

City of Tiffin, Iowa

Meeting: Tiffin City Council Meeting
Place: Tiffin City Hall, 300 Railroad Street, Tiffin, Iowa 52340
Date/Time: March 5, 2024 – 7:00 PM
Web Page: www.tiffin-iowa.org
Posted: March 1, 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 – 5:45 PM

A. Roll Call

The City of Tiffin City Council held a work session Tuesday, March 5, 2024, at the City Hall Council Chamber. Mayor Kasperek present via Microsoft Teams called the meeting to order at 5:49 PM. Upon roll being called the following members were present: Al Havens, Chris Olney, Eric Schnedler, Skylar Limkemann arrived at 5:50 PM, 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 Rierson and Lexi Gillian gave an update on the City logo redesign and motto.

D. Discussion and Update on FY 2024-2025 Budget

Discussion: City Administrator Doug Boldt reviewed the budget with Council. No changes have been made since last meeting.

E. Discussion and Review of Draft Job Description for Library Director

Discussion: City Administrator Doug Boldt reviewed the draft of the Library Director with Council. No changes were made, and this will be formally approved at the next regularly scheduled meeting.

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 6:55 PM.

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

B. Roll Call

The City of Tiffin City Council held a regular session Tuesday, March 5, 2024, at the City Hall Council Chambers. Mayor Kasperek present via Microsoft Teams called the meeting to order at 7:02 PM. Upon roll being called the following members were present: Chris Olney, Eric Schnedler, Al Havens, Skylar Limkemann left at 7:46 PM, 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 Orris.

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.

Discussion: Carl Budny, 623 Kimberlite St, addressed concerns at 611 Kimberlite St. He is looking for resources and direction from the City, if any.

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**

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

Second by Schnedler.

All ayes, consent agenda approved.

F. Mayoral Proclamation

1.

G. Public Hearing

1. **Public Hearing on Plans, Specifications, Form of Contract, Estimate of Costs for the Kimberlite Street – South Improvements Project**

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

Motion to open Public Hearing on Plans, Specifications, Form of Contract, Estimate of Costs for the Kimberlite Street – South Improvements Project by Schnedler.

Second by Orris.

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

Discussion: Nothing Received at City Hall.

Motion to close Public Hearing on Plans, Specifications, Form of Contract, Estimate of Costs for the Kimberlite Street – South Improvements Project by Orris.

Second by Olney.

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

All ayes, motion carried.

2. **Public Hearing on Ordinance No. 2024-508 – An Ordinance Amending the Municipal Code of Tiffin, Iowa, Chapter 92, Section 92.03(3) Billing for Water Service, Late Payment and Section 92.04(4)(a) Service Discontinued, Fees**

a. **Close Public Hearing and Proceed to H-1**

Motion to open Public Hearing on Ordinance No. 2024-508 – An Ordinance Amending the Municipal Code of Tiffin, Iowa, Chapter 92, Section 92.03(3) Billing for Water Service, Late Payment and Section 92.04(4)(a) Service Discontinued, Fees by Orris.

Second by Schnedler.

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

Discussion: Nothing Received at City Hall.

Motion to close Public Hearing on Ordinance No. 2024-508 – An Ordinance Amending the Municipal Code of Tiffin, Iowa, Chapter 92, Section 92.03(3) Billing for Water Service, Late Payment and Section 92.04(4)(a) Service Discontinued, Fees by Orris.

Second by Schnedler.

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

All ayes, motion carried.

3. Public Hearing on Ordinance No. 2024-509 – An Ordinance Amending the Municipal Code of Tiffin, Iowa, Chapter 91, Section 91.09, Single-Purpose Meters
 - a. Close Public Hearing and Proceed to H-2

Motion to open Public Hearing on Ordinance No. 2024-509 – An Ordinance Amending the Municipal Code of Tiffin, Iowa, Chapter 91, Section 91.09, Single-Purpose Meters by Havens.
Second by Orris.

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

Discussion: Email received from Greg Dils, 352 Oriole Ct.

Motion to close Public Hearing on Ordinance No. 2024-509 – An Ordinance Amending the Municipal Code of Tiffin, Iowa, Chapter 91, Section 91.09, Single-Purpose Meters by Schnedler.
Second by Orris.

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

All ayes, motion carried.

H. Ordinance Approval/Amendment

1. Ordinance No. 2024-508 – An Ordinance Amending 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

- a. Motion to Approve First Reading and Proceed to Second Reading

Motion to approve Ordinance No. 2024-508 – An Ordinance Amending 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 Havens.

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

All ayes, first reading approved.

2. Ordinance No. 2024-509 – An Ordinance Amending the Municipal Code of Tiffin, Iowa, Section 91.09 of Chapter 91, to Eliminate the use of Single-Purpose Meters

- a. Motion to Approve First Reading and Proceed to Second Reading

Motion to approve Ordinance No. 2024-509 – An Ordinance Amending the Municipal Code of Tiffin, Iowa, Section 91.09 of Chapter 91, to Eliminate the use of Single-Purpose Meters by Olney.

Second by Havens.

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

All ayes, first reading approved.

I. Resolutions for Approval

1. Resolution No. 2024-014 – A Resolution Approving Plans, Specifications, Form of Contract and Estimate Costs for the Kimberlite Street – South Improvements Project. Motion to approve Resolution No. 2024-014 – A Resolution Approving Plans, Specifications, Form of Contract and Estimate Costs for the Kimberlite Street – South Improvements Project by Orris.

Second by Olney.

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

All ayes, motion carried.

2. Resolution No. 2024-015 – A Resolution to Award the Bid for the Kimberlite Street – South Improvements Project. Motion to approve All American Concrete as general contractor on Resolution No. 2024-015 – A Resolution to Award the Bid for the Kimberlite Street – South Improvements Project by Havens.

Second by Orris.

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

All ayes, motion carried.

3. Resolution No. 2024-016 – A Resolution Setting the Date of March 19, 2024, for a Public Hearing to Reduce the Speed Limit on Roberts Ferry Road between Railroad Street and Interstate 80. Motion to approve Resolution No. 2024-016 – A Resolution Setting the Date of March 19, 2024, for a Public Hearing to Reduce the Speed Limit on Roberts Ferry Road between Railroad Street and Interstate 80 by Orris.
Second by Schnedler.
Roll Call: Havens, Olney, Orris, Schnedler, Limkemann.
All ayes, motion carried.
4. Resolution No. 2024-017 – A Resolution Setting the Construction Site Runoff Permit Fees (CSR) as part of the Approval Process for a Storm Water Management Plan. Motion to approve Resolution No. 2024-017 – A Resolution Setting the Construction Site Runoff Permit Fees (CSR) as part of the Approval Process for a Storm Water Management Plan by Orris.
Second by Schnedler.
Roll Call: Olney, Orris, Schnedler, Limkemann, Havens.
All ayes, motion carried.

J. Old Business

- 1.

K. Motions for Approval

1. Consideration of Payables List – Motion to approve by Havens.
Second by Orris.
All ayes, motion carried.
2. Consideration of Change Order #2 – Boomerang Corporation, Potter Creek Interceptor Sewer Project – Motion to approve by Olney.
Second by Orris.
All ayes, motion carried.
3. Consideration of Pay Estimate #3 – Boomerang Corporation, Potter Creek Interceptor Sewer Project – Motion to approve by Orris.
Second by Schnedler.
All ayes, motion carried.
4. Discussion and Consideration of Professional Services Agreement Proposal from MSA Professional Services, Inc., for Full Reconstruction Design for the Highway 6 Reconstruction Project and Council Action as Needed. Motion to approve by Olney.
Second by Schnedler.
All ayes, motion carried.
5. Discussion and Consideration of One-time Water and Sewer Adjustment at 235 Cherry Lane and Council Action as Needed. Motion to approve by Havens.
Second by Orris.
All ayes, motion carried.
6. Discussion and Consideration of Purchase of Self-Contained Breathing Apparatus (SCBA's) for the Tiffin Fire Department and Council Action as Needed. Motion to approve by Orris.
Second by Olney.
All ayes, motion carried.

L. Reports to be Received/Filed

1. Annual Building Department Report
2. Annual Parks and Recreation Report

M. Reports from City Personnel

1. Mayor's Report – Nothing to Report.

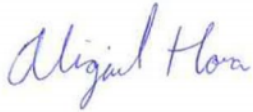
2. City Council Reports – Discussion: Council Person Olney attended Senior Coffee Hour. Council Person Schnedler attended a kickoff meeting with Retail Strategies. He stated that we should have more information in later meetings.
3. Director of Public Work’s Report – Nothing to Report.
4. Building Official’s Report - Discussion: Building Official Brian Shay reported 60 building permits have been issued so far this year.
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 – Written Report in the Packet.
9. City Attorney’s Report - Nothing to Report.
10. City Administrator’s Report – Discussion: City Administrator Doug Boldt reported Sargent Hynes will be introduced at the next Council meeting.

N. Adjournment

Motion to adjourn by Schnedler.

Second by Orris.

All ayes, meeting adjourned at 8:07 PM.



March 11th, 2024

Abigail Hora, City Clerk