

City Council Work Session

City Council Work Session

September 16, 2025 06:00 pm



City of Tiffin, Iowa

September 16, 2025

@ 6:00 PM

**City Council Work Session
Springmier Community Library**

**311 West Marengo Road, Tiffin, IA 52340
www.tiffin-iowa.org**

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

- 1. Call to Order - 6:00 PM**
File: [Agenda](#)
- 2. A. Roll Call**
- 3. B. Agenda Additions/Agenda Approval**

4. C. Discussion and Review of Parks & Recreation Job Description

File: [Attachment](#)

5. D. Discussion and Review of current Maintenance Schedules for all City of Tiffin AED's

File: [Attachment](#)

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

7. F. Other Business

8. G. Adjournment

File: [Notes for the Work Session](#)

City of Tiffin, Iowa

Meeting: Tiffin City Council Work Session
Place: Springmier Community Library, 311 West Marengo Road, Tiffin, Iowa 52340
Date/Time: September 16, 2025 – 6:00 PM
Web Page: www.tiffin-iowa.org
Posted: September 12, 2025 (website & front entry of City Hall)

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PARKS AND RECREATION DIRECTOR

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

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

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

Examples of Essential Work:

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

Directs the formulation and routine updating of park system departmental goals and objectives consistent with changing community needs and the goals of the City.

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

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

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

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

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

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

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

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

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

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

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

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

Required Knowledge and Abilities

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

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

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

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

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

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

Ability to work in either a team environment or individually.

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

Ability to analyze, assign priorities, organize, and coordinate, work flow.

Acceptable Experience and Training

High school graduation or equivalent

Graduate from a college or university with a Bachelor's Degree in Recreation, Park Management, Leisure Services, or a closely related field.

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

Valid driver's license and good driving record.

Required Special Qualifications

None.

Essential Physical Abilities

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



Automated External Defibrillator (AED)

Maintenance & Upkeep

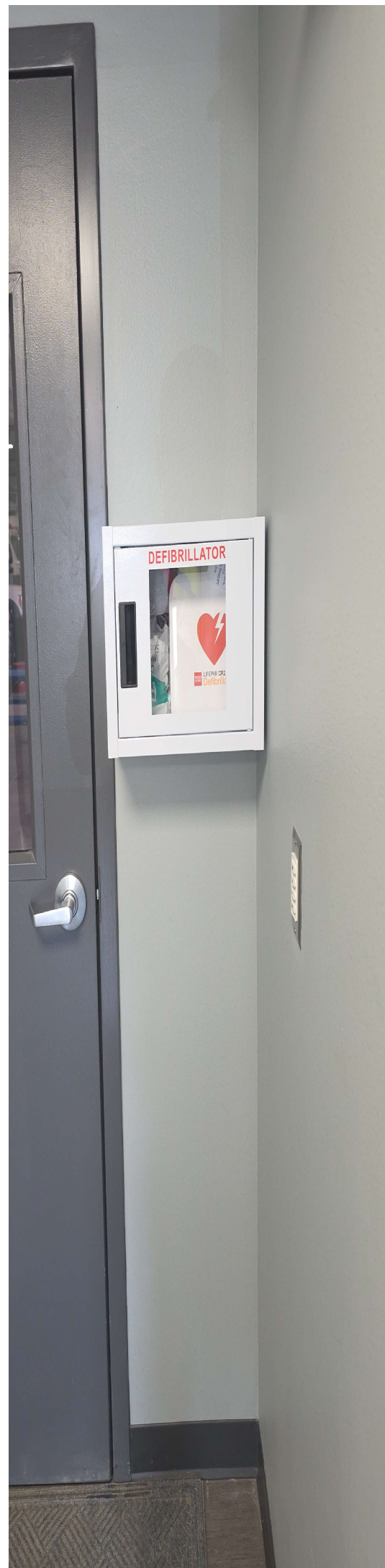
Ensuring Readiness for
Life-Saving Emergencies



Why AED Maintenance Matters

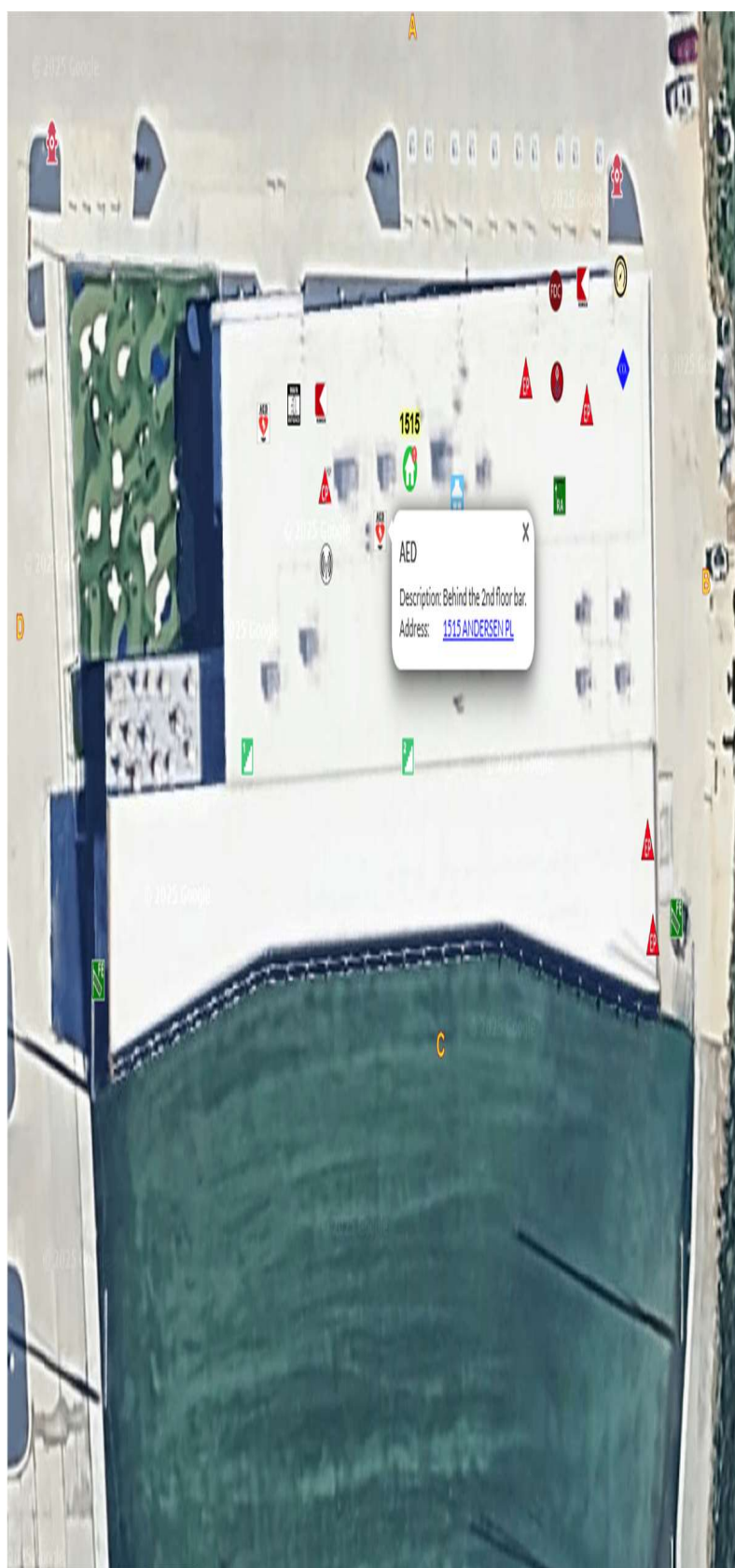
- AEDs save lives when functioning properly
- Failure to maintain can result in:
 - Dead batteries / expired pads
 - Malfunction during emergency
 - Legal or liability risks

Where
are the
AED
located



Where else

- Pinseekers
- Veritas Church
- Schools
- Little Clippers Daycare



Key Maintenance Tasks

- Battery checks (monthly)

- Pad expiration dates (replace as scheduled) (monthly)

- Software/firmware updates (if applicable) (bi-annual and annual)

- Visual inspection (damage, missing parts, readiness indicator) (monthly)

- Monthly: Log inspection, battery check, pad expiration review

- After Use: Replace pads, check battery, run self-test

- Annually: Professional service/checkup (if required)

Inspection
Frequency

Documentation & Compliance

- Maintain a digital AED inspection log

- Record:

- Date & time of check

- Battery status

- Pad expiration dates

- Any issues & corrective actions

- Helps with regulatory compliance & liability protection

Kit Inventory By: Bill Erb
Kit: Automatic External Defibrillator (AED)-AED-Deer View Park Started at: 08/25/2023 14:48:33
Ends at: 08/25/2023 14:48:43

Complete 1

Kit Inventory Pass Fail

Compartment Tag

Tag Number - Compartment #1 +

Tag Number - Compartment #2 +

Tag Number - Compartment #3 +

Tag Number - Compartment #4 +

Tag Number - Compartment #5 +

Pulse Point Box 4

AED Pads (Adult) Pass Fail
Par: 2
Min: 1
Count: 1
Expiration Date: 10/30/2024
Adult Electrode QUIK-COMBO w/RED-PAK Pre-Connect

CPR Mask and Case Pass Fail
Par: 1
Min: 1
Count: 1
Item #: 36045 Curaplex® CPR Mask with O2 Inlet By: CURAPLEX

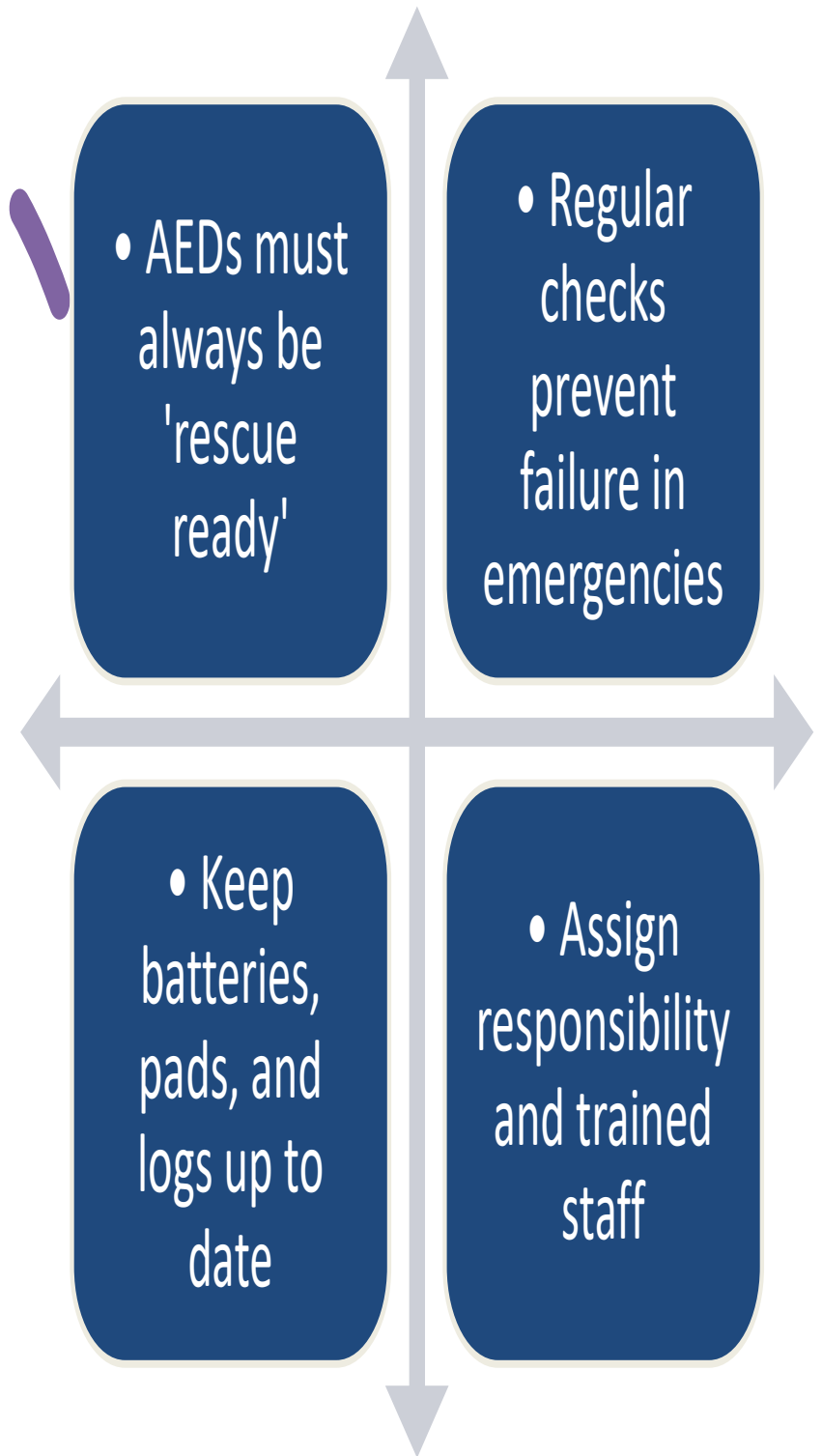
Life Pak 1000 Lithium Metal Battery Pass Fail
Par: 1
Min: 1
Count: 1
Expiration Date: 01/06/2028
LifePak 1000 12V 4.5 Ah 54 Wh

Automated External Defibrillators (AED)-00046 Pass Fail

Accountability and tampering



Summary & Key Takeaways



Best Practices for Readiness

Monthly Inspections:

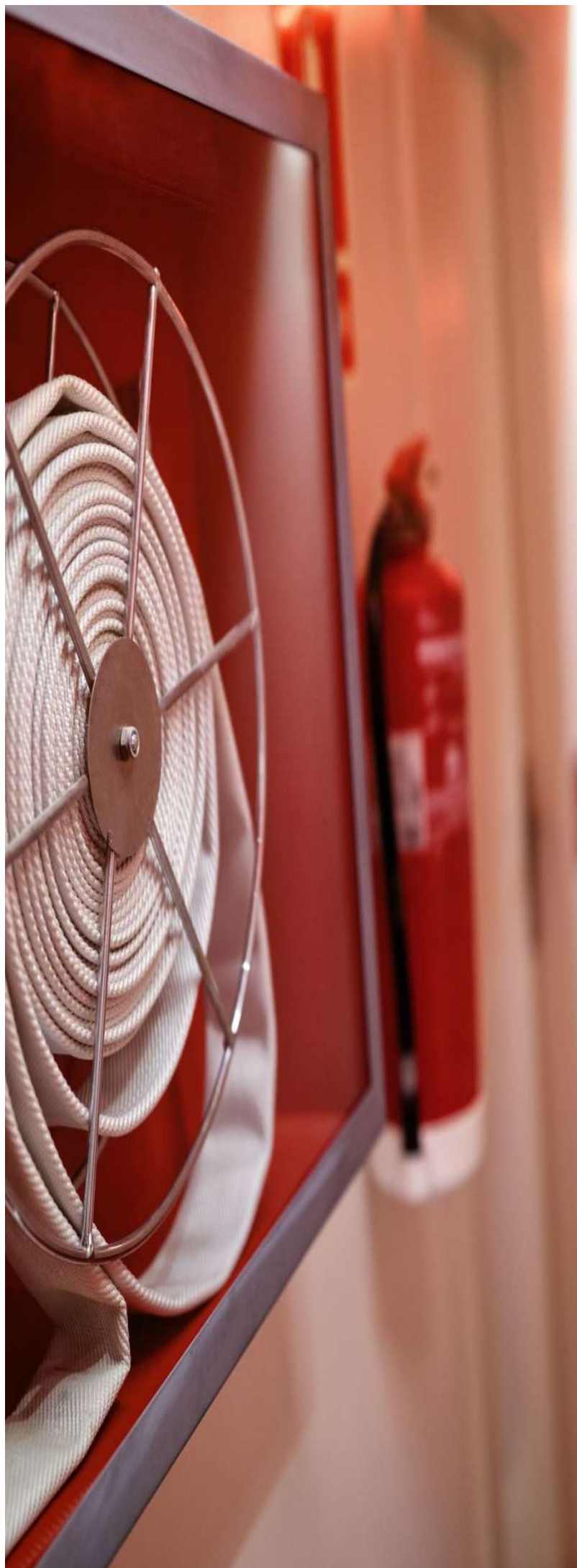
Fire extinguishers

Annual Inspections:

Fire extinguishers

Fire Alarm-Public Works

Fire Sprinkler System- Public Works



Questions / Discussion

WE OWE IT OUR
CITIZENS TO KEEP THEM
SAFE AND EDUCATED.



CITY OF TIFFIN
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL – NOTES FOR WORK SESSION ITEMS
September 12, 2025

- Attached is the current job description for the Parks and Recreation Director position for the City. Please review the document and come to the work session with any additions, corrections, changes or points of discussion for the position moving forward.
- Council person Schnedler has requested this item be reviewed by the City Council. Fire Marshal Erb will also be at the work session to participate in the discussion as the maintenance of the City's AED's is a responsibility that Bill has taken on. The objective of the discussion is for educational purposes and preparedness as the City has added several AED's in the last five years. Attached is a short PowerPoint that Bill has put together.