

City of Tiffin, Iowa

Meeting: Tiffin City Council Meeting
Place: Tiffin City Hall, 300 Railroad Street, Tiffin, Iowa 52340
Date/Time: February 20, 2024 – 7:00 PM
Web Page: www.tiffin-iowa.org
Posted: February 16, 2024 (website & front entry of City Hall)

Mayor:	Tim Kasperek	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 – 6:00 PM

A. Roll Call

The City of Tiffin City Council held a work session Tuesday, February 20, 2024, at the City Hall Council Chamber. Mayor Kasperek called the meeting to order at 6:02 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 Olney.
Second by Schnedler.
All ayes, agenda approved.

C. Discussion and Review of Economic Development Strategies and Data Proposals and Upcoming ICSC Retail Conference

Discussion: City Administrator Doug Boldt discussed the proposals for economic development strategies and data proposals. We received four bids from three different vendors.

D. Discussion and Update on FY 2024-2025 Budget

E. Discussion of Developing a formalized Committee Structure

Discussion: Council Person Schnedler discussed the proposal of establishing various volunteer committees in response to residents' interest in civic engagement. Several potential committee topics include recreation, beautification and communication. Further discussion will take place at an upcoming work session.

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

G. Other Business

H. Adjournment

Motion to adjourn by Schnedler.
Second by Orris.
All ayes, meeting adjourned at 6:56 PM.

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

B. Roll Call

The City of Tiffin City Council held a regular session Tuesday, February 20, 2024, at the City Hall Council Chambers. Mayor Kasperek called the meeting to order at 7:00 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 Orris.

Second by Havens.

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 Summary of Receipts Report
3. Approval of Clerk's/Treasurers Report

Motion to approve Consent Agenda which includes City Council Minutes, Summary of Receipts Report, Clerk/Treasurers Report by Orris.

Second by Schnedler.

All ayes, consent agenda approved.

F. Mayoral Proclamation

- 1.

G. Public Hearing

1. Public Hearing on Proposal to enter into a General Obligation Loan Agreement

- a. Close Public Hearing and Proceed to I-1

Motion to open Public Hearing on Proposal to enter into a General Obligation Loan Agreement by Olney.

Second by Orris.

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

Discussion: Nothing Received at City Hall.

Motion to close Public Hearing on Proposal to enter into a General Obligation Loan Agreement by Havens.

Second by Orris.

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

All ayes, motion carried.

H. Ordinance Approval/Amendment

- 1.

I. Resolutions for Approval

1. Resolution No. 2024-007 – A Resolution taking Additional Action on Proposal to enter into a General Obligation Loan Agreement and Providing for the Levy of Taxes to pay General Obligation Corporate Purpose Bonds, 2024A. Motion to approve Resolution No. 2024-007 – A Resolution taking Additional Action on Proposal to enter into a General Obligation Loan Agreement and Providing for the Levy of Taxes to pay General Obligation Corporate Purpose Bonds, 2024A by Olney.

Second by Orris.

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

All ayes, motion carried.

2. Resolution No. 2024-008 – A Resolution Authorizing the Transfer of Funds. Motion to approve Resolution No. 2024-008 – A Resolution Authorizing the Transfer of Funds by Havens.

Second by Orris.

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

All ayes, motion carried.

3. Resolution No. 2024-009 – A Resolution Authorizing the Consolidation of Bank Accounts. Motion to approve Resolution No. 2024-009 – A Resolution Authorizing the Consolidation of Bank Accounts by Orris.
Second by Olney.
Roll Call: Limkemann, Havens, Orris, Olney, Schnedler.
All ayes, motion carried.
4. Resolution No. 2024-010 – A Resolution Setting the Date of April 2, 2024, for a Public Hearing for the Purpose of Considering the Consolidated General Fund Tax Levy for the City of Tiffin’s Fiscal Year 2024-2025 Budget. Motion to approve Resolution No. 2024-010 – A Resolution Setting the Date of April 2, 2024, for a Public Hearing for the Purpose of Considering the Consolidated General Fund Tax Levy for the City of Tiffin’s Fiscal Year 2024-2025 Budget by Orris.
Second by Havens.
Roll Call: Havens, Orris, Olney, Schnedler, Limkemann.
All ayes, motion carried.
5. Resolution No. 2024-011 – A Resolution Waiving the City of Tiffin’s 2-Mile Extra-Territorial Review of the Proposed US Cellular Tower Site located on 355th Street SW. Motion to approve Resolution No. 2024-011 – A Resolution Waiving the City of Tiffin’s 2-Mile Extra-Territorial Review of the Proposed US Cellular Tower Site located on 355th Street SW by Havens.
Second by Orris.
Roll Call: Orris, Olney, Schnedler, Limkemann, Havens.
All ayes, motion carried.
6. Resolution No. 2024-012 – A Resolution Setting the Date of March 5, 2024, for a Public Hearing to Amend the Municipal Code of Tiffin, Iowa, Section 92.03(3) and Section 92.04(4)(a) of Chapter 92, to Increase the Late Payment and Non-Payment Fee. Motion to approve Resolution No. 2024-012 – A Resolution Setting the Date of March 5, 2024, for a Public Hearing to Amend the Municipal Code of Tiffin, Iowa, Section 92.03(3) and Section 92.04(4)(a) of Chapter 92, to Increase the Late Payment and Non-Payment Fee by Olney.
Second by Orris.
Roll Call: Olney, Schnedler, Limkemann, Havens, Orris.
All ayes, motion carried.
7. Resolution No. 2024-013 – A Resolution Setting the Date of March 5, 2024, for a Public Hearing to Amend the Municipal Code of Tiffin, Iowa, Section 91.09 of Chapter 91, to Eliminate the use of Single-Purpose Meters. Motion to approve Resolution No. 2024-013 – A Resolution Setting the Date of March 5, 2024, for a Public Hearing to Amend the Municipal Code of Tiffin, Iowa, Section 91.09 of Chapter 91, to Eliminate the use of Single-Purpose Meters by Orris.
Second by Schnedler.
Roll Call: Schnedler, Limkemann, Havens, Orris, Olney.
All ayes, motion carried.

J. Old Business

1. Resolution No. 2024-003 – A Resolution Approving the 28E Agreement between the City of Tiffin and the Clear Creek Amana School District Board of Education for the Springmier Library. Motion to approve Resolution No. 2024-003 – A Resolution Approving the 28E Agreement between the City of Tiffin and the Clear Creek Amana School District Board of Education for the Springmier Library by Olney.
Second by Orris.
Roll Call: Limkemann, Havens, Orris, Olney, Schnedler.
All ayes, motion carried.

K. Motions for Approval

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

Second by Schnedler.
All ayes, motion carried.

2. Consideration of Special Events Application – Infuse Church, Easter Egg Hunt – Motion to approve by Schnedler.
Second by Orris.
All ayes, motion carried.
3. Discussion and Consideration of Purchase of Scanner/Printer for the Building Department and Council Action as Needed. Motion to approve by Olney.
Second by Orris.
All ayes, motion carried.
4. Discussion and Consideration of Purchase of Air Fill Station for the Fire Department and Council Action as Needed. Motion to approve by Orris.
Second by Havens.
All ayes, motion carried.
5. Discussion and Consideration to enter into an Agreement for Economic Development Recruitment Services and Council Action as Needed. Motion to approve contract with Retail Strategies by Schnedler.
Second by Limkemann.
All ayes, motion carried.
6. Motion to Adjourn from Regular Session into Closed Session in Accordance with Iowa Code Chapter 21.5(j) for Potential Real Estate Purchase by Limkemann.
Second by Schnedler.
Roll Call: Havens, Olney, Orris, Schnedler, Limkemann.
All ayes, motion carried.
Motion to adjourn from Closed Session into Regular Session by Limkemann.
Second by Schnedler.
Roll Call: Olney, Orris, Schnedler, Limkemann, Havens.
All ayes, motion carried.

L. Reports to be Received/Filed

1. January Johnson County Sheriff's Report
2. Monthly Departmental Budget Reports

M. Reports from City Personnel

1. Mayor's Report – Discussion: Mayor Kasparek reported he started conducting meetings with staff to get a better understanding of roles within the City.
2. City Council Reports – Nothing to Report.
3. Director of Public Work's Report – Nothing to Report.
4. Building Official's Report - Nothing to Report.
5. Water/Wastewater Superintendent's Report – Nothing to Report.
6. Recreation Director's Report – Nothing to Report.
7. Fire Chief's Report - Discussion: Fire Chief Hill reported calls to date are up about 10% from last year.
8. City Engineer's Report - Nothing to Report.
9. City Attorney's Report - Nothing to Report.
10. City Administrator's Report – Discussion: City Administrator Doug Boldt reported City Wide Clean Up Day on May 11th from 8:00 AM-11:00 AM.

N. Adjournment

Motion to adjourn by Havens.
Second by Orris.
All ayes, meeting adjourned at 8:00 AM.

Abigail Hora

February 22nd, 2024

Abigail Hora, City Clerk