

City of Tiffin, Iowa

Meeting: Tiffin City Council Meeting
Place: Tiffin City Hall, 300 Railroad Street, Tiffin, Iowa 52340
Date/Time: August 8, 2023 – 7:00 PM
Web Page: www.tiffin-iowa.org
Posted: August 4, 2023 (website & front entry of City Hall)

Mayor:	Steven Berner	City Administrator:	Doug Boldt
Council At Large:	Al Havens – Mayor Pro-Tem	City Attorney:	Robert Michael/Crystal Raiber
Council At Large:	Skylar Limkemann	City Clerk:	Abigail Hora
Council At Large:	Chris Olney	W/WW Superintendent:	Brett Mehmen
Council At Large:	Tim Orris	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 – 6:30 PM

A. Roll Call

The City of Tiffin City Council held a work session Tuesday, August 8, 2023, at the City Hall Council Chamber. Mayor Berner called the meeting to order at 6:34 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 by Limkemann.
Second by Schnedler.
All ayes, agenda approved.

C. Discussion and Review of Daytona Estates OPD

Discussion: Jon Marner present with MMS Consultants to discuss Daytona Estates OPD with City Council.

D. Discussion of Construction Inspector I Position for Building Department

Discussion: City Administrator Doug Boldt discussed the Construction Inspector I position.

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

F. Other Business

G. Adjournment

Motion to adjourn by Limkemann.
Second by Orris.
All ayes, meeting adjourned by 7:01 PM.

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

B. Roll Call

The City of Tiffin City Council held a regular session Tuesday, August 8, 2023, at the City Hall Council Chambers. Mayor Berner 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, Tim Orris. Others present City Administrator Doug Boldt and City Clerk Abigail Hora.

C. Agenda Additions/Agenda Approval

Motion to approve 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: Lori Kendrick, 551 Bear Dr, expressed concerns about the rodeo at Tiffin Rec Fest.

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 Havens.

Second by Limkemann.

All ayes, consent agenda approved.

F. Mayoral Proclamation

- 1.

G. Public Hearing

- 1.

H. Ordinance Approval/Amendment

1. Ordinance No. 2023-503 – An Ordinance Amending the Official Zoning Map of the City of Tiffin 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
 - a. Motion to Approve First Reading and Proceed to Second Reading
Motion to deny by Limkemann.
Motion fails as no second was made.
No Action Taken.

I. Resolutions for Approval

1. Resolution No. 2023-053 – A Resolution Accepting Work Covering the Original Town Urbanization Project: Phase Two. Motion to approve Resolution No. 2023-053 – A Resolution Accepting Work Covering the Original Town Urbanization Project: Phase Two by Havens.
Second by Schnedler.
Roll Call: Havens, Orris, Olney, Schnedler, Limkemann.
All ayes, motion carried.
2. Resolution No. 2023-054 – A Resolution Adopting Final Assessment Schedule for the Original Town Urbanization Project: Phase Two and Amending, Confirming and Levying the Assessment. Motion to approve Resolution No. 2023-054 – A Resolution Adopting Final Assessment Schedule for the Original Town Urbanization Project: Phase Two and Amending, Confirming and Levying the Assessment by Schnedler.
Second by Orris.
Roll Call: Orris, Olney, Schnedler, Limkemann, Havens.
All ayes, motion carried.
3. Resolution No. 2023-055 – A Resolution Approving the Final Plat of Prairie Village Part 3 – Phase 1A. Motion to approve Resolution No. 2023-055 – A Resolution Approving the Final Plat of Prairie Village Part 3 – Phase 1A by Olney.
Second by Orris.
Roll Call: Olney, Schnedler, Limkemann, Havens, Orris.
All ayes, motion carried.
4. Resolution No. 2023-056 – A Resolution Setting the Date of August 22, 2023, for a Public Hearing for The States as a Planned Development Overlay Concept District. Motion to approve Resolution No. 2023-056 – A Resolution Setting the Date of August 22, 2023, for a Public Hearing for The States as a Planned Development Overlay Concept District by Orris.

Second by Olney.

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

All ayes, motion carried.

5. Resolution No. 2023-057 – A Resolution Setting the Date of August 22, 2023, for a Public Hearing for Lotus Hill as a Planned Development Overlay Concept District. Motion to approve Resolution No. 2023-057 – A Resolution Setting the Date of August 22, 2023, for a Public Hearing for Lotus Hill as a Planned Development Overlay Concept District by Orris.

Second by Havens.

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

All ayes, motion carried.

6. Resolution No. 2023-058 – A Resolution Authorizing the Placement of Additional Stop Signs at the Intersection of Dogwood Lane and Croell Avenue. Motion to table Resolution No. 2023-058 – A Resolution Authorizing the Placement of Additional Stop Signs at the Intersection of Dogwood Lane and Croell Avenue by Limkemann.

Second by Orris.

All ayes, motion carried.

J. Old Business

- 1.

K. Motions for Approval

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

Second by Limkemann.

All ayes, motion carried.

2. Consideration of Pay Estimate #14 – Woodruff Construction, Tiffin Public Works Building – Motion to approve by Limkemann.

Second by Orris.

All ayes, motion carried.

3. Consideration of Pay Estimate #15 (Final) – Woodruff Construction, Tiffin Public Works Building – Motion to approve by Limkemann.

Second by Orris.

All ayes, motion carried.

4. Discussion and Consideration of Sanitary Sewer System Design Proposal from MSA Professional Services for the Hickory Knoll Subdivision and Council Action as Needed. Motion to approve by Havens.

Second by Limkemann.

All ayes, motion carried.

5. Discussion and Consideration of Access Systems Proposal for Adding Wireless Access Points and Firewall for the Fire Department and Council Action as Needed. Motion to approve 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(i) – City Administrator Performance Evaluation by Limkemann.

Second by Havens.

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

Motion to adjourn from Closed Session into Regular Session by Schnedler.

Second by Limkemann.

Roll Call: Orris, Olney, 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: Council Person Limkemann asked some questions about Prairie Village Part 3 subdivision, AFG grant and thanked everyone who had a part in Rec Fest.
3. Director of Public Work's Report - Discussion: Public Works Director Brian Detert reported the pavilion at the auxiliary fields is completed. Staff is working on cleaning up Deerview park
4. Building Official's Report – Nothing to Report.
5. Recreation Director's Report – Nothing to Report.
6. City Engineer's Report – Included in Council Packet
7. City Attorney's Report – Discussion: City Attorney Crystal Raiber reported she is moving firms.
8. City Administrator's Report – Discussion: City Administrator Doug Boldt discussed his report. He also spoke to US Cellular on the lease agreement for the new water meter reading program. Altorfer has reached out about an extended warranty on the Public Works building generator.

N. Adjournment

Motion to adjourn by Schnedler.

Second by Orris.

All ayes, meeting adjourned at 8:48 PM.



August 10th, 2023

Abigail Hora, City Clerk