

Supplemental Packet - Late Additions/Late Handouts

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November 04, 2025 07:01 pm



City Council Supplemental Meeting Packet

November 4, 2025 - Formal Meeting

Information submitted between distribution of the meeting packet on Friday and 4:00 pm on Monday.

1. Late Additions

K.10 - Discussion and Consideration of One-Time Water & Sewer Adjustment - 204 Village Drive #4 - Motion to Approve

File: [Late Addition - K-10](#)

2. Late Handouts

E.2 - Summary of Receipts - **See Updated Report**

I.3 - Resolution 2025-083 – A Resolution Approving at 28E Between the City of North Liberty and the City of Tiffin for Cost Sharing for Certain Firefighting Protective Equipment - **See corrected Resolution & Attachments**

I.5 - Resolution 2025-086 – A Resolution Approving the Escrow and Partial Release Agreement for Tiffin Heights West - **See Updated Escrow Agreement**

K.2 - Discussion and Consideration of Change Order #9 – Rathje Construction, Original Town Urbanization Project Phase 3 – Ben Carhoff, Hart-Frederick Requested to Table Item until 11/18 Meeting

File: [E-2 Report](#)

File: [I-2 - Resolution 2025-083](#)

File: [I.5 - Escrow Agreement](#)

3. Updated Agenda

File: [REVISED 11/4 Agenda](#)



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION



DATE: November 3, 2025

AGENDA ITEM: One-Time Water & Sewer Adjustment – 204 Village Drive #4

ACTION: Approval

Background:

The City received a formal application from resident Lynda Harrell, located at 204 Village Drive #4, requesting a one-time water and sewer bill adjustment due to a leak in her apartment's utility closet. The leak reportedly persisted for several months before being repaired approximately three days prior to the application date of October 31, 2025.

This request is made in accordance with City Ordinance Nos. 2017-398 and 2017-399, which allow for a one-time adjustment to both water and sewer bills, capped at \$250 each, based on the average of the previous twelve billing cycles.

Analysis:

Based on the documentation provided:

- **Water Average (12-month):** \$19.92
- **Sewer Average (12-month):** \$29.65
- **Recent Bill (November 1, 2025):**
 - Water: \$97.23
 - Sewer: \$87.43
- **Calculated Refunds:**
 - Water: \$235.99 (capped at \$250)
 - Sewer: \$180.54 (capped at \$250)
- **Total Adjustment Requested:** \$416.53 (combined cap: \$500)

The applicant has paid the average amounts as required and is seeking Council approval for the remaining adjustment to be applied to her next utility bill.

Recommendation:

Utility Billing Clerk recommends approval of the one-time water and sewer adjustment for Lynda Harrell at 204 Village Drive #4, in accordance with Ordinance Nos. 2017-398 and 2017-399. The total adjustment amount of \$416.53 falls within the allowable combined cap of \$500.

ATTACHMENTS: Application Request, Ordinance 2017-398 and 2017-399



Application for One-Time Water and Sewer Adjustment

Name: Lynda HARRELL Date: 10-31-25

Service Address: 204 Village DR Unit #4

Phone Number: 319-440-5358

Resident Account Number: _____

Reason for application: THERE WAS A LEAK IN MY APARTMENT
~~IN MY UTILITY CLOSET~~ IN MY UTILITY CLOSET THAT HAD
BEEN RUNNING FOR SOME DAYS UNTIL THEY
CAME TO FIX IT THREE DAY AGO AND I'M REALLY
NOT SURE HOW LONG IT WAS RUNNING,

CITY OF TIFFIN ORDINANCE NO. 2017-398

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

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

CITY OF TIFFIN ORDINANCE NO. 2017-399

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

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

Signature: Lynda Harrell Date: 10-31-25

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

LYNDA HARRELL
 204 VILLAGE DR #4
 01-02100630-02

	<u>WATER</u>	<u>Water Average</u>	<u>W Refund</u>	<u>SEWER</u>	<u>Sewer Average</u>	<u>S Refund</u>
11/1/2025	\$ 97.23	\$ 19.92	\$ 77.31	\$ 87.43	\$ 29.65	\$ 57.78
10/1/2025	\$ 84.81	\$ 19.92	\$ 64.89	\$ 77.17	\$ 29.65	\$ 47.52
9/1/2025	\$ 64.80	\$ 19.92	\$ 44.88	\$ 60.64	\$ 29.65	\$ 30.99
8/1/2025	\$ 45.45	\$ 19.92	\$ 25.53	\$ 52.70	\$ 29.65	\$ 23.05
7/1/2025	\$ 43.30	\$ 19.92	\$ 23.38	\$ 50.85	\$ 29.65	\$ 21.20
6/1/2025	\$ 23.50			\$ 33.75		
5/1/2025	\$ 22.46			\$ 32.85		
4/1/2025	\$ 24.00			\$ 34.18		
3/1/2025	\$ 18.94			\$ 29.81		
2/1/2025	\$ 20.31			\$ 31.00		
1/1/2025	\$ 17.07			\$ 28.19		
12/1/2024	\$ 15.75			\$ 28.19		
11/1/2024	\$ 13.99			\$ 27.05		
10/1/2024	\$ 14.48			\$ 25.53		
9/1/2024	\$ 28.67			\$ 25.96		
	\$ 199.17	Total 10 mo.		\$ 296.51	Total 10 mo.	
	\$ 19.92	Average		\$ 29.65	Average	

Water Refund	\$ 235.99	MAX \$250
Sewer Refund	\$ 180.54	MAX \$250
FORGIVENESS GRAND TOTAL:	\$ 416.53	MAX \$500



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



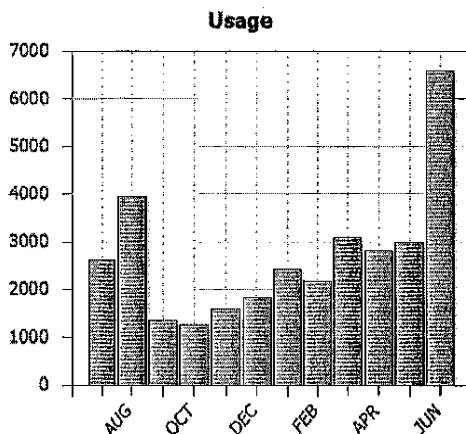
LYNDA HARRELL
204 VILLAGE Dr # 4
Tiffin, IA 52340

Account Number	AMOUNT DUE
01-02100630-02	\$167.58
Due Date	After Due Date Pay
7/20/2025	\$177.56
Account Name	
LYNDA HARRELL	
Service Address	
204 VILLAGE Dr # 4	
Amount Enclosed	

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

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name				Service Address		Account Number
LYNDA HARRELL				204 VILLAGE Dr # 4		01-02100630-02
Status	Service Dates			Bill Date	Penalty Date	Due Date
	From	To	# Days			
Active	5/15/2025	6/15/2025	31	6/30/2025	7/21/2025	7/20/2025



CURRENT READING	PREVIOUS READING	USAGE
20,645	19,985	6,600

PREVIOUS BALANCE	\$61.66
PAYMENTS	\$0.00
ADJUSTMENTS	\$0.00
PENALTIES	\$6.17
PAST DUE AMOUNT	\$67.83

WA RES MAIN BASE	7.00
WA RES MAIN CONS	36.30
SW RES MAIN BASE	19.50
SW RES MAIN CONS	31.35
STORM WATER	3.00
Tax	\$2.60

CURRENT BILL **\$99.75**

AMOUNT DUE **\$167.58**

AMOUNT DUE AFTER 07/20/2025 **\$177.56**

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



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LYNDA HARRELL
204 VILLAGE Dr # 4
Tiffin, IA 52340

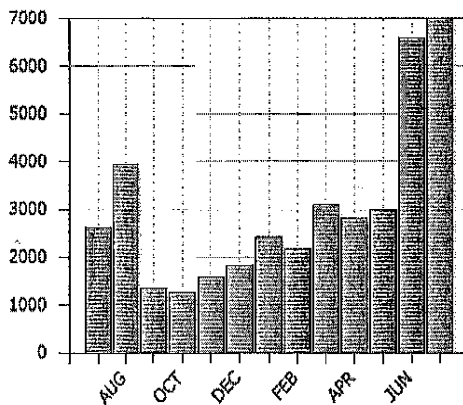
Account Number	AMOUNT DUE
01-02100630-02	\$213.61
Due Date	After Due Date Pay
8/20/2025	\$224.00
Account Name	
LYNDA HARRELL	
Service Address	
204 VILLAGE Dr # 4	
Amount Enclosed	

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

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name				Service Address		Account Number
LYNDA HARRELL				204 VILLAGE Dr # 4		01-02100630-02
Status	Service Dates			Bill Date	Penalty Date	Due Date
	From	To	# Days			
Active	6/15/2025	7/15/2025	30	7/29/2025	8/21/2025	8/20/2025

Usage



CURRENT READING	PREVIOUS READING	USAGE
21,344	20,645	6,990

PREVIOUS BALANCE	\$167.58
PAYMENTS	\$67.83-
ADJUSTMENTS	\$0.00
PENALTIES	\$9.98
PAST DUE AMOUNT	\$109.73

WA RES MAIN BASE	7.00
WA RES MAIN CONS	38.45
SW RES MAIN BASE	19.50
SW RES MAIN CONS	33.20
STORM WATER	3.00
Tax	\$2.73

CURRENT BILL	\$103.88
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AMOUNT DUE	\$213.61
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AMOUNT DUE AFTER 08/20/2025	\$224.00
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LYNDA HARRELL
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Tiffin, IA 52340

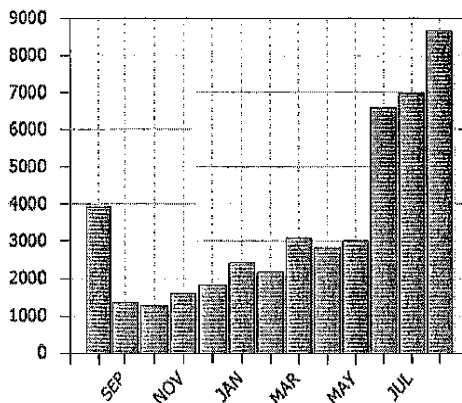
Account Number	AMOUNT DUE
01-02100630-02	\$132.33
Due Date	After Due Date Pay
9/20/2025	\$145.56
Account Name	
LYNDA HARRELL	
Service Address	
204 VILLAGE Dr # 4	
Amount Enclosed	

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

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name				Service Address		Account Number
LYNDA HARRELL				204 VILLAGE Dr # 4		01-02100630-02
Status	Service Dates			Bill Date	Penalty Date	Due Date
	From	To	# Days			
Active	7/15/2025	8/15/2025	31	8/29/2025	9/21/2025	9/20/2025

Usage



CURRENT READING	PREVIOUS READING	USAGE
22,210	21,344	8,660

PREVIOUS BALANCE	\$213.61
PAYMENTS	\$213.61-
ADJUSTMENTS	\$0.00
PENALTIES	\$0.00

PAST DUE AMOUNT \$0.00

WA RES MAIN BASE	15.00
WA RES MAIN CONS	49.80
SW RES MAIN BASE	19.50
SW RES MAIN CONS	41.14
STORM WATER	3.00
Tax	\$3.89

CURRENT BILL \$132.33

AMOUNT DUE \$132.33

AMOUNT DUE AFTER 09/20/2025 \$145.56

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LYNDA HARRELL
204 VILLAGE Dr # 4
Tiffin, IA 52340

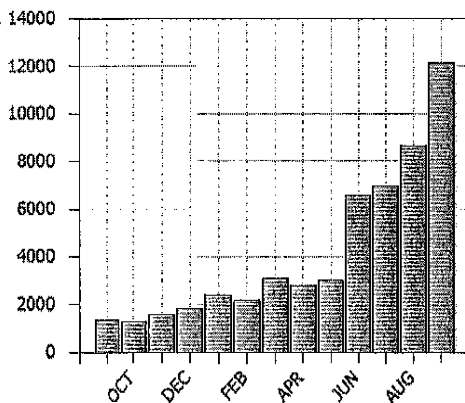
Account Number	AMOUNT DUE
01-02100630-02	\$170.07
Due Date	After Due Date Pay
10/20/2025	\$187.08
Account Name	
LYNDA HARRELL	
Service Address	
204 VILLAGE Dr # 4	
Amount Enclosed	

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

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name				Service Address		Account Number
LYNDA HARRELL				204 VILLAGE Dr # 4		01-02100630-02
Status	Service Dates			Bill Date	Penalty Date	Due Date
	From	To	# Days			
Active	8/15/2025	9/15/2025	31	9/30/2025	10/21/2025	10/20/2025

Usage



CURRENT READING	PREVIOUS READING	USAGE
23,424	22,210	12,140

PREVIOUS BALANCE	\$132.33
PAYMENTS	\$145.56-
ADJUSTMENTS	\$0.00
PENALTIES	\$13.23
PAST DUE AMOUNT	\$0.00

WA RES MAIN BASE	15.00
WA RES MAIN CONS	69.81
SW RES MAIN BASE	19.50
SW RES MAIN CONS	57.67
STORM WATER	3.00
Tax	\$5.09

CURRENT BILL	\$170.07
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AMOUNT DUE	\$170.07
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AMOUNT DUE AFTER 10/20/2025	\$187.08
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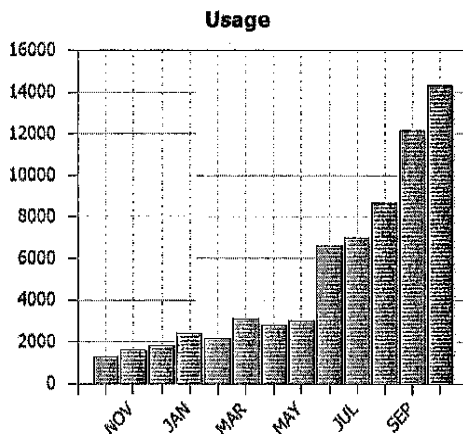
LYNDA HARRELL
204 VILLAGE Dr # 4
Tiffin, IA 52340

Account Number	AMOUNT DUE
01-02100630-02	\$193.49
Due Date	After Due Date Pay
11/20/2025	\$212.84
Account Name	
LYNDA HARRELL	
Service Address	
204 VILLAGE Dr # 4	
Amount Enclosed	

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

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name		Service Address			Account Number	
LYNDA HARRELL		204 VILLAGE Dr # 4			01-02100630-02	
Status	Service Dates			Bill Date	Penalty Date	Due Date
	From	To	# Days			
Active	9/15/2025	10/15/2025	30	10/30/2025	11/21/2025	11/20/2025



CURRENT READING	PREVIOUS READING	USAGE
24,854	23,424	14,300

PREVIOUS BALANCE	\$170.07
PAYMENTS	\$187.08-
ADJUSTMENTS	\$0.00
PENALTIES	\$17.01
PAST DUE AMOUNT	\$0.00

WA RES MAIN BASE	15.00
WA RES MAIN CONS	82.23
SW RES MAIN BASE	19.50
SW RES MAIN CONS	67.93
STORM WATER	3.00
Tax	\$5.83

CURRENT BILL **\$193.49**

AMOUNT DUE **\$193.49**

AMOUNT DUE AFTER 11/20/2025 **\$212.84**

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

CITY OF TIFFIN ORDINANCE NO. 2017-398

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

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

Section I. Purpose: The purpose of this ordinance is to amend Chapter 92 of the Municipal Code of Tiffin, Iowa, to add a water adjustment section.

Section II. Amendment. Section 92.10 of Chapter 92 is hereby added as follows:

CHAPTER 92 WATER RATES

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

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

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

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

CITY OF TIFFIN ORDINANCE NO. 2017-399

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

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

Section I. Purpose: The purpose of this ordinance is to amend Section 99.10(1) of Chapter 99 of the Municipal Code of Tiffin, Iowa, to amend payment of bills exception section and change it to a sewer adjustment section.

Section II. Amendment. Section 99.10(1) of Chapter 99 is hereby amended as follows:

CHAPTER 99 SEWER USER CHARGE SYSTEM

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

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

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

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



**AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION**

DATE: October 31, 2025

AGENDA ITEM: Approval of Summary of Receipts Report

ACTION: Approval

ATTACHMENTS: Report

City of Tiffin Summary of Receipts
10/18/2025-10/31/2025



001-GENERAL	\$	178,245.72
110-ROAD USE TAX	\$	50,404.41
112-EMPLOYEE BENEFIT	\$	-
119-EMERGENCY FUND	\$	-
121-LOCAL OPTION SALES TAX	\$	89,242.89
125-TIF		
200-DEBT SERVICE	\$	-
301-DEVELOPER ESCROW	\$	-
307-PARK ROAD PAVING	\$	-
310-TRAIL PROJECT	\$	-
316-GO BONDS	\$	-
320-ROUNDAABOUT	\$	-
321-ORIGINAL TOWN URBANIZATION	\$	-
335-FOREVERGREEN RD	\$	-
336-PUBLIC WORKS BUILDING	\$	-
344-PW EQUIPMENT	\$	-
600-WATER	\$	101,326.03
601-WATER SINKING	\$	-
607-SECOND WELL	\$	-
610-SEWER	\$	84,254.21
611-SEWER SINKING	\$	-
617-SANITARY SEWER IMPROVEMENTS	\$	-
618-SEWER MAIN UPSIZE RAILROAD	\$	-
670-RECYCLING/GARBAGE	\$	27,773.29
740-STORM WATER	\$	6,345.43
TOTAL:	\$	537,591.98

City of Tiffin Summary of Receipts

10/18/2025-10/31/2025

001-GENERAL	\$	173,641.72
110-ROAD USE TAX	\$	50,404.41
112-EMPLOYEE BENEFIT	\$	-
119-EMERGENCY FUND	\$	-
121-LOCAL OPTION SALES TAX	\$	89,242.89
125-TIF		
200-DEBT SERVICE	\$	-
301-DEVELOPER ESCROW	\$	-
307-PARK ROAD PAVING	\$	-
310-TRAIL PROJECT	\$	-
316-GO BONDS	\$	-
320-ROUNDAABOUT	\$	-
321-ORIGINAL TOWN URBANIZATION	\$	-
335-FOREVERGREEN RD	\$	-
336-PUBLIC WORKS BUILDING	\$	-
344-PW EQUIPMENT	\$	-
600-WATER	\$	97,564.41
601-WATER SINKING	\$	-
607-SECOND WELL	\$	-
610-SEWER	\$	81,464.22
611-SEWER SINKING	\$	-
617-SANITARY SEWER IMPROVEMENTS	\$	-
618-SEWER MAIN UPSIZE RAILROAD	\$	-
670-RECYCLING/GARBAGE	\$	26,946.68
740-STORM WATER	\$	6,140.89
TOTAL:	\$	525,405.22



AGENDA INFORMATION TIFFIN CITY COUNCIL COMMUNICATION

DATE:	October 29, 2025
AGENDA ITEM:	Resolution 2025-083 – A Resolution Approving at 28E Between the City of North Liberty and the City of Tiffin for Cost Sharing for Certain Firefighting Protective Equipment
ACTION:	Approval

Purpose

To seek Council approval of a Chapter 28E Agreement between the City of Tiffin and the City of North Liberty for the shared use and cost allocation of a quantitative fit tester used for SCBA (Self-Contained Breathing Apparatus) gear.

Background

The City of North Liberty owns a quantitative fit tester that is used to ensure the effectiveness of SCBA gear for its fire department. The City of Tiffin Fire Department also requires access to this specialized equipment to maintain safety standards for its volunteer firefighters.

This agreement formalizes a cost-sharing arrangement between the two cities to:

- Allow Tiffin access to North Liberty's fit tester
- Share annual calibration and maintenance costs
- Share repair and replacement costs when necessary

Key Terms of the Agreement

- **Annual Calibration & Maintenance:** North Liberty will coordinate calibration and maintenance; Tiffin will reimburse 50% of the costs.
- **Repair & Replacement:** Costs due to wear or end-of-life replacement will be split 50/50. Estimated replacement cost is \$14,000.
- **Termination Clause:** Either party may terminate with 30 days' written notice. If the unit has been replaced, Tiffin will be reimbursed for 50% of the remaining prorated value.
- **No Separate Entity:** The agreement does not create a new legal entity. Each City Administrator will oversee their respective responsibilities.
- **Effective Date:** Upon approval by both City Councils and filing with the Iowa Secretary of State per Chapter 28E requirements.

Recommendation

Fire Marshal Erb recommends approval of the resolution authorizing the Mayor and City Clerk to execute the 28E Agreement with the City of North Liberty.

ATTACHMENTS: Resolution, 28E Agreement

RESOLUTION NO. 2025-083

A RESOLUTION APPROVING THE 28E AGREEMENT BETWEEN THE CITY OF TIFFIN AND THE CITY OF NORTH LIBERTY FOR COST SHARING FOR CERTAIN FIREFIGHTING PROTECTIVE EQUIPMENT

WHEREAS, the City of Tiffin and the City of North Liberty desire to efficiently and effectively provide fire protection services within their respective service areas; and

WHEREAS, the Cities recognize the need for self-contained breathing apparatuses (SCBA) and the importance of quantitative fit testing to ensure the safety and effectiveness of such equipment; and

WHEREAS, the City of North Liberty owns a quantitative fit tester suitable for use by both fire departments, and the Cities wish to share the use of this equipment and divide the associated costs; and

WHEREAS, the Cities have negotiated a Chapter 28E Agreement to formalize the cost-sharing arrangement for the use, maintenance, calibration, and potential replacement of the fit tester;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TIFFIN, IOWA:

1. That the City Council hereby approves the Chapter 28E Agreement between the City of Tiffin and the City of North Liberty for cost sharing of SCBA fit testing equipment.
2. That the Mayor and City Clerk are authorized to execute the Agreement on behalf of the City of Tiffin.
3. That the Agreement shall be filed with the Iowa Secretary of State in accordance with Iowa Code Chapter 28E.

On the 4th day of November 2025, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson ____ introduced **RESOLUTION NO. 2025-082, A Resolution Approving the 28E Agreement Between the City of Tiffin and the City of North Liberty for Cost Sharing for Certain Firefighting Protective Equipment** and made a motion for approval. Motion seconded by Councilperson ____.

Ayes:

Nays:

Absent:

Whereupon ____ Council members were present and voted approval and Mayor Kasperek declared that **RESOLUTION NO. 2025-082, A Resolution Approving the 28E Agreement Between the City of Tiffin and the City of North Liberty for Cost Sharing for Certain Firefighting Protective Equipment** to be adopted and signified his approval of the same by affixing his signature thereto.

Passed by the City Council on the 4th day of November 2025.

City of Tiffin

Tim Kasperek, Mayor

ATTEST:

Abigail Hora, City Clerk

CHAPTER 28E AGREEMENT BETWEEN THE CITY OF NORTH LIBERTY AND THE CITY OF TIFFIN FOR COST SHARING FOR CERTAIN FIREFIGHTING PROTECTIVE EQUIPMENT

THIS AGREEMENT is made by and between the City of North Liberty, Iowa, a municipal corporation (“North Liberty”) and the City of Tiffin, Iowa, a municipal corporation (“Tiffin”). North Liberty and Tiffin are collectively referred to as “the Cities” hereinafter.

WHEREAS, Tiffin and North Liberty wish to efficiently and effectively provide for fire protection within their service areas; and

WHEREAS, the Cities acknowledge the continued need for self-contained breathing apparatuses (SCBA) in the provision of those services, which requires the use of specialized fit testing equipment; and

WHEREAS, North Liberty owns a quantitative fit tester (the “Fit Tester”) which is suitable for ensuring the effectiveness of SCBA gear of the fire departments of both Cities; and

WHEREAS, the Cities wish to share the use of the Fit Tester for the SCBA gear required by their respective fire departments, and to divide annual calibration costs necessary for the operation of the Fit Tester; and

WHEREAS, the Cities wish to enter into an agreement to provide for the use of North Liberty’s SCBA quantitative fit tester by Tiffin, and for Tiffin’s reimbursement of a portion of the operational costs of the tester, including its annual calibration.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Purpose. The purpose of the agreement is to allocate the costs and responsibilities arising from the operation of North Liberty’s Fit Tester, including annual calibration fees among and between North Liberty and Tiffin.

2. Consideration. The mutual consideration herein is the execution of this Agreement by the parties.

3. No separate legal entity. No separate legal entity is created by this Agreement. The City Administrator of each City will administer the respective Cities’ duties hereunder.

4. Maintenance Cost sharing. North Liberty shall provide for the annual calibration of the Fit Tester by a certified professional and such other maintenance as is required in accordance with the manufacturer’s recommended service schedule. Tiffin shall reimburse North Liberty 50% of that amount within 30 days after confirmation of North Liberty’s payment. Maintenance costs do not include consumable or single-use materials, which shall be the responsibility of each department individually.

5. Repair and Replacement Cost sharing. When the Fit Tester needs repair or replacement due to ordinary wear and tear or, from the unit coming to the end of its operational

life, the Parties agree to share equally in the costs of such repair or replacement. North Liberty will provide for the repairs by a certified professional, provided they do not exceed the cost of a replacement unit, in which case the unit shall be replaced. Tiffin will reimburse North Liberty for 50% of those costs in the same manner as set forth in Paragraph 4. Replacement costs for the Fit Tester are currently estimated to be \$14,000.00.

6. Termination. Should either party seek to terminate the agreement, they may do so by 30 days' written notice to the other at the address provided in Paragraph 7 below. If the Fit Tester has been replaced, the City of North Liberty shall, upon Termination, reimburse the City of Tiffin for 50% of the remaining value of the replacement unit, prorated over its remaining useful life, which is projected to be ten years from the date of purchase.

7. Notices. Any notice by one City to another City is effective by ordinary mail addressed to:

City Administrator
City of North Liberty
360 N. Main Street
North Liberty, IA 52317

City Administrator
City of Tiffin
300 Railroad Street
Tiffin, IA 52340

8. Effective date. This Agreement shall be effective when approved and signed by authorized representatives of the City of North Liberty and the City of Tiffin, and filed with the Iowa Secretary of State as provided in Section 28E.8 of the Code of Iowa (2025).

9. Cooperation and conflict resolution. The Cities enter into this agreement understanding the importance of working together and acting in good faith in order to provide financial benefits to each City and ultimately their citizens. It is with this in mind that the Cities commit to resolving all issues and, when good cause exists, amending this agreement in order to keep the agreement in place for the foreseeable future.

10. Interpretation and enforcement. Interpretation and enforcement of the Agreement shall be in accordance with Chapter 28E of the Code of Iowa (2025) and statutes respecting the rights and responsibilities of the political subdivisions.

11. Dispute resolution. Matters in dispute or subject to interpretation shall be first submitted to the parties for resolution prior to any party pursuing administrative or judicial remedies. In the event such matters must be submitted to the parties, they shall be submitted specifically to the City Administrator of each city, as representatives for each city, who will make a good faith effort to resolve the dispute.

Dated this ____ day of September, 2025.

[Signature Pages Follow]

SIGNATURE PAGE OF NORTH LIBERTY

Approved by the North Liberty City Council on _____, 2025.

Chris Hoffman, Mayor

ATTEST:

Tracey Mulcahey, City Clerk

SIGNATURE PAGE OF TIFFIN

Approved by the Tiffin City Council on _____, 2025.

Tim Kasperek, Mayor

ATTEST:

Abigail Hora, City Clerk



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE: October 31, 2025

AGENDA ITEM: Resolution 2025-086 – A Resolution Approving of an Escrow and Partial Release Agreement between the City of Tiffin and GHS Development, Inc.

ACTION: Approval

Purpose

To consider approval of an Escrow and Partial Release Agreement between the City of Tiffin and GHS Development, Inc. related to the paving of Halfmoon Avenue NW in the Tiffin Heights West subdivision.

Background

Per the Developer’s Agreement dated July 24, 2024, GHS Development, Inc. is obligated to pave Halfmoon Avenue NW to the northern boundary of Coquina Avenue as a benefit to the subdivision. This obligation is a covenant running with the land and is currently a lien and cloud on the property title.

To facilitate progress and protect the City’s interests, the Developer has submitted a bid from Streb Construction Co., Inc. for the paving work in the amount of **\$67,950.00**. In accordance with City policy, the Developer has deposited **\$81,540.00** into escrow.

Agreement Summary

- The Escrow and Partial Release Agreement transfers the lien from the property to the escrow account.
- The escrow funds will be retained by the City until the paving work is completed and certified by the City Engineer.
- Upon completion, the City will issue a final release for recordation.
- If the Developer fails to complete the paving, the City may draw on the escrow funds to fulfill the obligation.
- This agreement does **not** release the Developer from dust control responsibilities or modify other terms of the original Developer’s Agreement.

Recommendation

Staff recommend approval of the Escrow and Partial Release Agreement to ensure the paving obligation is secured while allowing for partial release of the lien on the property. This approach protects the City’s interests and facilitates development progress.

ATTACHMENTS: Resolution, Escrow & Partial Release Agreement, Quote from Streb Construction

RESOLUTION NO. 2025-086

A RESOLUTION APPROVING THE ESCROW AND PARTIAL RELEASE AGREEMENT FOR TIFFIN HEIGHTS WEST

Whereas, GHS Development, Inc., has requested the City enter into an escrow agreement prior to completion of the all the improvements in the subdivision and required by the subdivision, and;

Whereas, the final plat is found to conform with all of the requirement of the City's Ordinances and Subdivision Agreement with the exceptions noted in the escrow agreement, attached, and;

Now, therefore be it resolved by the City Council of the City of Tiffin, Iowa that the Mayor and City Clerk are hereby authorized to execute the documents necessary to approve the final plat as submitted and as approved by the City Engineer and City Attorney, but, as a condition of its approval, the approval of the final plat is contingent on the following: 1) GHS Development, INC., executing the attached escrow agreement; 2) Execution by the Subdivider and other necessary parties of all other documents required by the Subdivision Ordinance or Subdivision Agreement, including easement agreements. The final plat may not be recorded and no lots may be transferred until these contingencies have been completed.

On the 4th day of November, 2025, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson _____ introduced **RESOLUTION NO. 2025-086, A RESOLUTION APPROVING THE ESCROW AND PARTIAL RELEASE AGREEMENT FOR TIFFN HEIGHTS WEST** and made a motion for approval. Motion seconded by Councilperson _____.

Ayes:
Nays:
Absent:

Whereupon _____ Council members were present and voted approval and Mayor Kasperek declared that the **RESOLUTION NO. 2025-086, A RESOLUTION APPROVING THE ESCROW AND PARTIAL RELEASE AGREEMENT FOR TIFFIN HEIGHTS WEST** to be adopted and signified his approval of the same by affixing his signature thereto.

Passed by the City Council on the 4th day of November, 2025.

City of Tiffin

Tim Kasperek, Mayor

ATTEST: _____
Abigail Hora, City Clerk

Prepared by:

Michael J. Pugh

Pugh Hagan Prahm, PLC

425 E. Oakdale Blvd., Ste. 201

Coralville, IA 52241

Phone (319) 351-2028

FAX (319) 351-1102

**ESCROW AND PARTIAL RELEASE AGREEMENT
CONCERNING HALFMOON AVENUE NW**

**TIFFIN HEIGHTS WEST
TIFFIN, IOWA**

This Escrow and Partial Release Agreement is made between the City of Tiffin, Iowa, a municipal corporation ("the City"), and GHS Development, Inc., ("Developer") as Owner and/or Subdivider of Tiffin Heights West, Tiffin, Iowa.

IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. That by reason of the Developer's Agreement for Tiffin Heights West, Tiffin, Iowa, by and between the City and Developer, dated July 24, 2024, and recorded in the Johnson County Recorder's Office on September 9, 2024 in Book 6593, Pages 825 ("Developer's Agreement"), Developer is obligated to pave Halfmoon Avenue NW to the northerly terminus of Coquina Avenue as a benefit to the subdivision as more particularly set forth in Section 3(C)(10) of the Developer's Agreement (the "Halfmoon Avenue NW Paving"). The parties further acknowledge that this obligation is deemed a covenant running with the land and with title to the land.
2. That Developer has obtained a bid from Streb Construction Co., Inc., to complete the Halfmoon Avenue NW Paving, in the amount of \$67,950.00 ("Bid Amount"), a copy of which has been provided to the City.
3. The Parties acknowledge that, since the Halfmoon Avenue NW Paving is not yet complete, a final release regarding the same by the City is not yet appropriate. For this reason, the Developer's Agreement constitutes a lien and cloud on the property described above.
4. That GHS Development, Inc. has made an \$81,540.00 cash payment in escrow with the City for said subdivision ("Paving Escrow"), and said Paving Escrow is 120% of the Bid

Amount. The parties further acknowledge that this Paving Escrow is being retained by the City pending completion of the Halfmoon Avenue NW Paving, as certified by the City Engineer and issuance of a final release by the City for the Halfmoon Avenue NW Paving.

5. In consideration of the City's release of its lien on the property, Developer agrees that the lien on the property in Tiffin Heights West, Tiffin, Iowa shall be transferred to and shall immediately attach to the Paving Escrow, and that this lien shall remain attached to the Paving Escrow until such time as the conditions for total release set forth in the Developer's Agreement have been satisfied. At such time, the City will issue a final release to the Developer for recordation. If the Developer does not discharge its obligations for the Halfmoon Avenue NW Paving as outlined in the Developer's Agreement and as stated herein, the City shall be entitled to draw on the Paving Escrow as outlined herein and the Developer's Agreement. However, this remedy shall not be exclusive of any other remedy provided in law or equity.

6. Developer agrees that the Paving Escrow will be retained until all work on the Halfmoon Avenue NW Paving is completed and the Halfmoon Avenue NW Paving is finally released by the City as provided ~~above~~herein.

- ~~77.~~ The Developer agrees to complete the Halfmoon Avenue NW Paving on or before December 31, 2026 (the "Construction Deadline"). In the event the Halfmoon Avenue NW Paving is not completed by the Construction Deadline, the City may, but shall not be required to, utilize the Paving Escrow to complete the Halfmoon Avenue NW Paving. In the event the Paving Escrow is insufficient to pay for the Halfmoon Avenue NW Paving, the Developer shall pay for the excess costs incurred

- ~~8.~~ The Halfmoon Avenue NW Paving shall be constructed and installed by the Developer according to the plans and specifications approved by the City Engineer of the City of Tiffin, who shall have the right to make occasional inspection of the work in progress. Such inspections shall not relieve or release the Developer from its responsibility to construct said Halfmoon Avenue NW Paving in accordance with the approved plans and specifications. Further, said inspections shall not create a duty or warranty on the part of the City that the construction of said Halfmoon Avenue NW Paving are in compliance with said plans and specifications.

- ~~9.~~ In consideration thereof, the City does hereby release Tiffin Heights West, Tiffin, Iowa from any lien or cloud now placed on the title to the above property for the purposes stated in Paragraphs 1 through ~~68~~ above, and arising out of Section 3(c)(10) the Developer's Agreement.

- ~~810.~~ This Escrow and Partial Release Agreement shall not be construed as a release of Developer's obligations to control dust on Halfmoon Avenue NW as set forth in Section 3(F) of the Developer's Agreement. Nor shall this Escrow and Partial Release Agreement in any way alter, amend or modify the Developer's Agreement, except as provided in this agreement.

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11. In the event of a dispute between Developer and City as to the satisfactory completion of the Halfmoon Avenue NW Paving, the City may deposit the Paving Escrow with the Clerk of Court for the Johnson County District Court. Either party may thereafter make application to the Court for distribution of such funds.

[Signature page to Escrow and Partial Release Agreement]

Dated this _____ day of October, 2025.

SUBDIVIDER
GHS DEVELOPMENT, INC.

By: _____
Jason Dumont, President

STATE OF IOWA)
) ss:
COUNTY OF JOHNSON)

This instrument was acknowledged before me on this _____ day of October, 2025, by
Jason Dumont, as President of GHS Development, Inc.

Notary Public in and for said State

[Signature page to Escrow and Partial Release Agreement]

Dated this ____ day of _____, 2025.

CITY OF TIFFIN, IOWA

By: _____
Tim Kasperek, Mayor

ATTEST:

By: _____
Abigail Hora, City Clerk

STATE OF IOWA, COUNTY OF JOHNSON) ss:

On this ____ day of _____, 2025, before me, the undersigned, a Notary Public in and for said County and State, personally appeared Tim Kasperek and Abigail Hora, to me personally known, who being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Tiffin, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and the instrument was signed and sealed on behalf of the corporation by authority of its City Council, and the said Mayor and City Clerk did acknowledge the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public in and for said State

Prepared by:
Michael J. Pugh
Pugh Hagan Prahm, PLC

425 E. Oakdale Blvd., Ste. 201
Coralville, IA 52241

Phone (319) 351-2028
FAX (319) 351-1102

**ESCROW AND PARTIAL RELEASE AGREEMENT
CONCERNING HALFMOON AVENUE NW**

**TIFFIN HEIGHTS WEST
TIFFIN, IOWA**

This Escrow and Partial Release Agreement is made between the City of Tiffin, Iowa, a municipal corporation (“the City”), and GHS Development, Inc., (“Developer”) as Owner and/or Subdivider of Tiffin Heights West, Tiffin, Iowa.

IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. That by reason of the Developer’s Agreement for Tiffin Heights West, Tiffin, Iowa, by and between the City and Developer, dated July 24, 2024, and recorded in the Johnson County Recorder's Office on September 9, 2024 in Book 6593, Pages 825 (“Developer’s Agreement”), Developer is obligated to pave Halfmoon Avenue NW to the northerly terminus of Coquina Avenue as a benefit to the subdivision as more particularly set forth in Section 3(C)(10) of the Developer’s Agreement (the “Halfmoon Avenue NW Paving”). The parties further acknowledge that this obligation is deemed a covenant running with the land and with title to the land.
2. That Developer has obtained a bid from Streb Construction Co., Inc., to complete the Halfmoon Avenue NW Paving, in the amount of \$67,950.00 (“Bid Amount”), a copy of which has been provided to the City.
3. The Parties acknowledge that, since the Halfmoon Avenue NW Paving is not yet complete, a final release regarding the same by the City is not yet appropriate. For this reason, the Developer’s Agreement constitutes a lien and cloud on the property described above.
4. That GHS Development, Inc. has made an \$81,540.00 cash payment in escrow with the City for said subdivision (“Paving Escrow”), and said Paving Escrow is 120% of the Bid

Amount. The parties further acknowledge that this Paving Escrow is being retained by the City pending completion of the Halfmoon Avenue NW Paving, as certified by the City Engineer and issuance of a final release by the City for the Halfmoon Avenue NW Paving.

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6. Developer agrees that the Paving Escrow will be retained until all work on the Halfmoon Avenue NW Paving is completed and the Halfmoon Avenue NW Paving is finally released by the City as provided herein.
7. The Developer agrees to complete the Halfmoon Avenue NW Paving on or before December 31, 2026 (the "Construction Deadline"). In the event the Halfmoon Avenue NW Paving is not completed by the Construction Deadline, the City may, but shall not be required to, utilize the Paving Escrow to complete the Halfmoon Avenue NW Paving. In the event the Paving Escrow is insufficient to pay for the Halfmoon Avenue NW Paving, the Developer shall pay for the excess costs incurred
8. The Halfmoon Avenue NW Paving shall be constructed and installed by the Developer according to the plans and specifications approved by the City Engineer of the City of Tiffin, who shall have the right to make occasional inspection of the work in progress. Such inspections shall not relieve or release the Developer from its responsibility to construct said Halfmoon Avenue NW Paving in accordance with the approved plans and specifications. Further, said inspections shall not create a duty or warranty on the part of the City that the construction of said Halfmoon Avenue NW Paving are in compliance with said plans and specifications.
9. In consideration thereof, the City does hereby release Tiffin Heights West, Tiffin, Iowa from any lien or cloud now placed on the title to the above property for the purposes stated in Paragraphs 1 through 8 above, and arising out of Section 3(c)(10) the Developer's Agreement.
10. This Escrow and Partial Release Agreement shall not be construed as a release of Developer's obligations to control dust on Halfmoon Avenue NW as set forth in Section 3(F) of the Developer's Agreement. Nor shall this Escrow and Partial Release Agreement in any way alter, amend or modify the Developer's Agreement, except as provided in this agreement.

11. In the event of a dispute between Developer and City as to the satisfactory completion of the Halfmoon Avenue NW Paving, the City may deposit the Paving Escrow with the Clerk of Court for the Johnson County District Court. Either party may thereafter make application to the Court for distribution of such funds.

[Signature page to Escrow and Partial Release Agreement]

Dated this _____ day of October, 2025.

SUBDIVIDER
GHS DEVELOPMENT, INC.

By: _____
Jason Dumont, President

STATE OF IOWA)
) ss:
COUNTY OF JOHNSON)

This instrument was acknowledged before me on this _____ day of October, 2025, by
Jason Dumont, as President of GHS Development, Inc.

Notary Public in and for said State

[Signature page to Escrow and Partial Release Agreement]

Dated this ____ day of _____, 2025.

CITY OF TIFFIN, IOWA

By: _____
Tim Kasparek, Mayor

ATTEST:

By: _____
Abigail Hora, City Clerk

STATE OF IOWA, COUNTY OF JOHNSON) ss:

On this ____ day of _____, 2025, before me, the undersigned, a Notary Public in and for said County and State, personally appeared Tim Kasparek and Abigail Hora, to me personally known, who being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Tiffin, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and the instrument was signed and sealed on behalf of the corporation by authority of its City Council, and the said Mayor and City Clerk did acknowledge the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public in and for said State

Prepared by:
Michael J. Pugh
Pugh Hagan Prahm, PLC

425 E. Oakdale Blvd., Ste. 201
Coralville, IA 52241

Phone (319) 351-2028
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**ESCROW AND PARTIAL RELEASE AGREEMENT
CONCERNING HALFMOON AVENUE NW**

**TIFFIN HEIGHTS WEST
TIFFIN, IOWA**

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IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. That by reason of the Developer's Agreement for Tiffin Heights West, Tiffin, Iowa, by and between the City and Developer, dated July 24, 2024, and recorded in the Johnson County Recorder's Office on September 9, 2024 in Book 6593, Pages 825 ("Developer's Agreement"), Developer is obligated to pave Halfmoon Avenue NW to the northerly terminus of Coquina Avenue as a benefit to the subdivision as more particularly set forth in Section 3(C)(10) of the Developer's Agreement (the "Halfmoon Avenue NW Paving"). The parties further acknowledge that this obligation is deemed a covenant running with the land and with title to the land.
2. That Developer has obtained a bid from Streb Construction Co., Inc., to complete the Halfmoon Avenue NW Paving, in the amount of \$67,950.00 ("Bid Amount"), a copy of which has been provided to the City.
3. The Parties acknowledge that, since the Halfmoon Avenue NW Paving is not yet complete, a final release regarding the same by the City is not yet appropriate. For this reason, the Developer's Agreement constitutes a lien and cloud on the property described above.
4. That GHS Development, Inc. has made an \$81,540.00 cash payment in escrow with the City for said subdivision ("Paving Escrow"), and said Paving Escrow is 120% of the Bid

Amount. The parties further acknowledge that this Paving Escrow is being retained by the City pending completion of the Halfmoon Avenue NW Paving, as certified by the City Engineer and issuance of a final release by the City for the Halfmoon Avenue NW Paving.

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6. Developer agrees that the Paving Escrow will be retained until all work on the Halfmoon Avenue NW Paving is completed and the Halfmoon Avenue NW Paving is finally released by the City as provided above.
7. In consideration thereof, the City does hereby release Tiffin Heights West, Tiffin, Iowa from any lien or cloud now placed on the title to the above property for the purposes stated in Paragraphs 1 through 6 above, and arising out of Section 3(c)(10) the Developer's Agreement.
8. This Escrow and Partial Release Agreement shall not be construed as a release of Developer's obligations to control dust on Halfmoon Avenue NW as set forth in Section 3(F) of the Developer's Agreement. Nor shall this Escrow and Partial Release Agreement in any way alter, amend or modify the Developer's Agreement, except as provided in this agreement.

[Signature page to Escrow and Partial Release Agreement]

Dated this _____ day of October, 2025.

SUBDIVIDER
GHS DEVELOPMENT, INC.

By: _____
Jason Dumont, President

STATE OF IOWA)
) ss:
COUNTY OF JOHNSON)

This instrument was acknowledged before me on this _____ day of October, 2025, by
Jason Dumont, as President of GHS Development, Inc.

Notary Public in and for said State

[Signature page to Escrow and Partial Release Agreement]

Dated this ____ day of _____, 2025.

CITY OF TIFFIN, IOWA

By: _____
Tim Kasperek, Mayor

ATTEST:

By: _____
Abigail Hora, City Clerk

STATE OF IOWA, COUNTY OF JOHNSON) ss:

On this ____ day of _____, 2025, before me, the undersigned, a Notary Public in and for said County and State, personally appeared Tim Kasperek and Abigail Hora, to me personally known, who being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Tiffin, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and the instrument was signed and sealed on behalf of the corporation by authority of its City Council, and the said Mayor and City Clerk did acknowledge the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public in and for said State



To:	Shelby Builders	Contact:	Jason Dumont
Address:	PO Box 78 North Liberty, IA 52317	Phone:	(319) 400-3509
		Fax:	
Project Name:	Half Moon Ave Paving		
Project Location:	Half Moon Ave NW, Tiffin	Date:	4/28/2025

Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
	1	7" PCC PAVING 24'-0" WIDTH	1,200.00	SY	\$48.00	\$57,600.00
	2	6" RECYCLED MODIFIED SUBBASE - 3'-0" PAVER TRACK LINE	460.00	TON	\$22.50	\$10,350.00

Total Bid Price: \$67,950.00

Escrow = \$81,540.00

Notes:

- We hereby propose to furnish all labor, materials, equipment and supervision necessary to complete this project in accordance with the specifications including any applicable taxes. Proposal is valid for Thirty (30) Days.
- Subgrade completed, compacted, approved and brought to within +0.1' by others.
- Final trim grade completed by paving contractor. If additional subbase is needed to complete the final grading it shall be supplied by others.
- IDOT/SUDAS Specifications are included within this pricing.
- Intakes and sanitary manholes to be boxed out per SUDAS and/or metro standards. If concrete sanitary manhole boxouts are required, add \$1,800.00/EA.
- Final Payment is based on field measurements at Unit Prices.
- **Exclusions:**
- Engineering, Surveying or Staking.
- Bonding, Dues or Permits.
- IDOT Cold Weather Protection/Procedures if needed would be charged at an additional \$7.00 SY of the paving quantity
- Hot Water or Heated aggregate materials are not included in the standard mix cost.
- Traffic Control, Flaggers on highway 6, or striping.
- Washout Pit. Supplied by GC.
- Driveways, Sidewalks, Ramps or Detectable Warnings
- CD Baskets in any paving.
- Intakes structures or fillets.
- ACC/PCC Sawing, Removals or Curb Grinding.
- Utility adjustments (Manholes, Intakes, Valves, Valve Boxes etc..)
- Street subgrade must be compacted to 98% standard modified density for concrete mixers or dump trucks backing the grade.
- If the subgrade doesn't support concrete trucks backing the grade and the concrete has to be placed with a belt placer a \$250 hourly charge will be added to the cost of the 7" PCC Paving.
- Items not included as bid items within this proposal are not included within this pricing.

Payment Terms:

Full Payment shall be made to Streb Construction Co., Inc upon each item of work when said item of work is completed and upon billing therefore. All payments due shall bear 1.5% interest from 30 days after the date of billing therefore until paid in full.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Streb  Authorized Signature: Estimator: Troy Mertens 319-631-4635 troy@strebconstruction.com
---	---

City of Tiffin, Iowa

Meeting: Tiffin City Council Meeting
Place: Springmier Community Library, 311 West Marengo Road, Tiffin, Iowa 52340
Date/Time: November 4, 2025 – 7:00 p.m.
Web Page: www.tiffin-iowa.org
Posted: October 31, 2025 (website & front entry of City Hall)

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

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 October 21, 2025, City Council Minutes
2. Approval of Summary of Receipts Report

F. Mayoral Proclamation

- 1.

G. Public Hearing

1. Public Hearing on the Proposed November, 2025 Amendment to the Tiffin Urban Renewal Area
 - a. Close Public Hearing and Proceed to I-1

H. Ordinance Approval/Amendment

1. Ordinance No. 2025-521 – An Ordinance to Amend the Municipal Code of Tiffin, Iowa, Chapter 160, Flood Plain Management
 - a. Motion to Approve Third and Final Reading

I. Resolutions for Approval

1. Resolution 2025-082 – A Resolution to Approve Urban Renewal Plan Amendment for the Tiffin Urban Renewal Area
2. Resolution 2025-083 – A Resolution Approving at 28E Between the City of North Liberty and the City of Tiffin for Cost Sharing for Certain Firefighting Protective Equipment
3. Resolution 2025-084 – A Resolution Approving the Transfer of Proceeds from the Sale of City Equipment into the Fire Department Savings Account
4. Resolution 2025-085 – A Resolution Authorizing Economic Development Grant Agreement with Honey Lane Development, LLC and Authorizing Internal Advance for Funding of Economic Development Grant Thereunder
5. Resolution 2025-086 – A Resolution Approving the Escrow and Partial Release Agreement for Tiffin Heights West

6. Resolution 2025-087 – A Resolution Approving the Final Plat of Tiffin Heights West
7. Resolution 2025-088 – A Resolution Approving the Release and License Agreement for the North Liberty Fire Department Training Tower Facility and Hands-on Waiver

J. Old Business

- 1.

K. Motions for Approval

1. Consideration of Payables List – Motion to Approve
2. Discussion and Consideration of Change Order #9 – Rathje Construction, Original Town Urbanization Project Phase 3 – Motion to Approve
3. Discussion and Consideration of Pay Application #10 – Rathje Construction, Original Town – Motion to Approve
4. Discussion and Consideration of Pay Application #8 – Boomerang Corporation, North Park Road Improvements Project – Motion to Approve
5. Discussion and Consideration of Pay Application #6 – Miron Construction, Recreation Center – Motion to Approve
6. Discussion and Consideration of Change Order #11 – Boomerang Corporation, North Park Road Improvements Project – Motion to Approve
7. Discussion and Consideration of Pay Application #3 – Tricon Construction Group, Water Treatment Plant Upgrades – Motion to Approve
8. Discussion and Consideration to Approve the Full-time Fire Chief Job Description and Proceed with Advertising for the Position and Council Action as Needed
9. Discussion and Consideration of Quote from Next Level Response Solutions LLC. for Assessment Center Services for the hiring of New Fire Chief and Council Action as Needed
10. Discussion and Consideration of One-Time Water & Sewer Adjustment – 204 Village Drive #4 – Motion to Approve

L. Reports to be Received/Filed

1. City Engineer Report

M. Reports from City Personnel

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

N. Adjournment

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

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