the Mayor on the _____th day of _____ 2026, and published on the _____th day of _____ 2026, by posting copies thereof in three public places within the limits of the City of Tiffin, Iowa. That I posted copies of Ordinance No. 2026-523 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:	February 27, 2026
AGENDA ITEM:	Ordinance No. 2026-524 Amending Chapter 56: Dog and Cat Licenses Required
ACTION:	Motion

Purpose

The purpose of this ordinance is to update and modernize the City of Tiffin’s animal licensing requirements by establishing a rolling 365-day licensing system, clarifying requirements for newly acquired or newly eligible animals, and discontinuing the current January–December licensing cycle and early-bird registration period.

Background

Chapter 56 of the Tiffin Municipal Code currently requires annual dog and cat licensing but uses a fixed calendar-year cycle (January 1–December 31). This system results in:

- Inconsistent enforcement periods
- Administrative challenges in tracking compliance
- Confusion for residents adopting pets mid-year

The proposed ordinance amendment replaces the fixed cycle with a 365-day license valid from the date of issuance, improving clarity for pet owners and administrative consistency.

Proposed Ordinance Changes

The ordinance amendment includes several key updates designed to streamline the program and support compliance:

- Establishes a 365-day license period beginning on the date of issuance, replacing the City’s current calendar-year system.
- Requires newly acquired, newly relocated, or newly eligible pets to be licensed within 30 days.
- Provides for temporary licenses for animals too young to receive vaccinations, with automatic conversion once rabies vaccination documentation is provided.
- Clarifies delinquency and delinquency fee procedures.
- Officially discontinues the calendar-year expiration and early-bird registration practices.

These changes improve administrative efficiency, simplify the licensing process for residents, and support the City’s transition to DocuPet’s modern pet licensing platform.

Recommendation

Staff recommends that the City Council *approve the first reading of Ordinance No. 2026-524*, amending Chapter 56 to implement rolling 365-day pet licensing and related updates.

ATTACHMENTS: Ordinance Amendment

CITY OF TIFFIN ORDINANCE NO. 2026-524

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF TIFFIN, IOWA, CHAPTER 56 DOG AND CAT LICENSES REQUIRED

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

Section I. Purpose: The purpose of this ordinance is to update and modernize the City's animal licensing requirements by establishing a rolling 365-day licensing system, clarifying requirements for newly acquired animals, and discontinuing the January 1–December 31 license cycle and early-bird registration periods.

Section II. Amendment. Chapter 56 of the Tiffin Municipal Code is hereby amended by deleting the existing Sections 56.01, 56.03, and 56.04, and adopting the following in lieu thereof:

CHAPTER 56 DOG AND ACAT LICENSES REQUIRED

56.01 ANNUAL LICENSE REQUIRED.

1. LICENSE REQUIRED; TERM OF LICENSE. Every owner of a dog or cat over the age of six months (or of a dog or cat under six months no longer with its dam) shall obtain a pet license from the City. Licenses shall be valid for a period of 365 days from the date of issuance, and renewal shall be required annually based on the anniversary date of the initial license.

2. NEWLY ACQUIRED OR NEWLY ELIGIBLE ANIMALS. The owner of a dog or cat that reaches six months of age, is acquired by the owner, or is brought into the City shall obtain a license within 30 days of the animal becoming subject to this chapter. The license issued shall be valid for 365 days from the date of issuance.

3. TEMPORARY LICENSE FOR ANIMALS TOO YOUNG TO IMMUNIZE. If a dog or cat under six months of age is no longer with its dam and is too young to be immunized, a temporary license shall be issued upon payment of the regular fee. The temporary license shall expire seven months from the animal's date of birth, unless prior to expiration the owner provides a valid rabies vaccination certificate. Upon submission of such certificate before the animal reaches seven months of age, the temporary license shall automatically convert to a regular annual license valid for 365 days from the date of conversion.

56.03 DELINQUENCY.

1. DELINQUENCY DEFINED. A license shall be considered delinquent if not renewed by the expiration date printed on the license tag or listed in the City's licensing system.

2. DELINQUENCY FEES. Delinquent fees, as established by resolution of the City Council, shall be assessed in addition to the annual license fee. Delinquent fees shall not apply in cases where, due to age, new ownership, or prior residency outside City limits, the animal was not subject to licensing before the license expiration date.

56.04 EXPIRATION. All pet licenses issued by the City shall expire 365 days from the date of issuance, regardless of when the license was obtained. The City shall no longer operate on a January 1–December 31 licensing cycle, and early-bird registration periods are discontinued.

Section III. Repealer. All ordinances or parts of ordinances 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 July 1, 2026.

On the __ day of __, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson ____ introduced Ordinance No. ____, 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. ____, was read the first time, discussed, and placed on record.

On the __ day of __, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson ____ introduced Ordinance No. ____, 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. ____, was read the second time and discussed and placed on record.

On the __ day of __ 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson __ introduced Ordinance No. ____, and moved that it be given its third and last 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 the ordinance was passed and adopted.

Whereupon the Mayor declared that Ordinance No. __ be adopted and signified his approval of same by fixing his signature thereto. Passed by the Council on the __ day of __ 2026 and approved by the Mayor on the __ day of ____ 2026.

CITY OF TIFFIN, IOWA:

By: _____
Tim Kasperek, Mayor

ATTEST:

Abigail Hora, City Clerk

I, Abigail Hora, City Clerk of the City of Tiffin, Iowa, state that an ordinance entitled AN ORDINANCE AMENDING THE MUNICIPAL CODE OF TIFFIN, IOWA, SECTION 92.02 OF CHAPTER 92, RATES FOR SERVICE and known as No. 2025-520 was duly passed by the Council on the 1st day of July 2025, and signed by the Mayor on the 2nd day of July 2025, and published on the 3rd day of July 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. 2025-520 in the following places:

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

Abigail Hora, City Clerk

MINUTES AUTHORIZING
ECONOMIC DEVELOPMENT
GRANT AGREEMENT AND
APPROVING INTERNAL ADVANCE

(DGOGTIFFINIA09052025, LLC)

Tiffin, Iowa

436989-53

March 3, 2026

The City Council of the City of Tiffin, Iowa, met at the _____ in the City, at _____ p.m., on March 3, 2026.

The meeting was called to order and there were present the Mayor in the chair, and the following named Council Members:

Present: _____

Absent: _____.

The matter of authorizing an Economic Development Grant Agreement between the City and DGOGTIFFINIA09052025, LLC was considered by the Council.

Whereupon, Council Member _____ introduced a proposed resolution entitled: "Resolution Authorizing Economic Development Grant Agreement with DGOGTIFFINIA09052025, LLC and Authorizing Internal Advance for Funding of Economic Development Grant Thereunder," and moved that the said resolution be adopted, seconded by Council Member _____ and after due consideration thereof by the Council, the Mayor put the question on the motion for adoption of the said resolution and, the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the said resolution duly adopted and signed approval thereto.

* * * *

On motion and vote the meeting adjourned.

Mayor

Attest:

City Clerk

RESOLUTION NO. 2026-014

Resolution Authorizing Economic Development Grant Agreement with DGOGTIFFINIA09052025, LLC and Authorizing Internal Advance for Funding of Economic Development Grant Thereunder

WHEREAS, Chapter 15A of the Code of Iowa (“Chapter 15A”) declares that economic development is a public purpose for which a city may provide grants, loans, guarantees and other financial assistance to or for the benefit of private persons; and

WHEREAS, Chapter 15A requires that before public funds are used for grants, loans or other financial assistance, a city council must determine that a public purpose will reasonably be accomplished by the spending or use of those funds; and

WHEREAS, Chapter 15A requires that, in determining whether funds should be spent, a city council must consider any or all of a series of factors; and

WHEREAS, the City of Tiffin, Iowa (the “City”), has previously established the Tiffin Urban Renewal Area (the “Urban Renewal Area”) and has established the Tiffin Urban Renewal Area Tax Increment Revenue Fund (the “Tax Increment Fund”) in connection therewith; and

WHEREAS, the City has proposed to undertake an urban renewal project in the Urban Renewal Area consisting of funding of an economic development grant (the “Grant”) to DGOGTIFFINIA09052025, LLC (the “Company”) in connection with construction by the Company of a Dollar General Store in the Urban Renewal Area (the “Project”); and

WHEREAS, in order to make the City’s costs of funding the Grant eligible to be paid from future incremental property tax revenues, it is necessary to facilitate an internal advance of funds in the amount of \$87,000; and

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Tiffin, Iowa, as follows:

Section 1. It is hereby directed that an amount not to exceed Eight-Seven Thousand Dollars (\$87,000) (the “Advance”) be advanced from the City’s General Fund in order to fund the Grant. The Advance shall be repaid to the General Fund, without interest, out of future incremental property tax revenues received into the Tax Increment Fund.

It is intended that the Advance shall be repaid to the General Fund in one or more installments by no later than June 1, 2030, provided however that repayment of the Advance is subject to the determination of future City Councils that there are incremental property tax revenues available for such purpose which have been allocated to or accrued in the Tax Increment Fund relative to the Advance, and the City Council reserves the right to appropriate funds, or to withhold such appropriation, at its discretion.

Section 3. A copy of this Resolution shall be filed in the offices of the Johnson County Auditor to evidence the Advance. Pursuant to Section 403.19 of the Code of Iowa, the City

Clerk is hereby directed to certify, no later than December 1, 2026, the original amount of the Advance.

Section 4. Pursuant to the factors listed in Chapter 15A, the City Council hereby finds that:

a) The Project will add diversity and generate new opportunities for the Tiffin and Iowa economies; and

b) The Project will generate public gains and benefits, particularly in the creation and retention of jobs and income, which are warranted in comparison to the amount of the proposed Grant.

Section 5. The City Council further finds that a public purpose will reasonably be accomplished by making the Grant in connection with the Project.

Section 6. The Grant in an amount not to exceed \$87,000, is hereby approved, subject to the terms and conditions set out in the Economic Development Grant Agreement (the "Agreement") to be entered into by Company and the City. The City Administrator, with advice from legal counsel to the City, is hereby authorized and directed to prepare any additional documentation and to make such changes to the Agreement as are deemed necessary to carry out the purposes of this Resolution. The Mayor and the City Clerk are hereby authorized to execute such documents as may be necessary to implement the Grant approved herein, including the Agreement, in substantially the form as has been presented to this City Council.

Section 7. All resolutions or parts thereof in conflict herewith, are hereby repealed, to the extent of such conflict.

Passed and Approved this March 3, 2026.

Mayor

Attest:

City Clerk

ATTESTATION CERTIFICATE:

STATE OF IOWA
JOHNSON COUNTY SS:
CITY OF TIFFIN

I, the undersigned, City Clerk of the aforementioned City, do hereby certify that as such I have in my possession or have access to the complete corporate records of the City and of its officers; and that I have carefully compared the transcript hereto attached with the aforesaid records and that the attached is a true, correct and complete copy of the corporate records relating to the action taken by the City Council preliminary to and in connection with authorizing and Economic Development Grant Agreement with DGOGTIFFINIA09052025, LLC and authorizing an internal advance for funding an economic development grant.

WITNESS my hand this ____ day of _____, 2026.

City Clerk

February 26, 2026

Via Email

Doug Boldt
City Administrator/City Hall
Tiffin, Iowa

Re: Resolution Authorizing Development Agreement
DGOGTIFFINIA09052025, LLC
Our File No. 436989-53

Dear Doug:

We have prepared the attached proceedings providing for the adoption of a resolution by the City Council authorizing the funding of the economic development grant to DGOGTIFFINIA09052025, LLC in compliance with Chapter 15A of the Code of Iowa.

As soon as possible after the City Council meeting, please return one fully executed copy these proceedings to wingfield.nathaniel@dorsey.com.

Please call John Danos or me with any questions.

Kind regards,

Amy Bjork

Attachment

cc: Abigail Hora

ECONOMIC DEVELOPMENT GRANT AGREEMENT

This Agreement is entered into between the City of Tiffin, Iowa (the “City”) and DGOGTIFFINIA09052026, LLC (the “Company”) as of the ____ day of _____, 2026 (the “Commencement Date”).

WHEREAS, the Company owns certain real property situated at 1300 Tall Grass Avenue in the City (the “Property”); and

WHEREAS, the Company has proposed to undertake the construction of new commercial building (the “Project”) for use in the business operations of a Dollar General on the Property; and

WHEREAS, the Company has requested that the City provide financial assistance in the form of an economic development grant (the “Grant”) to be used by the Company to pay the costs of constructing the Project; and

WHEREAS, Chapter 15A of the Code of Iowa authorizes cities to provide grants, loans, guarantees, tax incentives and other financial assistance to or for the benefit of private persons;

NOW THEREFORE, the parties hereto agree as follows:

A. Company’s Covenants

1. Project Construction; Project Maintenance.

Project

The Company agrees to construct the Project on the Property. The Company agrees to submit a detailed site plan (the “Site Plan”) for the development of the Project to the City for review and approval. Upon approval by the City, the Site Plan shall be attached hereto as Exhibit A. The Company agrees to construct the Project in accordance with the Site Plan and in full compliance with local zoning, land use, building and safety codes and regulations. The Company shall complete the construction of the Project by December 31, 2026.

Business Operations Requirement

The Company agrees to maintain ownership of the Project and to ensure that the completed Project is used in the business operations of a Dollar General for at least one (1) year after the completion of the Project (the “Business Operations Requirement”).

Maintenance of Property

Further, throughout the Term (as hereinafter defined) of this Agreement, the Company agrees to maintain, preserve, and keep the Property, including but not limited to the Project, useful and in good repair and working order, ordinary wear and tear excepted, and from time to time will make all necessary repairs, replacements, renewals, and additions. The Company agrees to

maintain compliance with local zoning, land use, building and safety codes and regulations throughout the Term of this Agreement.

2. **Property Taxes.** The Company agrees to make timely payment of all property taxes as they come due with respect to the Property with the completed Project thereon throughout the Term and to submit a receipt or cancelled check in evidence of each such payment.

3. **Annual Certification.** Upon request by the City, and to assist the City in monitoring the performance of the Company under this Agreement, a duly authorized officer of the Company shall certify to the City to the best of the Company's knowledge (a) that all taxes owed on the Property have been timely paid; (b) that the Company is not in material violation of this Agreement; and (c) that the Company is in compliance with the Business Operations Requirement. The Company's certification pursuant to this Section A.3 shall be in substantially the form set forth on Exhibit B attached hereto and shall be submitted to the City within thirty (30) days of the City's written request. The Company shall provide such supporting documentation as the City may reasonably request in connection with its review of the certification under this Section A.3.

4. **Default Provisions.**

a. **Events of Default.** The following shall be "Events of Default" under this Agreement, and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless otherwise provided), any one or more of the following events:

- i. Failure by the Company to complete construction of the Project pursuant to the terms and conditions of this Agreement.
- ii. Failure by the Company to comply with the Business Operations Requirement.
- iii. Failure by the Company to fully and timely remit payment of property taxes when due and owing.
- iv. Failure by the Company to observe or perform any other material covenant on its part, to be observed or performed hereunder.

b. **Notice and Remedies.** Whenever any Event of Default described in this Agreement occurs, the City shall provide written notice to the Company describing the cause of the default and the steps that must be taken by the Company in order to cure the default. The Company shall have thirty (30) days after receipt of such notice to cure the default or to provide assurances satisfactory to City that the default will be cured as soon as reasonably possible. If the Company fails to cure the default or provide assurances, the City shall then have the right to:

- i. Pursue any action available to it, at law or in equity, in order to enforce the terms of this Agreement.
- ii. Recover an amount equal to the full amount of the Grant previously made to the Company under Section B.1 hereof. The City may take any action, including any legal action it deems necessary, to recover such amount from the Company.

- iii. Terminate this Agreement.

B. City's Obligations

1. **Disbursement of Grant Proceeds.** The City hereby agrees to advance the proceeds of the Grant to the Company in the amount of Eighty-Seven Thousand Dollars (\$87,000) within thirty (30) days of the Commencement Date of this Agreement.

C. Administrative Provisions

1. **Amendment and Assignment.** Neither party may cause this Agreement to be amended, assigned, assumed, sold or otherwise transferred without the prior written consent of the other party.

2. **Successors.** This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

3. **Term.** The term (the "Term") of this Agreement shall commence on the Commencement Date and shall continue until all obligations of the parties under this Agreement have been fully performed and satisfied. Upon such date, this Agreement shall automatically terminate without further action by the parties.

4. **Choice of Law.** This Agreement shall be deemed to be a contract made under the laws of the State of Iowa and for all purposes shall be governed by and construed in accordance with laws of the State of Iowa.

The City and the Company have caused this Agreement to be signed, in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

CITY OF TIFFIN, IOWA

By: _____
Mayor

Attest:

City Clerk

DGOGTIFFINIA09052026, LLC

By: _____
[Name, Title]

EXHIBIT A
SITE PLAN

EXHIBIT B
ANNUAL CERTIFICATION

(due by October 15th as required under terms of Development Agreement)

WHEREAS, the City of Tiffin, Iowa (the "City") authorized the payment of certain economic development tax increment payments (the "Payments") to DGOGTIFFINIA09052026, LLC (the "Company") pursuant to an Economic Development Grant Agreement (the "Agreement") entered into between the City and the Company; and

WHEREAS, the Agreement contains certain conditions required to be completed by the Company in order for the Company to be eligible to receive an economic development grant and as such the Company hereby certifies the following as satisfaction of such conditions:

- (i) All property taxes on the Property have been paid for the prior fiscal year (and for the current year, if due) and attached to this Annual Certification are proof of payment of said taxes;
- (ii) The Company is not in material violation of the Agreement or any local, state or federal law or regulation and is not aware of any pending or threatened claim against the Company with respect to such laws.
- (iii) The Company owns the Property and is using the Project in the business operations of a Dollar General.

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the preceding is true and correct to the best of my knowledge and belief.

Signed this _____ day of _____, 20____.

DGOGTIFFINIA09052026, LLC

By: _____
[Name, Title]

SET DATE FOR HEARING ON
DEVELOPMENT AGREEMENT AND
TAX INCREMENT PAYMENTS

(IOWA DEVELOPMENT GROUP, INC.)

436989-54

Tiffin, Iowa

March 3, 2026

A meeting of the City Council of the City of Tiffin, Iowa, was held at ____ p.m., on March 3, 2026, at the _____, in the City, pursuant to the rules of the Council.

The Mayor presided and the roll was called, showing members present and absent as follows:

Present: _____

Absent: _____.

Council Member _____ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of said resolution, and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

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

RESOLUTION NO. 2026-015

Resolution Setting a Date of Meeting at which it is Proposed to Approve a Development Agreement with Iowa Development Group, Inc., Including Annual Appropriation Tax Increment Payments

WHEREAS, the City of Tiffin, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Tiffin Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this City Council has adopted certain ordinances providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa, which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal of and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City proposes to enter into a certain development agreement (the “Development Agreement”) with Iowa Development Group, Inc. (the “Developer”) in connection with the construction of a new building (the “Clinic Project”) in the Urban Renewal Area for use in the business operations of a medical clinic; and

WHEREAS, under the Development Agreement the City would provide financial incentives to the Developer in the form of annual appropriation incremental property tax payments to the Developer in an amount not to exceed \$400,000 under the authority of Section 403.9(1) of the Code of Iowa; and

WHEREAS, it is necessary to set a date for a public hearing on the Development Agreement, pursuant to Section 403.9 of the Code of Iowa;

NOW THEREFORE, IT IS RESOLVED by the City Council of the City of Tiffin, Iowa, as follows:

Section 1. This City Council shall meet on March 17, 2026, at ____:____ p.m., at the _____, in the City, at which time and place proceedings will be instituted and action taken to approve the Development Agreement.

Section 2. The City Clerk is hereby directed to give notice of the proposed action, the time when and place where said meeting will be held, by publication at least once not less than four days and not more than twenty days before the date of said meeting in a legal newspaper of general circulation in the City. Said notice shall be in substantially the following form:

NOTICE OF MEETING FOR APPROVAL OF DEVELOPMENT AGREEMENT WITH
IOWA DEVELOPMENT GROUP, INC. AND AUTHORIZATION OF ANNUAL
APPROPRIATION TAX INCREMENT PAYMENTS

The City Council of the City of Tiffin, Iowa, will meet at the _____, on March 17, 2026, at __:____ p.m., at which time and place proceedings will be instituted and action taken to approve a Development Agreement between the City and Iowa Development Group, Inc. (the “Developer”), in connection with the construction of a new building (the “Clinic Project”) on certain real property in the Tiffin Urban Renewal Area (the “Urban Renewal Area”) for use in the business operations of a medical clinic, which Development Agreement provides for certain financial incentives in the form of incremental property tax payments (the “Payments”) to the Developer in a total amount not exceeding \$400,000 as authorized by Section 403.9 of the Code of Iowa.

The commitment of the City to make the Payments to the Developer under the Development Agreement will not be a general obligation of the City, but such Payments will be payable solely and only from incremental property tax revenues generated within the Tiffin Urban Renewal Area. Some or all of the Payments under the Development Agreement may be made subject to annual appropriation by the City Council.

At the meeting, the City Council will receive oral or written objections from any resident or property owner of the City. Thereafter, the Council may, at the meeting or at an adjournment thereof, take additional action to approve the Development Agreement or may abandon the proposal.

This notice is given by order of the City Council of Tiffin, Iowa, in accordance with Section 403.9 of the Code of Iowa.

Abigail Hora
City Clerk

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Section 4. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved March 3, 2026.

Mayor

Attest:

City Clerk

• • • •

On motion and vote the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
JOHNSON COUNTY
CITY OF TIFFIN

SS:

I, the undersigned, City Clerk of the City of Tiffin, Iowa hereby certify that the foregoing is a true and correct copy of the minutes of the Council of the City relating to the adoption of a resolution to fix a date of meeting at which it is proposed to take action to approve a Development Agreement.

I do further certify that the notice of hearing, to which the printed slip attached to the publisher's original affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this ____ day of _____, 2026.

City Clerk

(Attach here the publisher's original affidavit with clipping of the notice as published.)

(PLEASE NOTE: Do not sign and date this certificate until you have checked a copy of the published notice and have verified that it was published on the date indicated in the publisher's affidavit.)

February 26, 2026

Via Email

Doug Boldt
City Administrator/City Hall
Tiffin, Iowa

Re: Development Agreement (Iowa Development Group, Inc.)
Our File No. 436989-54

Dear Doug:

Attached please find proceedings to enable the City Council to act on March 3, 2026 to set March 17, 2026 as the date for a public hearing on the proposed Development Agreement with Iowa Development Group, Inc., including the proposal for tax increment payments.

The notice of public hearing on the Agreement must be published once, not less than four (4) and not more than twenty (20) days prior to the City Council meeting at which the hearing will be held. The last date on which the notice can effectively be published is March 13, 2026. Please print an extra copy of the notice for delivery to the newspaper. Please insert the time and place of the hearing in both the resolution and the notice and email a copy of the published notice to wingfield.nathaniel@dorsey.com.

We will prepare and forward to you in time for the March 17, 2026 meeting the necessary proceedings to approve the Agreement. We would appreciate receiving one fully executed copy of these proceedings as soon as they are available.

Please contact John Danos or me if you have questions.

Kind regards,

Amy Bjork

Attachments

cc: Abigail Hora

DEVELOPMENT AGREEMENT

This Agreement is entered into between the City of Tiffin, Iowa (the “City”) and Iowa Development Group, Inc. (the “Developer”) as of the ____ day of _____, 2026 (the “Commencement Date”).

WHEREAS, the City has established the Tiffin Urban Renewal Area (the “Urban Renewal Area”), and has adopted a tax increment ordinance for the Urban Renewal Area; and

WHEREAS, the Developer owns certain real property, which is situated in the City, lies within the Urban Renewal Area and is more specifically described on Exhibit A hereto (the “Property”); and

WHEREAS, the Developer has proposed to undertake the construction of a building (the “Project”) for use in the business operations of a medical clinic on the Property; and

WHEREAS, the Developer has requested that the City provide financial assistance in the form of incremental property tax payments to be used by the Developer to pay the costs of constructing and maintaining the Project; and

WHEREAS, Chapter 15A of the Code of Iowa authorizes cities to provide grants, loans, guarantees, tax incentives and other financial assistance to or for the benefit of private persons;

NOW THEREFORE, the parties hereto agree as follows:

A. Developer’s Covenants

1. Project Construction; Project Maintenance.

Project

The Developer agrees to construct the Project on the Property. The Developer agrees to submit a detailed site plan (the “Site Plan”) for the development of the Project to the City for review and approval. Upon approval by the City, the Site Plan shall be attached hereto as Exhibit B. The Developer agrees to construct the Project in accordance with the Site Plan and in full compliance with local zoning, land use, building and safety codes and regulations. The Developer shall complete the construction of the Project by December 31, 2026.

Business Operations Requirement

The Developer agrees to maintain ownership of the Project and to ensure that the completed Project is used in the business operations of a medical clinic throughout the Term (as hereinafter defined) of this Agreement (the “Business Operations Requirement”).

Maintenance of Property

Further, throughout the Term of this Agreement, the Developer agrees to maintain, preserve, and keep the Property, including but not limited to the Project, useful and in good

repair and working order, ordinary wear and tear excepted, and from time to time will make all necessary repairs, replacements, renewals, and additions. The Developer agrees to maintain compliance with local zoning, land use, building and safety codes and regulations throughout the Term of this Agreement.

2. Property Taxes. The Developer agrees to make timely payment of all property taxes as they come due with respect to the Property with the completed Project thereon throughout the Term and to submit a receipt or cancelled check in evidence of each such payment.

3. Property Tax Payment Certification. The Developer agrees to certify to the City by no later than October 15 of each year, commencing October 15, 2027, an amount (the “Developer’s Estimate”) equal to the estimated Incremental Property Tax Revenues (as hereinafter defined) anticipated to be paid in the fiscal year immediately following such certification with respect to the taxable valuation of the Property factored by fifty percent (50%) (the “Annual Percentage”). In submitting each such Developer’s Estimate, the Developer will complete and submit the worksheet attached hereto as Exhibit C. The City reserves the right to review and request revisions to each such Developer’s Estimate to ensure the accuracy of the figures submitted.

For purposes of this Agreement, Incremental Property Tax Revenues are calculated by: (1) determining the consolidated property tax levy (city, county, school, etc.) then in effect with respect to taxation of the Property; (2) subtracting (a) the debt service levies of all taxing jurisdictions, (b) the school district instructional support and physical plant and equipment levies and (c) any other levies which may be exempted from such calculation by action of the Iowa General Assembly; (3) multiplying the resulting modified consolidated levy rate times any incremental growth in the taxable valuation of the Property, as shown on the property tax rolls of Johnson County, above and beyond the Base Valuation (as hereinafter defined); and (4) deducting any property tax credits which shall be available with respect to the taxable incremental valuation of the Property.

The “Base Valuation” of the Property for purposes of calculating Incremental Property Tax Revenues under this Agreement and Section 403.19 of the Code of Iowa shall be the assessed taxable valuation of the Property as of January 1, 2026.

Upon request, the City staff shall provide reasonable assistance to the Developer in completing the worksheet required under this Section A.3.

4. Annual Certification. Upon request by the City, and to assist the City in monitoring the performance of the Developer under this Agreement, a duly authorized officer of the Developer shall certify to the City to the best of the Developer’s knowledge (a) that all taxes owed on the Property have been timely paid; (b) that the Developer is not in material violation of this Agreement; and (c) that the Developer is in compliance with the Business Operations Requirement. The Developer’s certification pursuant to this Section A.4 shall be in substantially the form set forth on Exhibit D attached hereto and shall be submitted to the City within thirty (30) days of the City’s written request. The Developer shall provide such supporting

documentation as the City may reasonably request in connection with its review of the certification under this Section A.4.

5. Default Provisions.

a. Events of Default. The following shall be “Events of Default” under this Agreement, and the term “Event of Default” shall mean, whenever it is used in this Agreement (unless otherwise provided), any one or more of the following events:

- i. Failure by the Developer to complete construction of the Project pursuant to the terms and conditions of this Agreement.
- ii. Failure by the Developer to comply with the Business Operations Requirement.
- iii. Failure by the Developer to fully and timely remit payment of property taxes when due and owing.
- iv. Failure by the Developer to comply with Sections A.3 and A.4 of this Agreement.
- v. Failure by the Developer to observe or perform any other material covenant on its part, to be observed or performed hereunder.

b. Notice and Remedies. Whenever any Event of Default described in this Agreement occurs, the City shall provide written notice to the Developer describing the cause of the default and the steps that must be taken by the Developer in order to cure the default. The Developer shall have thirty (30) days after receipt of such notice to cure the default or to provide assurances satisfactory to City that the default will be cured as soon as reasonably possible. If the Developer fails to cure the default or provide assurances, the City shall then have the right to:

- i. Pursue any action available to it, at law or in equity, in order to enforce the terms of this Agreement.
- ii. Withhold the Payments provided for under Section B.1 below.
- iii. Terminate this Agreement.

6. Legal Fees. The Developer hereby acknowledges that the City will cover the initial payment of legal fees and administrative costs (the “Actual Admin Costs”) incurred by the City in connection with the drafting, negotiation and authorization of this Agreement, including the necessary amendment to the Urban Renewal Plan for the Urban Renewal Area.

During the first two (2) years in which Payments (as defined in Section B.1 of this Agreement) are payable, and prior to disbursing any such Payments to the Developer, the City shall withhold from the Incremental Property Tax Revenues an amount (the “Admin Withholding Amount”) equal to the lesser of (1) \$10,000 or (2) the Actual Admin Costs. Once an amount equal to the Admin Withholding Amount has been withheld by the City, the Payments shall thereafter be made as hereinafter set forth.

B. City's Obligations

1. Payments. In recognition of the Developer's obligations set out above, the City agrees to make twenty (20) annual economic development tax increment payments (the "Payments" and each, individually a "Payment") to the Developer during the Term pursuant to Chapters 15A and 403 of the Code of Iowa, provided however that the aggregate, total amount of the Payments shall not exceed \$400,000 (the "Maximum Payment Total"), and all Payments under this Agreement shall be subject to annual appropriation by the City Council, as provided hereunder.

The Payments shall not constitute general obligations of the City but shall be made solely and only from the Annual Percentage of Incremental Property Tax Revenues received by the City from the Johnson County Treasurer attributable to the taxable valuation of the Property.

Prior to funding any Payments under this Agreement, the City will first withhold from the Incremental Property Tax Revenues an amount equal to the Admin Withholding Amount. Once an amount equal to the Admin Withholding Amount has been withheld by the City, the Payments shall be made as hereinafter set forth.

This Agreement assumes that the taxable value of the Project will go on the property tax rolls as of January 1, 2027. Accordingly, Payments will be made on June 1 and December 1 of each fiscal year, beginning December 1, 2028, and continuing through and including June 1, 2038, or until such earlier date upon which total Payments equal to the Maximum Payment Total have been made.

2. Annual Appropriation. Each Payment shall be subject to annual appropriation by the City Council. Prior to December 1 of each year during the Term of this Agreement, beginning in calendar year 2027, the City Council of the City shall consider the question of obligating for appropriation to the funding of the Payments due in the following fiscal year, an amount (the "Appropriated Amount") of Incremental Property Tax Revenues to be collected in the following fiscal year equal to or less than the most recently submitted Developer's Estimate.

In any given fiscal year, if the City Council determines to not obligate the then-considered Appropriated Amount, then the City will be under no obligation to fund the Payments scheduled to become due in the following fiscal year, and the Developer will have no rights whatsoever to compel the City to make such Payments, to seek damages relative thereto, or to compel the funding of such Payments in future fiscal years. A determination by the City Council to not obligate funds for any particular fiscal year's Payments shall not render this Agreement null and void, and the Developer shall make the next succeeding submission of the Developer's Estimate as called for in Section A.3 above, provided however that no Payment shall be made after June 1, 2038.

3. Payment Amounts. The aggregate Payments to be made in a fiscal year shall not exceed an amount equal to the corresponding Appropriated Amount (for example, for the Payments due on December 1, 2028 and on June 1, 2029, the aggregate maximum amount of such Payments would be determined by the Appropriated Amount determined for certification by

December 1, 2027). Furthermore, the amount of each such Payment shall not exceed the Annual Percentage of Incremental Property Tax Revenues (excluding allocations of “back-fill” or “make-up” payments from the State of Iowa for property tax credits or roll-back) actually received by the City from the Johnson County Treasurer attributable to the taxable incremental valuation of the Property in the six (6) months immediately preceding such Payment due date.

4. Certification of Payment Obligation. In any given fiscal year, if the City Council determines to obligate the then-considered Appropriated Amount, as set forth in Section B.2 above, then the City Clerk will certify by December 1 of each such year to the Johnson County Auditor an amount equal to the most recently obligated Appropriated Amount.

C. Administrative Provisions

1. Amendment and Assignment. Neither party may cause this Agreement to be amended, assigned, assumed, sold or otherwise transferred without the prior written consent of the other party. However, the City hereby gives its permission that the Developer’s rights to receive the Payments hereunder may be assigned by the Developer to a private lender, as security on a credit facility taken with respect to the Project, without further action on the part of the City.

2. Successors. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

3. Term. The term (the “Term”) of this Agreement shall commence on the Commencement Date and end on June 1, 2038, or on such earlier date upon which the aggregate sum of Payments made to the Developer equals the Maximum Payment Total.

4. Choice of Law. This Agreement shall be deemed to be a contract made under the laws of the State of Iowa and for all purposes shall be governed by and construed in accordance with laws of the State of Iowa.

The City and the Developer have caused this Agreement to be signed, in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

CITY OF TIFFIN, IOWA

By: _____
Mayor

Attest:

City Clerk

IOWA DEVELOPMENT GROUP, INC.

[Name, Title]

EXHIBIT A
DESCRIPTION OF THE PROPERTY

Certain real property situated in the City of Tiffin, Johnson County, State of Iowa,
bearing Johnson County Property Tax Parcel Identification Number 0627326008.

EXHIBIT B
SITE PLAN

EXHIBIT C
DEVELOPER'S ESTIMATE WORKSHEET

- (1) Date of Preparation: October ____, 20__.
- (2) Assessed Taxable Valuation of Property as of January 1, 20__:
\$_____.
- (3) Base Taxable Valuation of Property (January 1, 2026):
\$_____.
- (4) Incremental Taxable Valuation of Property (2 minus 3):
\$_____ (the "TIF Value").
- (5) Current City fiscal year consolidated property tax levy rate for purposes of calculating Incremental Property Tax Revenues (the "Adjusted Levy Rate"):
\$_____ per thousand of value.
- (6) The TIF Value (4) factored by the Adjusted Levy Rate (5).
\$_____ x \$_____/1000 = \$_____ (the "Available TIF Estimate")
- (7) Subtract anticipated property tax credits from the Available TIF Estimate (6 minus 7) =
\$_____ (the "Developer's Estimate")
- (8) Factor the Available TIF Estimate (7) by the Annual Percentage =
Developer's Estimate: \$_____ x .50 = _____.

EXHIBIT D
ANNUAL CERTIFICATION

(due by October 15th as required under terms of Development Agreement)

WHEREAS, the City of Tiffin, Iowa (the "City") authorized the payment of certain economic development tax increment payments (the "Payments") to Iowa Development Group, Inc. (the "Developer") pursuant to a Development Agreement (the "Agreement") entered into between the City and the Developer; and

WHEREAS, the Agreement contains certain conditions required to be completed by the Developer in order for the Developer to be eligible to receive such Payments and as such the Developer hereby certifies the following as satisfaction of such conditions:

- (i) All property taxes on the Property in the Urban Renewal Area have been paid for the prior fiscal year (and for the current year, if due) and attached to this Annual Certification are proof of payment of said taxes;
- (ii) The Developer is not in material violation of the Agreement or any local, state or federal law or regulation and is not aware of any pending or threatened claim against the Developer with respect to such laws; and
- (iii) The Developer owns the Property and is using the Project in its Business Operations.

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the preceding is true and correct to the best of my knowledge and belief.

Signed this _____ day of _____, 20____.

IOWA DEVELOPMENT GROUP, INC.

By: _____
Its: _____

RESOLUTION NO. 2026-016

A RESOLUTION SETTING THE DATE OF APRIL 7, 2026, FOR A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING THE CONSOLIDATED GENERAL FUND TAX LEVY FOR THE CITY OF TIFFIN'S FISCAL YEAR 2026-2027 BUDGET

Whereas, the City Council of Tiffin, Iowa is preparing the annual budget for the Fiscal Year 2026-2027; and,

Whereas, Iowa HF 718 requires a public hearing on the consolidated general fund tax levy where any resident or taxpayer of the City may present to the City Council objections or arguments in favor of the tax dollars before the budget is adopted and certified to the county auditor; and,

Whereas, interested residents or taxpayers having comments for or against the proposed property tax rate may appear and be heard at the public hearing at the City Council meeting on April 7, 2026, at 6:00 p.m. at the Tiffin City Hall, at 300 Railroad Street, Tiffin, Iowa.

Now, therefore be it resolved, by the City Council of the City of Tiffin, Iowa, that this confirms that the city council order the publication of a notice of public hearing pertaining to the consolidated general fund tax levy not less than four (4) days nor more than twenty (20) days prior to the date set for the hearing.

On the 3rd day of March, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson ____ introduced **RESOLUTION NO. 2026-016, A RESOLUTION SETTING THE DATE OF APRIL 7, 2026, FOR A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING THE CONSOLIDATED GENERAL FUND TAX LEVY FOR THE CITY OF TIFFIN'S FISCAL YEAR 2026-2027 BUDGET** 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. 2026-016, A RESOLUTION SETTING THE DATE OF APRIL 7, 2026, FOR A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING THE CONSOLIDATED GENERAL FUND TAX LEVY FOR THE CITY OF TIFFIN'S FISCAL YEAR 2026-2027 BUDGET** to be adopted and signified his approval of the same by affixing his signature thereto.

Passed by the City Council on the 3rd day of March, 2026.

City of Tiffin

Tim Kasperek, Mayor

ATTEST: _____
Abigail Hora, City Clerk

RESOLUTION NO. 2026-010

A RESOLUTION APPROVING THE FINAL PLAT OF GROVE PARK ROWHOMES, TIFFIN, IOWA

Whereas, Shoemaker Haaland, on behalf of Grove Park Row Homes, LLC, has filed with the City of Tiffin a final plat for Grove Park, a Planned Development Overlay District subdivision to the City of Tiffin, Iowa, legally described on the attached Exhibit; and,

Whereas, The City Engineer, City Attorney and City Staff have done a final examination of the final plat and provide his recommendation on approval of the final plat to the Council; and,

Whereas, The final plat is found to conform with all of the requirements of the City's Ordinances and Subdivision Agreement.

Now, therefore be it resolved by the City Council of the City of Tiffin, Iowa that the Mayor and City Clerk are hereby authorized to execute the documents necessary to approve the final plat as submitted and as approved by the Engineer, City Staff and City Attorney, but, as a condition of its approval, the approval of the final plat is contingent on the following: 1) execution of all necessary easement agreements and final plat documents, 2) the final plat may not be recorded and no lots may be constructed upon or transferred until these contingencies have been completed. The recording of the plat and this resolution will indicate these contingencies have been completed.

Be it further resolved, the Subdivider of this property will bear the cost to record this resolution and subsequent legal documents with the Office of the Johnson County Recorder.

On the 3rd day of March, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson _____ introduced **RESOLUTION NO. 2026-010, A RESOLUTION APPROVING THE FINAL PLAT OF GROVE PARK ROWHOMES, TIFFIN, IOWA**, 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 **RESOLUTION NO. 2026-010, A RESOLUTION APPROVING THE FINAL PLAT OF GROVE PARK ROWHOMES, TIFFIN, IOWA**, to be adopted and signified his approval of the same by affixing his signature thereto.

Passed by the City Council on the 3rd day of March, 2026.

City of Tiffin

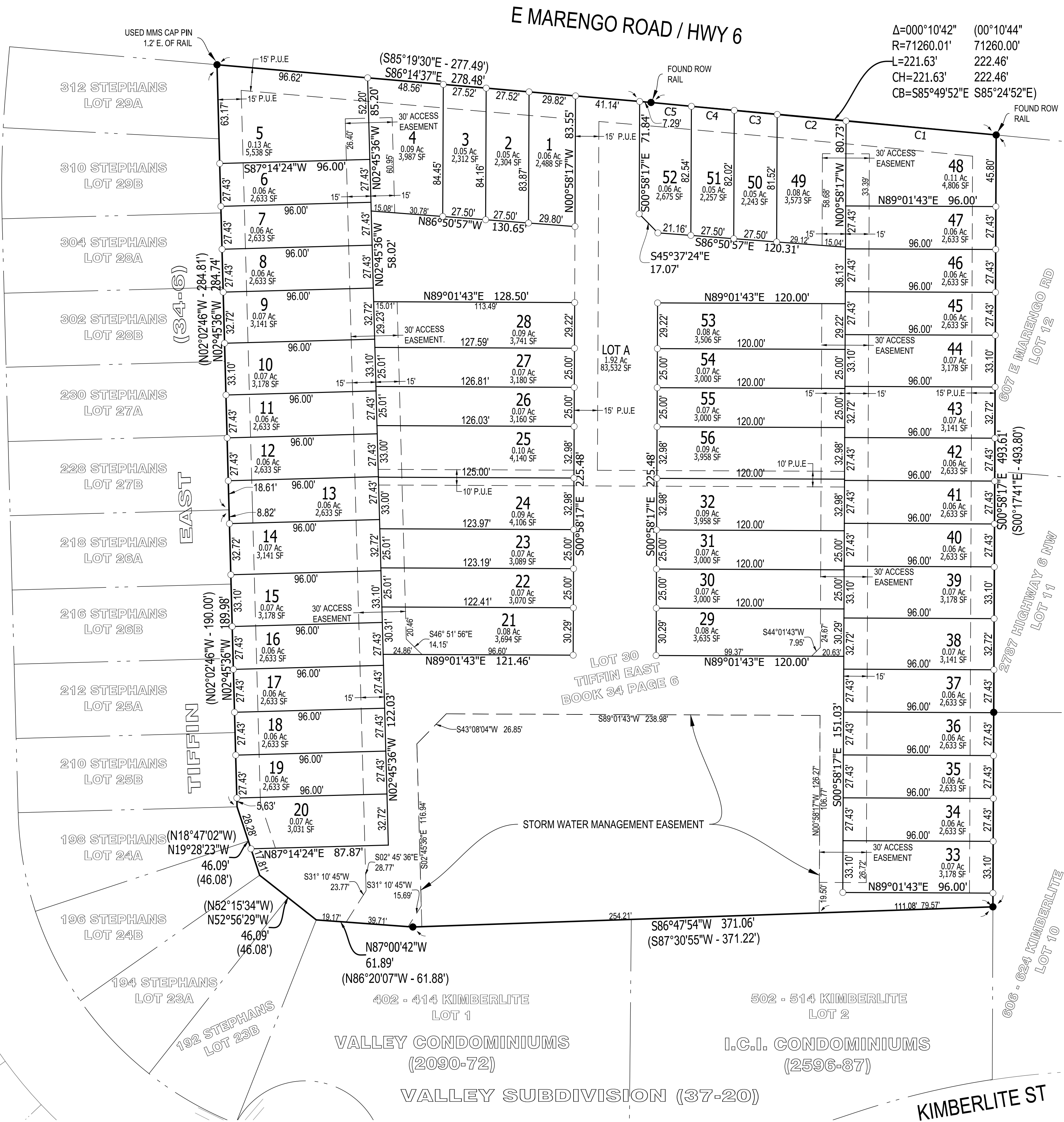
Tim Kasperek, Mayor

ATTEST: _____
Abigail Hora, City Clerk

FINAL PLAT
GROVE PARK ROWHOMES
CITY OF TIFFIN, IOWA
(SHEET 1 OF 2)

Index Legend
Location: PORTIONS OF THE NE 1/4 SE 1/4, AND SE 1/4 SE 1/4,
SECTION 28, T. 80 N., R. 7W., TIFFIN, IA.
Requestor: PACE CONSTRUCTION, LLC
Proprietor: 442 MARENGO, LC (5545-48)
Surveyor: Thomas Anthony, L.L.S. 8295
Surveyor Company: Shoemaker & Haaland, P.E.
Return To: 160 Holiday Road, Coralville, IA 52241 (319) 351-7150

FOR RECORDER'S USE ONLY



LEGAL DESCRIPTION:
LOT 30, TIFFIN EAST, TIFFIN, IOWA ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 34, PAGE 6, PLAT OF
RECORDS OF JOHNSON COUNTY, IOWA.

- NOTES:
- REFER TO SHEET 2 OF 2 FOR INFORMATION PERTAINING TO EASEMENTS FOR CITY WATER MAIN AND SANITARY SEWER EASEMENTS.
 - LOT A IS FOR ACCESS FOR THE LOT OWNERS AND THE CITY OF TIFFIN VIA PRIVATE STREETS.
 - STORM WATER MANAGEMENT BASIN SHALL BE CONTAINED WITHIN THE STORM WATER MANAGEMENT EASEMENT SHOWN ON THE PLAT.
 - ALL HOMES AND GARAGES SHALL HAVE A MINIMUM LOW OPENING (MLO) OF AT LEAST 694.0.
 - LOT CORNERS THAT FALL WITHIN ROADWAY PAVEMENT WILL BE MARKED WITH A CUT "X".

OWNER:
442 MARENGO, LC

DEVELOPER:
PACE CONSTRUCTION, LLC
1321 SUNSET STREET, SUITE 1
IOWA CITY, IA 52246

ATTORNEY:
KIRSTEN FREY
SHUTTLEWORTH & INGERSOLL, P.L.C.
327 2ND STREET, SUITE 300
CORALVILLE, IA 52241

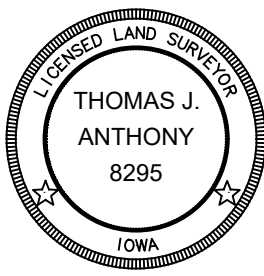
PLAT PREPARED BY:
THOMAS ANTHONY
SHOEMAKER-HAALAND PROFESSIONAL ENGINEERS
160 HOLIDAY RD.
CORALVILLE, IA 52241
319.351.7150
TANTHONY@SHOEMAKER-HAALAND.COM

CITY APPROVAL

MAYOR _____ DATE _____

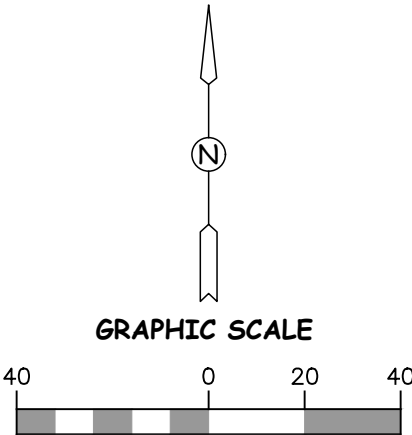
UTILITY EASEMENTS SHOWN HEREON ARE ADEQUATE FOR THE
INSTALLATION AND MAINTENANCE OF FACILITIES REQUIRED BY
THE FOLLOWING ENTITIES.

MIDAMERICAN ENERGY	DATE _____
ALLIANT ENERGY	DATE _____
MEDIACOM	DATE _____
SOUTH SLOPE	DATE _____
WINDSTREAM COMMUNICATIONS	DATE _____



I hereby certify that this land surveying document was
prepared and the related survey work was performed by me
or under my direct personal supervision and that I am a duly
licensed Land Surveyor under the laws of the State of Iowa.

Thomas J. Anthony Date _____
My license renewal date is December 31, 2026
Pages or sheets covered by this seal: Sheet 1 of 2 and 2 of 2.



- LEGEND
- FND. 5/8" REBAR UNLESS NOTED
 - SET 5/8" REBAR W/CAP 8295
 - P.U.E. PUBLIC UTILITY EASEMENT
 - EX. PROPERTY LINE
 - PLAT LINE



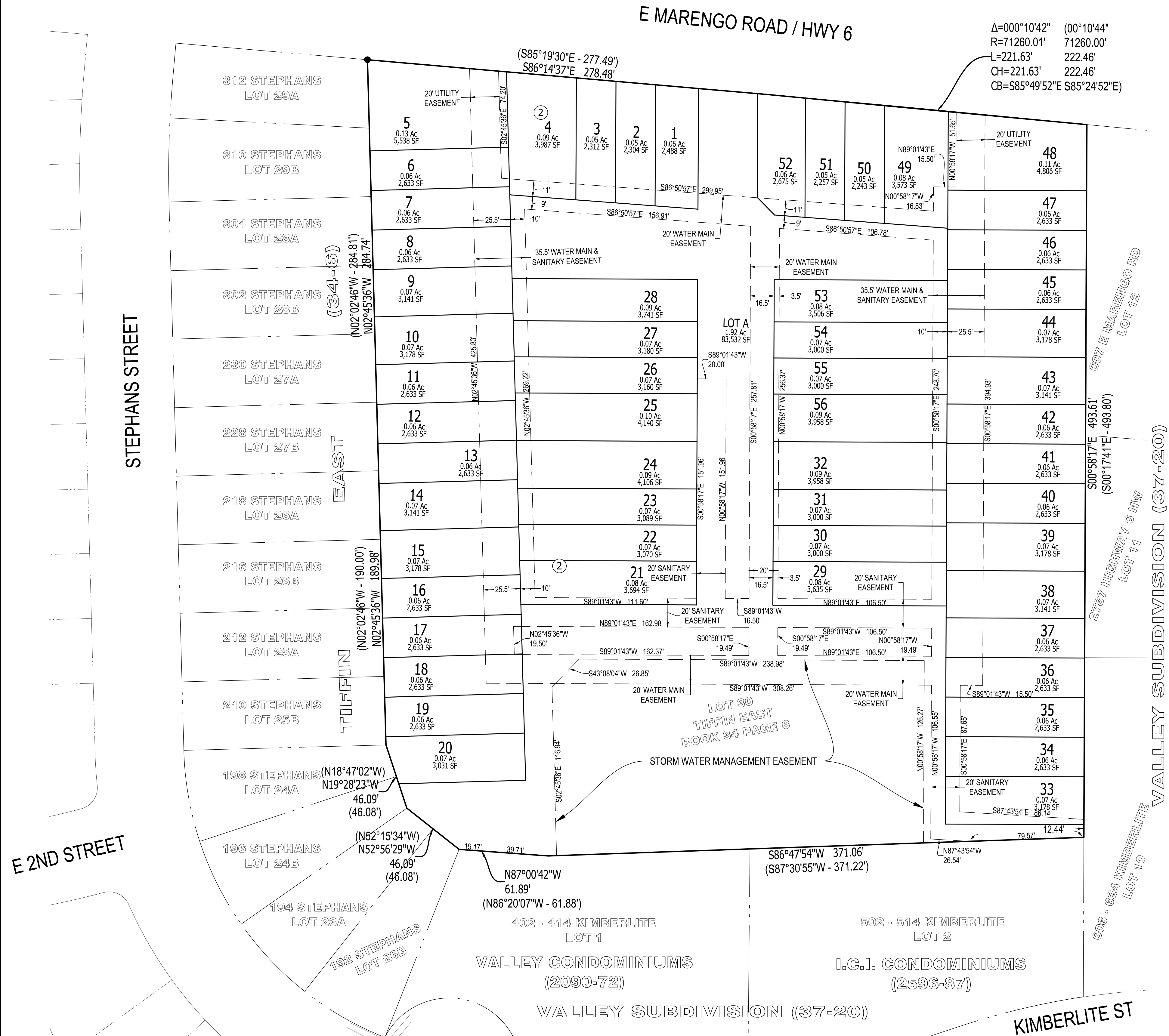
LOTS LAYOUT

DWN: MJW SURVEY DATE(S): 2024
CHK: TJA PLAT DATE: 1/16/2026
SCALE: SEE PLAN REV. DATE: 1/27/2026
FIELD BK: _____

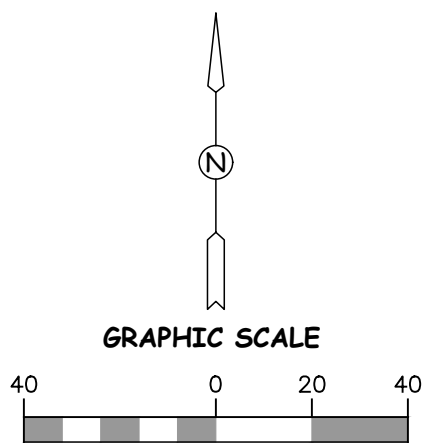
SHPE JOB # 24317

SHEET 1 OF 2

FINAL PLAT
GROVE PARK ROWHOMES
CITY OF TIFFIN, IOWA
(SHEET 2 OF 2)



$\Delta=000^{\circ}10'42''$ (00°10'44")
 $R=71260.01'$ 71260.00'
 $L=221.63'$ 222.46'
 $CH=221.63'$ 222.46'
 $CB=S85^{\circ}49'52''E$ S85°24'52"E



- LEGEND
- FND. 5/8" REBAR UNLESS NOTED
 - SET 5/8" REBAR W/CAP 8295
 - P.U.E. PUBLIC UTILITY EASEMENT
 - EX. PROPERTY LINE
 - PLAT LINE



EASEMENTS SHEET

DWN: MJW SURVEY DATE(S): 2024
CHK: TJA PLAT DATE: 1/16/2026
SCALE: SEE PLAN REV. DATE: 1/27/2026
FIELD BK:

RESOLUTION NO. 2026-011

A RESOLUTION AUTHORIZING THE ENTERING INTO A DEVELOPER'S AGREEMENT WITH GROVE PARK ROW HOMES, LLC, TIFFIN, IOWA, FOR GROVE PARK PLANNED DEVELOPMENT OVERLAY SITE DISTRICT

Whereas, Shoemaker Haaland, on behalf of Grove Park Row Homes, LLC, has filed with the City of Tiffin a planned development overlay site district, a subdivision to the City of Tiffin, Iowa, legally described on the attached Exhibit hereby incorporated, and;

Whereas, the third reading of Ordinance No. 2026-523 and Resolution 2026-010 was approved by the City Council on March 3, 2026, approving the overlay site district and the final plat for said development, and;

Whereas, the Developer's Agreement will include any and all particulars to the approved development of Grove Park Row Homes,

Now, therefore be it resolved by the City Council of the City of Tiffin, Iowa, that the Attorneys representing Grove Park Row Homes LLC, and the City of Tiffin have reviewed and have taken under consideration all requested revisions to be made by the City Council of Tiffin. The City Council now having further reviewed the Developer's Agreement and do now approve the Agreement as printed and authorize the Mayor and City Clerk to enter into an agreement with Grove Park Row Homes LLC, to fully execute the document.

On the 3rd day of March, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson _____ introduced **RESOLUTION NO. 2026-011, A RESOLUTION AUTHORIZING THE ENTERING INTO A DEVELOPER'S AGREEMENT WITH GROVE PARK ROW HOMES, LLC, TIFFIN, IOWA, FOR GROVE PARK PLANNED DEVELOPMENT OVERLAY SITE DISTRICT** 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 **RESOLUTION NO. 2026-011, A RESOLUTION AUTHORIZING THE ENTERING INTO A DEVELOPER'S AGREEMENT WITH GROVE PARK ROW HOMES, LLC, TIFFIN, IOWA, FOR GROVE PARK PLANNED DEVELOPMENT OVERLAY SITE DISTRICT** to be adopted and signified his approval of the same by affixing his signature thereto.

Passed by the City Council on the 3rd day of March, 2026.

City of Tiffin

Tim Kasperek, Mayor

ATTEST: _____
Abigail Hora, City Clerk

Prepared by and after recording return to:

Kirsten H Frey
Shuttleworth & Ingersoll, P.L.C.

327 2nd Street, Suite 300
Coralville, IA 52241

(319) 365-9461

**PLANNED DEVELOPMENT OVERLAY (OPD) SITE DISTRICT AGREEMENT
FOR GROVE PARK, TIFFIN**

THIS AGREEMENT, made by and between the CITY OF TIFFIN, IOWA, a municipal corporation, hereinafter referred to as "City," and 443 Marengo Road, L.C., an Iowa limited liability company, as owner and Grove Park Rowhomes, LLC, an Iowa limited liability company, as subdivider, jointly and severally referred to herein as "Developer."

SECTION 1. REQUEST FOR OPD APPROVAL

Developer has requested that the City approve the Planned Development Overlay Concept and Site District (the "OPD"), to include those diagrams attached hereto as Exhibit "A" and incorporated herein by reference, for the proposed OPD project to be known as Grove Park, Tiffin, Johnson County, Iowa, for the following described real estate situated in Tiffin, Johnson County, Iowa (the "Site"), to wit:

LOT 30 OF TIFFIN EAST, TIFFIN, IOWA, IN ACCORDANCE WITH THE
RECORDED PLAT THEREOF, RECORDED IN BOOK 34, PAGE 6 OF THE
RECORDS OF JOHNSON COUNTY, IOWA CONTAINING 5.85 ACRES, AND
SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD,

**SECTION 2. CONDITIONS OF OPD APPROVAL, RIGHT TO PROCEED AND
DEVELOPMENT REQUIREMENTS**

A. The City shall approve the OPD with respect to the Site upon the following conditions:

1. Developer agrees that all terms and conditions of the Planned Development Overlay Concept District (OPD), is fully incorporated herein and applies to the real estate described in Section 1.

2. The Site shall be developed according to the OPD as approved by the City and according to the plans and specifications as approved by the City. There

shall be no variance from the approved OPD plan, or from the construction plans and specifications, unless approved in writing by the City.

3. All improvements and facilities described in this Agreement shall be constructed and installed by Developer according to the plans, specifications, ordinances and standards of the City and in accordance with all applicable federal and state laws and regulations. All required inspections shall be performed by the City Engineer or designate. Said inspections shall consist of inspection of the work in progress but shall not relieve or release Developer from its responsibility to construct said improvements and facilities pursuant to the agreed upon plans and specifications. These improvements and facilities include but are not limited to public water system; sanitary sewer system; storm sewer and drainage-way system; site grading; underground utilities; setting for lot and block monuments; and surveying and staking.

B. Private Streets. Developer agrees that the private drives on the Site shall be constructed according to the Design Standards adopted by the City, which will be shown on the construction plans, to be approved by the City Engineer. The private streets shall be installed and maintained by Developer and its successors and assigns. Developer and its successors and assigns shall be responsible for maintaining the private streets and snow removal, the cost of which will be financed by membership in the OPD Homeowners Association. The City shall be responsible for providing garbage removal through a third-party contract with a garbage hauler, the cost of which shall be paid through billing by the City on water service. Any cost incurred by the City due to the failure of Developer and its successors and assigns to meet its obligations under the provisions of this paragraph shall be assessed against, and will become a lien on all individual properties located within the planned development in favor of the City.

C. Landscaping. Developer agrees that all landscaping shall be installed by Developer and maintained perpetually by Developer or its assigns in accordance with the landscape plan approved for the OPD. Developer further agrees to install trees of a quality and quantity as agreed between the Developer and City along the western property line of the Site. If Developer or its assigns fail to maintain the landscaping in accordance with this subparagraph, the City shall have the right, after 30 days' notice, to take any and all necessary actions to bring the Development's landscaping into compliance. The costs of such action shall be assessed to the property owner and need not meet the requirements of notice, benefit or value as provided by the Code of Iowa for assessments.

D. Sidewalks. Once the sidewalks as depicted on the Site Plan are installed, Developer or its assigns shall maintain this sidewalk pursuant to the City Code of the City of Tiffin. The sidewalks shall be installed pursuant to the phasing plan, as shown on Exhibit A, and prior to the issuance of occupancy certificates for the building constructed in such phase.

E. Public Improvements. Developer shall install all water mains, water lines, sewer mains, sewer lines, and provide utilities to the Site, according to City Design standards. "As Built" plans for water and sewer after the improvements are constructed shall be submitted and approved. Upon approval by the City Engineer and acceptance by the City of the water mains and sanitary sewer mains, the water mains sanitary sewer mains shall be owned and

maintained by the City. City will have the ability to enter the Site for the purpose of reading meters and enforcing City Ordinances.

F. Open Space. In lieu of dedicated open space, Developer shall install one hundred and twelve trees within the OPD, generally by planting two trees on each of the fifty-six (56) lots, except where not practicable given the lot layout and placement of utilities.

G. Highway 6 Improvements. City/Iowa DOT is undertaking a project which will improve Highway 6. That project will include the improvements specified in this subsection. City/Iowa DOT will provide the necessary engineering and construction services for the installation of a right hand turn lane for eastbound traffic on Marengo Rd/ Highway 6 (approximately 454 sq yds) and a left hand turn lane for westbound traffic on Marengo Road/Highway 6 (approximately 598 sq yds), both turning south into the Site. City/Iowa DOT will also provide the necessary engineering and construction services for the installation of an entrance into the Site (approximately 259 sq yds) and a sidewalk abutting the Site along Marengo Rd/ Highway 6 (approximately 148 sq yds to the west of the Site entrance, and approximately 130 sq yds to the east of the Site entrance, and including a sidewalk into the Site). All such plans shall be made according to all applicable standards, including Iowa Department of Transportation approval. Upon completion of the improvements, Developer shall reimburse City for 50% of the actual expenses incurred. Such amount is currently estimated at \$87,500, however payment shall be made by Developer to City for the actual invoiced amount of costs in an amount not to exceed \$105,000. No occupancy permits will be issued for the OPD until either: (i) such payment has been made, or (ii) if improvements contemplated herein are not then completed, Developer escrows \$105,000 to be held by the City.

H. Phasing. The project shall be constructed pursuant to the phasing plan shown on Exhibit A. Construction of Phase 2 shall not begin until the installation of the infrastructure improvements, except for sidewalks, in Phase 1 is complete. Construction on Phases 3 and 4 shall not begin until the installation of the infrastructure improvements, except for sidewalks, in Phases 1 and 2 are complete. If Developer wishes to begin construction on the buildings in a Phase prior to completion of the construction of infrastructure improvements in a previous Phase, Developer may make this request to the Building Official and City Administrator. The Building Official and City Administrator may allow such construction to begin at their discretion, which shall not be unreasonably withheld. Developer shall furnish any information and documents requested by Building Official and City Administrator regarding Developer's request.

I. Parking. Developer may construct additional parking spaces on the Site, as depicted on page on the Preliminary Plat.

J. Building Permits. A Building permit may be applied for and may be issued after this agreement is executed by all parties. However, only non-combustible material, as defined by the Building Official, may be used in construction. Upon the following conditions for a respective phase of development being met, construction pursuant to the building permit, including combustible material, may continue: (i) Construction of the improvements in Paragraph E above in accordance with applicable standards, (ii) formal acceptance by the City of the improvements

in Paragraph E above; and (iii) establishment of a temporary access to the Site for the fire department that serves Tiffin, as approved by the City and the Tiffin Fire Association Chief.

K. Storm Water Management. Developer shall submit to the City, for approval by the City Engineer, a storm water management plan which will identify the drainage of this development and specify the manner in which storm water, drainage and runoff will be accommodated. The storm water management plan must be submitted and approved by the City Engineer prior to the issuance of a building permit for the site. Developer agrees to dispose of all storm water through the approved storm water and drainageway system as set forth in the storm water management plan. The design and construction of the storm water sewer system and storm water detention basin shall be in compliance with the City's current storm water management ordinances and policies. The storm water sewer system will be installed according to the Design Standards adopted by the City. Developer shall provide for the installation of any storm water detention facility. All storm water sewer improvements within the OPD shall be installed and maintained by Developer or its successors and assigns. If Developer or its successors and assigns fail to maintain the storm water sewer improvements, the City may assess each unit or lot in the OPD equally for any maintenance costs in the same manner as property taxes and without further notice.

L. Southerly Boundary Improvements. Developer shall install and maintain a black vinyl chain link fence of 5' in height along the southern property line of the Site. Said fence shall include two 14' black wire gates in the general type and scope depicted in Exhibit "B" spanning the paved access. This access and gate are for emergency use only and secured closed with a knox box accessible to City fire department services. Ongoing maintenance of the fence and gates shall be performed Developer or its assigns.

M. Covenants. Developer shall establish and record covenants and restrictions for all lots in the subdivision, which are attached single family dwellings. Such covenants shall provide for the Homeowners Association to maintain the West property line of the OPD Site if the owners of such lots (lots 5-20, inclusive) fail to do so. A copy of the recorded restrictive or protective covenants will be provided to City.

N. Developer's Obligations. Nothing in this Agreement shall be construed to impose a requirement on the City to install the original public improvements at issue herein, nor shall the Developer be deemed to be acting as the City's agent during the original construction and installation of the above-described improvements. The parties agree that the obligation to install the above described public improvements herein shall be in accordance with the plans and specifications drafted by the Developer and subject to the approval of the City. Furthermore, the obligations shall remain on the Developer until completion by the Developer and until acceptance by the City, as provided by law.

SECTION 3. TIME OF PERFORMANCE

Construction of the first building on the Site must commence within two (2) years from the date of City approval of OPD Site District, or the approval of the OPD Site District shall be

null and void without any action by the City Council. Developer may, however, request an extension of time from the City.

SECTION 4. PUBLIC UTILITIES

Developer agrees that it will obtain any necessary concurrence of utility or other easements from appropriate utility companies. Developer agrees that it will provide for the continuation of all required water, sanitary sewer and storm drainage facilities. Developer agrees that it will connect and use existing public water supplies in accordance with the Tiffin Municipal Code and that Developer will provide a plan outlining the drainage of the land and indicating the manner in which the drainage will be accommodated and will connect to the existing storm water sewer systems when available in accordance with the plan approved by the City Engineer.

SECTION 5. EROSION CONTROL AND GRADING

A. Erosion Control. Before any utility construction is commenced or building permits are issued, Developer shall design and implement an erosion control plan which shall be reviewed and approved by the City. All areas disturbed by the excavation and backfilling operations shall be reseeded forthwith after the completion of the work in that area. All seeded areas shall be fertilized, mulched and disc anchored as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion, and, if Developer does not comply with the erosion control plan or any supplementary instructions received from the City, the City may take such action as it deems appropriate to control erosion and assess the costs of such action to Developer or the property, or both. The City will endeavor to notify Developer in advance of any proposed action, but failure of the City to do so will not affect Developer's and City's rights or obligations hereunder.

B. Grading. No grading of any nature may occur on this property until a grading plan is implemented by Developer and approved by the City. Within ninety (90) days after the completion of any grading, Developer shall provide the City with an "as-constructed" grading plan and a certification by registered land surveyor or engineer that all ponds, swales and ditches, if any, have been constructed in accordance with the plans approved by the City.

SECTION 6. MISCELLANEOUS

A. The City may, at its option, refuse to allow construction or development work in the OPD until Developer complies with the appropriate law or regulation. Upon the City's demand, Developer shall cease work until there is compliance.

B. Third parties shall have no recourse against the City or Developer under this Agreement.

C. Breach of the terms of this Agreement by Developer shall be grounds for denial of building permits, occupancy permits or other permits.

D. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

E. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers must be in writing, signed by both parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or a release.

F. Developer may not assign this Agreement or the obligations imposed by this Agreement without the written permission of the City Council or as otherwise provided in this Agreement.

G. Developer shall take out and maintain public liability and property damage insurance policies covering personal injury, including death, and claims for property damage which may arise out of Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them.

H. Developer shall record the original copy of this agreement, with all requisite signatures and Exhibits.

I. In the event Owner/Developer, its assigns or successors in interest, should sell or convey the Site without having constructed the public improvements and facilities as provided in this Agreement or without the City having accepted all public improvements and facilities; or Owner/Developer, its assigns or successors in interest in said OPD, shall fail to construct sidewalks as set forth herein, the City shall have the right to install and construct said improvements, facilities and sidewalks. Unless City is fully reimbursed for these costs from the escrowed money or surety bond held by the City, the costs of said public improvements, facilities and sidewalks shall be a lien and charge against all of the lots adjacent to or in front of the improvements, facilities and sidewalks that are constructed and any lots which may be assessed for public improvements, facilities and sidewalks under the provisions of Chapters 364 and 384 of the Iowa Code. It is further provided that this requirement to construct said public improvements, facilities and sidewalks is and shall remain a lien from the date of execution until properly released as hereinafter provided. Developer acknowledges and agrees that the Site is specifically benefited by the public improvements, facilities and sidewalks, and the cost of such public improvements, facilities and sidewalks need not meet the requirements of notice, benefit or value as provided by the law of the State of Iowa for assessing such improvements and facilities.

J. Developer agrees to provide to the City proper maintenance bonds satisfactory to the City, as to insure that for a period of three (3) years from the date of acceptance of any improvement, including utilities which may be City owned, Developer shall be responsible to maintain such improvement in good repair. The City may, at its sole discretion, accept alternative sureties to maintenance bonds to ensure the workmanship of the improvements is accepted by the City.

K. To the best of its knowledge, Developer represents and states that the OPD complies with all City, state and federal laws and regulations, including but not limited to subdivision ordinances,

zoning ordinances and environmental regulations. City may, at its option, refuse to allow construction or development work in the OPD until Developer complies with the appropriate law or regulation. Upon the City's demand, Developer shall cease work until there is compliance.

..

L. Plat notes and surveyor's notes on plats serve to provide notice of how a subdivision is expected to develop. Said notes are not intended to create any vested private interest in any stated use restriction or covenant, or create any third party beneficiaries to any noted use restriction or covenant.

SECTION 7. ENGINEERING ADMINISTRATION AND CONSTRUCTION OBSERVATION

A. Developer shall submit to the City, for approval by the City Engineer, plans and specifications for the construction of improvements in the OPD which have been prepared by a registered professional civil engineer. Developer shall obtain approval of the construction plans and all necessary permits from the appropriate city, state and federal agencies before proceeding with construction. In addition, Developer shall have its engineer provide adequate field inspection personnel to ensure that an acceptable level of quality control is maintained.

B. Developer shall pay all costs of City engineering administration, which will include review of Developer's final construction plans and specifications, monitoring of construction, and consultation with Developer and its engineer on the status, progress or other issues regarding the project. Developer shall pay for the reasonable construction observation performed by the City staff or consulting City Engineer. Construction observation will consist of examination of proposed public utilities, street construction and other infrastructure improvements. The engineering administrative fee and construction observation fees to be paid by Developer shall be determined by the City, in part based on the standard hourly fee schedule in effect between the City Engineer and the City on file at City Hall and in part based on standard fees for other staff members that perform the duties noted above. The City shall provide the appropriate supporting documentation for these fees upon request by Developer.

SECTION 8. RELEASE

The City agrees that when the improvements, facilities and sidewalks required by Section 2 of this Agreement have been installed to the satisfaction of the City, and upon receipt of payment for all engineering costs pursuant to section 7(B), it will promptly issue appropriate releases of the lot for recording in the Johnson County Recorder's Office so that this Agreement, or applicable portions thereof, will no longer constitute a cloud on the title of the lots in said OPD.

SECTION 9. DEVELOPER'S OBLIGATION AND DEFAULT

A. Developer agrees and is fully obligated to perform as provided in this Agreement. Developer is liable and responsible for each and every obligation agreed to be undertaken pursuant to this Agreement. Failure of Developer, its employees, agents or assigns, to perform is not a defense for Developer against any action to be taken by the City.

B. In the event of default by Developer regarding any work to be performed by Developer under this Agreement, the City may, at its option, perform the work and bill Developer for said work. Developer shall promptly reimburse the City for any expense incurred by the City, provided Developer, except in an emergency as determined by the City, is first given written notice of the work in default, and has not commenced the appropriate curative action within fourteen (14) days of such notice and thereafter continues to diligently pursue the same to completion. In any event, if such curative action is not completed within 30 days, City may complete the action as provided herein, or it may work with Developer to provide additional time to cure, at the discretion of the City. This Agreement is an authorization for the City to act, and it shall not be necessary for the City to seek a court order for permission to enter upon the property. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part against all of the property located in the OPD.

SECTION 10. AUTHORIZATION TO ENTER PREMISES

Developer grants the City, its agents, employees, officers and contractors, authorization to enter the Site to perform all work and inspections deemed appropriate and necessary by the City in conjunction with this development.

SECTION 11. NOTICES

Required notices to Developer shall be in writing and shall either be hand delivered to Developer, its agents or employees, or mailed to Developer by registered mail at the following address:

443 Marengo Road, L.C.
1321 Sunset Street
Suite 1
Iowa City, Iowa 52246

and

Grove Park Rowhomes, LLC
1321 Sunset Street
Suite 1
Iowa City, Iowa 52246

Notices to the City shall be in writing and shall be either hand delivered to the City Administrator or mailed to the City by registered mail in care of the City Administrator at the following address:

Tiffin City Administrator
300 Railroad St., P.O Box 259
Tiffin, IA 52340

Notices mailed in conformance with this section shall be deemed properly given.

SECTION 12. SUCCESSORS AND ASSIGNS

This Agreement shall be a covenant running with the land and inure to the benefit of and be binding upon the parties, their successors and assigns.

The City and Developer have caused this Agreement to be signed, in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

CITY OF TIFFIN, IOWA

Attest:

By: _____
Tim Kasperek, Mayor

Abigail Hora, City Clerk

STATE OF IOWA, JOHNSON COUNTY) ss:

On this ____ day of March, 2026, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Tim Kasperek and Abigail Hora, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Tiffin, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the municipal corporation; and that the instrument was signed and sealed on behalf of the municipal corporation by the authority of its City Council, as contained in Resolution No. ____ of the City Council on the ____ day of March, 2026; and that Tim Kasperek and Abigail Hora acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it and by them voluntary executed.

Notary Public in and for the State of Iowa
My Commission Expires: _____

443 MARENGO ROAD, L.C.

GROVE PARK ROWHOMES, LLC

By: _____
John Faselt, Manager

By: _____
John Faselt, Manager

By: _____
C. Jeremiah Waddilove, Manager

STATE OF IOWA, JOHNSON COUNTY) ss:

This instrument was acknowledged before me on this ____ day of _____, 2026, by John Faselt, as Manager of 443 Marengo Road, L.C., an Iowa limited liability company.

Notary Public in and for the State of Iowa
My Commission Expires: _____

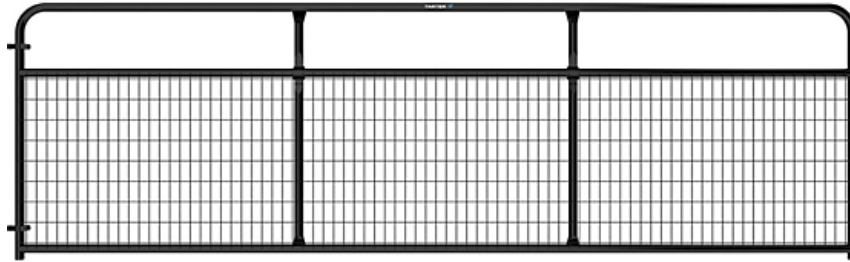
STATE OF IOWA, JOHNSON COUNTY) ss:

This instrument was acknowledged before me on this ____ day of _____, 2026, by John Faselt and C. Jeremiah Waddilove, as Managers of Grove Park Rowhomes, LLC, an Iowa limited liability company.

Notary Public in and for the State of Iowa
My Commission Expires: _____

EXHIBIT A
OPD Site Plan
Grove Park Rowhomes
Tiffin, Iowa

EXHIBIT B
Grove Park Rowhomes
Tiffin, Iowa





TIFFIN, IA

Expense Approval Report

By Fund

Payable Dates 3/3/2026 - 3/3/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 001 - General Fund					
TYLER MUHLBAUER	#51877512862149-135319	03/03/2026	20 Hour (F3) NCCP National Component EMT Refresher	001-151-6230	100.00
JOHNSON COUNTY PUBLIC HE...	03032026	03/03/2026	BASEBALL FIELD CONCESSION STAND PERMIT	001-431-6599	400.00
PITNEY BOWES BANK INC RES...	03032026	03/03/2026	POSTAGE	001-650-6508	600.00
ABI HAYES	03032026	03/03/2026	MILEAGE REIMBURSEMENT 01/02 - 02/20	001-650-6599	219.24
KIECK'S CAREER APPAREL	107153	03/03/2026	Service bars	001-151-6299	3,588.96
LIBRARY IDEAS, LLC	123836	03/03/2026	VOX	001-410-6507	258.49
LIBRARY IDEAS, LLC	124101	03/03/2026	VOX	001-410-6507	291.90
AT & T MOBILITY	287342296585X02062026	03/03/2026	CELL PHONES	001-170-6373	63.50
AERO RENTAL	365372	03/03/2026	RUG DOCTOR RENTED CH COUNCIL CHAMBERS	001-650-6310	38.50
DORSEY & WHITNEY LLP	4155492	03/03/2026	LEGAL FEES FOR 2026A	001-520-6411	30,000.00
JOHN DEERE FINANCIAL	5229865	03/03/2026	PARTS, SCREWS, WIPER BLADES	001-430-6332	23.98
DAN'S OVERHEAD DOORS	598386	03/03/2026	1000 Service Opener (1Hr Minimum)	001-150-6310	299.66
NATIONWIDE OFFICE CLEANE...	69276	03/03/2026	CITY HALL/PW/CONCESSIONS CLEANING	001-650-6409	405.29
IOWA INTERSTATE RAILROAD,...	734975	03/03/2026	SIGNAL MAINTENANCE	001-210-6417	213.92
IOWA INTERSTATE RAILROAD,...	735011	03/03/2026	SIGNAL MAINTENANCE	001-210-6417	896.35
LOWES BUSINESS ACCOUNT	82869	03/03/2026	QUIKRETE, CIRCUIT BREAKER, PARTS	001-430-6320	121.27
LOWES BUSINESS ACCOUNT	82869	03/03/2026	QUIKRETE, CIRCUIT BREAKER, PARTS	001-430-6320	450.13
LOWES BUSINESS ACCOUNT	82869	03/03/2026	QUIKRETE, CIRCUIT BREAKER, PARTS	001-650-6310	16.13
LOWES BUSINESS ACCOUNT	82869	03/03/2026	QUIKRETE, CIRCUIT BREAKER, PARTS	001-650-6310	44.59
LOWES BUSINESS ACCOUNT	82869	03/03/2026	QUIKRETE, CIRCUIT BREAKER, PARTS	001-650-6310	68.30
MENARDS	85988	03/03/2026	WOOD FOR LIBRARY WALK	001-410-6507	245.70
THE GAZETTE	IN177498	03/03/2026	PRINTING/PUBLISHING 02/03 MEETING MINUTES	001-640-6414	336.90
THE GAZETTE	IN177499	03/03/2026	PRINTING/PUBLISHING 02/09 SPECIAL MEETING	001-640-6414	90.35
TASC CLIENT SERVICES	IN3680961	03/03/2026	ADMIN FEE	001-620-6419	79.20
ACCESS SYSTEMS	INV1934251	03/03/2026	TECHNOLOGY SERVICES	001-150-6419	176.23
ACCESS SYSTEMS	INV1934251	03/03/2026	TECHNOLOGY SERVICES	001-170-6419	176.23
ACCESS SYSTEMS	INV1934251	03/03/2026	TECHNOLOGY SERVICES	001-431-6419	176.23
ACCESS SYSTEMS	INV1934251	03/03/2026	TECHNOLOGY SERVICES	001-620-6419	1,409.88
Fund 001 - General Fund Total:					40,790.93
Fund: 110 - Road Use Tax					
MATHESON TRI-GAS,DEPT.#3...	0032858612	03/03/2026	ACETYLENE, WELDING MIX, OXYGEN	110-210-6507	145.01
MIDWEST FRAME & AXLE	112805	03/03/2026	REPLACEMENT FOR 3030222 GEAR MOTOR	110-210-6332	306.18
RIVER PRODUCTS	150342	03/03/2026	FILL SAND (WASHED)	110-210-6417	343.89
AT & T MOBILITY	287342296585X02062026	03/03/2026	CELL PHONES	110-210-6373	148.15
NEUMILLER ELECTRIC INC.	34128	03/03/2026	Supply & replace pushbuttons for crosswalk -	110-240-6417	445.00
HENDERSON PRODUCTS, INC	442117	03/03/2026	LIGHTBAR	110-210-6332	27.31
JOHN DEERE FINANCIAL	5229865	03/03/2026	PARTS, SCREWS, WIPER BLADES	110-210-6507	22.57

Expense Approval Report

Payable Dates: 3/3/2026 - 3/3/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NATIONWIDE OFFICE CLEANING	69276	03/03/2026	CITY HALL/PW/CONCESSIONS CLEANING	110-210-6409	405.29
LOWES BUSINESS ACCOUNT	82869	03/03/2026	QUIKRETE, CIRCUIT BREAKER, PARTS	110-210-6310	11.35
LOWES BUSINESS ACCOUNT	82869	03/03/2026	QUIKRETE, CIRCUIT BREAKER, PARTS	110-210-6507	34.34
LOWES BUSINESS ACCOUNT	82869	03/03/2026	QUIKRETE, CIRCUIT BREAKER, PARTS	110-210-6507	20.88
LOWES BUSINESS ACCOUNT	82869	03/03/2026	QUIKRETE, CIRCUIT BREAKER, PARTS	110-210-6507	36.08
LOWES BUSINESS ACCOUNT	82869	03/03/2026	QUIKRETE, CIRCUIT BREAKER, PARTS	110-210-6507	22.76
LOWES BUSINESS ACCOUNT	82869	03/03/2026	QUIKRETE, CIRCUIT BREAKER, PARTS	110-210-6507	68.01
LOWES BUSINESS ACCOUNT	82869	03/03/2026	QUIKRETE, CIRCUIT BREAKER, PARTS	110-210-6507	37.90
ALTORFER INC	C6457901	03/03/2026	Equipment	110-210-6505	10,092.00
ACCESS SYSTEMS	INV1934251	03/03/2026	TECHNOLOGY SERVICES	110-210-6419	176.23
ALTORFER INC	PC100778039	03/03/2026	153-4093 45005	110-210-6350	90.86
Fund 110 - Road Use Tax Total:					12,433.81
Fund: 112 - Employee Benefit					
PRINCIPAL LIFE INSURANCE	03032026	03/03/2026	LIFE INSURANCE	112-210-6150	62.39
PRINCIPAL LIFE INSURANCE	03032026	03/03/2026	LIFE INSURANCE	112-620-6150	62.39
WELLMARK	260400030899	03/03/2026	INSURANCE	112-150-6150	556.31
WELLMARK	260400030899	03/03/2026	INSURANCE	112-170-6150	2,596.12
WELLMARK	260400030899	03/03/2026	INSURANCE	112-210-6150	3,337.87
WELLMARK	260400030899	03/03/2026	INSURANCE	112-430-6150	927.18
WELLMARK	260400030899	03/03/2026	INSURANCE	112-610-6150	1,854.37
WELLMARK	260400030899	03/03/2026	INSURANCE	112-620-6150	1,483.50
Fund 112 - Employee Benefit Total:					10,880.13
Fund: 200 - Debt Service					
UMB	1038061	03/03/2026	2026A Acceptance Fee	200-719-6899	300.00
Fund 200 - Debt Service Total:					300.00
Fund: 309 - US HWY 6 RECONSTRUCTION					
MSA PROFESSIONAL SERVICES	026174	03/03/2026	HWY 6 RECONSTRUCTION	309-210-6407	97,031.75
Fund 309 - US HWY 6 RECONSTRUCTION Total:					97,031.75
Fund: 600 - Water					
PRINCIPAL LIFE INSURANCE	03032026	03/03/2026	LIFE INSURANCE	600-810-6150	62.38
PITNEY BOWES BANK INC RES...	03032026	03/03/2026	POSTAGE	600-810-6508	1,200.00
VESSCO, INC	100261	03/03/2026	PROMINET KIT	600-810-6350	404.70
CHEM-SULT INC	16137	03/03/2026	CHEMICALS	600-810-6501	1,497.50
CHEM-SULT INC	16154	03/03/2026	CHEMICALS	600-810-6501	566.25
WELLMARK	260400030899	03/03/2026	INSURANCE	600-810-6150	3,894.17
AT & T MOBILITY	287342296585X02062026	03/03/2026	CELL PHONES	600-810-6373	211.65
CARGILL INC	2912088729	03/03/2026	SALT FOR WATER PLANT	600-810-6501	5,966.57
JOHN DEERE FINANCIAL	5229865	03/03/2026	PARTS, SCREWS, WIPER BLADES	600-810-6181	96.98
JOHN DEERE FINANCIAL	5229865	03/03/2026	PARTS, SCREWS, WIPER BLADES	600-810-6181	47.24
USA BLUE BOOK	INV00962334	03/03/2026	WATER/SEWER TESTING SUPPLIES	600-810-6507	57.80
ACCESS SYSTEMS	INV1934251	03/03/2026	TECHNOLOGY SERVICES	600-810-6419	704.93
CORE & MAIN	Y525274	03/03/2026	WATER METERS	600-810-6780	2,049.75
Fund 600 - Water Total:					16,759.92
Fund: 608 - WATER TREATMENT PLANT					
MSA PROFESSIONAL SERVICES	026195	03/03/2026	WATER TREATMENT FACILITY	608-810-6407	31,797.65
TRICON CONSTRUCTION GRO...	PAY APPLICATION #6	03/03/2026	PAY APPLICATION #6	608-810-6499	557,440.64
Fund 608 - WATER TREATMENT PLANT Total:					589,238.29
Fund: 610 - Sewer					
MSA PROFESSIONAL SERVICES	025923	03/03/2026	SANITARY SEWER STUDY	610-815-6490	13,581.25

Expense Approval Report

Payable Dates: 3/3/2026 - 3/3/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PRINCIPAL LIFE INSURANCE	03032026	03/03/2026	LIFE INSURANCE	610-815-6150	62.39
PITNEY BOWES BANK INC RES...	03032026	03/03/2026	POSTAGE	610-815-6508	1,200.00
ATLAS COPCO COMPRESSORS ...	1126017823	03/03/2026	Repair Hour	610-815-6350	738.30
WELLMARK	260400030899	03/03/2026	INSURANCE	610-815-6150	3,894.18
AT & T MOBILITY	287342296585X02062026	03/03/2026	CELL PHONES	610-815-6373	211.72
USA BLUE BOOK	INV00962334	03/03/2026	WATER/SEWER TESTING SUPPLIES	610-815-6507	57.80
ACCESS SYSTEMS	INV1934251	03/03/2026	TECHNOLOGY SERVICES	610-815-6419	704.93
				Fund 610 - Sewer Total:	20,450.57
				Grand Total:	787,885.40

Report Summary

Fund Summary

Fund	Payment Amount
001 - General Fund	40,790.93
110 - Road Use Tax	12,433.81
112 - Employee Benefit	10,880.13
200 - Debt Service	300.00
309 - US HWY 6 RECONSTRUCTION	97,031.75
600 - Water	16,759.92
608 - WATER TREATMENT PLANT	589,238.29
610 - Sewer	20,450.57
Grand Total:	787,885.40

Account Summary

Account Number	Account Name	Payment Amount
001-150-6310	BUILDING REPAIRS - FIRE	299.66
001-150-6419	TECHNOLOGY SERVICES-...	176.23
001-151-6230	ADVANCED FIREFIGHTER...	100.00
001-151-6299	LENGTH OF SERVICE AW...	3,588.96
001-170-6373	TELEPHONE/COMMUNI...	63.50
001-170-6419	TECHNOLOGY SERVICES-...	176.23
001-210-6417	RAILROAD CROSSING MA..	1,110.27
001-410-6507	OPERATING SUPPLIES - L...	796.09
001-430-6320	GROUNDS REPAIR/MAIN...	571.40
001-430-6332	VEHICLE REPAIRS - PARKS	23.98
001-431-6419	TECHNOLOGY SERVICES-...	176.23
001-431-6599	OTHER SUPPLIES - RECR...	400.00
001-520-6411	LEGAL - DORSEY	30,000.00
001-620-6419	TECHNOLOGY SERVICES	1,489.08
001-640-6414	PRINTING/PUBLISHING	427.25
001-650-6310	BUILDINGS & GROUNDS	167.52
001-650-6409	CITY HALL CLEANING	405.29
001-650-6508	POSTAGE	600.00
001-650-6599	MISCELLANEOUS EXPEN...	219.24
110-210-6310	BUILDING REPAIR/MAIN...	11.35
110-210-6332	VEHICLE REPAIRS - RUT ...	333.49
110-210-6350	OPER EQUIP REPAIR - R...	90.86
110-210-6373	TELEPHONE/COMMUNI...	148.15
110-210-6409	PUBLIC WORKS CLEANI...	405.29
110-210-6417	STREET MAINTENANCE -...	343.89
110-210-6419	TECHNOLOGY SERVICES-...	176.23
110-210-6505	OTHER EQUIPMENT - RU...	10,092.00
110-210-6507	OPERATING SUPPLIES -R...	387.55
110-240-6417	TRAFFIC SIGNALS MAINT...	445.00
112-150-6150	GROUP INSURANCE - FIRE	556.31
112-170-6150	GROUP INSURANCE - BU...	2,596.12
112-210-6150	GROUP INSURANCE - ST...	3,400.26
112-430-6150	GROUP INSURANCE - PA...	927.18
112-610-6150	GROUP INSURANCE - CIT...	1,854.37
112-620-6150	GROUP INSURANCE - CL...	1,545.89
200-719-6899	2026 BOND SERVICE FEES	300.00
309-210-6407	ENGINEERING - US HWY ...	97,031.75
600-810-6150	GROUP INSURANCE - W...	3,956.55
600-810-6181	UNIFORM ALLOWANCE -...	144.22
600-810-6350	OPERATIONAL EQUIP RE...	404.70
600-810-6373	TELEPHONE/COMM-WA...	211.65
600-810-6419	TECHNOLOGY SERVICES	704.93
600-810-6501	CHEMICALS	8,030.32
600-810-6507	OPERATING SUPPLIES	57.80
600-810-6508	POSTAGE	1,200.00

Account Summary

Account Number	Account Name	Payment Amount
600-810-6780	WATER METERS	2,049.75
608-810-6407	ENGINEERING - WATER ...	31,797.65
608-810-6499	CONTRACTUAL - WATER...	557,440.64
610-815-6150	GROUP INSURANCE - S...	3,956.57
610-815-6350	OPERATIONAL EQUIP RE...	738.30
610-815-6373	TELEPHONE/COMM-SE...	211.72
610-815-6419	TECHNOLOGY SERVICES	704.93
610-815-6490	OTHER PROFESSIONAL S...	13,581.25
610-815-6507	OPERATING SUPPLIES	57.80
610-815-6508	POSTAGE	1,200.00
Grand Total:		787,885.40

Project Account Summary

Project Account Key	Payment Amount
None	787,885.40
Grand Total:	787,885.40



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE: February 26, 2026

AGENDA ITEM: Discussion and Consideration of Change Order #12 – Boomerang Corporation – North Park Road Project

ACTION: Discussion

Background

The City’s North Park Road Improvement Project (Project No. STP-U-7662(615)--70-52), awarded at **\$5,458,891.91**, is currently under construction with Boomerang Corp. as the prime contractor.

As construction progressed, it became necessary to adjust the detour route originally designed to run along Croell Avenue. The City requested the detour be relocated to Roberts Ferry Road due to:

- Increased traffic concerns on Croell Avenue
- Additional detours already in place for other construction projects within the City
- Improved route safety and circulation for local residents and construction operations

These factors prompted revised detour signage and traffic control measures. The relocation of the detour route was requested by the City of Tiffin to ensure safer and more efficient traffic circulation. The contractor and engineer agreed to a fixed price of \$2,750.00, which covers all material and labor associated with adjusting the traffic control signage to Roberts Ferry Road.

Staff Recommendation

Staff recommends approval of Change Order No. 12 in the amount of \$2,750.00 for the STP-U-7662(615) North Park Road Improvement project. This change order adds an item for additional traffic control work required to relocate the construction detour from Croell Avenue to Roberts Ferry Road.

ATTACHMENTS: Change Order



City of Tiffin - Iowa

Change Order Details

52-7662-615

Description	STP-U-7662(615)--70-52, Letting Date- December 17, 2024
Prime Contractor	Boomerang Corp. 13225 Circle Dr Suite A, Anamosa, IA 52205 Anamosa, IA, IA 52205
Change Order	12
Status	Pending
Date Created	02/02/2026
Type	Non-Significant - Non-Participating
Summary	Add item for Increase in Traffic Control. Move the construction detour route from Croell Avenue as designed to Robert's Ferry Rd in Tiffin.
Change Order Description	8160: Add item for 6100-2528035 {EXTRA WORK} TRAFFIC CONTROL
Awarded Project Amount	\$5,458,891.91
Authorized Project Amount	\$5,497,683.66
Change Order Amount	\$2,750.00
Revised Project Amount	\$5,500,433.66

B-Reason for Change

8160: The City of Tiffin requested to move the detour route from Croell Avenue (as designed) to Robert's Ferry Road. This became necessary to address local traffic concerns on Croell Avenue, as well as accommodate additional detours within the City that will be in place due to other local construction projects.

C-Settlement for cost(s) of change

8160: Agreed Unit Price of \$2,750 includes material and labor to move signs and posts to the new route, no changes in detour signage quantities.

D-Justification for cost(s)

8160: The agreed Unit Price of \$2,750.00.

E-contract time adjustment

8160: No working days added. The addition of this item will have no impact on schedule-controlling construction activities.

New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 0001 - STP-U-7662(615)--70-52, ROADWAY ITEMS					
8160	6100-2528035	EACH	1.000	\$2,750.000	\$2,750.00
{EXTRA WORK} TRAFFIC CONTROL					
Reason: Move detour route from Croell Ave to Robert's Ferry Rd.					
			Funding Details		
52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2			1.000	\$2,750.000	\$2,750.00
1 item					Total: \$2,750.00

Funding Summary

Fund Package	Original Amount	Authorized Amount	Pending Change	Revised Amount
52-7662-615-CAT-1 ROADWAY ITEMS	\$4,872,701.91	\$4,897,063.66	\$0.00	\$4,897,063.66
52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2	\$586,190.00	\$600,620.00	\$2,750.00	\$603,370.00
52-7662-615-CAT-3 NON-PARTICIPATING	\$0.00	\$0.00	\$0.00	\$0.00
3 fund packages	\$5,458,891.91	\$5,497,683.66	\$2,750.00	\$5,500,433.66

Attachments

Document	Name	Description	Submission Date
24060_-_RFC__011_-Revised_Detour_-_Roberts_Ferry_Rd.pdf	24060 - RFC #011 -Revised Detour - Roberts Ferry Rd.pdf	Boomerang RFC.	02/02/2026 09:26 AM EST
Revised_Plan_Sheets_615_J.100__2026_.pdf	Revised_Plan_Sheets_615_J.100__2026_.pdf	Revised plan sheet.	02/02/2026 09:26 AM EST
2 attachments			

Doc Express® Document Signing History

Contract: 52-7662-615 Document: change_order-12-20260202

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
02/03/2026	Dakota Simonsen Boomerang Corp. Electronic Signature (Approved by Contractor)
02/03/2026	Kelda Hankins MSA Professional Svs Electronic Signature (Recommended by Engineer / Approved)
	(Approved by PIRC (when applicable))
	(Approved by Administering Bureau or designee)
	(Approved by FHWA (when applicable))



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE: February 26, 2026

AGENDA ITEM: Discussion and Consideration of Change Order #13 – Boomerang Corporation – North Park Road Project

ACTION: Discussion

Background

As Original Town Development progressed, the developer requested modifications to the driveway location along Mopar Drive and changes to utility connections. These adjustments required corresponding revisions to the project's quantities for pavement removal, sidewalk, curb & gutter, driveway replacement, and water main-related items.

This change order is categorized as Non-Substantial and aligns the roadway project with the updated development plans.

The updated driveway location and water main tie-in for the Original Town Development necessitated adjustments in adjacent roadway and utility work. These revisions were confirmed through revised plan sheet E.02 included with the change order documentation.

Staff Recommendation

Staff recommends approval of Change Order No. 13 in the amount of \$560.80 for North Park Road Improvement Project STP-U-7662(615)--70-52, to modify quantities for pavement, sidewalk, curb & gutter, driveway, and water main components necessary to accommodate the adjacent Original Town Development.

ATTACHMENTS: Change Order



City of Tiffin - Iowa

Change Order Details

52-7662-615

Description	STP-U-7662(615)--70-52, Letting Date- December 17, 2024
Prime Contractor	Boomerang Corp. 13225 Circle Dr Suite A, Anamosa, IA 52205 Anamosa, IA, IA 52205
Change Order	13
Status	Pending
Date Created	02/16/2026
Type	Non-Substantial
Summary	Remove items and change items to accommodate construction of Olde Town Development adjacent to N. Park Rd.
Change Order Description	0620: Increase quantity for 2510-6745850 REMOVAL OF PAVEMENT. 0670: Increase quantity for 2511-7526006 SIDEWALK, P.C. CONCRETE, 6 IN. 0690: Increase quantity for 2512-1725306 CURB AND GUTTER, P.C. CONCRETE, 3.0 FT. 0700: Increase quantity for 2515-2475006 DRIVEWAY, P.C. CONCRETE, 6 IN. 0900: Decrease quantity for 2554-0114008 WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN. 0940: Remove item for 2554-0204120 WATER SERVICE STUB, COPPER, 2 IN.
Awarded Project Amount	\$5,458,891.91
Authorized Project Amount	\$5,497,683.66
Change Order Amount	\$560.80
Revised Project Amount	\$5,498,244.46
B-Reason for Change	

0620: Add quantity for additional curb & gutter to be removed on Mopar Dr. to accommodate Old Town Development driveway being moved to the West. See sheet E.02 for revisions.

0670: Add quantity for additional sidewalk to be included to accommodate Old Town Development driveway being moved to the West. See sheet E.02 for revisions.

0690: Add quantity to accommodate Old Town Development driveway being moved to the West. See sheet E.02 for revisions.

0700: Add quantity to accommodate Old Town Development driveway being moved to the West. See sheet E.02 for revisions.

0900: Decrease quantity to account for water main tie-in for Old Town development being moved east on Mopar Dr.

0940: Remove item, no longer needed for Old Town development.

C-Settlement for cost(s) of change

0620: Contract unit bid price.

0670: Contract unit bid price.

0690: Contract unit bid price.

0700: Contract unit bid price.

0900: Contract unit bid price.

0940: Contract unit bid price.

E-contract time adjustment

This change has no impact on the controlling item of work.

Increases/Decreases

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
Section: 0001 - STP-U-7662(615)--70-52, ROADWAY ITEMS									
0620	2510-6745850	SY	\$6.000	12,246.500	\$73,479.00	49.700	\$298.20	12,296.200	\$73,777.20
REMOVAL OF PAVEMENT									
Reason: Add quantity for additional curb & gutter to be removed on Mopar Dr. to accommodate Old Town Development driveway being moved to the West. See sheet E.02 for revisions.									
			Funding Details						
52-7662-615-CAT-1 ROADWAY ITEMS				12,246.500	\$73,479.00	0.000	\$0.00	12,246.500	\$73,479.00
52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2				0.000	\$0.00	49.700	\$298.20	49.700	\$298.20
52-7662-615-CAT-3 NON-PARTICIPATING				0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
0670	2511-7526006	SY	\$64.000	141.500	\$9,056.00	3.600	\$230.40	145.100	\$9,286.40
SIDEWALK, P.C. CONCRETE, 6 IN.									
Reason: Add quantity for additional sidewalk to be included to accommodate Old Town Development driveway being moved to the West. See sheet E.02 for revisions.									
			Funding Details						
52-7662-615-CAT-1 ROADWAY ITEMS				141.500	\$9,056.00	0.000	\$0.00	141.500	\$9,056.00
52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2				0.000	\$0.00	3.600	\$230.40	3.600	\$230.40
52-7662-615-CAT-3 NON-PARTICIPATING				0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
0690	2512-1725306	LF	\$25.000	1,040.400	\$26,010.00	149.000	\$3,725.00	1,189.400	\$29,735.00
CURB AND GUTTER, P.C. CONCRETE, 3.0 FT.									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount

Reason: Add quantity to accommodate Old Town Development driveway being moved to the West. See sheet E.02 for revisions.

Funding Details									
52-7662-615-CAT-1 ROADWAY ITEMS				1,040.400	\$26,010.00	0.000	\$0.00	1,040.400	\$26,010.00
52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2				0.000	\$0.00	149.000	\$3,725.00	149.000	\$3,725.00
52-7662-615-CAT-3 NON-PARTICIPATING				0.000	\$0.00	0.000	\$0.00	0.000	\$0.00

0700	2515-2475006	SY	\$56.000	91.900	\$5,146.40	16.200	\$907.20	108.100	\$6,053.60
DRIVEWAY, P.C. CONCRETE, 6 IN.									

Reason: Add quantity to accommodate Old Town Development driveway being moved to the West. See sheet E.02 for revisions.

Funding Details									
52-7662-615-CAT-1 ROADWAY ITEMS				91.900	\$5,146.40	0.000	\$0.00	91.900	\$5,146.40
52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2				0.000	\$0.00	16.200	\$907.20	16.200	\$907.20
52-7662-615-CAT-3 NON-PARTICIPATING				0.000	\$0.00	0.000	\$0.00	0.000	\$0.00

0900	2554-0114008	LF	\$50.000	388.000	\$19,400.00	-20.000	-\$1,000.00	368.000	\$18,400.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.									

Reason: Decrease quantity to account for water main tie-in for Old Town development being moved east on Mopar Dr.

Funding Details									
52-7662-615-CAT-1 ROADWAY ITEMS				0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2				388.000	\$19,400.00	-20.000	-\$1,000.00	368.000	\$18,400.00
52-7662-615-CAT-3 NON-PARTICIPATING				0.000	\$0.00	0.000	\$0.00	0.000	\$0.00

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
0940	2554-0204120	EACH	\$3,600.000	1.000	\$3,600.00	-1.000	-\$3,600.00	0.000	\$0.00
WATER SERVICE STUB, COPPER, 2 IN.									
Reason: Removal of item to account for 2" water main service no longer being desired by the Old Town development.									
				Funding Details					
52-7662-615-CAT-1 ROADWAY ITEMS				0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2				1.000	\$3,600.00	-1.000	-\$3,600.00	0.000	\$0.00
52-7662-615-CAT-3 NON-PARTICIPATING				0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
6 items			Totals	\$136,691.40		\$560.80		\$137,252.20	

Funding Summary

Fund Package	Original Amount	Authorized Amount	Pending Change	Revised Amount
52-7662-615-CAT-1 ROADWAY ITEMS	\$4,872,701.91	\$4,897,063.66	\$0.00	\$4,897,063.66
52-7662-615-CAT-2 ROADWAY ITEMS - DIVISION 2	\$586,190.00	\$600,620.00	\$560.80	\$601,180.80
52-7662-615-CAT-3 NON-PARTICIPATING	\$0.00	\$0.00	\$0.00	\$0.00
3 fund packages	\$5,458,891.91	\$5,497,683.66	\$560.80	\$5,498,244.46

Doc Express® Document Signing History

Contract: 52-7662-615 Document: change_order-13-20260216

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
02/18/2026	Dakota Simonsen Boomerang Corp. Electronic Signature (Approved by Contractor)
02/19/2026	Kelda Hankins MSA Professional Svs Electronic Signature (Recommended by Engineer / Approved)
	(Approved by PIRC (when applicable))
	(Approved by Administering Bureau or designee)
	(Approved by FHWA (when applicable))



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE:	February 26, 2026
AGENDA ITEM:	Discussion and Consideration of Pay Application #6 – Tricon Construction Group – Water Treatment Plant Upgrade Project
ACTION:	Approval

Background

The City of Tiffin is currently constructing significant upgrades to its Water Treatment Plant under a contract with Tricon Construction Group. The project is being administered by MSA Professional Services. Pay Application No. 6 represents progress payment for construction work completed between January 24, 2026 and February 20, 2026.

MSA has reviewed and recommended approval of this pay application, and the Contractor has certified its accuracy.

Work remains ongoing and continues to progress across structural concrete, mechanical improvements, electrical installation, and site work elements as detailed in the lump sum progress schedule. Progress achieved this period reflects ongoing construction across the RO Building foundations, electrical mobilization and site materials, and several structural components.

Recommendation

Staff recommends approval of Pay Application No. 6 from Tricon Construction Group in the amount of \$557,440.64.

ATTACHMENTS: Pay Application

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.:	6R	Application Date:	2/20/2026
Application Period:	From 1/24/2026	to	2/20/2026

1. Original Contract Price	\$	12,182,553.00
2. Net change by Change Orders	\$	12,420.34
3. Current Contract Price (Line 1 + Line 2)	\$	12,194,973.34
4. Total Work completed and materials stored to date	\$	2,506,154.41
(Sum of Column G Lump Sum Total and Column G Unit Price Total)	\$	2,506,154.41
5. Retainage		
a. 5% X \$ 2,333,704.91 Work Completed	\$	116,685.25
b. 5% X \$ 172,449.50 Stored Materials	\$	8,622.48
c. Total Retainage (Line 5.a + Line 5.b)	\$	125,307.73
6. Amount eligible to date (Line 4 - Line 5.c)	\$	2,380,846.68
7. Less previous payments (Line 6 from prior application)	\$	1,823,406.04
8. Amount due this application	\$	557,440.64
9. Balance to finish, including retainage (Line 3 - Line 4, plus 5c)	\$	9,814,126.66

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

Contractor: Tricon Construction Group
Signature: Mary K. Stone Date: 2/25/2026

PAYMENT OF:	\$	557,440.64
-------------	----	------------

(line 8 or other - attach explanation of the other amount)

By: Clint Wierman
Title: Senior Project Engineer
Date: 2/25/2026

By: _____
Title: _____
Date: _____

By: _____
Title: _____

By: _____
Title: _____

Date: _____

Date: _____

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.: 6R Application Period: From 01/24/26 to 02/20/26 Application Date: 02/20/26

A	B	C	D	E	F	G	H	I
			Work Completed		Materials Currently Stored (not in D or E) (\$)	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 (\$)						
Original Contract								
00	General Requirements					-		-
01	General Conditions	\$588,953.00	195,384.35			195,384.35	33%	393,568.65
02	Bond/Buider's Risk Insurance	\$199,542.00	199,542.00			199,542.00	100%	-
03	Allowance EP1 - Generator & ATS	\$329,890.00	329,890.00			329,890.00	100%	-
04	Allowance EP2 Electrical Equipment	Line item 167	-			-		-
05	Allowance - Electrical Service	\$5,000.00	-			-	0%	5,000.00
06	Mobilization	\$350,000.00	240,000.00			240,000.00	69%	110,000.00
07	Site Testing	\$53,736.00	12,630.48	752.71		13,383.19	25%	40,352.81
08	Traffic Control	\$10,000.00	-	1,000.00		1,000.00	10%	9,000.00
09	Portable Toilets	\$5,400.00	890.40	148.40		1,038.80	19%	4,361.20
10	Dumpster	\$14,600.00	2,000.00	500.00		2,500.00	17%	12,100.00
11	Concrete Washout Pit	\$2,400.00	-	240.00		240.00	10%	2,160.00
12	Erosion Control	\$8,250.00	3,500.00			3,500.00	42%	4,750.00
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	29,594.60	38,050.20		67,644.80	80%	16,911.20

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.: 6R		Application Period:		From	01/24/26	to	02/20/26	Application Date: 02/20/26	
25	Rebar - Labor	\$71,872.60	21,561.78	35,936.30		57,498.08	80%	14,374.52	
26	Base Footings Materials	\$89,665.00	89,665.00			89,665.00	100%	-	
27	Base Footings Labor	\$49,315.75	49,315.75			49,315.75	100%	-	
28	Wall Footings Materials	\$98,663.00	-	98,663.00		98,663.00	100%	-	
29	Wall Footings Labor	\$54,264.65	-	54,264.65		54,264.65	100%	-	
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	-	12,125.00		12,125.00	2%	562,875.00	
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

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Project:	Water Treatment Plant Upgrades - City of Tiffin		
Contract:			

Application No.: 6R	Application Period:	From	01/24/26	to	02/20/26	Application Date:	02/20/26
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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.: 6R		Application Period:		From	01/24/26	to	02/20/26	Application Date: 02/20/26	
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	-		21,050.00	21,050.00		28,561.00
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	-	13,314.75		13,314.75		55,409.25
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.: 6R		Application Period:		From	01/24/26	to	02/20/26	Application Date:	02/20/26
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

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Contractor:	Tricon Construction Group	Contractor's Project No.:	
Project:	Water Treatment Plant Upgrades - City of Tiffin		
Contract:			

Application No.: 6R		Application Period:		From	01/24/26	to	02/20/26	Application Date: 02/20/26	
149	Electrical				-			-	-
150	Mobilization - Neumiller			\$122,150.00	68,575.00	2,500.00		71,075.00	51,075.00
151	Submittals			\$15,114.00	15,114.00			15,114.00	-
152	Manholes			\$20,000.00	9,785.48	10,214.52		20,000.00	-
153	Lighting Lot			\$39,160.00	32,831.69			32,831.69	6,328.31
154	Gear Lot			\$73,570.00	-			-	73,570.00
155	Site Material			\$155,725.00	25,000.00	15,572.50		40,572.50	115,152.50
156	Site Labor			\$79,845.00	15,379.85	7,984.50		23,364.35	56,480.65
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	194,820.00			194,820.00	-
179	General Site Grading/Backfill			\$265,000.00	-			-	265,000.00

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

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Project:	Water Treatment Plant Upgrades - City of Tiffin		
Contract:			

Application No.: 6R		Application Period:		From	01/24/26	to	02/20/26	Application Date:	02/20/26
180	Bldg 10 - Foundations (Exc&BF)	\$25,630.00	-				-		25,630.00
181	Bldg 20 - RO Foundations (Exc&BF)	\$45,250.00	30,616.00				30,616.00		14,634.00
182	Bldg 20 - Aeration Tank Found (Ex&BF)	\$15,640.00	9,384.00				9,384.00		6,256.00
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	20,530.40				20,530.40		5,132.60
194	C - UG Storm Sewer North	\$48,686.00	38,948.80				38,948.80		9,737.20
195	D - 12" W Aerator to Clearwell	\$18,549.00	16,694.10				16,694.10		1,854.90
196	E - 12" W Bldg 10 to Bldg 20	\$8,554.00	-	4,277.00			4,277.00		4,277.00
197	G - UG Storm Sewer East	\$67,822.00	-	61,039.80			61,039.80		6,782.20
198	H & J- UG Storm Sewer West/South	\$87,552.00	-	78,796.80			78,796.80		8,755.20
199	K - UG Storm Sewer Clearwell West	\$42,500.00	-				-		42,500.00
200	F - UG Sanitary Manholes & Piping	\$165,835.00	149,251.50				149,251.50		16,583.50
201	Roof Drains	\$2,500.00	-				-		2,500.00
202	Bldg 20 - Process Drain Manhole	\$8,500.00	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

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Project:	Water Treatment Plant Upgrades - City of Tiffin		
Contract:			

Application No.:	6R	Application Period:	From	01/24/26	to	02/20/26	Application Date:	02/20/26
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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	-		29,765.00	29,765.00		53,235.00
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	-		9,034.50	9,034.50		33,795.50
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	-		112,600.00	112,600.00		2,700.00
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.: 6R	Application Period:	From	01/24/26	to	02/20/26	Application Date:	02/20/26
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Original Contract Totals	\$	12,182,553.00	\$	1,898,324.78	\$	435,380.13	\$	172,449.50	\$	2,506,154.41	21%	\$	9,676,398.59
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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.: 6R Application Period: From 01/24/26 to 02/20/26 Application Date: 02/20/26

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	\$ 1,898,324.78	\$ 435,380.13	\$ 172,449.50	\$ 2,506,154.41	21%	\$ 9,688,818.93



AGENDA INFORMATION

TIFFIN CITY COUNCIL COMMUNICATION

DATE:	March 3, 2026
AGENDA ITEM:	Consideration to Implement RecDesk Recreation Management Software as the centralized system for the new Tiffin Recreation Center and all Parks & Recreation facility, program, and rental operations – Motion to Approve
ACTION:	Discussion

Purpose

To discuss and receive Council feedback on addressing the need for new recreation management software. With the Rec Center set to open this year, new recreation software will be needed to help manage a variety of new program offerings, memberships, facility reservations, and point of sale operations

Background

We currently use Teamsideline for our registration management software. Teamsideline is excellent for sports, making rosters and game schedules, but struggles with non-sports programming, neatly organizing programs on our website, generating financial reports, and it is not designed for facility management and memberships to the level needed to operate the Rec Center.

Options for Consideration

We requested quotes and demos from CivicPluc, Tyler Technologies, and RecDesk. Tyler told us their software would not be suitable for managing a recreation facility. CivicPlus and RecDesk were the top two choices, with RecDesk offering the most affordable option. The RecDesk quote came in at \$5,700 annually, with no training/implementation fee. CivicRec quoted \$16,722.50, which included over \$6,700 in training/implementation. RecDesk is one of the most popular options and is currently used by cities like Marion, North Liberty, and DeWitt, who have all spoken highly of it.

Staff Recommendation

Staff recommends Council discuss the options and provide direction on whether to proceed purchasing RecDesk as our new recreation software. It typically takes 3-4 months to implement and onboard, so the goal would be to have it up and running to utilize it for fall programming and prepare for the new Rec Center.

ATTACHMENTS: Quotes – RecDesk

QUOTE

QUOTE #01977

PREPARED FOR

City of Tiffin

101 Railroad St
Tiffin, IA 52340

PREPARED DATE

January 28, 2026

EXP. DATE

March 31, 2026

SOFTWARE ITEM	QTY	PRICE	TOTAL
Included Features: ☒ Activity Registration ☒ Program Management ☒ Facility Scheduling & Management ☒ Membership Enrollment & Management ☒ League Scheduling & Management ☒ Standard Website ☒ Point of Sale ☒ FlexSuite ☒ Email Marketing Tools ☒ Financial Reporting ☒ Demographic Reporting ☒ Invoicing/ Billing	1	\$5,700	\$5,700
Premium Hosting on AWS Cloud	-	\$0	\$0
Software Training and Implementation	-	\$0	\$0

Annual Software Subscription \$5,700

PAYMENT PROCESSING ITEM	QTY	PRICE
Per sale transaction	-	\$0.25
Mastercard-Visa-Discover-AMEX acquired gross purchase sale %	-	3.25%
ACH fee per sale transaction	-	\$0.10
ACH gross purchase sale %	-	1.00%
RecDesk Payments Monthly Fee per Merchant Account (MID fee)	2	\$25.00

Optional Premium Addons

Enhanced Residency Enforcement - \$1,500

Household Data Migration - \$1,500

Custom Financial Report - \$1,500



Agenda Item: K-6

Application for One-Time Water and Sewer Adjustment

Name: Dorothy Vanthusen Date: 2/28/26
Service Address: _____
Phone Number: 319 210 8238
Resident Account Number: _____
Reason for application: I was in hospital
bill that was 1 and had
✓ \$1000 giving me 300
other bill

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: Dorothy Vanthusen Date: 2/28/26

***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.

Since Sept I have had 4 hospital stays
plus Rehab. Death of spouse
and income down to 50% unable to pay it

yes + income 85 month as per
living in care center

Dorothy VanHousen
 601 Lilac St. #4
 01-00101026-01

	<u>WATER</u>	<u>Water Average</u>	<u>W Refund</u>	<u>SEWER</u>	<u>Sewer Average</u>	<u>S Refund</u>
1/1/2025	\$ 232.81	\$ 17.66	\$ 215.15	\$ 199.43	\$ 26.25	\$ 173.18
12/1/2025	\$ 25.12			\$ 27.86		
11/1/2025	\$ 19.83			\$ 23.49		
10/1/2025	\$ 24.49			\$ 27.34		
9/1/2025	\$ 27.75			\$ 29.62		
8/1/2025	\$ 14.76			\$ 26.20		
7/1/2025	\$ 15.47			\$ 26.82		
6/1/2025	\$ 16.90			\$ 28.05		
5/1/2025	\$ 14.92			\$ 26.34		
4/1/2025	\$ 12.78			\$ 24.49		
3/1/2025	\$ 13.82			\$ 25.39		
2/1/2025	\$ 12.01			\$ 23.82		
1/1/2025	\$ 14.04			\$ 25.58		
	\$ 211.89	Total 12 mo.		\$ 315.00	Total 12 mo.	
	\$ 17.66	Average		\$ 26.25	Average	

Water Refund	\$ 215.15	MAX \$250
Sewer Refund	\$ 173.18	MAX \$250
FORGIVENESS GRAND TOTAL:	\$ 388.33	MAX \$500



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



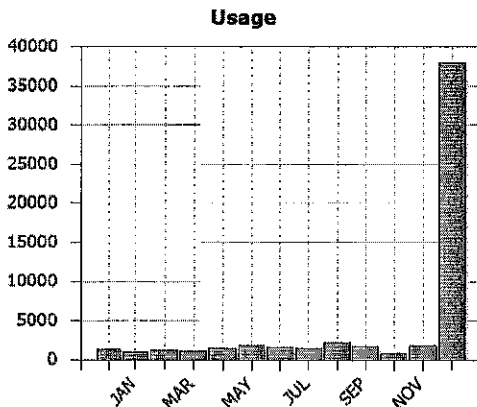
DOROTHY VANHOUSEN
601 LILAC St # 4
Tiffin, IA 52340

Account Number	AMOUNT DUE
01-05006000-06	\$449.21
Due Date	After Due Date Pay
1/20/2026	PAID BY DRAFT
Account Name	
DOROTHY VANHOUSEN	
Service Address	
601 LILAC St # 4	
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
DOROTHY VANHOUSEN				601 LILAC St # 4		01-05006000-06
Status	Service Dates			Bill Date	Penalty Date	Due Date
	From	To	# Days			
Active	11/15/2025	12/15/2025	30	12/29/2025	1/21/2026	1/20/2026



CURRENT READING	PREVIOUS READING	USAGE
11,521	7,733	37,880

PREVIOUS BALANCE	\$57.49
PAYMENTS	\$57.49-
ADJUSTMENTS	\$0.00
PENALTIES	\$0.00
PAST DUE AMOUNT	\$0.00

WA RES MAIN BASE	15.00
WA RES MAIN CONS	217.81
SW RES MAIN BASE	19.50
SW RES MAIN CONS	179.93
STORM WATER	3.00
Tax	\$13.97

CURRENT BILL	\$449.21
AMOUNT DUE	\$449.21

PAID BY DRAFT

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

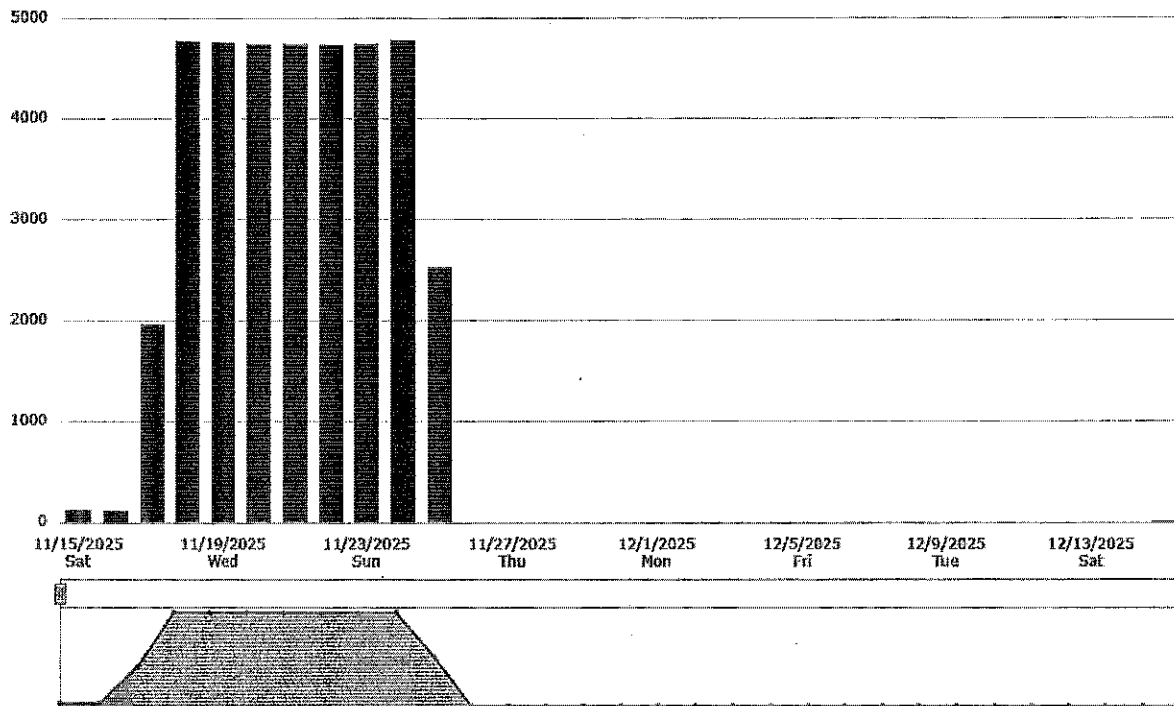
DOROTHY VANHOUSEN

ACCOUNT DETAILS

CUSTOMER NAME	DOROTHY VANHOUSEN	ELECTRONIC ID	6445307
CUSTOMER ACCT. NO.	01-05006000-06	METER SN	06445307
SERVICE ADDRESS	601 LILAC St # 4	SERVICE START DATE	N/A
ROUTE NUMBER	1	LAST READ DATE	02/20/2026 12:00 AM
EMAIL	N/A	LAST READ (Gallons)	115240
PHONE	N/A	METER STATUS	-

11/15/2025 - 12/15/2025 Read Frequency Daily

Legend:  Alert



Total consumption for report period: 38010 (Gallons)

Legend:  Change Out

Consumption Date	Read (Gallons)	Consumption (Gallons)	Last Read Time	Read Method	Meter Status
12/15/2025	115220	10	12/15/2025 11:00 PM	Fixed Network	-
12/14/2025	115210	0	12/14/2025 11:00 PM	Fixed Network	-
12/13/2025	115210	0	12/13/2025 11:00 PM	Fixed Network	-
12/12/2025	115210	0	12/12/2025 11:00 PM	Fixed Network	-
12/11/2025	115210	0	12/11/2025 11:00 PM	Fixed Network	-
12/10/2025	115210	0	12/10/2025 11:00 PM	Fixed Network	-
12/09/2025	115210	0	12/09/2025 11:00 PM	Fixed Network	-

Consumption Date	Read (Gallons)	Consumption (Gallons)	Last Read Time	Read Method	Meter Status
12/08/2025	115210	0	12/08/2025 11:00 PM	Fixed Network	-
12/07/2025	115210	0	12/07/2025 11:00 PM	Fixed Network	-
12/06/2025	115210	0	12/06/2025 11:00 PM	Fixed Network	-
12/05/2025	115210	0	12/05/2025 11:00 PM	Fixed Network	-
12/04/2025	115210	0	12/04/2025 11:00 PM	Fixed Network	-
12/03/2025	115210	0	12/03/2025 11:00 PM	Fixed Network	-
12/02/2025	115210	0	12/02/2025 11:00 PM	Fixed Network	-
12/01/2025	115210	0	12/01/2025 11:00 PM	Fixed Network	-
11/30/2025	115210	0	11/30/2025 11:00 PM	Fixed Network	-
11/29/2025	115210	0	11/29/2025 11:00 PM	Fixed Network	-
11/28/2025	115210	0	11/28/2025 11:00 PM	Fixed Network	-
11/27/2025	115210	0	11/27/2025 11:00 PM	Fixed Network	-
11/26/2025	115210	0	11/26/2025 11:00 PM	Fixed Network	-
11/25/2025	115210	2520	11/25/2025 11:00 PM	Fixed Network	Leak Alarm
11/24/2025	112690	4780	11/24/2025 11:00 PM	Fixed Network	Leak Alarm
11/23/2025	107910	4750	11/23/2025 11:00 PM	Fixed Network	Leak Alarm
11/22/2025	103160	4730	11/22/2025 11:00 PM	Fixed Network	Leak Alarm
11/21/2025	98430	4750	11/21/2025 11:00 PM	Fixed Network	Leak Alarm
11/20/2025	93680	4750	11/20/2025 11:00 PM	Fixed Network	Leak Alarm
11/19/2025	88930	4760	11/19/2025 11:00 PM	Fixed Network	Leak Alarm
11/18/2025	84170	4770	11/18/2025 11:00 PM	Fixed Network	Leak Alarm
11/17/2025	79400	1960	11/17/2025 11:00 PM	Fixed Network	Leak Alarm
11/16/2025	77440	110	11/16/2025 11:00 PM	Fixed Network	Leak Alarm
11/15/2025	77330	120	11/15/2025 11:00 PM	Fixed Network	-

Total consumption for report period: 38010 (Gallons)



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE: February 26, 2026

AGENDA ITEM: Motion for Approval – SRF Reimbursement #2

ACTION: Discussion

Purpose

The City of Tiffin is currently undertaking the Water Treatment Facility Upgrade Project, funded in part through a \$14,384,000 Drinking Water State Revolving Fund (DWSRF) Loan.

As construction and engineering services progress, the City must submit periodic reimbursement requests to the Iowa Finance Authority (IFA) for eligible project costs. These reimbursements ensure timely payment to contractors, engineers, and project partners.

The attached reimbursement package reflects Construction Disbursement Request #2, covering eligible engineering and construction-related expenses incurred during the project period

Reimbursement Request #2 includes engineering services performed by MSA from January 4, 2026 through February 7, 2026 for the Tiffin Water Treatment Facility Upgrade project. The invoice total and corresponding reimbursement amount are itemized below.

Request #2 Totals

- Engineering (MSA Engineering): \$31,797.65
- Construction (Tricon Construction): \$557,440.64
- Total Eligible Expenses: \$589,238.29
- SRF Reimbursement Amount: \$589,238.29

All costs included in this request are eligible under SRF program guidelines and represent project costs not previously reimbursed.

Staff Recommendation

Staff recommends approval of the SRF Reimbursement Request #2 in the amount of \$589,238.29 for eligible engineering and construction expenses related to the Water Treatment Facility Upgrade Project and authorize the City Administrator to submit the request to the Iowa Finance Authority.

ATTACHMENTS: SRF Reimbursement #2

CONSTRUCTION DISBURSEMENT REQUEST

Borrower:	City of Tiffin			Contact:	Doug Boldt, City Administrator					
Street Address:	300 Railroad Street; PO Box 259			Email:	dboldt@tiffin-iowa.org					
City, State, Zip	Tiffin, IA 52340			Phone:	319 545-2572					
SRF Project #:	FS-52-25-DWSRF-001			Request Date:	3/3/2026	Final Request Yes or No:				
DNR Permit #(s)	2025-0171W			Request #:	2					
	Expenses								Revenue Loan	Other Funding
									D0814R	
									Loan Amount	Amount
									\$ 14,384,000.00	
	Legal and Muncipal Advisor Expenses	Administrative Expenses	Engineering	Tricon Construction Contract (\$12,182,553.00)	Other Construction Contract if Applicable	Other Construction Contract if Applicable	Other Construction Contract if Applicable	Total Expenses	SRF Request Amount	Other Funding Request Amount
Initiation Fee								\$ 71,920.00	\$ 71,920.00	
Request #1			\$ 217,793.28	\$ 1,823,406.04				\$ 2,041,199.32	\$ 2,041,199.32	
Request #2			\$ 31,797.65	\$ 557,440.64				\$ 589,238.29		
Request #3								\$ -		
Request #4								\$ -		
Request #5								\$ -		
Request #6								\$ -		
Request #7								\$ -		
Request #8								\$ -		
Request #9								\$ -		
Request #10								\$ -		
Request #11								\$ -		
Request #12								\$ -		
Request #13								\$ -		
Request #14								\$ -		
Request #15								\$ -		
Request #16								\$ -		
Request #17								\$ -		
Request #18								\$ -		
Request #19								\$ -		
Request #20								\$ -		
Request #21								\$ -		
Request #22								\$ -		
Total	\$ -	\$ -	\$ 249,590.93	\$ 2,380,846.68	\$ -	\$ -	\$ -	\$ 2,702,357.61	\$ 2,113,119.32	\$ -



I hereby certify that this request for disbursement of is a true and accurate request for disbursement; that it is made in accordance with the terms and conditions of the above referenced Agreements; and that the corresponding invoices attached to the request and this request represents eligible project costs not previously requested or to be requested from other sources.

Available to Draw
\$ 12,270,880.68

Typed or Printed Name and Title

Signature of Authorized Representative

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.:	6R	Application Date:	2/20/2026
Application Period:	From 1/24/2026	to	2/20/2026

1. Original Contract Price	\$	12,182,553.00
2. Net change by Change Orders	\$	12,420.34
3. Current Contract Price (Line 1 + Line 2)	\$	12,194,973.34
4. Total Work completed and materials stored to date	\$	2,506,154.41
(Sum of Column G Lump Sum Total and Column G Unit Price Total)	\$	2,506,154.41
5. Retainage		
a. 5% X \$ 2,333,704.91 Work Completed	\$	116,685.25
b. 5% X \$ 172,449.50 Stored Materials	\$	8,622.48
c. Total Retainage (Line 5.a + Line 5.b)	\$	125,307.73
6. Amount eligible to date (Line 4 - Line 5.c)	\$	2,380,846.68
7. Less previous payments (Line 6 from prior application)	\$	1,823,406.04
8. Amount due this application	\$	557,440.64
9. Balance to finish, including retainage (Line 3 - Line 4, plus 5c)	\$	9,814,126.66

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

Contractor: Tricon Construction Group
Signature: Mary K. Stone Date: 2/25/2026

PAYMENT OF:	\$	557,440.64
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(line 8 or other - attach explanation of the other amount)

By: Clint Wiener
Title: Senior Project Engineer
Date: 2/25/2026

By: _____
Title: _____
Date: _____

By: _____
Title: _____

By: _____
Title: _____

Date: _____

Date: _____

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.: 6R Application Period: From 01/24/26 to 02/20/26 Application Date: 02/20/26

A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	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 (\$)				
Original Contract								
00	General Requirements					-		-
01	General Conditions	\$588,953.00	195,384.35			195,384.35	33%	393,568.65
02	Bond/Buider's Risk Insurance	\$199,542.00	199,542.00			199,542.00	100%	-
03	Allowance EP1 - Generator & ATS	\$329,890.00	329,890.00			329,890.00	100%	-
04	Allowance EP2 Electrical Equipment	Line item 167	-			-		-
05	Allowance - Electrical Service	\$5,000.00	-			-	0%	5,000.00
06	Mobilization	\$350,000.00	240,000.00			240,000.00	69%	110,000.00
07	Site Testing	\$53,736.00	12,630.48	752.71		13,383.19	25%	40,352.81
08	Traffic Control	\$10,000.00	-	1,000.00		1,000.00	10%	9,000.00
09	Portable Toilets	\$5,400.00	890.40	148.40		1,038.80	19%	4,361.20
10	Dumpster	\$14,600.00	2,000.00	500.00		2,500.00	17%	12,100.00
11	Concrete Washout Pit	\$2,400.00	-	240.00		240.00	10%	2,160.00
12	Erosion Control	\$8,250.00	3,500.00			3,500.00	42%	4,750.00
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	29,594.60	38,050.20		67,644.80	80%	16,911.20

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.: 6R		Application Period:		From	01/24/26	to	02/20/26	Application Date: 02/20/26	
25	Rebar - Labor	\$71,872.60	21,561.78	35,936.30			57,498.08	80%	14,374.52
26	Base Footings Materials	\$89,665.00	89,665.00				89,665.00	100%	-
27	Base Footings Labor	\$49,315.75	49,315.75				49,315.75	100%	-
28	Wall Footings Materials	\$98,663.00	-	98,663.00			98,663.00	100%	-
29	Wall Footings Labor	\$54,264.65	-	54,264.65			54,264.65	100%	-
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	-	12,125.00			12,125.00	2%	562,875.00
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.: 6R		Application Period:		From	01/24/26	to	02/20/26	Application Date:	02/20/26
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.:	6R	Application Period:	From	01/24/26	to	02/20/26	Application Date:	02/20/26
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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	-		21,050.00	21,050.00		28,561.00
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	-	13,314.75		13,314.75		55,409.25
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.: 6R		Application Period:		From	01/24/26	to	02/20/26	Application Date:	02/20/26
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.: 6R		Application Period:		From	01/24/26	to	02/20/26	Application Date: 02/20/26	
149	Electrical				-			-	-
150	Mobilization - Neumiller			\$122,150.00	68,575.00	2,500.00		71,075.00	51,075.00
151	Submittals			\$15,114.00	15,114.00			15,114.00	-
152	Manholes			\$20,000.00	9,785.48	10,214.52		20,000.00	-
153	Lighting Lot			\$39,160.00	32,831.69			32,831.69	6,328.31
154	Gear Lot			\$73,570.00	-			-	73,570.00
155	Site Material			\$155,725.00	25,000.00	15,572.50		40,572.50	115,152.50
156	Site Labor			\$79,845.00	15,379.85	7,984.50		23,364.35	56,480.65
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	194,820.00			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.: 6R Application Period: From 01/24/26 to 02/20/26 Application Date: 02/20/26								
180	Bldg 10 - Foundations (Exc&BF)	\$25,630.00	-			-		25,630.00
181	Bldg 20 - RO Foundations (Exc&BF)	\$45,250.00	30,616.00			30,616.00		14,634.00
182	Bldg 20 - Aeration Tank Found (Ex&BF)	\$15,640.00	9,384.00			9,384.00		6,256.00
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	20,530.40			20,530.40		5,132.60
194	C - UG Storm Sewer North	\$48,686.00	38,948.80			38,948.80		9,737.20
195	D - 12" W Aerator to Clearwell	\$18,549.00	16,694.10			16,694.10		1,854.90
196	E - 12" W Bldg 10 to Bldg 20	\$8,554.00	-	4,277.00		4,277.00		4,277.00
197	G - UG Storm Sewer East	\$67,822.00	-	61,039.80		61,039.80		6,782.20
198	H & J- UG Storm Sewer West/South	\$87,552.00	-	78,796.80		78,796.80		8,755.20
199	K - UG Storm Sewer Clearwell West	\$42,500.00	-			-		42,500.00
200	F - UG Sanitary Manholes & Piping	\$165,835.00	149,251.50			149,251.50		16,583.50
201	Roof Drains	\$2,500.00	-			-		2,500.00
202	Bldg 20 - Process Drain Manhole	\$8,500.00	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

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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.: 6R		Application Period:		From	01/24/26	to	02/20/26	Application Date:	02/20/26
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	-			29,765.00	29,765.00		53,235.00
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	-			9,034.50	9,034.50		33,795.50
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	-			112,600.00	112,600.00		2,700.00
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.: 6R Application Period: From 01/24/26 to 02/20/26 Application Date: 02/20/26														
Original Contract Totals		\$	12,182,553.00	\$	1,898,324.78	\$	435,380.13	\$	172,449.50	\$	2,506,154.41	21%	\$	9,676,398.59

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.: 6R Application Period: From 01/24/26 to 02/20/26 Application Date: 02/20/26

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	\$ 1,898,324.78	\$ 435,380.13	\$ 172,449.50	\$ 2,506,154.41	21%	\$ 9,688,818.93



INVOICE

TO MAKE A PAYMENT BY CREDIT CARD, PLEASE
REQUEST A SECURE LINK VIA COLLECTIONS@MSA-
PS.COM. A 3% SERVICE FEE WILL BE ADDED TO
INVOICES PAID BY CREDIT CARD. PAST DUE BALANCES
ARE SUBJECT TO AN INTEREST RATE OF 1.5% PER
MONTH.

City of Tiffin
PO Box 259
300 Railroad Street
Tiffin, IA 52340

Invoice No: 026195
Invoice Date: 2/23/2026
Invoice Terms: Due upon receipt
Project No: R13603021.00
Project Manager: Clint Wienen
Client Liaison: Andrew Inhelder
Customer Ref:

From 01/04/2026 To 02/07/2026

R13603021.00 Tiffin Water Treatment Facility Upgrade Bidding & CRS

Progress detail

Phase	Fee	Percent complete	Previous billing	Current billing	Remaining contract
Bidding	32,000.00	100.00%	32,000.00	0.00	0.00
Construction Administration	374,000.00	36.19%	116,119.00	19,225.52	238,655.48
Post Construction	44,000.00	0.00%	0.00	0.00	44,000.00
Subtotal	450,000.00	37.19%	148,119.00	19,225.52	282,655.48

R13603021.00.300 - RPR

Subtotal RPR **12,572.13**

Total **31,797.65**

Please include the MSA Invoice Number and Project Number with your payment.

ACH Payments:

ach@msa-ps.com

Account Number: 101065930

Routing Number: 075901590

Bank Information: ACH/Wire, Baraboo State Bank, 101 3rd Avenue
Baraboo, WI 53913

Check Payments:

MSA

1230 South Boulevard
Baraboo, WI 53913



AGENDA INFORMATION

TIFFIN CITY COUNCIL COMMUNICATION

DATE:	February 27, 2026
AGENDA ITEM:	Discussion and Consideration on Proposal for Access Cloud Communication Solution for a new phone system – Motion to Approve
ACTION:	Motion

Background

This item is to request Council authorization to replace the City’s existing phone system, which will soon no longer be supported by the vendor. With the opening of the new Tiffin Recreation Center, the current system presents operational limitations—specifically, inability to transfer calls to the new facility, resulting in a fragmented and inefficient calling experience for residents and staff.

Approval of a replacement system will ensure continuity of service, compatibility with multiple City facilities, and improved customer service for residents.

The City’s current phone system will soon no longer receive vendor support. This creates increasing operational risks including:

- System failures without available technical support
- Security vulnerabilities due to lack of updates
- Inability to scale the system as the City adds facilities and staff

Additionally, once the new Recreation Center opens, callers will be unable to reach the facility unless they have the direct phone number. The current system does not allow call transfers between sites, forcing staff to rely on manual call-backs or asking residents to redial another number—an inefficient and confusing experience.

To address these issues, staff requested a proposal from Access Systems, the City’s existing IT and technology partner.

Access Systems has provided a proposal for the Access Cloud Communication Solutions (ACCS) platform, which includes upgraded phones, unified communication features, and installation support.

Staff Recommendation

Staff recommends approval of the Access Systems Cloud Communications proposal to replace the City’s existing phone system and support the operational needs of all City departments, including the new Recreation Center.

ATTACHMENTS: Proposal



accs
Access Cloud Communication Solutions

Proposal for City of Tiffin

Grace Martensen

Access Systems

gmartensen@accesssystems.com

515-987-6227

About Access Systems

Established in 1986, Access Systems is a privately owned technology company providing managed print services, VoIP unified communications (ACCS), and IT services. Our office technology solutions simplify work, save time, and improve security so you can focus on what matters most: Your University.



Shane Sloan acquired Access Systems in 2005, leading to our expansion as a nationally recognized enterprise offering IT, print, and unified communication solutions.

Over the past 20 years, we have experienced remarkable growth, expanding across the Midwest. Our commitment to continuous development has enabled us to maintain our unique culture, provide career opportunities for our team, and deliver enhanced resources to support our clients.

The ACCS Difference: What sets us apart is our personalized, local support. You'll have a dedicated onboarding project manager, an assigned support manager, a local team for full hardware and software support, and a go-to customer service representative who knows your account. Plus, you get **unlimited technical assistance** whenever you need it.

We are proud to be a destination employer; this recognition comes directly from our employees, who have awarded us as a Top Workplace for ten consecutive years in Iowa and in the USA since the award's inception in 2021. These accolades attest to our stability and viability as we forge ahead.





t. 515-987-6227 f. 515-987-6228
www.AccessSystems.com

RENTAL QUOTE

Quote: ASTQ39873-01
Date: Jan 28, 2026
Expiry Date: Feb 28, 2026

Sold To

City of Tiffin

Abigail Hora
300 Railroad St
P.O. Box 259
Tiffin, IA 52340
United States

Phone (319) 545-2572

Access Systems offers a full range of office technology solutions from IT and phone solutions to copiers and printers. Our Total IT Care offering provides one of the industry's most comprehensive managed IT solutions. Additionally, our local technicians are available to handle your onsite installation and support needs.

Grace Martensen

gmartensen@accesssystems.com
515-987-6227 ext 4237

Qty.	Description	Price
	Access Cloud Communication Solutions	
	36 Mo. \$689.22 / Mo. Monthly Total After Discount: \$569.22 / Mo.	
	Cash Purchase Option: - \$7,965 - \$405 / Mo.	
	Includes:	
15	(15) Business UC Seat with Yealink T85W Web Portal Access ACCS Connect Webphone & Mobile App Access Voicemail Box Voicemail Transcription DID	
1	Essential Voice Seat w/ Yealink Conference Phone Extension to Extension dialing Inbound and outbound calling No Voicemail Box No ACCS Connect access Best for common areas	
2	(2) 911 Service (per number)	
1	Sites Up to 4 Business Telephone Numbers 1 E911 Address 1 Toll Free Number	
	6 Yealink WH62-Mono Wireless Headset	
	Installation: - Pre-Installation network assessment and conference-call w/client - Pre-Installation system preparation and programming - On-Site installation assistance of handsets, peripherals, and testing - On-Site training included during installation - ACCS Customer cloud quick guide included with installation	
	Post-Install support: Package includes 36 Month Total Phone Care service agreement - Unlimited remote support for system user requests - Call 888-464-8770 or email phonesupport@accesssystems.com - Onsite support at time/materials rates - Assigned Support Technician	

Qty.	Description	Price
------	-------------	-------

Note:

- ** System functionality and call quality is based on internet connectivity customer is responsible for providing connectivity internet
- ** Customer is responsible for ensuring proper structured data cabling is provided for each handset placement
- ** Does not include additional wiring.
- ** Cat5e or better network connection required at each phone location, with internet access.
- ** See Access Systems Cloud Voice Terms and Conditions Page on Website.
By signing this quote, customer agrees to all terms and conditions outlined in this agreement.
- ** Quote price does not include standard Taxes and Fees
- ** Mobile Application connectivity and call quality is going to vary depending on the network the device is connected to (ie. wireless connection or Cellular data connection)
- ** Pricing is subject to change based on our pre-installation discovery to account for items such as,
but not limited to, additional handsets, power adapters, paging adapters, etc.

Replacing:



Monthly Total \$569.22

Total does not include sales tax or shipping*
Unless otherwise noted in this document, labor will be billed as incurred on a separate invoice

Our award-winning team is dedicated to helping our clients grow and become more productive through our vast technology solutions. We listen to your business needs and goals to build a solution to achieve your objectives. Please let us know how we can help!

THIS QUOTE IS FOR DISCUSSION PURPOSES ONLY

Terms and Conditions

This Statement of Work ("SOW") is governed under the Master Service Agreement (the "Agreement") between Access Technologies, Inc. ("Access Systems", "Access", "Us", "We", or "Our") and the client whose name and authorized signatory appear in the signature block of this SOW ("Client", "You", or "Your"). Capitalized terms in this SOW will have the same meaning as those in the Agreement, unless otherwise indicated below. A copy of the Agreement can be obtained on our website at: <https://www.accesssystems.com/master-services-agreement/>.

1. SCOPE OF SERVICES: Subject to the additional terms listed in herein, the services described below (collectively, "Services") will be provided to Client. Technical Support Services & Feedback: Technical Support Services ("Support Services") shall include, but not be limited to, phone and managed device hardware and software troubleshooting, user account activation and deactivation, local and remote network connectivity, and peripheral device connectivity. Client agrees to facilitate with Access to allow us to perform Support Services remotely. Contact can be via our support email address of PhoneSupport@AccessSystems.com or via phone at 888-464-8770. Such facilitation includes you performing basic troubleshooting as requested by us. If Client refuses to facilitate our remote assistance or instructs Access to first perform Support Services onsite, such services shall be billable at our prevailing time and materials hourly rate plus a premium for off-hours service. If an issue cannot be resolved remotely, a technician will be scheduled to come onsite to further troubleshoot or resolve the issue. Both parties may agree to have Access perform Support Services onsite on a regularly scheduled routine basis for an additional fee.

Number Porting and Availability: Access will use reasonable efforts to facilitate number transfers or port requests for you, provided that you comply with the necessary and specific procedures for porting between service providers. You should not order any printed material, such as business cards or stationery, showing a telephone number, or issue any press releases or otherwise publicize any telephone number until that telephone number becomes active on your account. You understand and agree that Access may from time to time need to change the telephone or facsimile number assigned to you (due to an area code split or for any other reason). Access shall not be liable for any damages (including consequential, special damages or other damages) to you in the event that we need to assign you a new telephone or facsimile number.

911 Service: The 911 Service ("VoIP 911 Service") operates differently than traditional 911 service. We are required by the FCC to advise you of the potential circumstances under which 911 may not be available or may be in some way limited by comparison to traditional 911 service. Such circumstances include internet connection failure and number flexibility & Service portability. It is your responsibility to inform all potential users of the service of this limitation. Enhanced 911 service ("E911") automatically sends your 911 call to the appropriate Public Safety Answering Point ("PSAP") along with your registered address and telephone number. Because your address does not necessarily correspond with your telephone number, you must provide Access with the street address(es) where you will be using Access Service ("Registered Location(s)") when you sign up for service. If you relocate any equipment (PC with softphone, IP phone, or ATA with traditional phone) that you use to access the Service, you must provide Access your updated Registered Location(s). If you do not update your Registered Location(s), any 911 calls you make using the VoIP Service will be routed based on your previously provided Registered Location and therefore may not be routed to the appropriate PSAP for your new location. Unless you have a backup system to power your wired broadband Internet connection and any equipment (PC with softphone, IP phone, ATA with traditional phone) that you use to access your Service, you will not have phone service or 911 service during any power outage. In some circumstances, such as unavailability of direct routing to PSAPs or the use of portable devices to access the Service, emergency calls will be routed to the National Emergency Call Center. You may update your Registered Location by logging on to your Account settings page or calling customer support at 888-464-8770. It is your responsibility to let the 911 operation know your physical location.

2. TERM & TERMINATION: The Services will commence, and billing will begin, on the earlier of (1) the project completion date, including the porting of all applicable numbers in which the Services are implemented and operational ("Commencement Date") or (2) 45-days from signature date of the Statement of Work above unless delays are incurred from your previous carrier.

The Services will continue for a term of thirty-six (36) months from the Commencement Date. After the expiration of the initial term, this SOW will automatically renew for continuous one (1) year terms unless either party notifies the other of its intention to not renew this SOW no less than sixty (60) days before the end of the then-current term. Early termination without cause in this SOW will result in the early termination fees described in section 5 below.

3. ASSUMPTIONS, MINIMUM REQUIREMENTS & EXCLUSION: The scheduling, fees and provision of the Services are based upon the following assumptions and minimum requirements (the "Minimum Requirements"): (a) you are responsible for ensuring proper structured data cabling, cat5e or better network connection with Power Over Ethernet, is provided for each handset placement as no additional wiring is covered under this SOW; (b) you must have properly configured and working Internet service and/or Public Switched Telephone Network ("PSTN") service (i.e., mobile and/or landline phone service) which has sufficient bandwidth for system functionality and call quality; (d) an upgrade of your internet bandwidth may be necessary to reduce jitter and latency which will be an additional charge you are responsible for incurring from your ISP.

You agree at your sole expense to (1) obtain access to your own Internet and/or PSTN service with a third party provider other than Access; (2) be responsible for payment of Internet and/or PSTN connection including all service fees and all equipment necessary to establish a connection to such Internet and/or PSTN service, as may be required to use the Services; (3) if a Uninterruptible Power Supply device is used, replacement batteries and/or a battery backup should be in place and shall be tested by you.

We will initially configure certain settings (VLAN, SBC device, etc.) that should not be changed without consulting Access Systems. If any configuration changes are made by you or other vendors after we have initially configured the devices, any support services provided by us would be excluded under this SOW and would be billed at a time and materials current rate which is outside the scope of this agreement.

The definition of these Minimum Requirements do not indicate we have implemented such items in your environment or otherwise ensured your environment is free of such items. Instead the definition of these Minimum Requirements are meant as a minimum baseline that facilitates our performance of the Services for the fees described in this SOW in the most economical manner. If you do not agree to abide by the Minimum Requirements, you acknowledge we have the sole discretion to modify your Payment and/or declare the related non-compliant configuration element as an Unsupported Service.

4. SUPPORT SERVICES SCHEDULE: You acknowledge and agree that the Services may not be available 100% of the time. Credit allowances for interruption of the Services may only be provided on a case-by-case basis at the sole discretion of Access and shall be your sole remedy for any Service interruptions or other issues with the Services. Support Services will be provided during the hours of 8:00 a.m. to 5:00 p.m. central standard time, except weekends and holidays ("Troubleshooting Hours"). Requests for service troubleshooting outside of Troubleshooting Hours will be provided on a best effort basis at Access' prevailing time and materials hourly rate plus a premium for off-hours service. Such charges for services outside the Troubleshooting Hours are in addition to the Monthly Payment.

5. FEES: In consideration of the provision of the Services provided for herein, you agreed to pay the Payments as specified above and as adjusted from time-to-time. Please note that all prices, taxes, surcharges, and fees are subject to change at any time. Access may at its sole discretion increase the Monthly Payment by no more than 10% annually to cover, among other items, an increase in licensed software costs provided to you under this SOW and an increase in personnel related costs to perform the Services under this SOW.

Late Payment: Time is of the essence for payment. You agree to pay us interest at the lesser rate of (a) 18% per annum or (b) the highest rate allowed by law for any amounts unpaid as of the due date. Written statements disputing charges must be sent to Access at Billing@AccessSystems.com. After your account is 30 days past due, we may send you a certified letter indicating that your Service will be shut off. Payment to bring your account current must be received within 10 days of your receipt of the certified letter or your Service may be shut off; which includes your incoming and outgoing phone service.

Terms and Conditions (Continued)

Fraudulent Charges: It is your responsibility to take appropriate network security to protect your network from fraudulent usage and ensure only authorized use occurs. In the instance you do incur charges as a result of fraudulent usage, you are responsible to pay such charges and any other related costs.

Incoming Toll Free & International Calling: Incoming Toll Free and International Calling is not included in the service and is charged at a different rate than domestic calling. The service only covers domestic calls; incoming toll free and international calls are not covered. Therefore, by way of illustration, if you make an international call or accept an incoming toll free call you will be billed at our then current international or incoming toll free calling rates and no impact to your domestic calling plan will be impacted. Please contact us for our latest international and incoming toll free calling rates.

Service Changes: Service may be downgraded under this SOW but cannot decrease more than 10%. A written modification to this SOW can be subsequently executed by both parties to reduce or add lines at the then current rates. If service is canceled or otherwise reduced in excess of 10% before the term is up, an early termination fee will apply and will be calculated as an average of your prior six months of invoices under this SOW multiplied by the remaining months left under this SOW. Expiration of the term or termination of Service does not excuse you from paying all unpaid, accrued charges due in relation to the Agreement.

"Hardware Rental" payment set forth in the Schedule of Products. You are unconditionally obligated to pay all Hardware Rental payments, and to perform all your other obligations concerning the Equipment for the full Initial Term. You will use the Equipment for business purposes only, and not modify or move it from its initial location without Our consent. You are responsible for any damage to or loss of the Equipment, and understand that no such damage or loss to the Equipment will relieve You from Your payment obligations hereunder. We own the Equipment. You will pay when due, either directly or by reimbursing Us, all taxes and fees relating to the Equipment and this Agreement, including, but not limited to sales or use tax (which, if due upfront, will be payable over the Initial Term with a finance charge), and property tax. Your obligations hereunder shall continue during any renewal term(s) after the Initial Term. You will return the Equipment to the location designated by Us, at Your expense, within 30 days of the termination of this Agreement. If the Equipment is not timely returned, your obligation to the pay monthly Hardware Rental will continue. If the returned Equipment is not immediately available for use by another without need of repair, You will reimburse Us for all repair costs. You agree that We may without notice assign the Equipment and Your payment obligations relating to the Equipment to a third-party for financing purposes and that, if assigned, the assignee will have all of Access's rights with respect to the Equipment and Your payment obligations relating to the Equipment, but will not be subject to any claim, defense, or set-off assertible against Access or anyone else. In the event of any inconsistency or conflict between the terms of this Hardware Rental section and any other terms of this SOW or the Agreement, the terms of this Hardware Rental section shall control. If any Hardware Rental payment becomes 31+ days past due, or if you otherwise breach provisions of this SOW or Agreement applicable to the Equipment, you will be in default under this section, and we may require that you return the Equipment to us at your expense and pay us: 1) all past due amounts relating to the Equipment and 2) all remaining Hardware Rental payments for the unexpired term, plus our booked residual, discounted at 3% per annum; and we may pursue all other legal remedies available to us. You agree to pay all costs and expenses (including reasonable attorney fees) we incur in any dispute with you. Any claim related to this section or the Equipment shall be governed by the internal laws of the state in which our (or, if we assign rights hereunder, our assignee's) principal place of business is located and any dispute concerning the assigned rights will be adjudicated in a federal or state court in such state. You hereby consent to personal jurisdiction and venue in such courts and waive transfer of venue. Each party waives any right to a jury trial. Your obligations under this Section, and Your other obligations that relate to the Equipment, will be separately enforceable rights of our assignee. The original of the SOW for enforcement and perfection purposes, and the sole "record" constituting "chattel paper" under the UCC, is the paper copy hereof bearing (i) the original or a copy of either your manual signature or an electronically applied indication of your intent to enter into this Agreement, and (ii) our original manual signature.

7. USE POLICY: The Services: (a) may only be used for normal business use; (b) are provided only for dialog between two individuals at one time per line; (c) each IP line can be used for asynchronous traffic only; (d) exclude international calling, which is available for an additional fee; (e) are issued on a "one (1) user per line basis", meaning that only one registered user may be assigned to use the Services for any one line; (f) may not be used for auto-dialing or "predictive" dialing (i.e., non-manual dialing or using a software program or other means to continuously dial or place out-bound calls).

Unusually high usage of the Services may impair our ability to provide high quality Services to others and/or indicate unauthorized use of the Services, in which case we may suspend or terminate your account or, upon prior notice, convert your Account to a metered calling plan that charges significantly higher usage rates. We reserve the right to add, modify, or amend this Use Policy at any time for any reason at our sole discretion.

Access offers unlimited monthly domestic calling plans. An unlimited plan provides you with a local or toll-free telephone number and is subject to the terms and restrictions described in this SOW. If, for any reason Access believes that you are using the service for a prohibited purpose and/or your call usage violates the Use Policy, then Access may, in its sole discretion with or without notice, either terminate your unlimited plan or immediately convert your unlimited plan to a metered plan, as set forth above.

8. MISCELLANEOUS: (a) The offers, terms and prices of this SOW shall expire if not executed within thirty (30) days of your initial receipt of this SOW; (b) The failure of Access Systems to exercise or enforce any right or provision of this Agreement shall not constitute a waiver of such right or any other provision; (c) **ALTHOUGH EVERY EFFORT IS MADE TO ENSURE THAT VOICEMAILS AND FAX TRANSMISSIONS ARE SECURE, ACCESS MAKES NO GUARANTEES OF SECURITY;** (d) Under California Civil Code Section 1789.3, California users of the Service receive the following specific consumer rights notice: The Compliant Assistance Unit of the Division of Consumer Services of the California Department of Consumer Affairs may be contacted in writing at 1020 N Street, #501, Sacramento, California 95814, or by telephone at 916-445-1254.; (e) From time to time, Access may send you surveys, comment cards, customer satisfaction forms, or other requests to provide feedback. You hereby grant Access, its licensors, and suppliers a perpetual, unlimited, worldwide fully-paid up, royalty free license to use all feedback, answers, ideas, comments, or other information you provide to Access; (f) **Recording Conversations:** Certain Access Systems Services provide a function that allows you to record individual telephone conversations. The laws regarding the notice, notification, and consent requirements for recording conversations vary from state to state. In some states, you are required to obtain consent from all parties to record a conversation. You are solely responsible for complying with all federal, state, and local laws in any relevant jurisdiction when using this feature. Access expressly disclaims all liability with respect to your recording of telephone conversations. You hereby agree to fully, finally, and forever release, discharge, hold harmless, and fully indemnify Access from and against any damages or liabilities of any kind related to your recording of any telephone conversations using the Services. If call recording is selected as an optional service, call recordings are retained for 6 months from the date of the original recorded call. An additional service may be added to retain calls for a maximum of 12 months; (g) **Voice-to-Text and Text-to-Voice Limitations:** Certain Access Services may provide a function that allows voicemails to be converted to text and vice versa. You understand and agree that Access's voice-to-text ("VTT") and text-to-voice ("TTV") features may not accurately transcribe voicemails or articulate text messages, respectively. You are solely responsible for checking the original message and verifying the accuracy of the message when using any and all VTT or TTV features. Access expressly disclaims all liability with respect to the conversion of voicemails to text or vice versa. You hereby agree to fully, finally, and forever release, discharge, hold harmless, and fully indemnify Access from and against any damages or liabilities of any kind related to your use of VTT or TTV features when using the Services; (h) **Operator Assisted Calling, 311, 511, and other X11 Calling:** The Service may not support 311, 411, 511, and/or other X11 calling (other than 911 as specified in this SOW) in one or more service areas.

City of Tiffin, IA**CLIENT LIAISON:**

Andrew Inhelder, PE

Office: 319.364.4773

Cell: 515.802.0906

ainhelder@msa-ps.com

DATE:

February 26, 2026

**ON-GOING PROJECTS****REVERSE OSMOSIS WATER TREATMENT PLANT DESIGN – CLINT WIENEN**

Painting within the existing treatment plant has been completed. The new RO Building foundation walls have been poured. They are scheduled to replace the media in the existing pressure filters within the next month. They are also scheduled to begin excavating for the new Clear Well Building.

SYSTEMWIDE SANITARY SEWER MODEL – ERIC THOMPSON

MSA met with the City on 2/10/26 to discuss the sanitary model construction, preliminary findings, and next steps. MSA will be updating the model to incorporate known planned development (e.g. locations where sanitary connections have already been agreed upon); this will be the new benchmark for “existing” conditions. City staff agreed to completing draw down tests on two lift stations, so that the model will reference the current pumping capacity at these locations. MSA will re-run the sanitary model and provide visual results back to staff. The City will review the findings and select the preferred “level of service” storm event, to be referenced for future development planning. MSA will draft a technical report summarizing the model construction and have a “live” model to reference as new development occurs in Tiffin.

VILLAGE DRIVE & ROBERTS FERRY ROAD SIGNAL DESIGN – CHAD WAGNER

MSA is coordinating with utilities to work through any potential utility conflicts. MSA also coordinated with Jim Connor on Tiffin-specific signal equipment.

MSA is waiting on a few more equipment cut sheets from Jim Connor and then will submit final plans for City Staff review and move to bid the project.

PROJECT UPDATE

HIGHWAY 6 CONCEPT AND COST ESTIMATE – JAMES WATTERS

At the time of update, a meeting on Wednesday, February 25th took place to discuss some water main changes at Main Street, Kimberlite Street, and the east end of the project.

In the coming weeks, MSA will be sending City public works staff a revised watermain layout for review and comment. Final plans are progressing and adjustments will be made for any water main comments received.

*****MSA needs council action on the following*****

1. Decide whether to fully signalize Croell Ave (Option 4) or install only unground infrastructure and construct offset right turn lane for NB Croell Ave traffic (Option 1). See below for context on previous discussions with council.

MSA presented costs to Council at the November 18th meeting for the following items:

1. *Fully Signalized Intersection - \$400-\$435k per intersection*
2. *Installation of underground equipment for future signalized intersection at Croell Ave = \$80-\$100k*

Council was split as to whether to fully signalize Croell Ave now or wait until future traffic growth warrants signalization. It was brought up that the left turn movement onto EB US 6 would still be present with a non-signalized option at Croell Ave and US 6 and whether public feedback would continue to be received on the safety of this intersection without signalization.

There was also discussion from council as to whether an enhanced pedestrian crossing should be implemented at Stephens St in the form of a High-Intensity Activated Crosswalk system (HAWK Signal). See below image.



MSA is looking for direction on the following:

1. Pursue investigations internally and with IaDOT and suitability for HAWK Signal at Stephens St.

PROJECT UPDATE

NORTH PARK ROAD IMPROVEMENTS – JAMES WATTERS

A meeting between City Staff, MSA, Boomerang, Bishop, Hansen, and Homemakers personnel was held on February 17th to coordinate construction between the North Park Road project and the Homemakers site. Minutes, schedules, and plan sets were provided to participants.

A Change Order for the Olde Town site has been submitted for Council approval, and the Change Order for the Homemakers site is forthcoming.

At the time of this update, Boomerang intends to close North Park Road on Monday, March 9th. All remaining work will be completed during this closure. Notifications to the City and CCACSD officials have been sent. MSA has provided an exhibit illustrating the closure and detour. All school facilities will remain accessible from Highway 6 through project completion.

Until work resumes, MSA staff continues to monitor the site. Traffic and erosions control measures remain functioning and in compliance. No new work has been performed on-site as of this update.

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

DEVELOPMENT ASSISTANCE – ANDREW INHELDER

NO FURTHER COMMENTS

Development Name	Description	Date of last interaction
Park Place City Center, Part 1, Lot 3	No further comments	1/29/25
Hunt Club Phase 4	No further comments	4/9/25
Veritas Church Expansion – Phase 2	No further comments	5/15/25
Park Place City Center, Part 4, Phase 4, Lot 22 – Firing Pin	No further comments	6/24/25
Prairie Village Part 3, Phase 4	No further comments	7/11/25
301 Main Street Site Plan	No further comments	8/8/25
Park Place City Center, Part 2, Phase 6, Lot 33 – Multipurpose Building	No further comments	10/7/25
Prairie Village Lot 55 – Medical Clinic	No further comments	10/20/25
Park Place City Center, Part 1, Phase 4, Lot 1 OPD – Event Center	No further comments	1/29/26
Homemaker's Site Plan – Phase 1 & 2	Phase 1 is completed (reroute storm coming from I-380). Phase 2 has no further comments. (Onsite Improvements)	Ongoing

UNDER CONSTRUCTION

Development Name	Description	Date of last interaction
Tiffin West Phase 1B	Punchlist walkthrough performed. Contractor to complete punchlist and notify MSA of completion.	9/24/25
Tiffin Heights West ON Site	Walkthrough performed. Contractor to complete punchlist and notify MSA of completion.	10/24/25
Village Drive Extension (By water tower)	Currently under construction. Construction began in May 2025. Project walkthrough was completed and several punchlist items were identified.	2/6/26
The States – Anderson Addition OPD	Currently under construction. Construction began May 2025.	Ongoing
Bailey Way Extension	Currently under construction. Construction began October 2025. Awaiting resubmission on Easement exhibit.	Ongoing
Homemaker's Site Plan – Phase 2	Currently under construction. Construction began February 2026.	Ongoing

PROJECT UPDATE

AWAITING RESUBMISSION

Development Name	Description	Date of last interaction
Prairie Village Commercial Part 1, Lot 2	Review comments sent. Awaiting resubmission.	7/25/23
Prairie West	Review comments sent. Awaiting resubmission.	11/13/24
Park Place City Center, Part 3, Lot 1, EMA Storage Building	Review comments sent. Awaiting resubmission.	2/24/25
Buffalo Ridge Development	Review of concept sent. Awaiting resubmission.	10/29/25
Half Moon Ave Road Extension	Review comments sent. Awaiting resubmission.	1/19/26
Kimberlite North of Hwy 6 Connection	Developer sent study to Iowa DOT. Awaiting comments from IADOT.	1/30/26
Grove Park	Review comments sent. Awaiting resubmission.	2/4/26
Tiffin West – McDonalds	Review comments sent. Awaiting resubmission.	2/5/26
Clear Creek Village	Review comments sent. Awaiting resubmission.	2/16/26
Dollar General	Review comments sent. Awaiting resubmission.	2/18/26
Park Place City Center, Part 1, Phase 1, Lot 25 – Hotel	Review comments sent. Awaiting resubmission.	2/23/26
CCA HS & MS Addition	Review comments sent. Awaiting resubmission	2/26/26

IN REVIEW

Development Name	Description	Date of last interaction
Lotus Hill North & South	Zoning application submitted. In review.	2/19/26

PROJECT UPDATE

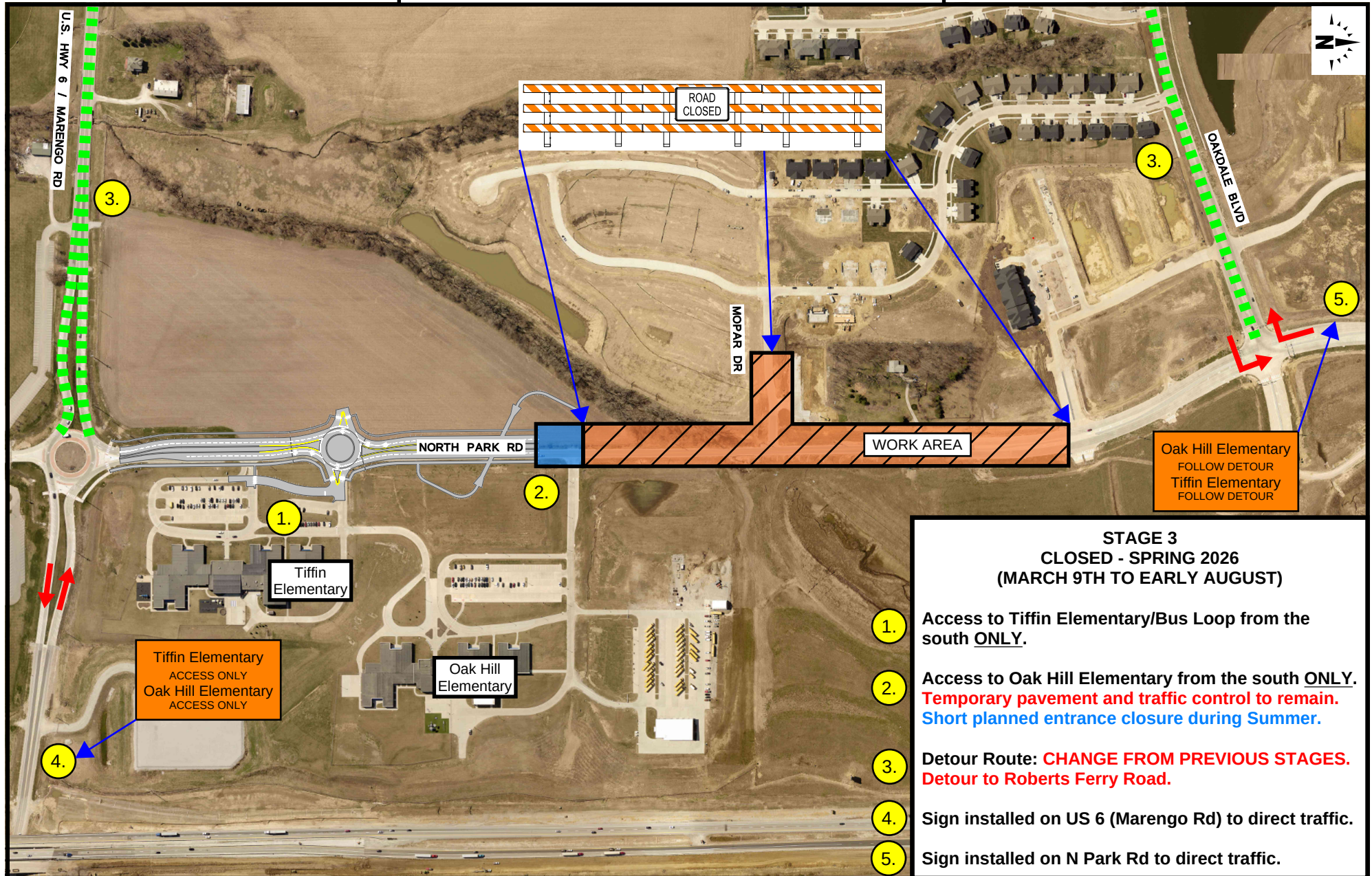
City of Tiffin
February 26, 2026

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
February 27, 2026**

- As mentioned at the last council meeting, the special census has been completed and the census team has vacated the city council chambers. We are taking this time to clean, paint and rearrange the room for our meeting going forward. We will have our last meeting at the Fire Station with a return to the council chambers for the March 17th council meeting.
- Boomerang is getting ready to start the next phase of the North Park Road Improvements project. Confirmed start date for the project will be Monday, March 9th. This will close the road just north of the entrance to the bus barn and a partial/temporary closure of Mopar Drive. A road closure map is included in the packet which includes the detour route.
- Friday was the deadline for the applications for the Parks & Grounds Specialists position. The City received 16 applications. Brian, Ashley and Grant will start reviewing the application next week with the intent to start setting up interviews towards the end of the week or the week of March 9th.
- I believe the FY 2026-2027 budget is complete. The proposed tax rate notice has to be submitted to the Department of Management prior to 4:00 p.m. on March 5th. I will give one last review of the budget on Tuesday night either during the work session or during my administrator's report at the end of the meeting.

STP-U-7662(615)--70-52 - N. PARK RD CLOSURE



STP-U-7662(615)--70-52 - N. PARK RD CLOSURE

