

City of Tiffin, Iowa

Meeting: Tiffin City Council Meeting
Place: Tiffin City Hall, 300 Railroad Street, Tiffin, Iowa 52340
Date/Time: February 6, 2024 – 7:00 PM
Web Page: www.tiffin-iowa.org
Posted: February 2, 2024 (website & front entry of City Hall)

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

Work Session - Call to Order – 5:30 PM

A. Roll Call

The City of Tiffin City Council held a work session Tuesday, February 6, 2024, at the City Hall Council Chamber. Mayor Kasparek called the meeting to order at 5:33 PM. Upon roll being called the following members were present: Al Havens, Chris Olney, Eric Schnedler, Skylar Limkemann, Tim Orris. Others present City Administrator Doug Boldt and City Clerk Abigail Hora.

B. Agenda Additions/Agenda Approval

Motion to approve agenda by Schnedler.

Second by Orris.

All ayes, agenda approved.

C. Discussion and Review of City Logo Redesign and Motto

Discussion: Katie Reiersen & Lexi Gillian presented a review of City logo redesign and motto. Council gave direction on a new slogan. Katie & Lexi will begin working on new image options for the City.

D. Discussion and Consideration of Possible Increase to Late Fees for Water and Sewer Utility

Discussion: City Administrator Doug Boldt reviewed current late fees and non-payment fees with Council. The Council agreed to increase the late fee from 5% to 10% and non-payment fee from \$25 to \$35. These will be formally approved in upcoming meetings.

E. Discussion and Consideration of Elimination of Single-Purpose or Irrigation Water Meters

Discussion: City Administrator Doug Boldt reviewed the current process of a single-purpose irrigation water meter. After discussion, Council would like these to be eliminated and a sod credit application will replace this process. Council also discussed having a builder/developer temporary meter application.

F. Discussion and Update on FY 2024-2025 Budget

Discussion: City Administrator Doug Boldt discussed the changes to the budget on FY 2024-2025.

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

H. Other Business

I. Adjournment

Motion to adjourn by Limkemann.

Second by Orris.

All ayes, meeting adjourned at 6:58 PM.

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

B. Roll Call

The City of Tiffin City Council held a regular session Tuesday, February 6, 2024, at the City Hall Council Chambers. Mayor Kasparek called the meeting to order at 7:01 PM. Upon roll being called the following members were present: Chris Olney, Eric Schnedler, Al Havens, Skylar Limkemann, Tim Orris. Others present City Administrator Doug Boldt and City Clerk Abigail Hora.

C. Agenda Additions/Agenda Approval

Motion to approve agenda by Olney.

Second by Schnedler.

All ayes, agenda approved.

D. Communications and Reports

1. Unscheduled

If you wish to address the City Council on subjects pertaining to today's meeting agenda, please wait until that item on the agenda is reached. If you wish to address the City Council on an item **not** on the agenda, please approach the lectern and give your name and address for the public record before discussing your item.

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 City Council Minutes

2. Approval of Special City Council Minutes

3. Approval of Summary of Receipts Report

Motion to approve Consent Agenda which includes City Council Minutes, Special City Council Minutes and Summary of Receipts by Havens.

Second by Limkemann.

All ayes, consent agenda approved.

F. Mayoral Proclamation

1.

G. Public Hearing

1.

H. Ordinance Approval/Amendment

1.

I. Resolutions for Approval

1. Resolution No. 2024-004 – A Resolution Authorizing the Transfer of Funds. Motion to approve Resolution No. 2024-004 – A Resolution Authorizing the Transfer of Funds by Limkemann.

Second by Orris.

Roll Call: Havens, Orris, Olney, Schnedler, Limkemann.

All ayes, motion carried.

2. Resolution No. 2024-005 – A Resolution Setting the Date of February 20, 2024, for a Public Hearing on Proposal to enter into a General Obligation Loan Agreement and to borrow money thereunder in a Principal Amount not to exceed \$3,750,000. Motion to approve Resolution No. 2024-005 – A Resolution Setting the Date of February 20, 2024, for a Public Hearing on Proposal to enter into a General Obligation Loan Agreement and to borrow money thereunder in a Principal Amount not to exceed \$3,750,000 by Havens.

Second by Limkemann.

Roll Call: Orris, Olney, Schnedler, Limkemann, Havens.

All ayes, motion carried.

3. Resolution No. 2024-006 – A Resolution Setting the Date of March 5, 2024, a Public Hearing on the Plans, Specifications, Form of Contract, Estimate of Costs and Authorization Publication of Notices for the Construction of the Kimberlite Street – South Improvements Project and Opening of Bids on February 29, 2024. Motion to approve Resolution No. 2024-006 – A Resolution Setting the Date of March 5, 2024, a Public Hearing on the Plans, Specifications, Form of Contract,

Estimate of Costs and Authorization Publication of Notices for the Construction of the Kimberlite Street – South Improvements Project and Opening of Bids on February 29, 2024 by Orris.

Second by Schnedler.

Roll Call: Olney, Schnedler, Limkemann, Havens, Orris.

All ayes, motion carried.

J. Old Business

1.

K. Motions for Approval

1. Consideration of Payables List – Motion to approve by Schnedler.
Second by Olney.
All ayes, motion carried.
2. Discussion and Consideration of Donation to Clear Creek Amana 2024 Post Prom and Council Action as Needed and Council Action as Needed. Motion to approve \$150 donation by Olney.
Second by Limkemann.
All ayes, motion carried.
3. Discussion and Consideration of One-Time Water and Sewer Adjustment for 601 Gentry Lane and Council Action as Needed. Motion to approve by Havens.
Second by Limkemann.
All ayes, motion carried.
4. Discussion and Consideration of Purchase of iPlanTable for Building Department and Council Action as Needed. Motion to approve by Limkemann.
Second by Orris.
All ayes, motion carried.

L. Reports to be Received/Filed

1.

M. Reports from City Personnel

1. Mayor’s Report – Discussion: Mayor Kasparek reported a meeting with School personnel to help improve communication with the district.
2. City Council Reports – Nothing to Report.
3. Director of Public Work’s Report – Nothing to Report.
4. Building Official’s Report - Discussion: Building Official Brian Shay reported building permits for the Spring have started.
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. City Engineer’s Report – Included in the Packet
9. City Attorney’s Report - Nothing to Report.
10. City Administrator’s Report – Discussion: City Administrator Doug Boldt reviewed his report. Tiffin Rec Fest will be Saturday, August 3rd, 2024.

N. Adjournment

Motion to adjourn by Limkemann.

Second by Schnedler.

All ayes, meeting adjourned at 7:46 PM.



February 9th, 2024

Abigail Hora, City Clerk