

City of Tiffin, Iowa

Meeting: Tiffin Regular City Council Work Session
Place: Tiffin City Hall, 300 Railroad Street, Tiffin, Iowa 52340
Date/Time: May 7, 2019 – 7:00 PM
Web Page: www.tiffin-iowa.org
Posted: May 3, 2019 (website & front entry of City Hall)

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|--------------------------|----------------|----------------------------|-------------------------------|
| 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 | | |

WORK SESSION

A. Roll Call

The City of Tiffin City Council held a work session Tuesday, May 7, 2019 at the City Hall Council Chambers. Mayor Berner called the meeting to order at 5:48 PM. Upon roll being called the following members were present: Jim Bartels, Al Havens, Eric Schnedler, Peggy Upton. Absent: Mike Ryan (arrived at 5:50pm). Others present City Administrator Doug Boldt, City Clerk Ashley Platz, City Engineer Ben Carhoff and others.

B. Agenda Additions/Agenda Approval

Motion to approve the agenda by Havens.

Second by Bartels.

All ayes, motion carried.

Mike Ryan arrived at 5:50 PM.

C. Introduction and Presentation from Martin Gardner Architecture – Michael LaClere

Discussion: Michael LaClere, Martin Gardner Architecture presented to Council a Rec/Community Center development process and how they can help throughout the entire project. Derek Powers presented the Rec Center and how they can help facilitate community involvement.

Communityvisioning.org is a great place to start to look into help with the Town Vision.

D. Discussion and Review of Buffalo Creek Development – Faselst Team

Discussion: Nick White, VSP Engineering presented a different layout of Forevergreen Road through the middle of the property as apposed to the road crossing along the northern line of the property. Reason for moving the road was due to line of sight at the intersection of James & Forevergreen Road and Ireland & Forevergreen Road along the northern property line. Council concerns with Forevergreen Road getting too close to Oakdale Blvd towards the south.

E. Discussion and Consideration of Potential Financial Incentive for Redevelopment at 301 and 311 Main Street – Mitch King

Discussion: Mitch King, Owner/Developer came to Council to discuss the TIF Matrix that were presented to Council. Main discussion on awarding an upfront Grant of \$300k along with TIF Rebates of 100% for 10 years and 50% for 5 years. Council discussed the perception of handing out Grant money for this development will set a precedent going forward. Discussions regarding the perception of ignoring original part of town. Also

discussion about the specific lot and the unique constraints with the Windstream, density restriction among others.

F. Discussion and Review of Meeting Management Software – No Discussion

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

H. Other Business

I. Adjournment

Motion to adjourn by Ryan.

Second by Schnedler.

All ayes, motion carried 7:03.

COUNCIL MEETING

A. Call to Order – 7:00 PM called to order at 7:05, crystal

The City of Tiffin City Council held a work session Tuesday, May 7, 2019 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: Jim Bartels, Al Havens, Eric Schnedler, Peggy Upton, Mike Ryan. Absent: None. Others present City Administrator Doug Boldt, City Clerk Ashley Platz, Building Official Brian Shay, City Engineer Ben Carhoff, City Attorney Crystal Raiber and others.

B. Roll Call

C. Agenda Additions/Agenda Approval

Motion to move K-5 before I-7 in the agenda by Bartels.

Second by Havens.

All ayes, motion.

Motion to approve the amended agenda by Schnedler.

Second by Bartels.

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 – Deputy Adolph – No parking signs in Deerview Estates at Jackson Street & Fawn Avenue. Also around Sprout Day Care traffic and parking issues caused by parents dropping kids off for their CCA Bus at corner of Tallgrass & Elderberry.

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 Liquor License Renewal – Kum & Go #137

Motion to approve the Consent Agenda which includes Regular & Special City Council Minutes and the Renewal of Kum & Go #137's Liquor License renewal by Upton.

Second by Ryan.

All ayes, motion carried.

F. Mayoral Proclamation

1.

G. Public Hearing

1. Public Hearing on the Proposed Plans, Specifications, Form of Contract and Estimate of Cost, for the Soccer Field Parking Lot Extension Project
 - a. Close Public Hearing and Proceed to I-1 and I-2Motion to open the Public Hearing on the Proposed Plans, Specifications, Form of Contract and Estimate of Cost, for the Soccer Field Parking Lot Extension Project by Upton.
Second by Bartels
Roll Call: Bartels, Schnedler, Ryan, Upton, Havens. All ayes, public hearing opened at 7:18 PM
Discussion: Nothing was received at City Hall.
Motion to close the Public Hearing by Upton.
Second by Ryan.
Roll Call: Bartels, Schnedler, Ryan, Upton, Havens. All ayes, public hearing closed at 7:18 PM

2. Public Hearing on the Proposed Plans, Specifications, Form of Contract and Estimate of Cost, for the 2019 Interstate 380 Box Culvert and Grading Project
 - a. Close Public Hearing and Proceed to I-3 and I-4Motion to open the Public Hearing on the Proposed Plans, Specifications, Form of Contract and Estimate of Cost, for the 2019 Interstate 380 Box Culvert and Grading Project by Ryan.
Second by Upton.
Roll Call: Bartels, Schnedler, Ryan, Upton, Havens. All ayes, public hearing opened at 7:23 PM
Discussion: Nothing received at City Hall.
Motion to close the Public Hearing by Schnedler.
Second by Ryan.
Roll Call: Bartels, Schnedler, Ryan, Upton, Havens. All ayes, public hearing closed at 7:23 PM

3. Public Hearing on the Sale and Conveyance of an Easement to Central Iowa Power Cooperative (CIPCO) for the Linn County Loop Project
 - a. Close Public Hearing and Proceed to I-9Motion to open the Public Hearing on the Sale and Conveyance of an Easement to Central Iowa Power Cooperative (CIPCO) for the Linn County Loop Project by Schnedler.
Second by Upton.
Roll Call: Bartels, Schnedler, Ryan, Upton, Havens. All ayes, public hearing opened at 7:28 PM
Discussion: Nothing was received at City Hall and no public present.
Motion to close the Public Hearing by Uptons
Second by Havens.
Roll Call: Bartels, Schnedler, Ryan, Upton, Havens. All ayes, public hearing closed at 7:29 PM

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 Second Reading and Proceed to Third 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: Havens, Bartels, Schnedler, Ryan, Upton. All ayes, second reading approved.
2. Ordinance No. 2019-456 – An Ordinance Amending the Municipal Code of Tiffin, Iowa, Chapter 55, by Adding Language to Include Community Cats
Motion to approve Ordinance No. 2019-456 – An Ordinance Amending the Municipal Code of Tiffin, Iowa, Chapter 55, by Adding Language to Include Community Cats by Ryan.
Second by Havens.
Roll Call: Havens, Bartels, Schnedler, Ryan, Upton. All ayes, second reading approved.
Motion to Suspend the Requirement to Pass Ordinance on Two Considerations before Final Passage as stated in Iowa Code Section 380.3 by Havens.
Second by Ryan.
All ayes, motion approved.
Motion to Approve Ordinance No. 2019-456 – An Ordinance Amending the Municipal Code of Tiffin, Iowa, Chapter 55, by Adding Language to Include Community Cats by Bartels.
Second by Schnedler.
Roll Call: Havens, Bartels, Schnedler, Ryan, Upton. All ayes, final reading approved.
3. Ordinance No. 2019-457 – An Ordinance Amending the Municipal Code of Tiffin, Iowa, Chapter 56, by Adding Community Cats as an Exemption
Motion to approve Ordinance No. 2019-457 – An Ordinance Amending the Municipal Code of Tiffin, Iowa, Chapter 56, by Adding Community Cats as an Exemption by Ryan.
Second by Schnedler.
Roll Call: Havens, Bartels, Schnedler, Ryan, Upton. All ayes, final reading approved.
Motion to Suspend the Requirement to Pass Ordinance on Two Considerations before Final Passage as stated in Iowa Code Section 380.3 by Havens.
Second by Ryan.
All ayes, motion approved.
Motion to Approve Third and Final Reading by Schnedler.
Second by Bartels.
Roll Call: Havens, Bartels, Schnedler, Ryan, Upton. All ayes, final reading approved.

4. 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 Second Reading and Proceed to Third 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 Havens.
Second by Upton.
Roll Call: Havens, Bartels, Schnedler, Ryan, Upton, All ayes, final reading approved.
5. Ordinance No. 2019-459 – An Ordinance to Vacate a Portion of State Street
Motion to approve Ordinance No. 2019-459 – An Ordinance to Vacate a Portion of State Street by Ryan.
Second by Upton.
Roll Call: Havens, Bartels, Schnedler, Ryan, Upton. All ayes, second reading approved.
Motion to Suspend the Requirement to Pass Ordinance on Two Considerations before Final Passage as stated in Iowa Code Section 380.3 by Ryan.
Second by Bartels.
All ayes, motion approved.
Motion to Approve Third and Final Reading by Upton.
Second by Schnedler.
Roll Call: Havens, Bartels, Schnedler, Ryan, Upton, All ayes, final reading approved.

I. Resolutions for Approval

1. Resolution 2019-052 – A Resolution Approving Plans, Specifications, Form of Contract and Estimate of Cost for the Soccer Field Parking Lot Extension Project
Motion to approve Resolution 2019-052 – A Resolution Approving Plans, Specifications, Form of Contract and Estimate of Cost for the Soccer Field Parking Lot Extension Project by Havens.
Second by Bartels.
Roll Call: Upton, Ryan, Havens, Schnedler, Bartels. All ayes, motion carried.
2. Resolution 2019-053 – A Resolution to Award Bid for the Soccer Field Parking Lot Extension Project
Motion to approve Resolution 2019-053 – A Resolution to Award Bid for the Soccer Field Parking Lot Extension Project by Ryan.
Second by Schnedler.
Roll Call: Upton, Ryan, Havens, Schnedler, Bartels. All ayes, motion carried.

3. Resolution 2019-054 – A Resolution Approving Plans, Specifications, Form of Contract and Estimate of Cost for the 2019 Interstate 380 Box Culvert and Grading Project
Motion to approve Resolution 2019-054 – A Resolution Approving Plans, Specifications, Form of Contract and Estimate of Cost for the 2019 Interstate 380 Box Culvert and Grading Project by Ryan.
Second by Schnedler.
Discussion: Doug Boldt, discussed the history of the bid and that this project is a pass through for the iDOT and DERS, LLC.
Roll Call: Upton, Ryan, Havens, Schnedler, Bartels. All ayes, motion carried.
4. Resolution 2019-055 – A Resolution to Award Bid for the 2019 Interstate 380 Box Culvert and Grading Project
Motion to approve Resolution 2019-055 – A Resolution to Award Bid for the 2019 Interstate 380 Box Culvert and Grading Project by Ryan.
Second by Havens.
Roll Call: Upton, Ryan, Havens, Schnedler, Bartels. All ayes, motion carried.
5. Resolution 2019-056 – A Resolution Approving the Final Plat of Park Place – Part Five
Motion to approve Resolution 2019-056 – A Resolution Approving the Final Plat of Park Place – Part Five by Ryan.
Second by Schnedler.
Roll Call: Upton, Ryan, Havens, Schnedler, Bartels. All ayes, motion carried.
6. Resolution 2019-057 – A Resolution Approving a Memorandum of Understanding for Additional Language to the Collective Bargaining Agreement between the American Federation of State, County and Municipal Employees as it pertains to Maternity Leave
Motion to approve Resolution 2019-057 – A Resolution Approving a Memorandum of Understanding for Additional Language to the Collective Bargaining Agreement between the American Federation of State, County and Municipal Employees as it pertains to Maternity Leave by Upton.
Second by Ryan.
Discussion: Doug Boldt, City Administrator discussed the change that was recommended at last Council meeting and now its in its final form.
Roll Call: Upton, Ryan, Havens, Schnedler, Bartels. All ayes, motion carried.
7. Resolution 2019-058 – A Resolution Approving the Appointment of a Zoning Board of Adjustment Member for the City of Tiffin, Iowa
Motion to approve Resolution 2019-058 – A Resolution Approving the Appointment of Lexi Rector to the Zoning Board of Adjustment for the City of Tiffin, Iowa by Bartels.
Second by Schnedler.
Roll Call: Upton, Ryan, Havens, Schnedler, Bartels. All ayes, motion carried.
8. Resolution 2019-059 – A Resolution Approving Proposal for 2019 Sanitary Sewer Inflow & Infiltration Reduction Project – Phase One: Sewer Cleaning and Inspection

Motion to approve Resolution 2019-059 – A Resolution Approving Proposal for 2019 Sanitary Sewer Inflow & Infiltration Reduction Project – Phase One: Sewer Cleaning and Inspection by Bartels.

Second by Ryan.

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

9. 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 TABLE 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 by Schnedler.

Second by Ryan.

All ayes, motion approved.

10. Resolution 2019-061 – A Resolution Setting the Date for a Public Hearing for Annexation of Certain Property to the City of Tiffin, Iowa

Motion to amend the date to June 4, 2019 by Ryan.

Second by Schnedler.

All ayes motion carried.

Motion to approve amended Resolution 2019-061 – A Resolution Setting the Date for a Public Hearing for Annexation of Certain Property to the City of Tiffin, Iowa by Havens.

Second by Ryan.

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

11. Resolution 2019-062 – A Resolution Setting the Date for a Public Hearing to Rezone a portion of the Pirkl Property from R-1E to C-2B and M-2, in the City of Tiffin, Iowa

Motion to amend the date to June 4, 2019 Bartels

Second by Schnedler. All ayes, motion carried.

Motion to approve Resolution 2019-062 – A Resolution Setting the Date for a Public Hearing to Rezone a portion of the Pirkl Property from R-1E to C-2B and M-2, in the City of Tiffin, Iowa by Ryan.

Second by Schnedler.

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

12. Resolution 2019-063 – A Resolution Setting the Date for a Public Hearing for the FY 2018-2019 Budget Amendment

Motion to approve Resolution 2019-063 – A Resolution Setting the Date for a Public Hearing for the FY 2018-2019 Budget Amendment by Schnedler.

Second by Havens.

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

13. Resolution 2019-064 – 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 Park Road Paving Project
- Motion to approve Resolution 2019-064 – 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 Park Road Paving Project by Ryan.

Second by Schnedler.

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

14. Resolution 2019-065 – A Resolution Authorizing A Weight Embargo on a Portion of North Park Road

Motion to approve Resolution 2019-065 – A Resolution Authorizing A Weight Embargo on a Portion of North Park Road by Schnedler.

Second by Bartels.

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

J. Old Business

- 1.

K. Motions for Approval

1. Consideration of Payables List – Motion to Approve by Ryan.
Second by Havens.
Discussion: Answered Council questions.
All ayes, motion carried.
2. Consideration of Pay Estimate #4 – LL Pelling – Motion to Approve by Upton.
Second by Bartels.
All ayes, motion carried.
3. Consideration of Pay Estimate #8 – Vieth Construction – Motion to Approve by Ryan.
Second by Havens.
All ayes, motion carried.
4. Consideration of Pay Estimate #2 (Final) – Dave Schmitt Construction Company
Motion to approve Dave Schmitt Construction Company Pay Estimate #2 (Final) by Ryan.
Second by Schnedler.
Discussion: Ben Carhoff, HFC request to hold the check until his office obtains the required documents.
All ayes, motion carried.
5. Consideration of Resignation of Alan Kremzar from the Zoning Board of Adjustment – Motion to Approve by Upton.
Second by Bartels.
All ayes, motion carried.
6. Discussion and Consideration of Job Description and Position Salary Range for Building Inspector I and Council Action as Needed
Motion to the Job Description and Position Salary Range for Building Inspector I and approve advertisement of position by Havens.
Second by Ryan.
All ayes, motion carried.
7. 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, Upton, Bartels, Ryan, Schnedler. Regular Session adjourned at 8:49 PM

Motion to Adjourn Closed Session and enter back in to open session by Ryan.
Second by Havens.

Roll Call: Havens, Upton, Bartels, Ryan, Schnedler. Closed Session adjourned at 9:21 PM

L. Reports to be Received/Filed

1.

M. Reports from City Personnel

1. Mayor's Report - Nothing
2. City Council Reports – Denny Brown on College Street had some washout from the broken service line. Al Havens attended the watershed meeting. Signs on pond that that state no swimming, boating and kayaking. Safety concerns for contractors doing work on Railroad St not using ear protection when using concrete saw.
3. Director of Public Work's Report – presented the quotes for Boreline close to \$71,000 the VFD caused this quote to increase over the rough estimate. Discussion on the resin in the water treatment plant water softeners. Light on water tower went bad, company is sending replacements and will check into reimbursement of the labor of installation of the new lights.
4. Building Official's Report – Hunt Club has started laying foundations. Fleet Farm is coming to town.
5. City Engineer's Report – Storm Sewer on College. Summerhays Street gas main is finally getting moved. Mr. Carter's driveway on Main Street and his retaining wall, would like to remove it all and he will pay for his portion of the wall that is not disturbed with this project. 3rd pole base was installed today for the Traffic Lights on Ireland. Price Electric offered to pay the line they disturbed for the traffic lights. Deerview Signals are still in review for iDOT. Roberts Ferry Rd – stabilization was completed Friday but one spot may need attention after the rainfall this weekend. May 20th start date for Roundabout is still correct weather permitting. Update on railroad crossing.
6. City Attorney's Report – Finishing up Fareway.
7. City Administrator's Report – City Wide Clean-up this weekend. Intern Lucas Parker will be here May 13th. Bid from LL Pelling for painting. Fareway VIP Reception on May 21st from 4:00-6:30pm. Alliant Energy will have an outage planned this Thursday for 6 hours. First hotel/motel tax check received. Letter from Property Owner on Goldfinch/Potter will discuss in work session.

Adjournment

Motion to adjourn by Ryan.

Second by Upton.

All ayes, meeting adjourned at 9:21 PM



Ashley Platz, City Clerk

May 7, 2019