

# City of Tiffin, Iowa

**Meeting:** Tiffin City Council Meeting  
**Place:** Tiffin City Hall, 300 Railroad Street, Tiffin, Iowa 52340  
**Date/Time:** July 11, 2023 – 7:00 PM  
**Web Page:** www.tiffin-iowa.org  
**Posted:** July 7, 2023 (website & front entry of City Hall)

|                          |                           |                             |                               |
|--------------------------|---------------------------|-----------------------------|-------------------------------|
| <b>Mayor:</b>            | Steven Berner             | <b>City Administrator:</b>  | Doug Boldt                    |
| <b>Council At Large:</b> | Al Havens – Mayor Pro-Tem | <b>City Attorney:</b>       | Robert Michael/Crystal Raiber |
| <b>Council At Large:</b> | Skylar Limkemann          | <b>City Clerk:</b>          | Abigail Hora                  |
| <b>Council At Large:</b> | Chris Olney               | <b>W/WW Superintendent:</b> | Brett Mehmen                  |
| <b>Council At Large:</b> | Tim Orris                 | <b>D. of Public Works:</b>  | Brian Detert                  |
| <b>Council At Large:</b> | Eric Schnedler            | <b>Building Official:</b>   | Brian Shay                    |
|                          |                           | <b>Recreation Director:</b> | Frank Haege                   |
|                          |                           | <b>Fire Chief:</b>          | Brad Hill                     |
|                          |                           | <b>City Engineer:</b>       | 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, July 11, 2023, at the City Hall Council Chamber. Mayor Berner called the meeting to order at 5:32 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 Orris.  
Second by Schnedler.  
All ayes, agenda approved.

### **C. Discussion of Local Option Sales Tax Information**

Discussion: City Administrator Doug Boldt reviewed the educational material on Local Option Sales Tax that the City will be distributing. The City will host public information session on August 8<sup>th</sup>, August 22<sup>nd</sup>, September 5<sup>th</sup> all beginning at 5PM here at Tiffin City Hall. The election will be held on September 12<sup>th</sup>.

### **D. Discussion of Potentially Phasing out or Eliminating Single-use (Irrigation) Water Meters**

Discussion: City Administrator Doug Boldt and Water/Wastewater Superintendent Brett Mehmen discussed possible options for eliminating the single use water meters.

### **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 6:57 PM.

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

#### **B. Roll Call**

The City of Tiffin City Council held a regular session Tuesday, July 11, 2023, at the City Hall Council Chambers. Mayor Berner 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 Olney.  
Second by Orris.

All ayes, motion carried.

#### **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: Jill Donnenwerth, 704 Lakeview Ct, discussed a concern about the stormwater easement near her property.

Neal Cutkomp, 706 Lakeview Ct, discussed a concern about the stormwater easement near his property.

Dick Huff, 355 Oriole Ct, had questions about ordinances in Tiffin and the roundabout.

#### **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 Second Special City Council Minutes
4. Approval of Summary of Receipts Report

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

Second by Orris.

All ayes, consent agenda approved.

#### **F. Mayoral Proclamation**

- 1.

#### **G. Public Hearing**

- 1.

#### **H. Ordinance Approval/Amendment**

1. Ordinance No. 2023-502 – An Ordinance Adopting the 2021 International Fire Code with Amendments

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

Motion to approve Ordinance No. 2023-502 – An Ordinance Adopting the 2021 International Fire Code with Amendments by Limkemann.

Second by Havens.

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

All ayes, second reading approved.

#### **I. Resolutions for Approval**

1. Resolution No. 2023-047 – A Resolution Setting the Date of July 18, 2023, for a Public Hearing to Rezone 3287 Ireland Avenue NW (Tiffin West) from R-1E to C-2B and from R-1E to M-1, in the City of Tiffin, Iowa. Motion to approve Resolution No. 2023-047 – A Resolution Setting the Date of July 18, 2023, for a Public Hearing to Rezone 3287 Ireland Avenue NW (Tiffin West) from R-1E to C-2B and from R-1E to M-1, in the City of Tiffin, Iowa by Orris.

Second by Schnedler.

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

All ayes, motion carried.

2. Consideration of the Resignation of Ben Curtis from the Board of Adjustment – Motion to approve by Orris.

Second by Olney.

All ayes, motion carried.

3. Consideration of the Resignation of Beth Wolfs from the Planning & Zoning Committee – Motion to approve by Schnedler.  
Second by Orris.  
All ayes, motion carried.
4. Discussion and Consideration of Hiring Water/Wastewater Maintenance Worker and Council Action as Needed. Motion to approve by Havens.  
Second by Orris.  
All ayes, motion carried.
5. Discussion and Consideration to Approve the Memorandum of Understanding between the Iowa Department of Revenue and the City of Tiffin Regarding the State Offset Program and Council Action as Needed. Motion to approve by Havens.  
Second by Orris.  
All ayes, motion carried.
6. Discussion and Consideration to Proceed with the Design, Engineering and Legal Process for the Sanitary Sewer System for the Hickory Knoll Subdivision and Council Action as Needed. Motion to table until next work session and regular session by Schnedler.  
Second by Havens.  
All ayes, motion carried.
7. Motion to Adjourn from Regular Session into Closed Session in Accordance with Iowa Code Chapter 21.5(1)(C) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation by Orris.  
Second by Havens.  
Roll Call: Havens, Olney, Orris, Schnedler, Limkemann.  
Motion to adjourn from Closed Session into Regular Session by Schnedler.  
Second by Limkemann.  
Roll Call: Olney, Orris, Schnedler, Limkemann, Havens.  
All ayes, motion carried.

**L. Reports to be Received/Filed**

- 1.

**M. Reports from City Personnel**

1. Mayor's Report – Nothing to Report.
2. City Council Reports – Discussion: City Council Person Schnedler would like Council to think about budgeting SQR in the future.
3. Director of Public Work's Report – Discussion: Public Works Director Brian Detert reported the park shelter at the auxiliary field should begin this week.
4. Building Official's Report – Nothing to Report.
5. Recreation Director's Report – Discussion: Recreation Director Frank Haege reported good numbers for the summer programs. Signups have begun for Rec Fest & Fall programs.
6. City Engineer's Report – Included in the Packet
7. City Attorney's Report – Nothing to Report.
8. City Administrator's Report – Discussion: City Administrator Doug Boldt discussed his report.

**N. Adjournment**

Motion to adjourn by Schnedler.

Second by Orris.

All ayes, meeting adjourned at 8:28 PM.

*Abigail Hora*

**July 12th, 2023**

---

*Abigail Hora, City Clerk*