

Tiffin Regular City Council Meeting

Regular City Council Meeting

September 16, 2025 07:00 pm



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 Kasperek **City Administrator:** Doug Boldt

Council At Large: Tim Orris - Mayor Pro-Tem
Asst. City Administrator: Ashley Platz

Council At Large: Al Havens
City Attorney: Crystal Raiber

Council At Large: Skylar Limkemann
City Clerk: Abigail Hora

Council At Large: Chris Olney
W/WW Superintendent: Brett Mehmen

Council At Large: Eric Schnedler
D. of Public Works: Brian Detert

Building Official: Brian
Shay

Recreation Director: Frank Haege

Fire Chief: Brad Hill

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

File: [Agenda](#)

2. B. Roll Call

3. C. Agenda Additions/Agenda Approval

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

4. D. Communications and Reports

1. Unscheduled

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

If you wish to speak now, please approach the lectern and give your name and address for the public record before discussing your item. As a reminder each speaker is limited to 3 minutes or less. As an additional reminder, in accordance with public meeting laws, the Council may only discuss or act on matters that are presented on this agenda.

5. E. Consent Agenda

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

1. Approval of 9/2 Council Minutes

File: [Attachment](#)

2. Approval of 9/8 Council Minutes

File: [Attachment](#)

3. Approval of Summary of Receipts Report

File: [Attachment](#)

4. Approval of Liquor License Renewal - Pinseekers Tiffin Operations

File: [Attachment](#)

6. F. Mayoral Proclamation

7. G. Public Hearing

8. H. Ordinance Approval/Amendment

9. I. Resolutions for Approval

- 1. Resolution 2025-075 – Resolution Setting as Public Hearing to Consider Adoption of an Updated Floodplain Management Ordinance for the City of Tiffin, Iowa.**

File: [Attachment](#)

10. J. Old Business

11. K. Motions for Approval

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

File: [Attachment](#)

- 2. Discussion and Consideration of Pay App #9 – Rathje Construction – Tiffin Urbanization Phase 3 – Motion to approve**

File: [Attachment](#)

- 3. Consideration of Resignation of Jillian Shrader from the Board of Adjustment – Motion to Approve**

File: [Attachment](#)

- 4. Consideration of Resignation of Brad Hill from the Tiffin Fire Department – Motion to Approve**

File: [Attachment](#)

- 5. Discussion and Consideration Special Event Application – Infuse Chruch’s Halloween Hike – Motion to Approve**

File: [Attachment](#)

- 6. Motion to Adjourn from Regular Session into Closed Session in Accordance with Iowa Code Chapter 21.5(j) for Potential Real Estate Purchase**

12. L. Reports to be Received/Filed

- 1. Johnson County Sheriff's Report - August 2025**
- 2. Miron - Project Update - Tiffin Recreation Center**

File: [Attachment](#)

13. M. Reports from City Personnel

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

File: [M-10. Report](#)

14. N. Adjournment

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

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

City of Tiffin, Iowa

Meeting: Tiffin City Council Meeting
Place: Springmier Community Library, 311 West Marengo Road, Tiffin, Iowa 52340
Date/Time: September 16, 2025 – 7:00 p.m.
Web Page: www.tiffin-iowa.org
Posted: September 12, 2025 (website & front entry of City Hall)

Mayor:	Tim 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

A. Call to Order – 7:00 PM

B. Roll Call

C. Agenda Additions/Agenda Approval

D. Communications and Reports

1. Unscheduled

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

If you wish to speak now, please approach the lectern and give your name and address for the public record before discussing your item. As a reminder each speaker is limited to 3 minutes or less. As an additional reminder, in accordance with public meeting laws, the Council may only discuss or act on matters that are presented on this agenda.

E. Consent Agenda

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

1. Approval of the September 2, 2025, City Council Minutes
2. Approval of the September 8, 2025, Special City Council Minutes
3. Approval of Summary of Receipts Report
4. Approval of Liquor License Renewal – Pinseekers Tiffin Operations

F. Mayoral Proclamation

- 1.

G. Public Hearing

- 1.

H. Ordinance Approval/Amendment

- 1.

I. Resolutions for Approval

1. Resolution 2025-075 – Resolution Setting as Public Hearing to Consider Adoption of an Updated Floodplain Management Ordinance for the City of Tiffin, Iowa.

J. Old Business

- 1.

K. Motions for Approval

1. Consideration of Payables List – Motion to Approve
2. Discussion and Consideration of Pay App #9 – Rathje Construction – Tiffin Urbanization Phase 3 – Motion to approve
3. Consideration of Resignation of Jillian Shrader from the Board of Adjustment – Motion to Approve
4. Consideration of Resignation of Brad Hill from the Tiffin Fire Department – Motion to Approve

5. Discussion and Consideration Special Event Application – Infuse Chruch’s Halloween Hike – Motion to Approve
6. Motion to Adjourn from Regular Session into Closed Session in Accordance with Iowa Code Chapter 21.5(j) for Potential Real Estate Purchase

L. Reports to be Received/Filed

1. Johnson County Sheriff Report – August 2025
2. Miron – Project Update – Tiffin Recreation Center

M. Reports from City Personnel

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

N. Adjournment

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

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



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: September 12, 2025

AGENDA ITEM: Approval of the 9/2 Council Minutes

ACTION: Approval

ATTACHMENTS: Council Minutes

City of Tiffin, Iowa

Meeting: Tiffin City Council Meeting
Place: Tiffin City Hall, 300 Railroad Street, Tiffin, Iowa 52340
Date/Time: September 2, 2025 – 7:00 PM
Web Page: www.tiffin-iowa.org
Posted: August 29, 2025 (website & front entry of City Hall)

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

Work Session - Call to Order – 6:00 PM

A. Roll Call

The City of Tiffin City Council held a work session Tuesday, September 2, 2025, at the City Hall Council Chambers. Mayor Kasparek called the meeting to order at 6:01 PM. Upon roll being called the following members were present: Eric Schnedler, Al Havens, Chris Olney, Tim Orris and Skylar Limkemann. Others present were City Administrator Doug Boldt, Assistant City Administrator Ashley Platz and City Clerk Abigail Hora.

B. Agenda Additions/Agenda Approval

Motion to approve agenda by Olney.

Second by Orris.

All ayes, agenda approved.

C. Discussion and Review of Sand Volleyball Court in City Park

Discussion: Council discussed placing the sand volleyball courts near the green shed at the Auxiliary Fields. They requested that the areas be flagged to help determine whether the courts should be positioned stacked or side by side. Courts will be oriented North and South.

D. Discussion and Review of Potential Changes to Fireworks Ordinance

Discussion: City Administrator Doug Boldt reviewed the potential change to the fireworks ordinance. Council and staff discussed trouble enforcing the potential change.

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

F. Other Business

G. Adjournment

Motion to adjourn by Schnedler.

Second by Orris.

All ayes, meeting adjourned at 6:48 PM.

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

B. Roll Call

The City of Tiffin City Council held a regular session Tuesday, September 2, 2025, at the City Hall Council Chambers. Mayor Kasparek called the meeting to order at 7:00 PM. Upon roll being called the following members were present: Eric Schnedler, Al Havens, Chris Olney, Tim Orris and Skylar Limkemann. Others present were City Administrator Doug Boldt, Assistant City Administrator Ashley Platz and City Clerk Abigail Hora.

C. Agenda Additions/Agenda Approval

Motion to approve agenda with the removal of items E-3 and K-3 by Orris.

Second by Schnedler

All ayes, agenda approved.

D. Communications and Reports

1. Unscheduled

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

If you wish to speak now, please approach the lectern and give your name and address for the public record before discussing your item. As a reminder each speaker is limited to 3 minutes or less. As an additional reminder, in accordance with public meeting laws, the Council may only discuss or act on matters that are presented on this agenda.

Discussion: Cade Prior, 1000 Potter St, an Eagle Scout candidate, proposes partnering with the City to offer residents low-cost shade trees through the Tiffin Community Tree Program. The project involves coordinating with a local nursery, organizing a tree distribution event, and providing educational materials, with the City assisting in promotion, logistics, and potential cost-sharing.

Ryan Swenka, 706 12th Ave Coralville, expressed opposition to the flock contract.

E. Consent Agenda

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

1. Approval of the August 19, 2025, City Council Minutes

2. Approval of Summary of Receipts Report

3. Approval of Separation Agreement

Motion to approve consent agenda which includes City Council Minutes and Summary of Receipts Report by Orris.

Second by Havens.

All ayes, consent agenda approved.

F. Mayoral Proclamation

1.

G. Public Hearing

1.

H. Ordinance Approval/Amendment

1.

I. Resolutions for Approval

1.

J. Old Business

1.

K. Motions for Approval

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

Second by Orris.

All ayes, motion carried.

2. Discussion and Consideration to Approved Verified Claim for Lots 1-6, inclusive Outlot A, Outlot B, and Park Place (private), all in Park Ridge, Tiffin, Iowa, and Council Action as Needed. Motion to approve by Havens.

Second by Schnedler.

All ayes, motion carried.

3. Discussion and Consideration to Approve a Contract with Flock Safety for License Plate Recognition System –No Action Taken.

4. Discussion and Consideration of Pay Application #4 – Miron Construction, Tiffin Recreation Center – Motion to approve by Orris.

Second by Olney.

All ayes, motion carried.

5. Discussion and Consideration of Pay Application #6 – Boomerang Corp – North Park Road Improvements Project – Motion to approve by Havens.

Second by Orris.

All ayes, motion carried.

6. Discussion and Consideration of Change Order #9 – Boomerang Corp – North Park Road Improvements Project – Motion to approve by Havens.

Second by Orris.

All ayes, motion carried.

7. Discussion and Consideration of Proposal for installation of Sand Volleyball Court(s) – Motion for two courts next to green shed at the auxiliary fields, oriented north and south by Limkemann.

Second by Schnedler.

All ayes, motion carried.

L. Reports to be Received/Filed

- 1.

M. Reports from City Personnel

1. Mayor's Report – Discussion: Mayor Kasparek met with a resident near Woodfield Park and agreed there are drainage concerns as well as a lack of mulch. He requested the Public Works Director to explore long-term solutions for the park.
2. City Council Reports – Discussion: Council Person Limkemann had questions for staff.
3. Director of Public Work's Report – Discussion: Public Works Director Brian Detert reported that lights have been installed at Deerview Park and Potter Park, which turn off at 9:30 PM. The bike repair station will be installed off Roberts Ferry Road.
4. Building Official's Report – Nothing to Report.
5. Water/Wastewater Superintendent's Report – Nothing to Report.
6. Recreation Director's Report – Nothing to Report.
7. Fire Chief's Report – Nothing to Report.
8. Law Enforcement Report – Nothing to Report.
9. City Engineer's Report – Included in the Packet.
10. City Attorney's Report – Nothing to Report.
11. City Administrator's Report – Included in the Packet.

N. Adjournment

Motion to adjourn by Schnedler.

Second by Orris.

All ayes, meeting adjourned at 8:04 PM.



_____, September 5th, 2025
Abigail Hora, City Clerk



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: September 12, 2025

AGENDA ITEM: Approval of the 9/8 Special Council Minutes

ACTION: Approval

ATTACHMENTS: Special Council Minutes

City of Tiffin, Iowa

Meeting: Tiffin Special City Council Meeting
Place: Tiffin City Hall, 300 Railroad Street, Tiffin, Iowa 52340
Date/Time: September 8, 2025 – 12:00 PM
Web Page: www.tiffin-iowa.org
Posted: September 5, 2025 (website & front entry of City Hall)

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

A. Special Session - Call to Order – 12:00 PM

B. Roll Call

C. The City of Tiffin City Council held a special session Monday, September 8, 2025, at the City Hall Council Chambers. Mayor Kasperek called the meeting to order at 12:02 PM. Upon roll being called the following members were present: Chris Olney (present via Microsoft Teams), Tim Orris (present via Microsoft Teams), Skylar Limkemann (present via Microsoft Teams) and Eric Schnedler (present via Microsoft Teams). Absent: Al Havens. Others present were City Administrator Doug Boldt, Assistant City Administrator Ashley Platz and City Clerk Abigail Hora.

D. Agenda Additions/Agenda Approval

Motion to approve agenda by Schnedler.

Second by Orris.

All ayes, agenda approved.

E. Communications and Reports

1. Unscheduled

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

If you wish to speak now, please approach the lectern and give your name and address for the public record before discussing your item. As a reminder each speaker is limited to 3 minutes or less. As an additional reminder, in accordance with public meeting laws, the Council may only discuss or act on matters that are presented on this agenda.

F. Consent Agenda

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

1. Approval of Separation Agreement and General Release

Motion to approve Consent Agenda which includes Separation Agreement and General Release by Olney.

Second by Orris.

All ayes, consent agenda approved.

G. Public Hearing

1.

H. Ordinance Approval/Amendment

1.

I. Resolutions for Approval

1.

J. Motions for Approval

1. Discussion and Consideration to Purchase two Computers, one for the new Fire Truck, and four Portable Radios for the Fire Department and Council Action as Needed. Motion to approve with the removal of the scanners from the quote by Limkemann.

Second by Schnedler

Discussion: Dan Boesen, 569 Fawn Ave, stated that scanners are not necessary. He inquired about the location of the second Toughbook and expressed a desire for greater transparency.

All ayes, motion carried.

J. Reports to be Received/Filed

1.

K. Reports from City Personnel

1. Mayor's Report – Nothing to Report.
2. City Council Reports - Nothing to Report.
3. City Administrator's Report – Discussion: The groundbreaking ceremony for the Recreation Center will be held on September 16th at 10:00 AM.

L. Adjournment

Motion to adjourn by Schnedler.

Second by Orris.

All ayes, meeting adjourned at 12:21 PM.



September 8th, 2025

Abigail Hora, City Clerk



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: September 12, 2025

AGENDA ITEM: Approval of Summary of Receipts Report

ACTION: Approval

ATTACHMENTS: Will be a Late Handout



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: September 12, 2025

AGENDA ITEM: Approval of Liquor License Renewal – Pinseekers Tiffin

ACTION: Approval

ATTACHMENTS: Liquor License Renewal

Abigail Hora

From: noreply@salesforce.com on behalf of IOWA ABD Licensing Support
<licensingnotification@iowaabd.com>
Sent: Monday, September 8, 2025 10:49 AM
To: Abigail Hora
Cc: licensingnotification@iowaabd.com
Subject: Application App-228480 Ready for Review

Hello,

Application Number App-228480 has been set to "Submitted to Local Authority" status and is currently ready for your review.

Corp Name: PINSEEKERS TIFFIN OPERATIONS LLC

DBA: PinSeekers Tiffin

License Number: LC0050416

Application Number: App-228480

Tentative Effective Date: 9/20/2025

License Type: Class C Retail Alcohol License (LC)

Application Type: Renewal

Amendment Type:

Thank you.



AGENDA INFORMATION TIFFIN CITY COUNCIL COMMUNICATION

DATE:	September 12, 2025
AGENDA ITEM:	Resolution 2025-075 - Resolution Setting as Public Hearing to Consider Adoption of an Updated Floodplain Management Ordinance for the City of Tiffin, Iowa.
ACTION:	Approval

Background:

The Iowa Department of Natural Resources (DNR) has provided an updated model floodplain ordinance designed to meet the minimum requirements for participation in the National Flood Insurance Program (NFIP). The ordinance is tailored for cities with detailed Flood Insurance Studies (FIS) issued by FEMA.

The proposed ordinance establishes a comprehensive framework for floodplain management within the City of Tiffin, including definitions, general provisions, administrative procedures, development standards, variance procedures, and penalties for violations.

Purpose and Need:

The adoption of this ordinance is necessary to:

- Ensure continued eligibility for NFIP participation, allowing residents to obtain flood insurance.
- Minimize flood-related risks to life, property, and infrastructure.
- Comply with FEMA and Iowa DNR regulations.
- Provide clear standards for development within flood hazard areas.

Key Provisions:

- Floodplain Development Permit System: Requires permits for all development within designated flood hazard areas.
- Floodplain Management Standards: Includes elevation and floodproofing requirements for residential, nonresidential, and factory-built structures.
- Special Flood Hazard Areas: Defined using the Flood Insurance Rate Maps (FIRM) for Johnson County and the City of Tiffin, effective December 26, 2025.
- Administration: The Mayor is designated as the Floodplain Administrator responsible for enforcement and recordkeeping.
- Variance Procedures: Allows for relief in specific cases where strict enforcement would result in hardship, subject to DNR approval.
- Penalties: Violations are classified as misdemeanors, with fines up to \$500 or imprisonment up to 30 days.

ATTACHMENTS: -Resolution
-Draft Floodplain Ordinance

RESOLUTION NO. 2025-075

**A RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER ADOPTION OF AN
UPDATED FLOODPLAIN MANAGEMENT ORDINANCE FOR THE CITY OF TIFFIN, IOWA**

WHEREAS, the Federal Emergency Management Agency (FEMA) has issued new Flood Insurance Rate Maps (FIRMs) for Johnson County, with an effective date of December 26, 2025; and

WHEREAS, to remain in good standing with the National Flood Insurance Program (NFIP), the City of Tiffin must adopt a compliant floodplain management ordinance prior to the effective date of the new FIRMs; and

WHEREAS, the Iowa Department of Natural Resources (DNR) has provided a model ordinance template incorporating required updates from FEMA and the State of Iowa, which has been customized to reflect Tiffin's existing ordinance and local conditions; and

WHEREAS, the proposed ordinance includes updated definitions, regulatory language, and map references necessary to ensure compliance with NFIP standards and continued eligibility for federally backed flood insurance and disaster assistance;

Now, therefore be it resolved by the City Council of the City of Tiffin, Iowa to set the date of public hearing for October 7, 2025, to discuss the adoption of the Updated Floodplain Management ordinance for the City of Tiffin, Iowa.

On the 16th day of September, 2025, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson _____ introduced **RESOLUTION NO. 2025-075 A RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER ADOPTION OF AN UPDATED FLOODPLAIN MANAGEMENT ORDINANCE FOR THE CITY OF 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 Berner declared that the **RESOLUTION NO. 2025-075 A RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER ADOPTION OF AN UPDATED FLOODPLAIN MANAGEMENT ORDINANCE FOR THE CITY OF TIFFIN, IOWA** to be adopted and signified his approval of the same by affixing his signature thereto.

Passed by the City Council on the 16th day of September, 2025.

City of Tiffin

Tim Kasparek, Mayor

ATTEST: _____
Abigail Hora, City Clerk

SAMPLE FLOODPLAIN MANAGEMENT ORDINANCE

FOR IOWA CITIES WITH DETAILED FLOOD INSURANCE STUDIES

LEGAL AUTHORITY: CHAPTER 364, CODE OF IOWA

The attached sample ordinance is designed to meet the minimum requirements for acceptance in the National Flood Insurance Program for cities which have a detailed Flood Insurance Study (FIS) issued by the Federal Emergency Management Agency (FEMA). Specific floodplain management criteria are set forth in **Section 60.3(d)** of the rules and regulations as published in the October 1, 1994, Federal Register

This ordinance is a special-purpose ordinance established under authority of Chapter 364 of the Iowa Code (**city home rule**). It should be stressed that this is only a sample and that each community should carefully review the content of the ordinance to ensure that it is compatible with existing community administration, policies, etc.

This ordinance establishes a development permit system which requires a permit for all development within areas of significant flood hazard as identified by the Flood Insurance Study. Specific performance standards for construction within that area are given in Section 160.05 of this template ordinance.

Language that has been added or revised since the last model ordinance has been **highlighted in yellow**. Please remove the highlighting from those portions of the ordinance prior to adoption.

Areas where you must insert your appropriate local information are denoted in **(RED FONT)**. Please insert the appropriate information in those designated areas and change to black font.

Suggested higher standards and other optional/alternative language are denoted in **(BLUE FONT)** font. If you choose to adopt a suggested optional/alternative language, please convert that portion to **black** font. Informational notes are denoted in **[GREEN FONT]** font.

Please delete any unused optional/alternative language and informational notes from the ordinance before adoption.

Please feel free to call or write if you have any questions:

Ken Bouma
515-783-5811
ken.bouma@dnr.iowa.gov

Jason Conn
515-782-8104
jason.conn@dnr.iowa.gov

Adrienne Ricehill
515-829-2925
adrienne.ricehill@dnr.iowa.gov

Floodplain Management and Dam Safety Section
Iowa Department of Natural Resources
6200 Park Ave
Des Moines, Iowa 50321

CHAPTER 160

FLOOD PLAIN MANAGEMENT

160.01 Definitions

160.02 Statutory Authority, Findings of Fact and Purpose

160.03 General Provisions

160.04 Administration

160.05 Flood Plain Management Standards

160.06 Variance Procedures

160.07 Nonconforming Uses

160.08 Penalties for Violation

160.09 Amendments

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

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

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

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

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

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

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

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

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

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

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

7. “Existing construction” means any structure for which the start of construction commenced before the effective date of the first floodplain management regulations adopted by the community.

8. “Existing factory-built home park or subdivision” means a factory-built home park or subdivision for which the construction of facilities for servicing the lots on which the factory-built

homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the first floodplain management regulations adopted by the community.

9. “Expansion of existing factory-built home park or subdivision” means the preparation of additional sites by the construction of facilities for servicing the lots on which the factory-built homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

10. “Factory-built home” means any structure, designed for residential use which is wholly or in substantial part, made, fabricated, formed or assembled in manufacturing facilities for installation or assembly and installation, on a building site. For purposes of this chapter, factory-built homes include mobile homes, manufactured homes, and modular homes; and also includes recreational vehicles which are placed on a site for greater than 180 consecutive days and not fully licensed for and ready for highway use.

11. “Factory-built home park or subdivision” means a parcel or contiguous parcels of land divided into two or more factory-built home lots for sale or lease.

12. “Five Hundred (500) year flood” means a flood, the magnitude of which has a two-tenths percent chance of being equaled or exceeded in any given year or which, on average, will be equaled or exceeded at least once every 500 years.

13. “Flood” means a general and temporary condition of partial or complete inundation of normally dry land areas resulting from the overflow of streams or rivers or from the unusual and rapid runoff of surface waters from any source.

14. “Flood Insurance Rate Map” (FIRM) means the official map prepared as part of (but published separately from) the Flood Insurance Study which delineates both the flood hazard areas and the risk premium zones applicable to the community.

15. “Flood Insurance Study” (FIS) means a report published by FEMA for a community issued along with the community’s Flood Insurance Rate Map(s). The study contains such background data as the base flood discharge and water surface elevations that were used to prepare the FIRM.

16. “Floodplain” means any land area susceptible to being inundated by water as a result of a flood.

17. “Floodplain management” means an overall program of corrective and preventive measures for reducing flood damages and promoting the wise use of floodplains, including (but not limited to) emergency preparedness plans, flood control works, floodproofing and floodplain management regulations.

18. “Floodproofing” means any combination of structural and nonstructural additions, changes, or adjustments to structures, including utility and sanitary facilities, which will reduce or eliminate flood damage to such structures.

19. “Floodway” means the channel of a river or stream and those portions of the floodplains adjoining the channel, which are reasonably required to carry and discharge flood waters or flood flows so that confinement of flood flows to the floodway area will not cumulatively increase the water surface elevation of the base flood by more than one foot.

20. “Floodway fringe” means those portions of the **Special Flood Hazard Area** outside the floodway.

21. “Highest adjacent grade” means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

22. “Historic structure” means any structure that is:
- A. Listed individually on the National Register of Historic Places, maintained by the Department of Interior, or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; or
 - B. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; or
 - C. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
 - D. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - (1) By an approved State program as determined by the Secretary of the Interior; or
 - (2) Directly by the Secretary of the Interior in states without approved programs.
23. “Lowest floor” means the floor of the lowest enclosed area in a building including a basement except when the criteria listed in the definition of Enclosed Area Below Lowest Floor are met.
24. “Maximum damage potential development” means hospitals and like institutions; buildings or building complexes containing documents, data, or instruments of great public value; buildings or building complexes containing materials dangerous to the public or fuel storage facilities; power installations needed in emergency or other buildings or building complexes similar in nature or use.
25. “Minor projects” means small development activities (except for filling, grading, and excavating) valued at less than \$500.00.
26. “New construction” (new buildings, factory-built home parks, accessory structures) means those structures or development for which the start of construction commenced on or after the effective date of the first floodplain management regulations adopted by the community.
27. “New factory-built home park or subdivision” means a factory-built home park or subdivision for which the construction of facilities for servicing the lots on which the factory-built homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of the first floodplain management regulations adopted by the community.
28. “Recreational vehicle” means a vehicle which is:
- A. Built on a single chassis; and
 - B. Four hundred (400) square feet or less when measured at the largest horizontal projection; and
 - C. Designed to be self-propelled or permanently towable by a light duty truck; and
 - D. Designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use.
29. “Repetitive Loss” means a structure covered by an NFIP flood insurance policy that has incurred flood-related damages on two occasions during a 10-year period on the date of the event for which a second claim is made, in which the cost of repairing the flood damage, on average, equaled or exceed 25% of the market value of the structure at the time of each such flood event.

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

- A. Normal maintenance of structures such as re-roofing, replacing roofing tiles and replacing siding.
- B. Exterior and interior painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- C. Basement sealing.
- D. Repairing or replacing damaged or broken window panes.
- E. Repairing plumbing systems, electrical systems, heating or air conditioning systems, and repairing wells or septic systems.

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

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

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

34. “Substantial damage” means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damage condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. Volunteer labor and donated materials shall be included in the estimated cost of repair. (OPTIONAL LANGUAGE: Substantial damage also means flood-related damages sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred. Volunteer labor and donated materials shall be included in the estimated cost of repair.)

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

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

is being restored, before the damage occurred. (ALTERNATIVE LANGUAGE: Any repair, reconstruction or improvement of a structure taking place during a 10-year period, the cumulative cost of which, equals or exceeds fifty (50) percent of the market value of the structure either (i) before the "start of construction" of the first improvement of the structure, or (ii) if the structure has been "substantially damaged" and is being restored, before the damage occurred.)

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

[NOTE: An alternative to exempting substantially improved/damaged historic structures from the elevation requirements of the ordinance by definition would be to handle them individually through the variance process. This option provides the community an opportunity to require that all reasonable measures are used to reduce the structure's flood damage potential (e.g., by relocating utilities above the base flood elevation, using flood resistant materials where practicable, etc.), provided those measures do not preclude the structure's designation as an "historic structure." If this alternative is preferred, the last sentence of the previous paragraph (referring to "historic structures" should be deleted.)]

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

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

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

160.02 STATUTORY AUTHORITY, FINDINGS OF FACT AND PURPOSE.

1. The Legislature of the State of Iowa has in Chapter 364, *Code of Iowa*, as amended, delegated the power to cities to exercise any power and perform any function it deems appropriate to protect and preserve the rights, privileges and property of the City or of its residents, and to preserve and improve the peace, safety, health, welfare, comfort and convenience of its residents.

2. Findings of Fact.

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

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

- (1) The occupancy of flood hazard areas by uses vulnerable to flood damages which create hazardous conditions as a result of being inadequately elevated or otherwise protected from flooding; and
- (2) The cumulative effect of obstructions on the floodplain causing increases in flood heights and velocities.

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

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

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

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

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

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

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

160.03 GENERAL PROVISIONS.

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

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

3. Compliance. No structure or land shall hereafter be used and no structure shall be located, extended, converted, or structurally altered without full compliance with the terms of this chapter and other applicable regulations which apply to uses within the jurisdiction of this chapter.

4. Abrogation and Greater Restrictions. It is not intended by this chapter to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this chapter imposes greater restrictions, the provision of this chapter shall prevail. All other ordinances inconsistent with this chapter are hereby repealed to the extent of the inconsistency only.

5. Interpretation. In their interpretation and application, the provisions of this chapter shall be held to be minimum requirements and shall be liberally construed in favor of the governing body and shall not be deemed a limitation or repeal of any other powers granted by State statutes.

6. Warning and Disclaimer of Liability. The standards required by this chapter are considered reasonable for regulatory purposes. This chapter does not imply that areas outside the designated special flood hazard areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the City or any officer or employee thereof for any flood damages that result from reliance on this chapter or any administrative decision lawfully made thereunder.

7. Severability. If any section, clause, provision, or portion of this chapter is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this chapter shall not be affected thereby.

160.04 ADMINISTRATION.

1. Appointment, Duties and Responsibilities of Local Official

A. The Mayor is hereby appointed to implement and administer the provisions of this chapter and will herein be referred to as the Administrator.

B. Duties and responsibilities of the Administrator shall include, but not necessarily be limited to the following:

- (1) Review all floodplain development permit applications to assure that the provisions of this chapter will be satisfied.
- (2) Review floodplain development applications to assure that all necessary permits have been obtained from federal, state and local governmental agencies including approval when required from the Department of Natural Resources for floodplain construction.
- (3) Record and maintain a record of
 - a. The elevation (in relation to North American Vertical Datum 1988) of the lowest floor (including basement) of all new or substantially improved structures; or
 - b. The elevation to which new or substantially improved **structures** have been floodproofed.
- (4) Notify adjacent communities/counties and the Department of Natural Resources prior to any proposed alteration or relocation of a watercourse and submit evidence of such notifications to the Federal Emergency Management Agency.
- (5) Keep a record of all permits, appeals and such other transactions and correspondence pertaining to the administration of this chapter.
- (6) Submit to the Federal Insurance Administrator an annual report concerning the community's participation, utilizing the annual report form supplied by the Federal Insurance Administrator.
- (7) Notify the Federal Insurance Administrator of any annexations or modifications to the community's boundaries.
- (8) Review subdivision proposals to ensure such proposals are consistent with the purpose of this chapter and advise the Council of potential conflicts.
- (9) **Maintain the accuracy of the community's Flood Insurance Rate Maps when;**
 - a. **Development placed within the floodway results in any of the following:**
 - i. **An increase in the Base Flood Elevations; or**

ii. Alteration to the floodway boundary

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

c. Development relocates or alters the channel.

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

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

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

2. Floodplain Development Permit

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

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

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

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

(3) Location and dimensions of all structures and additions

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

(5) Elevation of the base flood.

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

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

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

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

D. Construction and Use to Be as Provided in Application and Plans. Floodplain development permits based on the basis of approved plans and applications authorize

only the use, arrangement, and construction set forth in such approved plans and applications and no other use, arrangement, or construction. Any use, arrangement, or construction at variance with that authorized shall be deemed a violation of this chapter. The applicant shall be required to submit certification by a professional engineer or land surveyor, as appropriate, registered in the State of Iowa, that the finished fill, **structure** floor elevations, floodproofing, or other flood protection measures were accomplished in compliance with the provisions of this chapter, prior to the use or occupancy of any structure.

160.05 FLOOD PLAIN MANAGEMENT STANDARDS.

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

A. All development shall:

(1) **Be designed and adequately anchored to prevent flotation, collapse, or lateral movement.**

(2) Use construction methods and practices that will minimize flood damage.

(3) Use construction materials and utility equipment that are resistant to flood damage.

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

C. Nonresidential **Structures**. All new or substantially improved nonresidential **structures** shall have the lowest floor (including basement) elevated a minimum of one foot

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

D. All New and Substantially Improved Structures:

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

- a. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided. **(ALTERNATIVE LANGUAGE: A minimum of two (2) openings, with positioning on at least two (2) walls, having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.)** *[Note: The NFIP's Lowest Floor Guide requires that openings be located on "at least two walls". While FEMA does not require the ordinance to contain this language, including it might help to ensure that the property owner will receive a lower flood insurance premium.]*
- b. The bottom of all openings shall be no higher than one foot above grade.
- c. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided they permit the automatic entry and exit of floodwaters.

Such areas shall be used solely for parking of vehicles, building access and low damage potential storage. **(OPTIONAL LANGUAGE: Where the distance between the floor and ceiling of the fully enclosed area below the "lowest floor" is (FIVE (5) feet or more, the applicant shall be required to sign and record with the Johnson County Recorder a Non-Conversion Agreement that ensures the lower enclosed area remains compliant with the criteria outlined in this subsection.)** *[Note: Community may determine the height of the lower-enclosed area at which to require the applicant to sign a Non-Conversion Agreement.]*

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

(3) New and substantially improved structures shall be constructed with electric meter, electrical service panel box, hot water heater, heating, air conditioning, ventilation equipment (including ductwork), and other similar machinery and equipment elevated (or in the case on non-residential structures,

optionally floodproofed to) a minimum of one (1) foot above the base flood elevation.

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

E. Factory-Built Homes:

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

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

F. Utility and Sanitary Systems:

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

(2) All new and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system as well as the discharge of effluent into flood waters. Wastewater treatment facilities (other than on-site systems) shall be provided with a level of flood protection equal to or greater than one foot above the base flood elevation.

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

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

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

- (1) Not subject to major flood damage and anchored to prevent movement due to flood waters; or
- (2) Readily removable from the area within the time available after flood warning.

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

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

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

K. Accessory Structures to Residential Uses.

(1) Detached garages, sheds, and similar structures that are incidental to a residential use are exempt from the base flood elevation requirements where the following criteria are satisfied: *[NOTE: Community may choose to instead require any type of accessory structure to comply the elevation requirements as outlined in Section 160.05(1)(C).]*

a. The structure shall be designed to have low flood damage potential. Its size shall not exceed 600 square feet in size. Those portions of the structure located less than 1 foot above the base flood elevation must be constructed of flood-resistant materials.

b. The structure shall be used solely for low flood damage potential purposes such as vehicle parking and limited storage. The structure shall not be used for human habitation.

c. The structure shall be constructed and placed on the building site so as to offer minimum resistance to the flow of floodwaters.

d. The structure shall be firmly anchored to prevent flotation, collapse, and lateral movement which may result in damage to other structures.

e. The structure's service facilities such as electrical and heating equipment shall be elevated or floodproofed to at least one foot above the **base flood elevation**.

f. The structure's walls shall include openings that satisfy the provisions of Subsection D(1) of this section.

(2) Exemption from the **base flood elevation** requirements for such a structure may result in increased premium rates for flood insurance coverage of the structure and its contents.

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

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

(2) The recreational vehicle must be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking

system and is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions.

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

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

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

2. Special Floodway Provisions. In addition to the General Floodplain Standards, development within the floodway must meet the following applicable standards. The floodway is that portion of the floodplain which must be protected from developmental encroachment to allow the free flow of flood waters. Where floodway data has been provided in the Flood Insurance Study, such data shall be used to define the floodway. Where no floodway data has been provided, the Department of Natural Resources shall be contacted to provide a floodway delineation. The applicant will be responsible for providing the Department of Natural Resources with sufficient technical information to make such determination.

A. No development shall be permitted in the floodway that would result in any increase in the base flood elevation. Consideration of the effects of any development on flood levels shall be based upon the assumption that an equal degree of development would be allowed for similarly situated lands.

B. All development within the floodway shall:

- (1) Be consistent with the need to minimize flood damage.
- (2) Use construction methods and practices that will minimize flood damage.
- (3) Use construction materials and utility equipment that are resistant to flood damage.

- C. No development shall affect the capacity or conveyance of the channel or floodway of any tributary to the main stream, drainage ditch or any other drainage facility or system.
- D. Structures, buildings, recreational vehicles, and sanitary and utility systems, if permitted, shall meet the applicable General Floodplain standards and shall be constructed or aligned to present the minimum possible resistance to flood flows.
- E. Structures, if permitted, shall have a low flood damage potential and shall not be for human habitation.
- F. Storage of materials or equipment that are buoyant, flammable, explosive or injurious to human, animal or plant life is prohibited. Storage of other material may be allowed if readily removable from the floodway within the time available after flood warning.
- G. Watercourse alterations or relocations (channel changes and modifications) must be designed to maintain the flood carrying capacity within the altered or relocated portion. In addition, such alterations or relocations must be approved by the Department of Natural Resources.
- H. Any fill allowed in the floodway must be shown to have some beneficial purpose and shall be limited to the minimum amount necessary.
- I. Pipeline river or stream crossings shall be buried in the streambed and banks or otherwise sufficiently protected to prevent rupture due to channel degradation and meandering or due to the action of flood flows.

160.06 VARIANCE PROCEDURES.

- 1. The Council may authorize upon request in specific cases such variances from the terms of this chapter that will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this Ordinance will result in unnecessary hardship. Variances granted must meet the following applicable standards.
 - A. Variances shall only be granted upon: (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that the granting of the variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing local codes or ordinances.
 - B. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood would result. Consideration of the effects of any development on flood levels shall be based upon the assumption that an equal degree of development would be allowed for similarly situated lands.
 - C. Variances shall only be granted upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 - D. In cases where the variance involves a lower level of flood protection for structures than what is ordinarily required by this chapter, the applicant shall be notified in writing over the signature of the Administrator that: (i) the issuance of a variance will result in

increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction increases risks to life and property.

- E. All variances granted shall have the concurrence or approval of the Department of Natural Resources.
2. Factors Upon Which the Decision of the Council Shall be Based - In passing upon applications for Variances, the Council shall consider all relevant factors specified in other sections of this Ordinance and:
- A. The danger to life and property due to increased flood heights or velocities caused by encroachments.
 - B. The danger that materials may be swept on to other land or downstream to the injury of others.
 - C. The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination and unsanitary conditions.
 - D. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.
 - E. The importance of the services provided by the proposed facility to the City.
 - F. The requirements of the facility for a floodplain location.
 - G. The availability of alternative locations not subject to flooding for the proposed use.
 - H. The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.
 - I. The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
 - J. The safety of access to the property in times of flood for ordinary and emergency vehicles.
 - K. The expected heights, velocity, duration, rate of rise and sediment transport of the flood water expected at the site.
 - L. The cost of providing governmental services during and after flood conditions, including maintenance and repair of public utilities (sewer, gas, electrical and water systems), facilities, streets and bridges.
 - M. Such other factors which are relevant to the purpose of this chapter.
3. Conditions Attached to Variances - Upon consideration of the factors listed above, the Council may attach such conditions to the granting of variances as it deems necessary to further the purpose of this chapter. Such conditions may include, but not necessarily be limited to:

- A. Modification of waste disposal and water supply facilities.
- B. Limitation of periods of use and operation.
- C. Imposition of operational controls, sureties, and deed restrictions.
- D. Requirements for construction of channel modifications, dikes, levees, and other protective measures, provided such are approved by the Department of Natural Resources and are deemed the only practical alternative to achieving the purpose of this chapter.
- E. Floodproofing measures shall be designed consistent with the flood protection elevation for the particular area, flood velocities, duration, rate of rise, hydrostatic and hydrodynamic forces, and other factors associated with the regulatory flood. The Council shall require that the applicant submit a plan or document certified by a registered professional engineer that the floodproofing measures are consistent with the regulatory flood protection elevation and associated flood factors for the particular area.

160.07 NONCONFORMING USES.

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

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

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

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

ADOPTED AND PASSED by the City Council of the City of _____ this _____
day of _____, 20 ____.

Mayor

Seal of City

Attest:

City Clerk

Public Hearing Date: _____

Publication Date: _____

Effective Date: _____

Note: All Ordinances must be properly certified.



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: September 12, 2025

AGENDA ITEM: Consideration of Payables List - Motion to Approve

ACTION: Approval

ATTACHMENTS: Payables List



Tiffin, IA

Expense Approval Report

By Fund

Post Dates 9/16/2025 - 9/16/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 001 - General Fund					
MORGANS SERVICE	0000331	09/16/2025	T13 OIL CHANGE	001-430-6332	72.85
THE DEPOT TIFFIN	00359150	09/16/2025	LP EXCHANGE	001-430-6507	59.98
STEPHANIE FIELD	01234	09/16/2025	TRAIN TABLE	001-410-6507	75.00
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	001-575-6407	4,139.25
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	001-580-6407	1,905.02
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	001-580-6407	100.00
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	001-580-6407	4,802.13
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	001-582-6407	2,286.08
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	001-585-6407	400.00
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	001-597-6407	6,806.02
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	001-610-6407	1,683.97
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	001-610-6407	1,657.50
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	001-610-6407	900.00
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	001-610-6407	247.50
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	001-610-6407	446.25
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	001-610-6407	200.00
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	001-610-6407	42.50
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	001-610-6407	500.00
JOHNSON COUNTY SHERIFF	09162025	09/16/2025	SEPTEMBER POLICE PROTECTION CONTRACT	001-110-6413	56,150.64
ALLIANT ENERGY	09162025	09/16/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	001-150-6371	648.67
UNIVERSITY OF IOWA HEALTH...	09162025	09/16/2025	PHYSICALS - GIBSON, CRAWFORD	001-151-6412	1,772.95
ALLIANT ENERGY	09162025	09/16/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	001-199-6371	138.24
ALLIANT ENERGY	09162025	09/16/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	001-430-6371	1,724.60
SARA ARAFAT	09162025	09/16/2025	FB REGISTRATION REIMBURSEMENT	001-431-6481	50.00
TINA RIGGAN	09162025	09/16/2025	REC CENTER COOKIES	001-610-6230	80.00
IMFOA CERTIFICATION REVIE...	09162025	09/16/2025	CLERK CERTIFICATION RENEWAL - HORA	001-620-6210	75.00
JOHNSON COUNTY RECORDER	09162025	09/16/2025	AUGUST RECORDING FEES	001-640-6414	70.00
ALLIANT ENERGY	09162025	09/16/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	001-650-6371	334.40
CULLIGAN WATER TECH	09162025	09/16/2025	WATER COOLER SERVICE NOVEMBER	001-650-6504	49.94
PITNEY BOWES BANK INC RES...	09162025	09/16/2025	POSTAGE	001-650-6508	500.00
PITNEY BOWES BANK INC PUR...	09162025	09/16/2025	POSTAGE	001-650-6508	70.91
JOHNSON COUNTY TREASURER	09162025	09/16/2025	PARCEL 0622376023 PROPERTY TAXES	001-651-6413	7.00
VISA	09162025 AH	09/16/2025	MAILCHIMP, SR COFFEE HR	001-610-6230	16.96
VISA	09162025 AH	09/16/2025	MAILCHIMP, SR COFFEE HR	001-620-6419	80.25
VISA	09162025 AJP	09/16/2025	FB ADVERTISING, CENSUS, REC FEST	001-499-6514	177.77
VISA	09162025 AJP	09/16/2025	FB ADVERTISING, CENSUS, REC FEST	001-620-6402	1,109.73
VISA	09162025 BD	09/16/2025	BIKE WORK STAND	001-430-6504	1,244.89
VISA	09162025 BH	09/16/2025	UNIFORMS	001-150-6181	29.90
VISA	09162025 BUILD2474	09/16/2025	WAVE SUBSCRIPTION, CENSUS SIGNS	001-620-6402	392.54
VISA	09162025 BUILD2474	09/16/2025	WAVE SUBSCRIPTION, CENSUS SIGNS	001-620-6402	2.65

Expense Approval Report

Post Dates: 9/16/2025 - 9/16/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VISA	09162025 BUILD2474	09/16/2025	WAVE SUBSCRIPTION, CENSUS SIGNS	001-620-6419	16.00
VISA	09162025 DB	09/16/2025	IA LEAGUE OF CITIES CONFERENCE	001-610-6230	2,080.00
VISA	09162025 EP	09/16/2025	READING PROGRAMS, ACTIVITIES	001-410-6419	24.00
VISA	09162025 EP	09/16/2025	READING PROGRAMS, ACTIVITIES	001-410-6506	512.76
VISA	09162025 EP	09/16/2025	READING PROGRAMS, ACTIVITIES	001-410-6507	40.00
VISA	09162025 EP	09/16/2025	READING PROGRAMS, ACTIVITIES	001-410-6507	55.00
VISA	09162025 EP	09/16/2025	READING PROGRAMS, ACTIVITIES	001-410-6507	46.88
VISA	09162025 EP	09/16/2025	READING PROGRAMS, ACTIVITIES	001-410-6507	40.00
VISA	09162025 EP	09/16/2025	READING PROGRAMS, ACTIVITIES	001-410-6507	11.97
VISA	09162025 EP	09/16/2025	READING PROGRAMS, ACTIVITIES	001-410-6507	11.97
VISA	09162025 EP	09/16/2025	READING PROGRAMS, ACTIVITIES	001-410-6507	15.00
VISA	09162025 EP	09/16/2025	READING PROGRAMS, ACTIVITIES	001-410-6507	20.00
VISA	09162025 EP	09/16/2025	READING PROGRAMS, ACTIVITIES	001-410-6507	40.00
VISA	09162025 EP	09/16/2025	READING PROGRAMS, ACTIVITIES	001-410-6507	34.75
VISA	09162025 EP	09/16/2025	READING PROGRAMS, ACTIVITIES	001-410-6507	32.50
VISA	09162025 FD1192	09/16/2025	FD BRANDED MERCH	001-151-6402	491.70
VISA	09162025 FD3812	09/16/2025	IGYM MEMBERSHIPS	001-150-6199	997.46
VISA	09162025 FH	09/16/2025	REC SUPPLIES	001-431-6507	31.17
VISA	09162025 FH	09/16/2025	REC SUPPLIES	001-431-6599	453.15
VISA	09162025 OC9275	09/16/2025	HOMEBASE, CANVA, VEHICLE REPAIR	001-170-6332	94.85
VISA	09162025 OC9275	09/16/2025	HOMEBASE, CANVA, VEHICLE REPAIR	001-431-6599	90.90
VISA	09162025 OC9275	09/16/2025	HOMEBASE, CANVA, VEHICLE REPAIR	001-620-6419	119.99
CITY OF IOWA CITY	110688	09/16/2025	FY 2026 1ST QTR MPOJC & ECICOG	001-699-6210	10,526.00
SOUTH SLOPE COOPERATIVE ...	11075194	09/16/2025	TELEPHONE/INTERNET	001-150-6373	91.10
SOUTH SLOPE COOPERATIVE ...	11075194	09/16/2025	TELEPHONE/INTERNET	001-650-6373	1,002.15
D & R PEST CONTROL	148333	09/16/2025	PEST CONTROL - CITY HALL	001-650-6310	147.00
SYNCERE PRINTING, LLC	2025-09-003	09/16/2025	UNIFORMS	001-431-6507	39.15
BAKER & TAYLOR	2039241071	09/16/2025	BOOKS	001-410-6507	270.96
BAKER & TAYLOR	2039261763	09/16/2025	BOOKS	001-410-6507	31.89
REVIZE LLC	21843	09/16/2025	WEBSITE ANNUAL FEE	001-150-6419	205.00
REVIZE LLC	21843	09/16/2025	WEBSITE ANNUAL FEE	001-170-6419	205.00
REVIZE LLC	21843	09/16/2025	WEBSITE ANNUAL FEE	001-431-6419	205.00
REVIZE LLC	21843	09/16/2025	WEBSITE ANNUAL FEE	001-620-6419	1,640.00
KZIA RADIO	24044	09/16/2025	CENSUS RADIO ADS	001-620-6402	7,000.00
FIRE SERVICE TRAINING BURE...	260233	09/16/2025	CERTIFICATION FEES	001-150-6230	200.00
IOWA ONE CALL	274600	09/16/2025	JULY DIGGING PROTECTION	001-199-6413	65.80
AT & T MOBILITY	287320821332X09062025	09/16/2025	FD IPADS	001-150-6373	298.10
AT & T MOBILITY	287342296585X09062025	09/16/2025	CELL PHONES	001-170-6373	129.73
US FOODS, INC IOWA	3166699	09/16/2025	CONCESSIONS SUPPLIES	001-431-6597	38.65
US FOODS, INC IOWA	3179810	09/16/2025	CONCESSIONS SUPPLIES	001-431-6597	107.60
NEUMILLER ELECTRIC INC.	33400	09/16/2025	POTTER PARK POLE LIGHT	001-430-6783	5,684.00
NEUMILLER ELECTRIC INC.	33401	09/16/2025	DEER FIELD PARK POLE LIGHTS	001-430-6710	24,755.00
WALKER WELDING	3594	09/16/2025	MOWER WHEEL REPAIR	001-430-6332	40.00
WALKER WELDING	3625	09/16/2025	STEEL & LABOR	001-430-6504	29.52

Expense Approval Report

Post Dates: 9/16/2025 - 9/16/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ACCESS SYSTEMS LEASING	40020294	09/16/2025	PRINTER CONTRACT- CITY HALL & PW	001-150-6499	21.82
ACCESS SYSTEMS LEASING	40020294	09/16/2025	PRINTER CONTRACT- CITY HALL & PW	001-170-6499	43.65
ACCESS SYSTEMS LEASING	40020294	09/16/2025	PRINTER CONTRACT- CITY HALL & PW	001-431-6499	21.82
ACCESS SYSTEMS LEASING	40020294	09/16/2025	PRINTER CONTRACT- CITY HALL & PW	001-650-6499	218.26
TREE GUYS	423	09/16/2025	TREE REMOVAL - TIMBER RIDGE TRAIL	001-430-6499	1,150.00
TNT LANDSCAPING LLC	44231	09/16/2025	VENTRAC PARTS - BELTS, FILTERS, OIL, BLADES	001-430-6332	686.00
SPENLER TIRE SERVICE	48942	09/16/2025	TIRE MOUNT/DISMOUNT	001-430-6332	38.95
SPENLER TIRE SERVICE	48986	09/16/2025	TIRE MOUNT	001-430-6332	40.00
MIDAMERICAN ENERGY	570779811	09/16/2025	2803 HWY 6 NW	001-430-6371	14.58
MIDAMERICAN ENERGY	570791720	09/16/2025	300 RAILROAD ST	001-650-6371	10.61
MIDAMERICAN ENERGY	570795261	09/16/2025	211 MAIN ST - FD	001-150-6371	29.26
BIG COUNTRY SEED	68790	09/16/2025	TURF MIX	001-430-6320	1,020.00
ALPHAGRAPHS OF NORTH L...	70778	09/16/2025	CENSUS POSTER BOARDS	001-620-6402	293.83
LOWES BUSINESS ACCOUNT	71924	09/16/2025	Interest With Payment	001-430-6310	43.62
LOWES BUSINESS ACCOUNT	71924	09/16/2025	Interest With Payment	001-430-6320	4.14
LOWES BUSINESS ACCOUNT	71924	09/16/2025	Interest With Payment	001-430-6504	94.05
LOWES BUSINESS ACCOUNT	71924	09/16/2025	Interest With Payment	001-430-6507	25.04
LOWES BUSINESS ACCOUNT	71924	09/16/2025	Interest With Payment	001-430-6507	18.68
LOWES BUSINESS ACCOUNT	71924	09/16/2025	Interest With Payment	001-430-6507	25.11
LOWES BUSINESS ACCOUNT	71924	09/16/2025	Interest With Payment	001-431-6320	1,168.55
LOWES BUSINESS ACCOUNT	71924	09/16/2025	Interest With Payment	001-431-6320	163.32
LOWES BUSINESS ACCOUNT	71924	09/16/2025	Interest With Payment	001-650-6310	5.68
MENARDS	75850	09/16/2025	PARK SHELTER	001-430-6783	2,866.88
CI DIGITAL	864	09/16/2025	CENSUS ADVERTISINGE DISPLAY-TARGETE	001-620-6402	3,350.00
JAY BIRD'S PORTA POTS	895706	09/16/2025	REC FEST HAND WAS...	001-499-6514	100.00
PHELAN TUCKER LAW LL	99335 CKR	09/16/2025	LEGAL FEES GENERAL	001-640-6411	800.00
THE GAZETTE	IN160682	09/16/2025	PRINTING/PUBLISHING 9-2 MINUTES	001-640-6414	251.91
CITY TRACTOR CO.	P80126	09/16/2025	TRIMMER HEADS	001-430-6507	74.97
STOREY KENWORTHY/MATT ...	PINV1273428	09/16/2025	TOILET PAPER	001-650-6506	113.26
STOREY KENWORTHY/MATT ...	PINV1273955	09/16/2025	PAPER TOWELS	001-650-6506	135.80
TITAN MACHINERY	SO0254679-1	09/16/2025	DEF ISSUES	001-430-6332	397.67
HARRIS/GLOBAL SOFTWARE	TACMN0000593	09/16/2025	PUBLIC SAFTEY SOFTWARE ANNUAL RENEWAL	001-150-6419	915.60
HARRIS/GLOBAL SOFTWARE	TACXT0000137	09/16/2025	PUBLIC SAFTEY SOFTWARE	001-150-6419	3,000.00
				Fund 001 - General Fund Total:	166,165.85

Fund: 110 - Road Use Tax

UNITED RENTALS	# 252337069-001	09/16/2025	EQUIPMENT RENTAL	110-210-6504	1,750.00
MORGANS SERVICE	0000330	09/16/2025	T11 OIL CHANGE	110-210-6331	90.35
US CELLULAR	0752649217	09/16/2025	CELL PHONES	110-210-6373	110.26
VISA	09162025	09/16/2025	TRAINING	110-210-6230	1,375.13
ALLIANT ENERGY	09162025	09/16/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	110-210-6371	1,010.09
ALLIANT ENERGY	09162025	09/16/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	110-230-6371	5,447.32
ALLIANT ENERGY	09162025	09/16/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	110-240-6371	182.46
REVIZE LLC	21843	09/16/2025	WEBSITE ANNUAL FEE	110-210-6419	205.00
AT & T MOBILITY	287342296585X09062025	09/16/2025	CELL PHONES	110-210-6373	302.63
ACCESS SYSTEMS LEASING	40020294	09/16/2025	PRINTER CONTRACT- CITY HALL & PW	110-210-6499	43.65
MATHESON TRI-GAS,DEPT.#3...	52549358	09/16/2025	ACETYLENE, WELDING MIX, OXYGEN	110-210-6507	145.01
MIDAMERICAN ENERGY	570776100	09/16/2025	101 RAILROAD ST PW BUILDING	110-210-6371	22.46

Expense Approval Report

Post Dates: 9/16/2025 - 9/16/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MIDAMERICAN ENERGY	570781953	09/16/2025	201 RAILROAD ST MAINTENANCE SHED	110-210-6371	8.74
LOWES BUSINESS ACCOUNT	71924	09/16/2025	Interest With Payment	110-210-6310	43.63
LOWES BUSINESS ACCOUNT	71924	09/16/2025	Interest With Payment	110-210-6507	82.55
ALTORFER INC	C6328801	09/16/2025	CATERPILLAR AUGER	110-210-6505	3,200.00
ALTORFER INC	PC100753509	09/16/2025	CATIPILLAR BUCKET TOOTH	110-210-6350	33.12
TITAN MACHINERY	SO0254679-1	09/16/2025	DEF ISSUES	110-210-6332	397.68
				Fund 110 - Road Use Tax Total:	14,450.08
Fund: 200 - Debt Service					
UMB	1022804	09/16/2025	2019A ADMIN FEE	200-715-6899	600.00
UMB	1022809	09/16/2025	2020A GO ADMIN FEE	200-711-6899	600.00
				Fund 200 - Debt Service Total:	1,200.00
Fund: 307 - Park Road Paving					
MSA PROFESSIONAL SERVICES	019344A	09/16/2025	N PARK RD PROJECT	307-210-6407	60,774.43
MSA PROFESSIONAL SERVICES	020449	09/16/2025	N PARK RD PROJECT	307-210-6407	52,745.58
				Fund 307 - Park Road Paving Total:	113,520.01
Fund: 339 - Original Town PH3					
RATHJE CONSTRUCTION CO	PAY ESTIMATE 9	09/16/2025	ORIGINAL TOWN URBANIZATION	339-210-6499	236,373.31
				Fund 339 - Original Town PH3 Total:	236,373.31
Fund: 340 - Recreation Center					
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	340-430-6407	973.75
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	340-430-6407	123.75
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	340-430-6407	1,664.00
				Fund 340 - Recreation Center Total:	2,761.50
Fund: 344 - PW - EQUIPMENT					
ALTORFER INC	C6304501	09/16/2025	CATERPILLAR GRADER	344-210-6499	247,500.00
				Fund 344 - PW - EQUIPMENT Total:	247,500.00
Fund: 600 - Water					
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	600-810-6350	450.00
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	600-810-6350	21.25
US CELLULAR	0752649217	09/16/2025	CELL PHONES	600-810-6373	110.26
ALLIANT ENERGY	09162025	09/16/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	600-810-6371	23,108.00
PITNEY BOWES BANK INC RES...	09162025	09/16/2025	POSTAGE	600-810-6508	1,000.00
PITNEY BOWES BANK INC PUR...	09162025	09/16/2025	POSTAGE	600-810-6508	141.82
VISA	09162025 BM	09/16/2025	TRAINING, EQUIPMENT REPAIRS	600-810-6230	350.00
VISA	09162025 BM	09/16/2025	TRAINING, EQUIPMENT REPAIRS	600-810-6350	360.35
SCHIMBERG CO	10090383-00	09/16/2025	ARCH CURB BOX, SS ROD	600-810-6505	254.34
SOUTH SLOPE COOPERATIVE ...	11075194	09/16/2025	TELEPHONE/INTERNET	600-810-6373	364.41
CHEM-SULT INC	15721	09/16/2025	CHEMICALS	600-810-6501	669.50
HOLLYWOOD GRAPHICS	1632	09/16/2025	TRUCK DOOR LOGO'S	600-810-6332	128.50
SAM, LLC	201285041	09/16/2025	WATER UTILITY GIS WEBSITE HOST	600-810-6419	3,960.00
ELEMECH	21143	09/16/2025	BULK WATER SOFTWARE & SUPPORT	600-810-6505	1,100.00
REVIZE LLC	21843	09/16/2025	WEBSITE ANNUAL FEE	600-810-6419	820.00
AT & T MOBILITY	287342296585X09062025	09/16/2025	CELL PHONES	600-810-6373	432.35
STATE HYGIENIC LAB	307855	09/16/2025	WATER/SEWER TESTING	600-810-6511	92.00
ACCESS SYSTEMS LEASING	40020294	09/16/2025	PRINTER CONTRACT- CITY HALL & PW	600-810-6506	43.65
MIDAMERICAN ENERGY	570776100	09/16/2025	101 RAILROAD ST PW BUILDING	600-810-6371	7.49
MIDAMERICAN ENERGY	570781953	09/16/2025	201 RAILROAD ST MAINTENANCE SHED	600-810-6371	2.92
MIDAMERICAN ENERGY	570791720	09/16/2025	300 RAILROAD ST	600-810-6371	3.53
MIDAMERICAN ENERGY	570797216	09/16/2025	109 BROWN ST	600-810-6371	37.65
LOWES BUSINESS ACCOUNT	71924	09/16/2025	Interest With Payment	600-810-6504	37.27

Expense Approval Report

Post Dates: 9/16/2025 - 9/16/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LOWES BUSINESS ACCOUNT	71924	09/16/2025	Interest With Payment	600-810-6504	2.96
MEDIACOM	8633 2940	09/16/2025	INTERNET FOR WWTP	600-810-6373	114.05
USA BLUE BOOK	INV00812239	09/16/2025	WATER/SEWER TESTING SUPPLIES	600-810-6507	197.50
USA BLUE BOOK	INV00817718	09/16/2025	WATER/SEWER TESTING SUPPLIES	600-810-6507	193.08
STOREY KENWORTHY/MATT ...	PINV1273428	09/16/2025	UB PAPER, COPIER PAPER	600-810-6506	75.24
CORE & MAIN	X502856	09/16/2025	WATER METERS - 70 3/4IN	600-810-6780	6,680.09
CORE & MAIN	X521660	09/16/2025	WATER METERS - 60 3/4IN, 200 MTR CPLG	600-810-6780	23,612.00
Fund 600 - Water Total:					64,370.21

Fund: 608 - WATER TREATMENT PLANT

KNOX COMPANY	#INV-KA-439850	09/16/2025	WATER TREATMENT PLANT KNOX BOX	608-810-6499	766.00
Fund 608 - WATER TREATMENT PLANT Total:					766.00

Fund: 610 - Sewer

MSA PROFESSIONAL SERVICES	020101	09/16/2025	SANITARY SEWER STUDY	610-815-6490	7,315.93
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	610-815-6350	450.00
MSA PROFESSIONAL SERVICES	020415	09/16/2025	GENERAL ENGINEERING	610-815-6350	21.25
US CELLULAR	0752649217	09/16/2025	CELL PHONES	610-815-6373	110.30
ALLIANT ENERGY	09162025	09/16/2025	STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	610-815-6371	10,330.32
PITNEY BOWES BANK INC PUR...	09162025	09/16/2025	POSTAGE	610-815-6508	141.82
PITNEY BOWES BANK INC RES...	09162025	09/16/2025	POSTAGE	610-815-6508	1,000.00
VISA	09162025 BM	09/16/2025	TRAINING, EQUIPMENT REPAIRS	610-815-6350	116.04
SOUTH SLOPE COOPERATIVE ...	11075194	09/16/2025	TELEPHONE/INTERNET	610-815-6373	364.41
REVIZE LLC	21843	09/16/2025	WEBSITE ANNUAL FEE	610-815-6419	820.00
SMITH SANITATION	250811022628	09/16/2025	WW PLANT DUMPSTER RENTAL	610-815-6490	175.00
AT & T MOBILITY	287342296585X09062025	09/16/2025	CELL PHONES	610-815-6373	432.48
STATE HYGIENIC LAB	307855	09/16/2025	WATER/SEWER TESTING	610-815-6511	368.00
STEVE'S ELECTRIC	3282	09/16/2025	REMOVE CONTROL CABINET ENC	610-815-6490	595.00
ACCESS SYSTEMS LEASING	40020294	09/16/2025	PRINTER CONTRACT- CITY HALL & PW	610-815-6506	43.65
MIDAMERICAN ENERGY	570776100	09/16/2025	101 RAILROAD ST PW BUILDING	610-815-6371	7.49
MIDAMERICAN ENERGY	570781953	09/16/2025	201 RAILROAD ST MAINTENANCE SHED	610-815-6371	2.92
MIDAMERICAN ENERGY	570791720	09/16/2025	300 RAILROAD ST	610-815-6371	3.53
MIDAMERICAN ENERGY	570797216	09/16/2025	109 BROWN ST	610-815-6371	37.65
HAWKINS, INC	7187233	09/16/2025	CHEMICALS	610-815-6501	1,125.30
LOWES BUSINESS ACCOUNT	71924	09/16/2025	Interest With Payment	610-815-6350	40.83
LOWES BUSINESS ACCOUNT	71924	09/16/2025	Interest With Payment	610-815-6504	37.27
MEDIACOM	8633 2940	09/16/2025	INTERNET FOR WWTP	610-815-6371	114.04
USA BLUE BOOK	INV00812239	09/16/2025	WATER/SEWER TESTING SUPPLIES	610-815-6507	197.50
USA BLUE BOOK	INV00817718	09/16/2025	WATER/SEWER TESTING SUPPLIES	610-815-6507	193.08
STOREY KENWORTHY/MATT ...	PINV1273428	09/16/2025	UB PAPER, COPIER PAPER	610-815-6506	75.24
DAKOTA SUPPLY GROUP	S104938344.001	09/16/2025	MANHOLE RISER RING INSERT	610-815-6504	320.00
Fund 610 - Sewer Total:					24,439.05

Fund: 670 - Recycling/Garbage

JOHNSON COUNTY REFUSE INC	IC167291	09/16/2025	GARBAGE/RECYCLING 7/15 - 8/15	670-840-6499	11,990.00
JOHNSON COUNTY REFUSE INC	IC167291	09/16/2025	GARBAGE/RECYCLING 7/15 - 8/15	670-841-6499	27,769.50
JOHNSON COUNTY REFUSE INC	IC167291	09/16/2025	GARBAGE/RECYCLING 7/15 - 8/15	670-841-6499	4,289.50

Expense Approval Report

Post Dates: 9/16/2025 - 9/16/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOHNSON COUNTY REFUSE INC	IC167292	09/16/2025	CART SWAPS	670-841-6499	60.00
Fund 670 - Recycling/Garbage Total:					44,109.00
Grand Total:					915,655.01

Report Summary

Fund Summary

Fund	Payment Amount
001 - General Fund	166,165.85
110 - Road Use Tax	14,450.08
200 - Debt Service	1,200.00
307 - Park Road Paving	113,520.01
339 - Original Town PH3	236,373.31
340 - Recreation Center	2,761.50
344 - PW - EQUIPMENT	247,500.00
600 - Water	64,370.21
608 - WATER TREATMENT PLANT	766.00
610 - Sewer	24,439.05
670 - Recycling/Garbage	44,109.00
Grand Total:	915,655.01

Account Summary

Account Number	Account Name	Payment Amount
001-110-6413	POLICE PROTECTION CO...	56,150.64
001-150-6181	UNIFORM ALLOWANCE -...	29.90
001-150-6199	OTHER BENEFIT AND CO...	997.46
001-150-6230	TRAINING - FIRE	200.00
001-150-6371	UTILITIES- FIRE	677.93
001-150-6373	TELEPHONE/COMMUNI...	389.20
001-150-6419	TECHNOLOGY SERVICES-...	4,120.60
001-150-6499	OTHER CONTRACTUAL S...	21.82
001-151-6402	PRINT MARKETING - NE...	491.70
001-151-6412	NFPA 1582 ENTRY - LEVE...	1,772.95
001-170-6332	VEHICLE REPAIRS - BUILD..	94.85
001-170-6373	TELEPHONE/COMMUNI...	129.73
001-170-6419	TECHNOLOGY SERVICES-...	205.00
001-170-6499	OTHER CONTRACTUAL S...	43.65
001-199-6371	UTILITIES-WARNING SIR...	138.24
001-199-6413	DIGGING PROTECTION ...	65.80
001-410-6419	TECHNOLOGY SERVICES -...	24.00
001-410-6506	OFFICE SUPPLIES - LIBRA...	512.76
001-410-6507	OPERATING SUPPLIES - L...	725.92
001-430-6310	BUILDING REPAIR/MAIN...	43.62
001-430-6320	GROUNDS REPAIR/MAIN...	1,024.14
001-430-6332	VEHICLE REPAIRS - PARKS	1,275.47
001-430-6371	UTILITIES-PARKS	1,739.18
001-430-6499	OTHER CONTRACTUAL S...	1,150.00
001-430-6504	MINOR EQUIPMENT - P...	1,368.46
001-430-6507	OPERATING SUPPLIES - ...	203.78
001-430-6710	CAP OUTLAY	24,755.00
001-430-6783	CITY PARK IMPROVEME...	8,550.88
001-431-6320	GROUNDS REPAIR/MAIN...	1,331.87
001-431-6419	TECHNOLOGY SERVICES-...	205.00
001-431-6481	YOUTH FLAG FOOTBALL ...	50.00
001-431-6499	OTHER CONTRACTUAL S...	21.82
001-431-6507	UNIFORMS - RECREATION	70.32
001-431-6597	CONCESSIONS SUPPLIES	146.25
001-431-6599	OTHER SUPPLIES - RECR...	544.05
001-499-6514	TIFFIN REC FEST	277.77
001-575-6407	ENGINEERING - HOMEM...	4,139.25
001-580-6407	ENGINEERING - TIFFIN ...	6,807.15
001-582-6407	ENGINEERING - ANDERS...	2,286.08
001-585-6407	ENGINEERING - PRAIRIE ...	400.00
001-597-6407	ENGINEERING-TIFFIN HE...	6,806.02
001-610-6230	TRAINING - ADMIN/CO...	2,176.96

Account Summary

Account Number	Account Name	Payment Amount
001-610-6407	ENGINEERING - ADMIN/...	5,677.72
001-620-6210	CLERK/TREASURER-DUES	75.00
001-620-6402	SPECIAL CENSUS	12,148.75
001-620-6419	TECHNOLOGY SERVICES	1,856.24
001-640-6411	LEGAL FEES - GENERAL	800.00
001-640-6414	PRINTING/PUBLISHING	321.91
001-650-6310	BUILDINGS & GROUNDS	152.68
001-650-6371	UTILITIES-CITY HALL	345.01
001-650-6373	TELEPHONE/COMM-CITY...	1,002.15
001-650-6499	OTHER CONTRACTUAL S...	218.26
001-650-6504	MINOR EQUIPMENT	49.94
001-650-6506	OFFICE SUPPLIES	249.06
001-650-6508	POSTAGE	570.91
001-651-6413	PAYMENTS OTHER AGE...	7.00
001-699-6210	DUES - MPO,ICAD	10,526.00
110-210-6230	TRAINING - RUT STREETS	1,375.13
110-210-6310	BUILDING REPAIR/MAIN...	43.63
110-210-6331	VEHICLE OPERATIONS-R...	90.35
110-210-6332	VEHICLE REPAIRS - RUT ...	397.68
110-210-6350	OPER EQUIP REPAIR - R...	33.12
110-210-6371	UTILITIES - RUT STREETS	1,041.29
110-210-6373	TELEPHONE/COMMUNI...	412.89
110-210-6419	TECHNOLOGY SERVICES-...	205.00
110-210-6499	OTHER CONTRACTUAL S...	43.65
110-210-6504	MINOR EQUIPMENT - R...	1,750.00
110-210-6505	OTHER EQUIPMENT - RU...	3,200.00
110-210-6507	OPERATING SUPPLIES -R...	227.56
110-230-6371	STREET LIGHTS - UTILITY	5,447.32
110-240-6371	TRAFFIC SIGNALS - UTILIT..	182.46
200-711-6899	BOND FEES-2020 GO BO...	600.00
200-715-6899	BOND FEES-2019 GO BO...	600.00
307-210-6407	ENGINEERING- NORTH P...	113,520.01
339-210-6499	ORIGINAL TOWN PH3 - ...	236,373.31
340-430-6407	ENGINEERING- RECREAT...	2,761.50
344-210-6499	PW - EQUIPMENT CONT...	247,500.00
600-810-6230	TRAINING - WATER	350.00
600-810-6332	VEHICLE REPAIRS - WAT...	128.50
600-810-6350	OPERATIONAL EQUIP RE...	831.60
600-810-6371	UTILITIES - WATER	23,159.59
600-810-6373	TELEPHONE/COMM-WA...	1,021.07
600-810-6419	TECHNOLOGY SERVICES	4,780.00
600-810-6501	CHEMICALS	669.50
600-810-6504	MINOR EQUIPMENT	40.23
600-810-6505	OTHER EQUIPMENT	1,354.34
600-810-6506	OFFICE SUPPLIES	118.89
600-810-6507	OPERATING SUPPLIES	390.58
600-810-6508	POSTAGE	1,141.82
600-810-6511	WATER TESTING SUPPLI...	92.00
600-810-6780	WATER METERS	30,292.09
608-810-6499	CONTRACTUAL - WATER...	766.00
610-815-6350	OPERATIONAL EQUIP RE...	628.12
610-815-6371	UTILITIES - SEWER	10,495.95
610-815-6373	TELEPHONE/COMM-SE...	907.19
610-815-6419	TECHNOLOGY SERVICES	820.00
610-815-6490	OTHER PROFESSIONAL S...	8,085.93
610-815-6501	CHEMICALS	1,125.30
610-815-6504	MINOR EQUIPMENT	357.27
610-815-6506	OFFICE SUPPLIES	118.89

Account Summary

Account Number	Account Name	Payment Amount
610-815-6507	OPERATING SUPPLIES	390.58
610-815-6508	POSTAGE	1,141.82
610-815-6511	SEWER TESTING SUPPLIES	368.00
670-840-6499	RECYCLING CONTRACT	11,990.00
670-841-6499	GARBAGE CONTRACT	32,119.00
Grand Total:		915,655.01

Project Account Summary

Project Account Key	Payment Amount
None	915,655.01
Grand Total:	915,655.01



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE: September 12, 2025

AGENDA ITEM: Discussion and Consideration of Pay Application #9 – Rathje Construction – Tiffin Urbanization – Phase 3

ACTION: Motion

Background

Rathje Construction Co. is under contract with the City of Tiffin for the Tiffin Urbanization – Phase 3 infrastructure improvement project. The original contract amount was \$2,134,856.90, with approved change orders totaling \$122,837.60, resulting in an adjusted contract amount of \$2,257,694.50.

Pay Application #9 covers work completed between August 1, 2025, and August 31, 2025, and reflects progress made during that period.

Recommendation

Staff recommends approval of Pay Application #9 in the amount of \$273,423.31 to Rathje Construction Co. for work completed on the Tiffin Urbanization – Phase 3 project, subject to verification of quantities and compliance with contract terms.

ATTACHMENTS: Pay Application #9

DATE: September 12, 2025

**Hart-Frederick Consultants P.C.
510 East State Street
P.O. Box 560
Tiffin, Iowa 52340-0560**

**Original Town Urbanization - Phase 3
CITY OF TIFFIN
HFC#12218.131**

PAY ESTIMATE PROCEDURES

- 1. Sign All Copies as Indicated**
- 2. Send One Copy With Payment of \$ 236,373.31**

to CONTRACTOR	Rathje Construction Co. 305 44th St., PO Box 408 Marion, IA 52302
----------------------	--
- 3. Return One Copy to Hart-Frederick Consultants (address above)**
- 4. Retain One Copy for Your Records**

Please call (319) 545-7215 with any questions. Thank-you.

PARTIAL PAYMENT ESTIMATE NUMBER 9

CONTRACTOR:	Rathje Construction Co.
ADDRESS:	305 44th St., PO Box 408
CITY, STATE, ZIP	Marion, IA 52302
OWNER:	CITY OF TIFFIN
PROJECT:	Original Town Urbanization - Phase 3

HFC#12218.131

Date of Completion:	Amount of Contract:		Date of Estimate:
Original: 9/1/2025	Original: \$2,134,856.90		From: 1-Aug-25
Revised: 9/30/2025	Revised: \$2,171,676.79	(C.O. #7)	To: 31-Aug-25

	THIS PERIOD	TOTAL TO DATE
Amount Earned	\$ 248,814.01	\$1,834,734.79
Add Material Stored On-Site	\$ -	\$ -
Subtract Materials Installed On-Site	\$ -	\$ -
Subtotal	\$ 248,814.01	\$1,834,734.79
Retainage (5%)	\$ 12,440.70	\$ 91,736.73
Previous Payments		\$1,506,624.75
Amount Due	\$ 236,373.31	\$ 236,373.31

Estimated % of Job Complete Based on Amount Earned/Contract Amount only 86%
This does not constitute work completed to date

Is Contractor's Construction Progress on Schedule? YES X NO N/A

I hereby certify that I have carefully inspected the work and as a result of my inspection and to the best of my knowledge and belief, the quantities shown in this estimate are correct and have not been shown in previous estimates and the work has been performed in accordance with the contract documents.

HART-FREDERICK CONSULTANTS P.C.

By: [Signature]
Title: Project Engineer

Date: September 12, 2025

Approved by Owner's Representative: By: _____

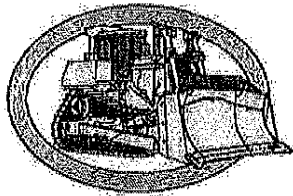
Title: _____

(Additional signatures -- if required) By: _____

Title: _____

DATE 12-Sep-2025
 OWNER CITY OF TIFFIN
 PROJECT Original Town Urbanization - Phase 3
 PROJECT # HF012118.131
 CONTRACT Rathje Construction Co.

ITEM NO.	CONTRACT ITEMS	UNIT	EST QTY	UNIT PRICE	CONTRACTOR'S BID PRICE	Pay Period # 9		TOTAL TO DATE	
						QTY	AMOUNT	QTY	AMOUNT
(NOTE: Items shown in BOLD are the ADDENDUM CHANGES)									
1	CLEARING & GRUBBING	UNITS	357.80	\$30.00	\$10,734.00		\$ -	307.80	\$ 9,234.00
2	EXCAVATION, CLASS 10, ROADWAY AND BORROW	CY	5634.76	\$13.50	\$76,069.26	1,000.00	\$ 13,500.00	5,118.51	\$ 69,099.89
3	EXCAVATION, CLASS 10, WASTE	CY	4626.04	\$12.50	\$57,825.50	1,000.00	\$ 12,500.00	4,335.10	\$ 54,188.76
4	TOPSOIL, STRP, SALVAGE & RESPREAD	CY	1008.72	\$33.00	\$33,287.76		\$ -	739.91	\$ 24,417.03
5	SUBGRADE PREPARATION	SY	9296.45	\$2.00	\$18,592.90	2,244.00	\$ 4,488.00	8,263.00	\$ 16,526.00
6	MODIFIED SUBBASE	CY	1579.47	\$42.00	\$66,337.74	232.23	\$ 9,753.66	1,241.69	\$ 52,150.98
7	SHOULDER FINISH, EARTH	STA	44.45	\$300.00	\$13,335.00	6.00	\$ 1,800.00	69.00	\$ 20,700.00
8	REMOVAL OF KNOWN PIPE CULVERTS, MISC. SIZE AND TYPE	LF	1120.00	\$15.00	\$16,800.00	193.00	\$ 2,895.00	1,487.00	\$ 22,305.00
9	STORM SEWER, TRENCHED, 12 IN DIA.	LF	168.50	\$80.00	\$13,480.00	16.00	\$ 1,280.00	160.50	\$ 12,840.00
10	STORM SEWER, TRENCHED, 15 IN DIA.	LF	833.50	\$80.00	\$66,680.00	194.50	\$ 15,560.00	874.50	\$ 69,960.00
11	STORM SEWER, TRENCHED, 18 IN DIA.	LF	580.00	\$100.00	\$58,000.00		\$ -	605.00	\$ 60,500.00
12	STORM SEWER, TRENCHED, 24 IN DIA.	LF	558.70	\$145.00	\$81,011.50		\$ -	524.00	\$ 75,980.00
13	PIPE APRON, RCP, 24 IN.	EACH	1.00	\$2,950.00	\$2,950.00		\$ -	1.00	\$ 2,950.00
14	PIPE APRON GUARD	EACH	1.00	\$1,400.00	\$1,400.00		\$ -	1.00	\$ 1,400.00
15	SUBDRAIN, PERFORATED PLASTIC PIPE, 4 IN. DIA.	LF	2994.00	\$19.50	\$58,383.00	650.00	\$ 12,675.00	3,082.00	\$ 60,099.00
16	SUBDRAIN OUTLET, CMP, 4 IN DIA.	EACH	28.00	\$250.00	\$7,000.00	16.00	\$ 4,000.00	34.00	\$ 8,500.00
17	SUBDRAIN CLEANOUT, TYPE B, 24-INCH	EACH	4.00	\$1,250.00	\$5,000.00		\$ -	-	\$ -
18	WATERMAIN, TRENCHED, DR-18 PVC, 6 IN. DIA.	LF	819.00	\$55.00	\$45,045.00		\$ -	459.00	\$ 25,245.00
19	WATERMAIN, TRENCHED, DR-18 PVC, 4 IN. DIA.	LF	11.00	\$85.00	\$935.00		\$ -	-	\$ -
20	WATERMAIN, TRENCHLESS, DR-18 PVC, 6 IN. DIA.	LF	329.00	\$70.00	\$23,030.00		\$ -	-	\$ -
21	FITTINGS, MI, DIP, 6 IN. DIA.	EACH	40.00	\$400.00	\$16,000.00		\$ -	15.00	\$ 6,000.00
22	FITTINGS, MI, DIP, 12 IN. DIA.	EACH	2.00	\$1,000.00	\$2,000.00		\$ -	-	\$ -
23	WATER SERVICE PIPE, TYPE K COPPER, 1 IN DIA.	LF	239.00	\$23.00	\$5,497.00		\$ -	30.00	\$ 690.00
24	WATER SERVICE CORPORATION, 1 IN DIA.	EACH	4.00	\$450.00	\$1,800.00		\$ -	-	\$ -
25	WATER SERVICE CURB STOP AND BOX, 1 IN DIA.	EACH	4.00	\$500.00	\$2,000.00		\$ -	1.00	\$ 500.00
26	GATE VALVE, MI, 6 IN DIA.	EACH	10.00	\$1,900.00	\$19,000.00		\$ -	5.00	\$ 9,500.00
27	GATE VALVE, MI, 6 IN DIA.	EACH	1.00	\$4,350.00	\$4,350.00		\$ -	-	\$ -
28	FIRE HYDRANT ASSEMBLY, WM-201	EACH	1.00	\$7,800.00	\$7,800.00		\$ -	1.00	\$ 7,800.00
29	VALVE BOX EXTENSION/ADJUSTMENT	EACH	10.00	\$500.00	\$5,000.00	4.00	\$ 2,000.00	7.00	\$ 3,500.00
30	FIRE HYDRANT ADJUSTMENT	EACH	1.00	\$1,850.00	\$1,850.00		\$ -	-	\$ -
31	WATERMAIN CONFLICTS	EACH	7.00	\$5,500.00	\$38,500.00	1.00	\$ 5,500.00	4.00	\$ 22,000.00
32	WATERMAIN REMOVALS	LS	1.00	\$1,000.00	\$1,000.00		\$ -	0.50	\$ 500.00
33	MANHOLE, SW-401, 48 IN.	EACH	3.00	\$4,750.00	\$14,250.00		\$ -	2.00	\$ 9,500.00
34	MANHOLE, SW-401, 60 IN.	EACH	1.00	\$5,500.00	\$5,500.00		\$ -	2.00	\$ 11,000.00
35	INTAKE, SW-501	EACH	27.00	\$3,800.00	\$102,600.00	5.00	\$ 19,000.00	24.00	\$ 91,200.00
36	INTAKE, SW-501, MODIFIED	EACH	3.00	\$5,650.00	\$16,950.00		\$ -	3.00	\$ 16,950.00
37	INTAKE, SW-507	EACH	1.00	\$5,000.00	\$5,000.00		\$ -	-	\$ -
38	INTAKE, SW-512	EACH	2.00	\$1,350.00	\$2,700.00		\$ -	4.00	\$ 5,400.00
39	MANHOLE ADJUSTMENT, MINOR	EACH	7.00	\$500.00	\$3,500.00	1.00	\$ 500.00	7.00	\$ 3,500.00
40	INTAKE ADJUSTMENT, MINOR	EACH	2.00	\$750.00	\$1,500.00		\$ -	-	\$ -
41	REMOVE INTAKE	EACH	10.00	\$750.00	\$7,500.00		\$ -	9.00	\$ 6,750.00
42	PATCHES, FULL DEPTH FINISH, BY COUNT	EACH	10.00	\$100.00	\$1,000.00		\$ -	-	\$ -
43	PATCHES, FULL DEPTH FINISH, BY COUNT	SY	111.00	\$200.00	\$22,200.00		\$ -	-	\$ -
44	SUBBAS, (PATCHES)	SY	111.00	\$40.00	\$4,440.00		\$ -	-	\$ -
45	PAVEMENT, PCC, CLASS C, 3 DURABILITY 9 IN. THICK	SY	1794.20	\$78.00	\$139,947.60	198.40	\$ 15,475.20	1,105.07	\$ 86,195.46
46	PAVEMENT, PCC, CLASS C, 3 DURABILITY 6 IN. THICK	SY	1549.80	\$57.00	\$88,338.60	337.00	\$ 19,209.00	1,931.00	\$ 110,067.00
47	PAVEMENT, BRICK/PAVER INLAY	SY	657.70	\$71.00	\$46,696.70	165.00	\$ 11,715.00	493.85	\$ 35,063.35
48	BITUMINOUS BEDDING COURSE	SY	657.70	\$29.90	\$19,665.23	328.83	\$ 9,832.62	657.70	\$ 19,665.24
49	CURB AND GUTTER, 36 IN. WIDE, 9 IN. THICK	LF	3593.40	\$32.70	\$115,542.18	741.00	\$ 24,230.70	3,242.00	\$ 106,011.40
50	PAVEMENT, BMA, STANDARD TRAFFIC, 5 IN. THICK	SY	4805.30	\$45.90	\$220,363.27	445.00	\$ 20,425.50	3,596.89	\$ 165,097.25
51	FULL DEPTH RECLAMATION	SY	6203.10	\$4.50	\$27,913.95	1,148.00	\$ 5,166.00	6,449.76	\$ 29,023.92
52	REMOVAL OF SIDEWALK	SY	971.00	\$9.00	\$8,739.00	212.36	\$ 1,911.24	746.96	\$ 6,722.64
53	REMOVAL OF DRIVEWAY	SY	489.00	\$9.00	\$4,401.00	121.00	\$ 1,089.00	892.76	\$ 8,043.84
54	REMOVAL OF PAVEMENT	SY	800.00	\$9.00	\$7,200.00	4.80	\$ 43.20	512.80	\$ 4,615.20
55	SIDEWALK, PCC, 4 IN.	SY	1221.30	\$50.70	\$61,919.91	199.99	\$ 10,139.49	497.29	\$ 25,212.60
56	SIDEWALK, PCC, 6 IN.	SY	801.60	\$80.00	\$64,128.00	31.60	\$ 2,528.00	278.95	\$ 22,316.00
57	COMBINED SIDEWALK AND RETAINING WALL	CY	82.10	\$275.00	\$22,577.50		\$ -	88.16	\$ 24,244.00
58	CONCRETE STEPS	SF	72.00	\$150.00	\$10,800.00		\$ -	82.00	\$ 12,300.00
59	DETECTABLE WARNING	SF	374.00	\$47.25	\$17,671.50	50.00	\$ 2,362.50	150.00	\$ 7,087.50
60	DRIVEWAY, PAVED, PCC, 6 IN.	SY	727.00	\$74.40	\$54,088.80	188.91	\$ 14,054.50	614.09	\$ 45,688.29
61	DRIVEWAY, GRANULAR	TON	34.00	\$31.00	\$1,054.00		\$ -	18.06	\$ 559.86
62	SLOPE PROTECTION, WOOD EXCELSIOR MAT	SO	7.00	\$100.00	\$700.00		\$ -	-	\$ -
63	STABILIZING CROP SEEDING, FERTILIZING, (URBAN)	ACRE	0.50	\$1,500.00	\$750.00		\$ -	-	\$ -
64	CONVENTIONAL SEEDING, SEEDING, FERT., AND MULCHING	ACRE	1.25	\$3,500.00	\$4,375.00		\$ -	-	\$ -
65	PERIMETER-SLOPE SEDIMENT CONTROL DEVICE 9 INCH	LF	300.00	\$3.00	\$900.00		\$ -	575.00	\$ 1,725.00
66	PERIMETER-SLOPE SEDIMENT CONTROL DEVICE 12 INCH	LF	300.00	\$4.00	\$1,200.00		\$ -	-	\$ -
67	REMOVE PERIMETER-SLOPE SEDIMENT CONTROL DEVICE	LF	600.00	\$0.50	\$300.00		\$ -	-	\$ -
68	REVEITEMENT, CLASS D	TON	20.00	\$60.00	\$1,200.00		\$ -	11.24	\$ 674.40
69	EROSION STONE	TON	5.00	\$120.00	\$600.00		\$ -	8.31	\$ 997.20
70	SWPPP MANAGEMENT	LS	1.00	\$6,300.00	\$6,300.00	0.10	\$ 630.00	0.70	\$ 4,410.00
71	MOBILIZATION	LS	1.00	\$135,000.00	\$135,000.00		\$ -	1.00	\$ 135,000.00
72	TRAFFIC CONTROL	LS	1.00	\$15,000.00	\$15,000.00	0.10	\$ 1,500.00	0.90	\$ 13,500.00
73	RELOCATION OF MAILBOXES	EACH	8.00	\$375.00	\$3,000.00		\$ -	6.00	\$ 2,250.00
74	REMOVAL OF SIGNS	EACH	29.00	\$50.00	\$1,450.00		\$ -	20.00	\$ 1,000.00
75	REMOVE AND REINSTALL SIGNS	EACH	17.00	\$150.00	\$2,550.00		\$ -	-	\$ -
76	TYPE A SIGNS	SF	95.05	\$20.00	\$1,901.00		\$ -	-	\$ -
77	STEEL POSTS FOR TYPE A SIGNS	LF	728.00	\$13.00	\$9,464.00		\$ -	-	\$ -
78	LIGHT POLES	LF	12.00	\$3,200.00	\$38,400.00		\$ -	6.00	\$ 19,200.00
79	ELECTRICAL CIRCUITS	LF	2237.00	\$15.00	\$33,555.00		\$ -	1,145.00	\$ 17,190.00
80	HANDHOLES AND JUNCTION BOXES	EACH	5.00	\$1,000.00	\$5,000.00		\$ -	2.00	\$ 2,000.00
81	PAINTED PAV'T MARKS, WATERBORNE/SOLVENT BASED	STA	37.44	\$150.00	\$5,616.00		\$ -	-	\$ -
82	PAINTED PAV'T SYMBOLS, WATERBORNE/SOLVENT BASED	EACH	5.00	\$135.00	\$675.00		\$ -	-	\$ -
83	REMOVAL OF FENCE, CHAIN LINK	LF	106.00	\$15.00	\$1,590.00		\$ -	-	\$ -
84	SPOT REPAIRS, SANITARY SEWER, BY COUNT	EACH	1.00	\$250.00	\$250.00	1.00	\$ 250.00	3.00	\$ 750.00
85	SPOT REPAIRS, SANITARY SEWER, BY LINEAR FOOT	LF	15.00	\$400.00	\$6,000.00	7.00	\$ 2,800.00	61.00	\$ 24,400.00
TOTAL OF THE BASE BID (Total of Items 1-85):							\$ 248,814.01		\$1,711,897.82
CHANGE ORDER SUB-TOTAL									
CO1	6-Inch Subgrade Stabilization	CY	346.00	\$ 75.00	\$25,950.00		\$ -	412.31	\$ 30,923.25
	Polymer Grid Subgrade Stabilization	SY	2,077.11	\$ 3.50	\$7,269.89		\$ -	3,253.20	\$ 11,386.21
	Utility Conflict Delay	HR	8.00	\$ 450.00	\$3,600.00		\$ -	8.00	\$ 3,600.00
CO2	Additional tree removal	LS	1.00	\$ 7,800.00	\$7,800.00		\$ -	1.00	\$ 7,800.00
	Fire Hydrant Extension	LS	1.00	\$ 1,500.00	\$1,500.00		\$ -	1.00	\$ 1,500.00
	Addition Concrete 107 Third Street	LS	1.00	\$ 1,200.00	\$1,200.00		\$ -	1.00	\$ 1,200.00
	Additional Drainable Backfill for Wall	LF	440.00	\$ 22.50	\$9,900.00		\$ -	440.00	\$ 9,900.00
CO3	Remove and replace Retaining Wall 330 Summerhays	LS	1.00	\$ 1,450.00	\$1,450.00		\$ -	1.00	\$ 1,450.00
	Lower Existing Water Line 331 Summerhays	LS	1.00	\$ 3,250.00	\$3,250.00		\$ -	1.00	\$ 3,250.00
	Winter Stabilization Mulch	LS	1.00	\$ 1,100.00	\$1,100.00		\$ -	1.00	\$ 1,100.00
CO4	Watermain Conflict, 8-inch	LS	1.00	\$ 6,930.00	\$6,930.00		\$ -	2.00	\$ 13,860.00
	Water Service Abandonment 1-inch	LS	1.00	\$ 2,100.00	\$2,100.00		\$ -	1.00	\$ 2,100.00
	Water Service Abandonment 2-inch	LS	1.00	\$ 2,100.00	\$2,100.00		\$ -	1.00	\$ 2,100.00
	Sewer Service Abandonment	LS	1.00	\$ 1,200.00	\$1,200.00		\$ -	1.00	\$ 1,200.00
	SW-501 Intake (Mod.)	EACH	1.00	\$ 6,743.40	\$6,743.40		\$ -	1.00	\$ 6,743.40
CO5	Water Service 6-inch	EACH	1.00	\$ 10,807.49	\$10,807.49		\$ -	1.00	\$ 10,807.49
	Storm Sewer Service 8-inch	EACH	2.00	\$ 2,100.00	\$4,200.00		\$ -	1.00	\$ 2,100.00
CO6	Additional 6-inch Subgrade Stabilization	CY	50.00	\$ 75.00	\$3,750.00		\$ -	50.00	\$ 3,750.00
	Additional Polymer Grid Subgrade Stabilization	SY	300.00	\$ 3.50	\$1,050.00		\$ -	300.00	\$ 1,050.00
CO7	Additional 6-inch Subgrade Stabilization	CY	85.56	\$ 75.00	\$6,417.00		\$ -	68.62	\$ 5,146.50
	Additional Polymer Grid Subgrade Stabilization	SY	519.33	\$ 3.50	\$1,796.66		\$ -	534.32	\$ 1,870.12
							\$ 0.00		\$ -
CHANGE ORDER SUB-TOTAL									
AMOUNT EARNED TOTAL							\$248,814.01		\$1,834,734.79
9998	Materials Stored on-site						\$ -		\$ -
9999	Materials Installed on-site (Deduct)						\$ -		\$ -
MATERIALS SUB-TOTAL							\$ -		\$ -
TOTAL							\$ 248,814.01		\$ 1,834,734.79



RATHJE CONSTRUCTION CO.

305 44th Street • P.O. Box 408 • Marion, IA 52302 • Office (319)377-3179 • Fax (319)377-3827

REQUEST FOR PAYMENT

PROJECT NAME: Tiffin Urbanization - Phase 3 DATE: 9/8/2025
OWNER: City of Tiffin
CONTRACT FOR: _____
RATHJE CONSTRUCTION CO. PROJECT # 7476
REQUEST NUMBER: 9 PERIOD FROM: 8/1/2025 TO: 8/31/2025

ORIGINAL CONTRACT AMOUNT	<u>\$2,134,856.90</u>
CHANGE ORDER AMOUNT	<u>\$122,837.60</u>
ADJUSTED CONTRACT AMOUNT	<u>\$2,257,694.50</u>
TOTAL COMPLETED TO DATE	<u>\$1,873,735.40</u>
PREVIOUS REQUESTS FOR PAYMENT	<u>\$1,585,921.38</u>
TOTAL EARNED THIS REQUEST	<u>\$287,814.01</u>
LESS 5% RETAINAGE	<u>\$14,390.70</u>
CURRENT PAYMENT DUE	<u>\$273,423.31</u>

SUBCONTRACTOR: Rathje Construction Co.
SIGNED: *Mary D. Rathje, Secretary*
TITLE: Secretary



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: September 12, 2025

AGENDA ITEM: Consideration of Resignation of Jillian Shrader from the Board of Adjustment

ACTION: Approval

ATTACHMENTS: Letter of Resignation

Abigail Hora

From: Jillian Shrader <jrgshrader@gmail.com>
Sent: Friday, August 29, 2025 12:35 PM
To: Abigail Hora
Subject: Board of adjustments resignation

Hi Abigail!

I need to unfortunately resign from the board of adjustments, as I moved out of town.
So sorry, and I hope you find someone new by the time you need someone.

Best,

Jillian Shrader

Sent from my iPhone



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: September 12, 2025

AGENDA ITEM: Consideration of Resignation of Fire Chief Brad Hill from the Tiffin Fire Department

ACTION: Approval

ATTACHMENTS: Letter of Resignation

September 9, 2025

Tiffin Fire Department Members, Administrator Boldt, Mayor Kasperek, and Council Members
City of Tiffin / Tiffin Fire Department
300 Railroad St
Tiffin, IA 52340

RE: Hill – Resignation/Retirement

Tiffin Fire Department Members, Administrator Boldt, Mayor Kasperek, and Council Members:

Please accept this letter as my formal resignation from the position of Fire Chief for the City of Tiffin, effective December 31, 2025. After much thought and consideration, I've made the difficult decision to move on to the next chapter of my life. At the end of the year, I am retiring after more than 11 years of service with the Tiffin Fire Department.

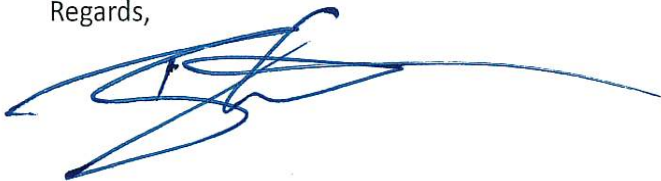
It has been an honor to serve alongside an exceptional team of dedicated, community-minded individuals. The men and women of this department—both past and present—consistently go above and beyond, sacrificing their time, safety, health, sleep, and family commitments to protect and serve the residents of Tiffin, as well as Clear Creek and Union Townships. Their selflessness and professionalism are the backbone of this department, and I am deeply proud to have served with them. They are a true asset to the community.

Throughout my time here, I've also had the opportunity to serve alongside our outstanding mutual aid partners, fire and safety leaders throughout Johnson County, and many dedicated elected officials. It has been a privilege.

With an eye towards the future, it is my understanding that the city administrator, city council, and mayor have determined that a full-time fire chief is in the best interest of the city. I am committed to making this transition as seamless as possible and am willing to assist wherever needed.

I am sincerely grateful for the opportunity to serve, for the trust that has been placed in me, and for the lasting relationships and unforgettable experiences that I have had while serving as a member of the Tiffin Fire Department.

Regards,



Brad Hill

Fire Chief
Tiffin Fire Department





**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: September 12, 2025

AGENDA ITEM: Discussion and Consideration of Special Events Permit – Infuse Church –
Halloween Hike

ACTION: Approval

ATTACHMENTS: Special Events Application



City of Tiffin

Special Events Permit Application

APPLICATIONS MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT

EVENT INFORMATION:

Event Name: _____

Date of Event: _____

Description of Event: _____

Time of Event: _____

Location of Event: _____

Size of Event: (Attendees) _____

CONTACT INFORMATION:

Event Contact Name: _____

Contact Phone: _____

Contact Email: _____

Event ON SITE Contact Name: _____

Contact Phone: _____

Contact Email: _____

LOGISTICS: Please provide maps

Parking & Traffic Plan: _____

Plan for Police Protection: (if needed) _____

Plan for Restroom Facilities & Locations: _____

Plan for Setup/Take down: _____

Temporary Sign Request: (if needed) _____

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

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

VENDORS (NON-FOOD, RIDES)

ADDITIONAL LICENSING:

Proof of Insurance (Please attach): _____

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

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

Signature

Date

For City Use:

Authorized City Signature: _____ Date: _____

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



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: September 12, 2025

AGENDA ITEM: Miron – Project Update – Tiffin Recreation Center

ACTION: None

ATTACHMENTS: Report

Tiffin Community Recreation Center Monthly Report

OWNER REPORT | August 2025

Miron Project Number 250120





ABOUT MIRON

OUR VISION & VALUES

We recently embarked on a journey to define core values that are a more accurate reflection of Miron's culture and what we bring to every project we are honored to undertake.

Through listening sessions with employees from every facet of our organization, we gathered stories, shared experiences, and discovered commonalities, ultimately identifying values authentic to who we are today, and who we want to be for the next 100+ years.

At Miron, we **Stay Grounded, Think Big, Rally Together, Dig Deep, and Build Legacies.**

Our team lives out these core values every day. We put an emphasis on building lasting relationships and fulfilling the commitments we make to our clients, our partners, and each other.

As your partner throughout the construction process, we rely on transparent communication and focus on the details, standing behind our work and providing unparalleled service.

Our *commitment* reaches beyond construction;
our *passion* brings *dreams* to life.



Table of Contents

Executive Summary

Action Items

Design Items

Quality

Construction Summary

Risk Management

Progress Photos

Contract Summary

Contingency Summary

Supporting Documentation & Resources

KEY PROJECT DRIVERS

- Create inviting recreation center
- Communication with the City and Public
- Cost



Distribution List

City of Tiffin

300 Railroad Street
Tiffin, IA 52340

Doug Boldt
City Manager
319-545-2572
dboldt@tiffin-iowa.org

Frank Haege
Parks and Rec Director
319-545-2572
fhaege@tiffin-iowa.org

KCL Engineering

300 4th St
West Des Moines, IA 50265

Emir Kadić
Mechanical Engineer
515-491-4239
ekadic@kclengineering.com

Michael Lortz
Electrical Engineer
319-239-1361
mlortz@kclengineering.com

Miron Construction

335 French Court SW
Cedar Rapids, IA 52404

Steve Henye
Project Executive, CR Office
319-298-5215
jonathan.daniels@miron-construction.com

Dan Jack
General Superintendent
920-224-2210
dan.jack@miron-construction.com

Elissa Watson
Project Accountant
319-398-4478
elissa.watson@miron-construction.com

Atura Architecture

912 N 13th Street
Clear Lake, IA 50428

Mark Kroemer
Architect
641-357-1923
markk@aturaarchitecture.com

Dennis Ulrichs
Architectural Technician
641-357-1923
dennisu@aturaarchitecture.com

APEX Engineering

110 E Grand Ave A
Eau Claire, WI 54701

Natalya Hunt
Structural Engineer
612-473-2750
natalva@apex-se.com

Adam Rohlfen
Structural Designer
319-294-2739
adam@apex-se.com

MSA

1230 South Blvd
Baraboo, WI 53913

Andrew Inhelder
Civil Engineer
515-635-3403
ainhelder@msa-ps.com

Jason Snyder
Project Designer
563-424-3701
jsnyder@msa-ps.com

Corey Boyles
Project Superintendent
319-432-8519
corey.boyles@miron-construction.com

Teri Holub
Document Controls Admin.
319-298-5216
teri.holub@miron-construction.com

Patrick Myers
Project Manager
319-391-2064
patrick.myers@miron-construction.com

Dexter Covey
Senior Risk Manager
319-298-5211
dexter.covey@miron-construction.com

Brian Stark
Customer Executive
414-308-1526
brian.stark@miron-construction.com



Executive Summary

Overview

July and August did not see much action other than dirt settling. We did get good news that the surcharge is complete and has been removed. Topsoil has been spread out across the soccer fields awaiting seeding in the coming week. Bid Package #2 was bid out and all contractors have been established for the entirety of the project. Coming up in September there will be more action on site as aggregate piers will begin and foundation work will be starting in the last week of September.

Major Milestones / Accomplishments

- Bid Package 2 was bid on 8/5
- Surcharge is complete and removed

Upcoming Milestones

- Start of aggregate piers and foundations

Key Issues and Concerns

- Applying for utility applications to begin coordinating with utility companies
 - Electrical (Linn County REC), coordination has begun and building transformer is at their lot
 - Gas (MidAmercian Energy), application is being reviewed and awaiting next steps
- Coordination between bid package 1 contractors and bid package 2 contractors



Be authentic, lead with humility, and recognize the needs of others. Care for one another and extend a helping hand wherever it's needed. Honor our history.



Design/Action Items

Accomplishments

- Bid package 2 was sent out
- Final coordination items between disciplines
- ASI-2 has been sent out. This updated bid package 1 submittals to reflect on contract drawings

Upcoming Submittals/Design Deliverables

- Preliminary pre-engineered building calculations
- Rebar and foundation shop drawings
- Aggregate pier shop drawing
- CMU rebar shop drawing
- Long lead MEP equipment submittals

Submittals

- Working together to determine importance of incoming submittals from above

Requests for Information

- 7 Total RFI's
- 5 RFI's this month
- 2 Pending answers
 - 0 over due

Areas of Concern / Focus

- Staying on top of submittals that are critical to upcoming work
- Finalizing color selections of flooring with the owner



Get involved, respond with urgency, and work as a team to get the job done. Leverage the strengths of each individual and overcome obstacles as one.

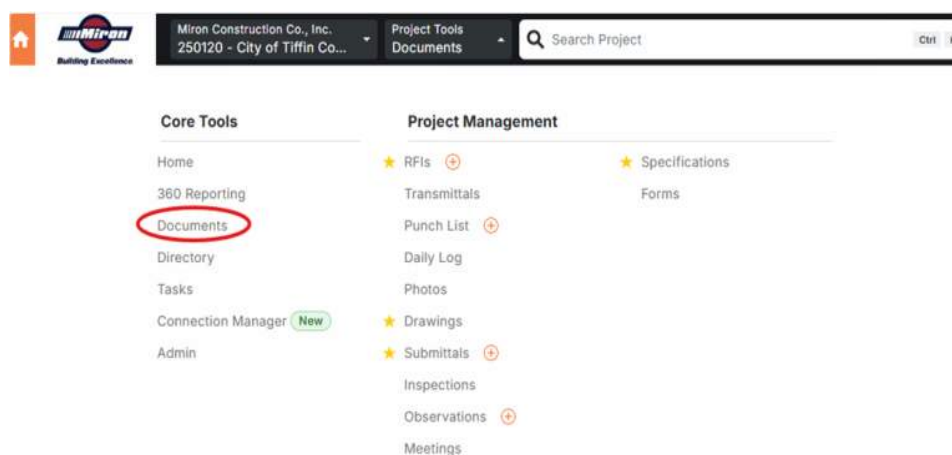
Quality

Inspections

- See attached “Daily Log Inspections”

Test Results

- Can be found in Procore. See below for accessibility.
 - Log into your Procore account and select 250120 – City of Tiffin Community Recreation Center
 - Under Project Tools click “Documents” under Core Tools



- In the file tree select the Testing Reports Folder

Quality Issues & Resolution

- N/A

Upcoming Preinstallation Meetings

- Foundation excavation



Bring the passion, keep moving forward, and stay focused on the results. Champion the competitive spirit, make the most of every opportunity, and stay hungry.



Construction Summary

Schedule Update

July did not see much action other than dirt settling. We did get good news that the surcharge is complete and has been removed. Coming up in August we are looking to get rest of the contractors established, all bought into a schedule and progress being made. There still will be a few more weeks of little to no action as Bid Package 2 is being finalized and contracts released.

Delays

- Weather – See Daily Log Weather Report
 - We had 0 rain days

Weather Delays (Sitework)		
Scheduled	Occurred	Left
6	2	0

Weather Delays (Construction)		
Scheduled	Occurred	Left
19	0	0

- Materials & Labor
 - None at this time

Key Issues / Concerns & Recommended Action Steps

- Finalizing our baseline schedule from the input of our trade partners
- With surcharge complete, Sitework Weather Delay will be reduced to 0 days left
- Keeping up on erosion control and cleaning up and debris on South Park Rd.



*Deliver unmatched quality,
create meaningful
connections, and craft
unforgettable experiences in
everything we do. Capture
what truly matters and find
ways to inspire.*



Risk Management

Key Safety Statements & Focus Issues

The below safety topics are areas of focus for this month:

- Suicide Awareness and Prevention – Redefining Touch: 3rd quarter safety stand-down
- Emergency Preparedness – Designated Rally Point

Safety Incidents (Past Month)

- Near misses – 0
- Recordable injuries – 0
- Lost-time injuries – 0



Contract Summary

Contract Summary		Contingency Summary				
Original Contract Amount:	\$12,435,142.00	Original Contract Amount:	\$567,585.00			
Change Orders to Date:	\$0.00	Change Orders to Date:	\$2,699.80			
Current Contract Value:	\$12,435,142.00	Current Contract Value:	\$570,284.80			
Current Scope Revisions						
Description	Number	Date Submitted	Status	Allowance Item?	Contingency Item?	Estimated Cost Impact
100% IFC Set - Civil BP1 (Add Fire Protection Line)	001	6/16/2025	Approved	Yes	Yes	\$7,300.12
ASI-01 Civil Utility Information	002	7/3/2025	Approved			\$0.00
Bid Package #2 Bid Documents and Drawing Updates	003	9/8/2025	In Review			\$0.00
Finalize Contract Budgets from Bid Package #2	004	8/21/2025	Approved			\$0.00
BP #2 Contract Reconciliation	005		In Review			-\$1,042,000.00
ASI-02 Transformer Pad, Changes Related to PEMB, Changes Related to Elevator	006		Collecting Pricing			

Progress Photos



Water main tied into main line



Surcharge stripped off building pad



Placement of topsoil looking North



Placement of topsoil looking West



Attachments

1. Schedule

Activity ID	Resp	Predecessors	Successors	Activity Name	Orig Dur	Rem Dur	Start	Finish	2025												2026											
									Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Tiffin Community Recreation Center					375	301	22-May-25 A	10-Nov-26																								
PRECONSTRUCTION					0	0																										
PRECONSTRUCTION - BP1					0	0																										
PRECONSTRUCTION - BP2					0	0																										
SUBMITTALS					104	15	22-May-25 A	26-Sep-25																								
1140	MERIT	1050	1240, 1190	PEMB - Final Design & Submittal	40	15	22-May-25 A	26-Sep-25																								
1900	ILTENS	1120	1910	Roof Top Units - Submittal	30	15	18-Aug-25 A	26-Sep-25																								
2060	PRICELEC	1120	1510	Electrical Gear - Submittal	15	10	18-Aug-25 A	19-Sep-25																								
2140	TSF	1120	2210	Steel - Sequence 3 High Steel Submittal	10	5	18-Aug-25 A	12-Sep-25																								
2150	TSF	1120	2220	Steel - Sequence 4 GL2 thru GL5 Submittal	15	5	18-Aug-25 A	12-Sep-25																								
2160	TSF	1120	2230	Steel - Sequence 5 GL5 thru GL11/Track Submittal	15	5	18-Aug-25 A	12-Sep-25																								
2170	TSF	1120	2240	Steel - Sequence 6 Main Stair Submittal	20	1	18-Aug-25 A	08-Sep-25																								
2180	TSF	1120	2250	Steel - Sequence 7 Running Track Stair Submittal	20	1	18-Aug-25 A	08-Sep-25																								
2190	TSF	1120	2260	Steel - Sequence 8 Running Track Railing Submittal	30	5	18-Aug-25 A	12-Sep-25																								
2200	TSF	1120	2270	Steel - Sequence 9 Mechanical Screen Submittal	40	5	18-Aug-25 A	12-Sep-25																								
2490	ZEPHYR	1120	2500	Curtain Wall/Aluminum Entrance/Glazing Submittal	15	6	18-Aug-25 A	15-Sep-25																								
A/E REVIEW / APPROVAL					27	25	29-Aug-25 A	10-Oct-25																								
1310	A/E	2050	1500	Rebar Shop Drawing - Submittal Review	10	2	29-Aug-25 A	09-Sep-25																								
1920	A/E	1710	1930	Steel - Sequence 2 Embed Submittal Review	10	7	02-Sep-25 A	16-Sep-25																								
2280	TSF	2130	2360	Steel - Sequence 1 Anchor Bolts Submittal Review	10	7	02-Sep-25 A	16-Sep-25																								
1230	A/E	1180	1280	Aggregate Piers - Submittal Review	10	3	05-Sep-25 A	10-Sep-25																								
2240	TSF	2170	2320	Steel - Sequence 6 Main Stair Submittal Review	10	10	09-Sep-25	22-Sep-25																								
2250	TSF	2180	2330	Steel - Sequence 7 Running Track Stair Submittal Review	10	10	09-Sep-25	22-Sep-25																								
2210	TSF	2140	2290	Steel - Sequence 3 High Steel Submittal Review	10	10	15-Sep-25	26-Sep-25																								
2220	TSF	2150	2300	Steel - Sequence 4 GL2 thru GL5 Submittal Review	10	10	15-Sep-25	26-Sep-25																								
2230	TSF	2160	2310	Steel - Sequence 5 GL5 thru GL11/Track Submittal Review	10	10	15-Sep-25	26-Sep-25																								
2260	TSF	2190	2340	Steel - Sequence 8 Running Track Railing Submittal Review	10	10	15-Sep-25	26-Sep-25																								
2270	TSF	2200	2350	Steel - Sequence 9 Mechanical Screen Submittal Review	10	10	15-Sep-25	26-Sep-25																								
2500	ZEPHYR	2490	2510, 2530	Curtain Wall/Aluminum Entrance/Glazing Submittal Review	10	10	16-Sep-25	29-Sep-25																								
1510	A/E	2060	1650	Electrical Gear - Submittal Review	10	10	22-Sep-25	03-Oct-25																								
1190	A/E	1140	1240	PEMB - Final Design Submittal Review	10	10	29-Sep-25	10-Oct-25																								
1910	A/E	1900	1690	Roof Top Units - Submittal Review	10	10	29-Sep-25	10-Oct-25																								

■ Actual Work
■ Remaining Work
■ Critical Remaining Work
◆ Milestone



Please review the activities for which you are responsible and the relationships to the activities of other trades. If you have questions or comments, please contact **Patrick Myers & Corey Boyles** immediately. If we receive no comments from you by **5 working days**, we will assume a lack of response to be your agreement and commitment to the durations, relationships, and sequencing of this plan. As always, we will attempt to improve upon the dates shown. Periodic updates will be distributed as the project progresses.



Building Excellence

Construction Schedule Update 09/05/2025

Activity ID	Resp	Predecessor	Successors	Activity Name	Orig Dur	Rem Dur	Start	Finish	2025												2026																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
									Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
FAB / DELIVER					150	132	12-Aug-25 A	13-Mar-26																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					

Actual Work
 Remaining Work
 Critical Remaining Work

Milestone



Please review the activities for which you are responsible and the relationships to the activities of other trades. If you have questions or comments, please contact **Patrick Myers & Corey Boyles** immediately. If we receive no comments from you by **5 working days**, we will assume a lack of response to be your agreement and commitment to the durations, relationships, and sequencing of this plan. As always, we will attempt to improve upon the dates shown. Periodic updates will be distributed as the project progresses.



Building Excellence

Activity ID	Resp	Predecessors	Successors	Activity Name	Orig Dur	Rem Dur	Start	Finish	2025												2026											
									Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
2540	MIRON CONC	1350	2550, 2630	Form and Pour Footings - Sequence 2 (Teal)	4	4	29-Sep-25	02-Oct-25																								
	MIRON CONC	1350	2620, 2610,	Form and Pour Footings - Sequence 1A & 1B Elevator (Brown)	5	5	29-Sep-25	03-Oct-25																								
	MIRON CONC	2570	2700	Form and Pour Footings - Sequence 1C (Orange)	2	2	01-Oct-25	02-Oct-25																								
	MIRON CONC	2540	2560, 2640	Form and Pour Footings - Sequence 3 (Light Orange)	4	4	03-Oct-25	08-Oct-25																								
	MIRON CONC	2570	2690	Form and Pour Footings - Sequence 1D (Purple)	2	2	03-Oct-25	06-Oct-25																								
	MIRON CONC	2610	2740	Form/Pour/Strip Foundation Walls - Sequence 2 (Interior Orange)	3	3	03-Oct-25	07-Oct-25																								
	MIRON CONC	2570, 2360	2730, 2630	Form/Pour/Strip Foundation Walls - Sequence 1 Elevator (Brown)	5	5	06-Oct-25	10-Oct-25																								
	MIRON CONC	2600	2740	Form/Pour/Strip Foundation Walls - Sequence 3 (Purple)	4	4	07-Oct-25	10-Oct-25																								
	MIRON CONC	2550	2580, 2650	Form and Pour Footings - Sequence 4 (Teal)	4	4	09-Oct-25	14-Oct-25																								
	MIRON CONC	2540, 2620	2640, 2740	Form/Pour/Strip Foundation Walls - Sequence 4 (Teal)	4	4	13-Oct-25	16-Oct-25																								
	MIRON CONC	2560	2590, 2660	Form and Pour Footings - Sequence 5 (Green)	4	4	15-Oct-25	20-Oct-25																								
	MIRON CONC	2550, 2630	2750, 2650	Form/Pour/Strip Foundation Walls - Sequence 5 (Light Orange)	4	4	17-Oct-25	22-Oct-25																								
	CORRIDOR COAT	2620	2740	Elevator Shaft Waterproofing	1	1	20-Oct-25	20-Oct-25																								
	SCHRADER	2730, 2700,	2070, 1380	Backfill Foundation Sequence 1,2,3,4	2	2	21-Oct-25	22-Oct-25																								
	AAAMECH	2740	2800	Plumbing Underground	10	10	23-Oct-25	05-Nov-25																								
	SEEHASE	2740	2100	Elevator Shaft	5	5	23-Oct-25	29-Oct-25																								
	MIRON CONC	2560, 2640	2660, 2750	Form/Pour/Strip Foundation Walls - Sequence 6 (Orange)	4	4	23-Oct-25	28-Oct-25																								
	MIRON CONC	2580, 2650	2760, 2670	Form/Pour/Strip Foundation Walls - Sequence 7 (Pink)	4	4	29-Oct-25	03-Nov-25																								
	SCHRADER	2640, 2650	1370, 2810,	Backfill Foundation Sequence 5 & 6	2	2	29-Oct-25	30-Oct-25																								
	SEEHASE	2070		First Course CMU Bearing Walls	3	3	30-Oct-25	03-Nov-25																								
	SCHRADER	2750	2590	Excavate Foundations (Footings Sequence 6)	1	1	31-Oct-25	31-Oct-25																								
	MIRON CONC	2580, 2810	2680, 2710	Form and Pour Footings - Sequence 6 (Yellow)	3	3	03-Nov-25	05-Nov-25																								
	MIRON CONC	2660	2760	Form/Pour/Strip Foundation Walls - Sequence 8 (Green)	4	4	04-Nov-25	07-Nov-25																								
	MIRON CONC	2590	2770	Form/Pour/Strip Foundation Walls - Sequence 9 (Yellow)	4	4	06-Nov-25	11-Nov-25																								
	MIRON CONC	2590, 2750	2790, 2720	Form/Pour/Strip Foundation Walls - Sequence 10 (East Stoop and Mechanical Pad)	3	3	06-Nov-25	10-Nov-25																								
	SCHRADER	1380	2820	Rock Base Course - Locker Room	1	1	06-Nov-25	06-Nov-25																								
	MIRON CONC	2800	2000, 1470	Prep/Pour Locker Room	2	2	07-Nov-25	10-Nov-25																								
	SCHRADER	2660, 2670	1370	Backfill Foundation Sequence 7 & 8	2	2	10-Nov-25	11-Nov-25																								
	MIRON CONC	2710, 2750	2790	Form/Pour/Strip Foundation Walls - Sequence 11 (South Stoop and Mechanical Pads)	5	5	11-Nov-25	17-Nov-25																								
	SCHRADER	2770	1370	Rock Base Course	5	5	12-Nov-25	18-Nov-25																								
SCHRADER	2680	1460, 1370	Backfill Foundation Sequence 9 (Yellow)	2	2	12-Nov-25	13-Nov-25																									
SCHRADER	2710, 2720	1590	Backfill and Subgrade Sequence 10 & 11	3	3	18-Nov-25	20-Nov-25																									

 Actual Work
 Remaining Work
 Critical Remaining Work
 Milestone



Please review the activities for which you are responsible and the relationships to the activities of other trades. If you have questions or comments, please contact **Patrick Myers & Corey Boyles** immediately. If we receive no comments from you by **5 working days**, we will assume a lack of response to be your agreement and commitment to the durations, relationships, and sequencing of this plan. As always, we will attempt to improve upon the dates shown. Periodic updates will be distributed as the project progresses.



Activity ID	Resp	Predecessors	Successors	Activity Name	Orig Dur	Rem Dur	Start	Finish	2025												2026																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
									Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
1370	1370	MERIT	1240, 2750, 2000,	1450, 2000,	Erect PEMB	20	20	19-Nov-25	17-Dec-25																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			

 Actual Work
 Remaining Work
 Critical Remaining Work

 Milestone



Please review the activities for which you are responsible and the relationships to the activities of other trades. If you have questions or comments, please contact **Patrick Myers & Corey Boyles** immediately. If we receive no comments from you by **5 working days**, we will assume a lack of response to be your agreement and commitment to the durations, relationships, and sequencing of this plan. As always, we will attempt to improve upon the dates shown. Periodic updates will be distributed as the project progresses.



Activity ID	Resp	Predecessor	Successors	Activity Name	Orig Dur	Rem Dur	Start	Finish	2025												2026										
									Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
1580	AAAMECH	1570, 1390	1680	Gym Area Overhead Rough In - MEP	15	15	12-Mar-26	01-Apr-26																							
1990	MERIT	2830, 2110	1700	PENB - Interior Liner Panels	15	15	12-Mar-26	01-Apr-26																							
2410	TSF	2330, 2400,	2420	Steel - Sequence 7 Running Track Stair Intall/Detail	5	5	12-Mar-26	18-Mar-26																							
2430	TSF	2850, 2350	1960	Steel - Sequence 9 Mechanical Screens Install	15	15	16-Mar-26	03-Apr-26																							
1520	PEARSON	1430, 1360	1530	1st Floor Interior Steel Stud Framing	10	10	17-Mar-26	30-Mar-26																							
1540	ILTENS	1300, 1360	2010, 1530	1st Floor Overhead Rough In - Mechanical	15	15	17-Mar-26	06-Apr-26																							
1660	PEARSON	1560	1670	2nd Floor Drywall - Hang	3	3	19-Mar-26	23-Mar-26																							
1530	AAAMECH	1520, 1540	1600	1st Floor In Wall Rough In - MEP	15	15	20-Mar-26	09-Apr-26																							
1670	PEARSON	1660	1680	2nd Floor Drywall - Tape and Sand	5	5	24-Mar-26	30-Mar-26																							
1680	PAINTER	1580, 1670,	1700, 2080,	2nd Floor Paint	8	8	02-Apr-26	13-Apr-26																							
2010	PRICELEC	1540, 1650	1830	Permenant Power	1	1	07-Apr-26	07-Apr-26																							
1830	OTIS	1270, 2010	1740, 2120	Elevator Installation	15	15	08-Apr-26	28-Apr-26																							
1600	PEARSON	1530, 1840	1610	1st Floor Drywall - Hang	10	10	10-Apr-26	23-Apr-26																							
1700	AAAMECH	1990, 1680	2090	2nd Floor MEP Trim Out	5	5	14-Apr-26	20-Apr-26																							
2890	PRICELEC	1680	1760	2nd Floor - Electrical Trim and Lights	10	10	14-Apr-26	27-Apr-26																							
2900	ILTENS	1680	1820	2nd Floor - Fabric Duct and Diffusers	8	8	14-Apr-26	23-Apr-26																							
1610	PEARSON	1600	1620	1st Floor Drywall - Tape and Sand	15	15	24-Apr-26	14-May-26																							
1620	YOUNGS	1610, 1470	1630, 1730,	1st Floor Paint	8	8	15-May-26	27-May-26																							
1630	HARGERS	1620	1640, 1740,	1st Floor Ceiling Tie - Grid	15	15	28-May-26	17-Jun-26																							
2870	PRICELEC	1620, 1630	1760	1st Floor - Electrical Trim and Lights	10	10	04-Jun-26	17-Jun-26																							
2880	ILTENS	1630	1820	1st Floor - Diffusers	10	10	04-Jun-26	17-Jun-26																							
1640	AAAMECH	1630	1650, 2090	1st Floor Plumbing Fixtures	5	5	18-Jun-26	24-Jun-26																							
1650	CEILING	1640	1820	1st Floor Ceiling Tie - Drop	2	2	25-Jun-26	26-Jun-26																							
2090	MEP	1640, 1700	1720, 1820,	HVAC Startup	3	3	25-Jun-26	29-Jun-26																							
1730	PHILLPSLR	1620, 2090	1760	Flooring - Turf Area	10	10	30-Jun-26	14-Jul-26																							
1740	APPLEBY	1630, 1830,	2080	Soft Goods Flooring - 1st Floor	10	10	30-Jun-26	14-Jul-26																							
1810	FLOORING	2090	1760	Athletic Flooring - 2nd Floor	15	15	30-Jun-26	21-Jul-26																							
2860	PHILLPSLR	2090	1720	Athletic Flooring - 1st Floor	10	10	30-Jun-26	14-Jul-26																							
2080	GENTRADES	1620, 1680,	1760	Architectural Casework Install	15	15	08-Jul-26	28-Jul-26																							
1720	H2I	1970, 1620,	1820, 1950	Flooring - Gym Area	30	30	15-Jul-26	25-Aug-26																							
1820	MEP	1720, 1650,	1760, 1880	Test & Balance	9	9	26-Aug-26	08-Sep-26																							
1880	MEP	1820	1760	Commissioning	9	9	09-Sep-26	21-Sep-26																							

 Actual Work
 Remaining Work
 Critical Remaining Work

 Milestone



Please review the activities for which you are responsible and the relationships to the activities of other trades. If you have questions or comments, please contact **Patrick Myers & Corey Boyles** immediately. If we receive no comments from you by **5 working days**, we will assume a lack of response to be your agreement and commitment to the durations, relationships, and sequencing of this plan. As always, we will attempt to improve upon the dates shown. Periodic updates will be distributed as the project progresses.



Construction Schedule Update 09/05/2025

Activity ID	Resp	Predecessor	Successors	Activity Name	Orig Dur	Rem Dur	Start	Finish	2025												2026											
									Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
WEATHER CONTINGENCY					19	19	08-Oct-26	03-Nov-26																								
	WEATHER CONTINGENCY SITE WORK BP1				0	0																										
	CRITICAL				0	0																										
	NON-CRITICAL				0	0																										
	WEATHER CONTINGENCY CONSTRUCTION BP2				19	19	08-Oct-26	03-Nov-26																								
	1890	MIRON	1770	1780	Weather Contingency Construction (Sept '25-May '26 19 Days)		19	19	08-Oct-26	03-Nov-26																						
	CRITICAL				0	0																										
	NON-CRITICAL				0	0																										
	CONSTRUCTION BULLETINS				0	0																										
	PROJECT COMPLETION				44	44	10-Sep-26	10-Nov-26																								
	1760	MIRON	1820, 1870,	1770	Quality Control Review		10	10	10-Sep-26	23-Sep-26																						
	1770	MIRON	1760	1890, 1780	Punchlist		10	10	24-Sep-26	07-Oct-26																						
	1780	MIRON	1890, 1770	1790	Substantial Completion		0	0		03-Nov-26*																						
	1790	MIRON	1780	1800	Punchlist Corrections		5	5	04-Nov-26	10-Nov-26																						
	1800	MIRON	1790		Final Completion		0	0		10-Nov-26																						

Actual Work
Remaining Work
Critical Remaining Work

◆ Milestone



Please review the activities for which you are responsible and the relationships to the activities of other trades. If you have questions or comments, please contact **Patrick Myers & Corey Boyles** immediately. If we receive no comments from you by **5 working days**, we will assume a lack of response to be your agreement and commitment to the durations, relationships, and sequencing of this plan. As always, we will attempt to improve upon the dates shown. Periodic updates will be distributed as the project progresses.



CITY OF TIFFIN
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL
September 12, 2025

- As was mentioned last week, North Park Road was opened up to two-way traffic a little earlier than expected. All the signage was modified or removed, striping of the pavement was completed and the necessary barricades and delineators were installed so the road officially opened last Friday afternoon. The project is now completed for this construction season and working days have stopped being counted. The project will resume next spring as weather permits.
- As of this week, the second batch of Census mailers was sent out on September 10th. The online self-response rate is currently at 15%, just one week after the portal opened. If you live in a home built after 2020, you may not receive a letter inviting you to respond online. Don't worry, you'll still be counted! A Census representative will visit these residences during the door-to-door phase to collect the information. All workstations, phones, and office spaces are fully set up and ready for the Census Bureau's crew to arrive. Please note that the City Council Chambers will be unavailable until the census concludes in December.
- With the official start of the Special Census, at least our next five council meetings will be held at the Springmier Community Library as the council chambers are being used by the census bureau team.
- Late last week we had the 70% preliminary review of the plans and specifications for the Forevergreen Road/Jasper Avenue Improvements project. The meeting went well and the project is still on schedule for a winter bid letting with construction to start in the spring.
- Just a friendly reminder, the groundbreaking ceremony for the Recreation Center is on Tuesday, September 16th at 10:00 a.m. We believe all the details have been worked through for the event and a press release has been sent out to the local news media outlets.