

City of Tiffin, Iowa

Meeting:	Tiffin Regular City Council Meeting
Place:	Tiffin City Hall, 300 Railroad Street, Tiffin, Iowa 52340
Date/Time:	May 21, 2019 – 7:00 PM
Web Page:	www.tiffin-iowa.org
Posted:	May 17, 2019 (website & front entry of City Hall)

Mayor:	Steven Berner	City Administrator:	Doug Boldt
Council At Large:	Jim Bartels	City Attorney:	Robert Michael/Crystal Raiber
Council At Large:	Al Havens	City Clerk:	Ashley Platz
Council At Large:	Eric Schnedler	D. of Public Works:	Brett Mehmen
Council At Large:	Mike Ryan	City Engineer:	Hart-Frederick
Council At Large:	Peggy Upton		

Council Work Session

A. Roll Call

The City of Tiffin City Council held a work session Tuesday, May 21, 2019 at the City Hall Council Chambers. Mayor Berner called the meeting to order at 6:22 PM. Upon roll being called the following members were present: Jim Bartels, Al Havens, Eric Schnedler, Peggy Upton. Absent: Mike Ryan. Others present City Administrator Doug Boldt, City Clerk Ashley Platz, City Engineer Ben Carhoff and others.

B. Agenda Additions/Agenda Approval

Motion to approve by Upton.

Second by Bartels.

All ayes, agenda approved.

C. Discussion of Original Town Urbanization Project – Sidewalk on East Side of College Street

Discussion: City Engineer wanted to discuss the sidewalk on east side of College Street. Due to trees, hedges and topography the sidewalk may need to be moved or not installed. Council discussed that sidewalks are not optional. The consensus of Council is to make the sidewalk work, possibly by going behind the trees with a 4 ft sidewalk. The agreement was to have the vacant lot have 5 ft sidewalk to Sedlacek's lot, then 4 ft behind the trees down to Upchurch's which would change back to a 5 ft sidewalk and removing hedges if necessary.

Also had discussion with similar issues for the 2nd St & Grant property with fencing in the ROW and directly where the sidewalk needs to be installed. Council agrees the fence needs to be moved, have homeowner move it. If they do not move the fence, then the City or City's Contractor will have to move it. Discussions on if cost will be billed to homeowner. Building Official Brian Shay mentioned he had a conversation with the homeowner and advised that they should not do anything with the fence due to the location in the city ROW.

D. Discussion and Review of Gravel Driveway at 713 Potter Street

Discussion: Building Official Brian Shay, gave background on the driveway that was illegally installed on property. Council discussed that the gravel will need to be removed from the curb to the sidewalk or it needs to be paved. And no gravel drives are allowed in town.

E. Discussion and Review of Meeting Management Software

Discussion: no time to discuss.

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

G. Other Business

H. Adjournment

Motion to adjourn by Havens.

Second by Schnedler.

All ayes, work session adjourned at 7:00 PM

Council Meeting

A. Call to Order – 7:00 PM

B. Roll Call

The City of Tiffin City Council held regular session Tuesday, May 21, 2019 at the City Hall Council Chambers. Mayor Berner called the meeting to order at 7:01 PM. Upon roll being called the following members were present: Jim Bartels, Al Havens, Eric Schnedler, Peggy Upton. Absent: Mike Ryan. Others present City Administrator Doug Boldt, City Clerk Ashley Platz, City Engineer Ben Carhoff City Attorney Bob Michael, Public Works Director Brett Mehmen, Asst PW Director Brian Detert and others.

C. Agenda Additions/Agenda Approval

Motion to approve agenda by Bartels.

Second by Schnedler.

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.

Johnson County Sheriff – Deputy Adolph present, mentioned extra patrol out for parking issues as requested.

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 Clerk/Treasurer’s Report

Motion to approve the Consent Agenda which includes City Council Minutes and the Clerk/Treasurer’s by Havens.

Second by Bartels.

All ayes, motion carried.

F. Mayoral Proclamation

1.

G. Public Hearing

1.

H. Ordinance Approval/Amendment

1. Ordinance No. 2019-455 – An Ordinance Rezoning Lot 59, Prairie Village – Part 1, Tiffin, Iowa, from Multi-Family, 4-Plex Residential District (R-4) to a Planned Development Overlay Site District/Multi-Family, 4-Plex Residential District (OPD/R-4) for Prairie Village – Part 1, Tiffin, Iowa

a. Motion to Approve Third and Final Reading

Motion to approve Ordinance No. 2019-455 – An Ordinance Rezoning Lot 59, Prairie Village – Part 1, Tiffin, Iowa, from Multi-Family, 4-Plex Residential District (R-4) to a Planned Development Overlay Site District/Multi-Family, 4-Plex Residential District (OPD/R-4) for Prairie Village – Part 1, Tiffin, Iowa by Havens.

Second by Bartels.

Roll Call: Upton, Havens, Schnedler, Bartels. Absent: Ryan. All ayes, final reading approved.

2. Ordinance No. 2019-458 – An Ordinance to Adopt the 2018 Edition, International Building Code, including Appendix K, the 2018 Edition, International Residential Code, including Appendix F and Appendix J, and Providing for certain Amendments thereof; Adopting Section 103.6(1)(a) of the Code of Iowa (State Electric Code) and Section 105.4(1)(a) of the Code of Iowa (State Plumbing and Mechanical Codes) and Amending Provisions of the Municipal Code of Tiffin, Iowa, Chapter 156, Housing Code, to Update Building Code Provisions

- a. Motion to Approve Third and Final Reading

Motion to approve Ordinance No. 2019-458 – An Ordinance to Adopt the 2018 Edition, International Building Code, including Appendix K, the 2018 Edition, International Residential Code, including Appendix F and Appendix J, and Providing for certain Amendments thereof; Adopting Section 103.6(1)(a) of the Code of Iowa (State Electric Code) and Section 105.4(1)(a) of the Code of Iowa (State Plumbing and Mechanical Codes) and Amending Provisions of the Municipal Code of Tiffin, Iowa, Chapter 156, Housing Code, to Update Building Code Provisions by Schnedler.

Second by Havens.

Roll Call: Upton, Havens, Schnedler, Bartels. Absent: Ryan. All ayes, fina. reading approved.

I. Resolutions for Approval

1. Resolution 2019-066 – A Resolution Approving a Developer’s Agreement with Advantage Development Inc. regarding Prairie Village Lot 59 Planned Development Overlay (OPD) Site District, Tiffin, Iowa

Motion to approve Resolution 2019-066 – A Resolution Approving a Developer’s Agreement with Advantage Development Inc. regarding Prairie Village Lot 59 Planned Development Overlay (OPD) Site District, Tiffin, Iowa by Schnedler.

Second by Bartels.

Roll Call: Havens, Bartels, Schnedler, Upton. Absent: Ryan. All ayes, motion carried.

2. Resolution 2019-067 – A Resolution Setting the Dates for the Public Hearing on the Plans, Specifications, Form of Contract and Estimate of Cost, Opening of Bids and Authorizing Publication of Notices for the 2019 Improvements – Forevergreen Road Project
- Motion to approve Resolution 2019-067 – A Resolution Setting the Dates for the Public Hearing on the Plans, Specifications, Form of Contract and Estimate of Cost, Opening of Bids and Authorizing Publication of Notices for the 2019 Improvements – Forevergreen Road Project by Schnedler.

Second by Havens.

Discussion: Clint Rarick, asked where this project will be located. Mayor advised plans will be available for public to view by Thursday.

Roll Call: Havens, Bartels, Schnedler, Upton. Absent: Ryan. All ayes, motion carried.

J. Old Business

1. Resolution 2019-060 – A Resolution Authorizing the Sale and Conveyance of an Easement from the City of Tiffin to Central Iowa Power Cooperative (CIPCO) for the Linn County Loop Project
- Motion to approve Resolution 2019-060 – A Resolution Authorizing the Sale and Conveyance of an Easement from the City of Tiffin to Central Iowa Power Cooperative (CIPCO) for the Linn County Loop Project – no action taken.

K. Motions for Approval

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

Second by Bartels.

All ayes, motion carried.

2. Consideration of Special Events Application – Infuse Church – Block Party
Motion to approve the changes to the Special Events Application by Bartels.
Second by Upton.
All ayes, motion carried.
3. Consideration of Special Events Application – Jason Wilkerson – Family Obstacle Course
Jason Wilkerson, applicant – gave some details on the family obstacle course event. Council has requested to have more information ironed out before approval can be made. Council is in favor of an event like this, but the location along the railroad tracks or crossing the tracks is not recommended.
4. Consideration of Change Order #5 – Portzen Construction – Motion to Approve by Bartels.
Randy Krutsfield, Engineer – presented reasoning for change order.
Second by Upton.
Discussion: Council feels that this should be on Portzen since they bid it that way and is their burden if they didn't bid it properly.
All nays, motion to approve denied.
5. Consideration of Pay Estimate #13 – Portzen Construction – Motion to Approve by Havens.
Second by Bartels.
All ayes, motion carried.
6. Consideration of Change Order #1 – Rathje Construction – Motion to Approve with the Value Engineering Request or as recommended by DOT which is based on unit pricing and not the total price listed on Change Order #1 by Schnedler.
Matt Bockensted, Rathje and Engineer with Snyder & Associates explained the Value Engineering Request and the benefit this will have on the project.
Second by Upton.
All ayes, motion carried.
7. Consideration of Change Order #2 – Rathje Construction – Motion to Approve the change order based on unit pricing of an estimated quantity by Upton.
Second by Schnedler.
All ayes, motion carried.
8. Discussion and Consideration of Change to Original Town Urbanization Project Sidewalk Installation of College Street and Council Action as Needed- No action taken
9. Discussion and Consideration of One-time Water and Sewer Adjustment at 819 Jackson Street and Council Action as Needed
Motion to approve the One-time Water & Sewer Adjustment at 819 Jackson St by Schnedler.
Second by Bartels.
All ayes, motion carried.
10. Discussion and Consideration of Quote from LL Pelling for Line Painting and Council Action as Needed
Motion to approve the quote from LL Pelling for Line Painting by Havens.
Second by Schnedler.
All ayes, motion carried.
11. Discussion and Consideration of Quote from Cahoy for Boreline work at the Water Plant and Council Action as Needed
Motion to approve the quote from Cahoy for Boreline work at the Water Plant by Havens.

Second by Schnedler.
All ayes, motion carried.

12. Discussion and Consideration of New Pickup for Public Works Department and Council Action as Needed

Motion to approve the purchase of a New Pickup for Public Works Department from Junge \$23,807.22 by Upton.

Asst. PW Director Brian Detert presented the reason for the request. He explained the cost difference between repairing vs. getting new truck with warranty. Junge Ford was able to come back with an offer of \$23,807.22.

Second by Schnedler,
All ayes, motion carried.

13. Motion to Adjourn from Regular Session into Closed Session in Accordance with Iowa Code Chapter 21.5.j for Potential Real Estate Purchase by Havens.

Second by Schnedler

Roll Call: Havens, Schnedler, Upton, Bartels. Absent: Ryan. All ayes, regular meeting adjourned at 9:03 PM

Motion to Adjourn Closed Session and enter Regular Open Session by Upton.

Second by Bartels.

Roll Call: Havens, Schnedler, Upton, Bartels. Absent: Ryan. All ayes, regular meeting adjourned at 9:36 PM

L. Reports to be Received/Filed

1. April Johnson County Sheriff's Activity Report

M. Reports from City Personnel

1. Mayor's Report – Nothing to report.
2. City Council Reports - Fawn Ave – construction trailers not close enough to the curb. Ireland Ave – bushes are dead or dying. Construction run-off concerns with the amount of water we have seen and the discoloring of the ponds.
3. Director of Public Work's Report – Nothing to report.
4. Building Official's Report – Nothing to report.
5. City Engineer's Report – Roberts Ferry Road north half has been paved along the east side, was able to get majority in before the rain. Currently they are on day 97 of 100. Once things dry out, they approximately have about a month's worth of work left. Two poles have been installed for the Traffic Signals on Ireland Ave & HWY 6. Hopeful that July or August the signals will be active.
6. City Attorney's Report – Nothing to report.
7. City Administrator's Report – Official opening of Fareway is tomorrow. Mehmen Avenue is paved for kimberlite.

N. Adjournment

Motion to adjourn by Schnedler.

Second by Upton.

All ayes, meeting adjourned at 9:37 PM



May 21, 2019

Ashley Platz, City Clerk