

City of Tiffin, Iowa

Meeting: Tiffin City Council Meeting
Place: Tiffin City Hall, 300 Railroad Street, Tiffin, Iowa 52340
Date/Time: December 5, 2023 – 7:00 PM
Web Page: www.tiffin-iowa.org
Posted: December 1, 2023 (website & front entry of City Hall)

Mayor:	Steven Berner	City Administrator:	Doug Boldt
Council At Large:	Al Havens – Mayor Pro-Tem	City Attorney:	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 – 5:45 PM

A. Roll Call

The City of Tiffin City Council held a work session Tuesday, December 5, 2023, at the City Hall Council Chamber. Mayor Berner called the meeting to order at 5:45 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 Orris.
All ayes, agenda approved.

C. Discussion and Review of New Water Plant Facility and Estimate

Discussion: Clint Wiene from MSA presented a concept, layout and cost estimate for the Water Treatment Plant Upgrade Project. Council gave a general consensus on precast concrete over a steel building. Schedule was discussed and there are many steps to take through the DNR to get this project to bid. Estimated completion would still be end of 2025.

D. Discussion and Consideration of Johnson County EMA entering into a Long-term Lease Agreement with the City for an Equipment Storage Building

Discussion: Dave Wilson present from Johnson County EMA to discuss the possibility of a long-term lease with the City for building a storage facility on City owned ground off Forevergreen Road and Bailey Way. General consensus was given to Dave to proceed planning on his end.

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 Limkemann.
All ayes, meeting adjourned at 7:04 PM.

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

B. Roll Call

The City of Tiffin City Council held a regular session Tuesday, December 5, 2023, at the City Hall Council Chambers. Mayor Berner called the meeting to order at 7:05 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 Schnedler.

All ayes, agenda approved.

1. Swearing-in of Tiffin Fire Department Personnel, Chris Lenoach and Tyler Muhlbauer

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

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. Public Hearing on Plans, Specifications, Form of Contract, Estimate of Costs for the Sidewalk Connection to Soccer Fields 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 Sidewalk Connection to Soccer Fields Project by Limkemann.

Second by Orris.

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

Discussion: Nothing Received at City Hall.

Motion to close Public Hearing on Plans, Specifications, Form of Contract, Estimate of Costs for the Sidewalk Connection to Soccer Fields Project by Orris.

Second by Limkemann.

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

All ayes, motion carried.

H. Ordinance Approval/Amendment

1. Ordinance No. 2023-506 – An Ordinance Amending the Official Zoning Map of the City of Tiffin, Iowa, to Rezone Daytona Estates from Estate Family (R-1E) to a Planned Development Overlay Concept and Site District/Two Family Residential District (R-2/OPD) in the City of Tiffin, Iowa, Johnson County, Iowa, and as Legally Described herein

- a. Motion to Approve Third and Final Reading

Motion to approve Ordinance No. 2023-506 – An Ordinance Amending the Official Zoning Map of the City of Tiffin, Iowa, to Rezone Daytona Estates from Estate Family (R-1E) to a Planned Development Overlay Concept and Site District/Two Family Residential District (R-2/OPD) in the City of Tiffin, Iowa, Johnson County, Iowa, and as Legally Described herein by Limkemann.

Second by Havens.

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

All ayes, third and final reading approved.

2. Ordinance No. 2023-507 – An Ordinance Amending the Tiffin Zoning Ordinance, Section 5, Fence and Hedge Regulations, Subsection 5.05, Regarding Special Fences, Swimming Pools

a. Motion to Approve Third and Final Reading
Motion to approve Ordinance No. 2023-507 – An Ordinance Amending the Tiffin Zoning Ordinance, Section 5, Fence and Hedge Regulations, Subsection 5.05, Regarding Special Fences, Swimming Pools by Limkemann.
Second by Havens.
Roll Call: Limkemann, Havens, Orris, Olney, Schnedler.
All ayes, third and final reading approved.

I. Resolutions for Approval

1. Resolution No. 2023-080 – A Resolution Approving Plans, Specifications, Form of Contract and Estimate Costs for the Sidewalk Connection to Soccer Fields Project. Motion to approve Resolution No. 2023-080 – A Resolution Approving Plans, Specifications, Form of Contract and Estimate Costs for the Sidewalk Connection to Soccer Fields Project by Limkemann.
Second by Schnedler.
Roll Call: Olney, Schnedler, Limkemann, Havens, Orris.
All ayes, motion carried.
2. Resolution No. 2023-081 – A Resolution to Award the Bid for the Sidewalk Connection to Soccer Fields Project. Motion to approve Resolution No. 2023-081 – A Resolution to Award the Bid for the Sidewalk Connection to Soccer Fields Project by Orris.
Second by Limkemann.
Roll Call: Havens, Orris, Olney, Schnedler, Limkemann.
All ayes, motion carried.
3. Resolution No. 2023-082 – A Resolution Approving a Developer’s Agreement with Iowa Development Group, Inc. regarding Daytona Estates, a Planned Development Overlay (OPD) Concept and Site District, Tiffin, Iowa. Motion to table by Orris.
Second by Limkemann.
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 Change Order #1 – Boomerang Corporation, Potter Creek Interceptor Sewer Project – Motion to approve by Limkemann.
Second by Orris.
All ayes, motion carried.
3. Discussion and Consideration of Professional Services Agreement Proposal from MSA Professional Services, Inc., for Field Investigation for the Highway 6 Reconstruction Project and Council Action as Needed. Motion to approve by Limkemann.
Second by Schnedler.
All ayes, motion carried.
4. Discussion and Consideration of Brand Identity Package Proposal with Riverside Writing and Myliu Marketing and Council Action as Needed. Motion to approve by Limkemann.
Second by Orris.
All ayes, motion carried.
5. Discussion and Consideration to Reschedule the January City Council Meetings to January 9th and January 23rd because of the New Year’s Holiday and Council Action as Needed. Motion to approve by Orris.

Second by Havens.
All ayes, motion carried.

6. 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 Olney.

Second by Orris.

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

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

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 Olney thanked Tiffin Fire Department for their quick response to the gas line that was hit on Croell Ave last week.
3. Director of Public Work's Report - Discussion: Public Works Director Brian Detert discussed with Council ordering some way finding signs for the commercial development on the North side of the City.
4. Building Official's Report - Discussion: Building Official Brian Shay reported Aster 4 is completed enclosed.
5. Recreation Director's Report – Nothing to Report.
6. Fire Chief's Report – Nothing to Report.
7. City Engineer's Report – Written Report in Packet.
8. City Attorney's Report - Nothing to Report.
9. City Administrator's Report – Discussion: City Administrator Doug Boldt reported that BerganKDV will be present at the January 23rd meeting for a final report. The DOT has informed the City, pending weather conditions, that they plan to have the bridge over South Park Road completed and open to traffic within the next couple of weeks.

N. Adjournment

Motion to adjourn by Orris.

Second by Schnedler.

All ayes, meeting adjourned at 8:35 PM.



December 7th, 2023

Abigail Hora, City Clerk