

City of Tiffin, Iowa

Meeting: Tiffin City Council Work Session
Place: Tiffin City Hall, 300 Railroad Street, Tiffin, Iowa 52340
Date/Time: January 22, 2019 – 5:45 PM
Web Page: www.tiffin-iowa.org
Posted: January 18, 2019 (website & front entry of City Hall)

Mayor:	Steven Berner	City Administrator:	Doug Boldt
Council At Large:	Jim Bartels	City Attorney:	Robert Michael
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 – 5:45 PM

A. Roll Call

The City of Tiffin City Council met in a work session at the City Hall Council Chambers on Tuesday, January 22, 2019. Mayor Berner called the meeting to order at 5:48 PM. Upon roll being called the following members were present: Jim Bartels, Al Havens, Peggy Upton, Eric Schnedler and Mike Ryan. Absent: None. Other members present: City Administrator Doug Boldt, City Clerk Ashley Platz, Building Official Brian Shay, City Engineer Ben Carhoff and others.

B. Agenda Additions/Agenda Approval

Motion to approve agenda by Bartels.
Second by Havens.
All ayes, motion carried.

C. Discussion Presentation of Aster Village OPD – Scott Andersen

Discussion: Scott Anderson, Developer presented the Council with an OPD Site Exhibit for Aster Village at Park Place. Discussion on the number of buildings and the phasing plans. Presented concepts of buildings and provided Council with aerial views and elevation images of what the buildings will look like. Mentioned the Park Rd access will have two lanes in and out. Discussion regarding the placement of the trail. The narrative states that the access on Oakdale in phase one and phase two will connect to Park Rd which should be that both accesses need to be installed in phase one.

D. Discussion of Possible Development at 301 and 311 Main Street – Mitch King

Discussion: Mitch King, Developer presented the site plan of the commercial building with 12 two bedroom apartments on the top and having commercial units in bottom. Developer states that he has two tenants ready for the commercial units, one being a coffee shop with drive-thru. Further discussion regarding residential parking and commercial parking. The lot will not meet the residential parking requirements. Discussion not allowing residents of building to use public parking spaces in public ROW. Due to the Windstream building, this lot will never be able to meet the parking requirements for residential.

E. Discussion of FY 2019-2020 Budget

Discussion: not enough time in work session so will wait for regular meeting.

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

Council had discussions on item K-5 – 220 Cherry Ln water run off issues.

G. Other Business

H. Adjournment Schnedler, 2nd Bartels 7:01

COUNCIL MEETING

A. Call to Order – 7:05 PM

B. Roll Call

The City of Tiffin City Council met in a work session at the City Hall Council Chambers on Tuesday, January 22, 2019. Mayor Berner called the meeting to order at 7:05 PM. Upon roll being called the following members were present: Jim Bartels, Al Havens, Peggy Upton, Eric Schnedler and Mike Ryan. Absent: None. Other members present: City Administrator Doug Boldt, City Clerk Ashley Platz, Building Official Brian Shay, City Engineer Ben Carhoff and others.

C. Agenda Additions/Agenda Approval:

Motion to approve the agenda by Ryan

Second by Schnedler.

All ayes, motion carried.

D. Communications and Reports:

Johnson County – Deputy Adolph – Park Rd, road closed sign is still up on Park Rd. Not the City’s sign but will have PW turn it because the road is open.

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 Clerks/Treasurer’s Report

Motion to approve the consent agenda which includes City Council minute and the Clerks/Treasurer’s report by Havens.

Second by Bartels.

All ayes, motion carried.

F. Mayoral Proclamation

- 1.

G. Public Hearing

1. Public Hearing on Ordinance No. 2019-445 – An Ordinance Amending the Official Zoning Map of the City of Tiffin, Iowa, from R-1E to R-2 for Prairie Village – Part Two, Tiffin, Johnson County, Iowa and Legally Described Herein
 - a. Close Public Hearing and Proceed to H-1

Motion to open Public Hearing on Ordinance No. 2019-445 – An Ordinance Amending the Official Zoning Map of the City of Tiffin, Iowa, from R-1E to R-2 for Prairie Village – Part Two, Tiffin, Johnson County, Iowa and Legally Described Herein by Ryan.

Second by Schnedler

Roll Call: Upton, Ryan, Havens, Bartels, Schnedler. All ayes, opened at 7:10 PM

Discussion: Nothing received at City Hall and no public present.

Motion to close Public Hearing by Upton.

Second by Havens.

Roll Call: Upton, Ryan, Havens, Bartels, Schnedler. All ayes, closed at 7:10 PM

2. Public Hearing on Ordinance No. 2019-446 – An Ordinance to Amend the Tiffin Zoning Ordinance No. 2007-287 Amending Section 6, Sign Regulations, Table 1, Number and Area Regulations for Signs in Commercial and Industrial Zones
 - a. Close Public Hearing and Proceed to H-2

Motion to open Public Hearing Ordinance No. 2019-446 – An Ordinance to Amend the Tiffin Zoning Ordinance No. 2007-287 Amending Section 6, Sign Regulations, Table 1, Number and Area Regulations for Signs in Commercial and Industrial Zones by Schnedler.

Second by Bartels.

Roll Call: Upton, Ryan, Havens, Bartels, Schnedler. All ayes, opened at 7:11 PM

Discussion: Nothing received at City Hall and no public present.

Motion to close Public Hearing by Havens.

Second by Bartels.

Roll Call: Upton, Ryan, Havens, Bartels, Schnedler. All ayes, closed at 7:12 PM

3. Public Hearing on Ordinance No. 2019-447 – An Ordinance to Amend the Tiffin Zoning Ordinance No. 2007-287 to Allow Third Story Apartments to the C-1S, Commercial Specialized District Downtown Center
 - a. Close Public Hearing and Proceed to H-3

Motion to open Public Hearing on Ordinance No. 2019-447 – An Ordinance to Amend the Tiffin Zoning Ordinance No. 2007-287 to Allow Third Story Apartments to the C-1S, Commercial Specialized District Downtown Center by Ryan.

Second by Schnedler.

Roll Call: Upton, Ryan, Havens, Bartels, Schnedler. All ayes, opened at 7:13 PM

Discussion: Nothing received at City Hall and no public present.

Motion to close Public Hearing by Upton.

Second by Bartels.

Roll Call: Upton, Ryan, Havens, Bartels, Schnedler. All ayes, closed at 7:13 PM

4. Public Hearing on Ordinance No. 2019-448 – An Ordinance to Amend the Tiffin Zoning Ordinance No. 2007-287 and Ordinance No. 2018-428 Amending Section 3.05, Adding Exceptions to the Front Yard Setbacks for Attached Garages
 - a. Close Public Hearing and Proceed to H-4

Motion to open Public Hearing on Ordinance No. 2019-448 – An Ordinance to Amend the Tiffin Zoning Ordinance No. 2007-287 and Ordinance No. 2018-428 Amending Section 3.05, Adding Exceptions to the Front Yard Setbacks for Attached Garages by Schnedler.

Second by Ryan.

Roll Call: Upton, Ryan, Havens, Bartels, Schnedler. All ayes, opened at 7:15 PM

Discussion: Nothing received at City Hall and no public present.

Motion to close Public Hearing by Bartels.

Second by Schnedler

Roll Call: Upton, Ryan, Havens, Bartels, Schnedler. All ayes, closed at 7:15 PM

5. Public Hearing on Ordinance No. 2019-449 – An Ordinance Amending Ordinance No. 2018-442, An Ordinance Vacating a Portion of Existing Park Road in Tiffin, Iowa, to Include a Completion Date for the Private Street
 - a. Close Public Hearing and Proceed to H-5

Motion to open Public Hearing on Ordinance No. 2019-449 – An Ordinance Amending Ordinance No. 2018-442, An Ordinance Vacating a Portion of Existing Park Road in Tiffin, Iowa, to Include a Completion Date for the Private Street by Bartels.

Second by Ryan.

Roll Call: Upton, Ryan, Havens, Bartels, Schnedler. All ayes, opened at 7:19 PM

Discussion: Nothing received at City Hall and no public present.

Motion to close Public Hearing by Havens.

Second by Schnedler

Roll Call: Upton, Ryan, Havens, Bartels, Schnedler. All ayes, closed at 7:20 PM

H. Ordinance Approval/Amendment

1. Ordinance No. 2019-445 – An Ordinance Amending the Official Zoning Map of the City of Tiffin, Iowa, from R-1E to R-2 for Prairie Village – Part Two, Tiffin, Johnson County, Iowa and Legally Described Herein

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

Motion to approve Ordinance No. 2019-445 – An Ordinance Amending the Official Zoning Map of the City of Tiffin, Iowa, from R-1E to R-2 for Prairie Village – Part Two, Tiffin, Johnson County, Iowa and Legally Described Herein by Ryan.

Second by Schnedler.

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

2. Ordinance No. 2019-446 – An Ordinance to Amend the Tiffin Zoning Ordinance No. 2007-287 Amending Section 6, Sign Regulations, Table 1, Number and Area Regulations for Signs in Commercial and Industrial Zones

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

Motion to approve Ordinance No. 2019-446 – An Ordinance to Amend the Tiffin Zoning Ordinance No. 2007-287 Amending Section 6, Sign Regulations, Table 1, Number and Area Regulations for Signs in Commercial and Industrial Zones Schnedler.

Second by Bartels

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

3. Ordinance No. 2019-447 – An Ordinance to Amend the Tiffin Zoning Ordinance No. 2007-287 Amending the C-1S, Commercial Specialized District Downtown Center

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

Motion to approve Ordinance No. 2019-447 – An Ordinance to Amend the Tiffin Zoning Ordinance No. 2007-287 Amending the C-1S, Commercial Specialized District Downtown Center By Ryan.

Second by Schnedler.

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

4. Ordinance No. 2019-448 – An Ordinance to Amend the Tiffin Zoning Ordinance No. 2007-287 and Ordinance No. 2018-428 Amending Section 3.05, Adding Exceptions to the Front Yard Setbacks for Attached Garages

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

Motion to approve Ordinance No. 2019-448 – An Ordinance to Amend the Tiffin Zoning Ordinance No. 2007-287 and Ordinance No. 2018-428 Amending Section 3.05, Adding Exceptions to the Front Yard Setbacks for Attached Garages by Ryan.

Second by Schnedler.

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

5. Ordinance No. 2019-449 – An Ordinance Amending Ordinance No. 2018-442, An Ordinance Vacating a Portion of Existing Park Road in Tiffin, Iowa, to Include a Completion Date for the Private Street

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

Motion to approve Ordinance No. 2019-449 – An Ordinance Amending Ordinance No. 2018-442, An Ordinance Vacating a Portion of Existing Park Road in Tiffin, Iowa, to Include a Completion Date for the Private Street by Ryan.

Second by Havens.

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

I. Resolutions for Approval

1. Resolution 2019-008 – A Resolution Resetting 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 Interstate 380 Box Culvert and Grading Project

Motion to approve Resolution 2019-008 – A Resolution Resetting 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 Interstate 380 Box Culvert and Grading Project by Bartels.

Second by Ryan.

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

J. Old Business

- 1.

K. Motions for Approval

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

Second by Bartels.

All ayes, motion carried

2. Consideration of Pay Estimate #2 – Price Industrial by Bartels.

Second by Schnedler.

All ayes, motion carried

3. Consideration of Change Order #4 – Vieth Construction – Motion to Approve by Havens.

Second by Bartels.

All ayes, motion carried

4. Consideration of Pay Estimate #7 – Vieth Construction – Motion to Approve by Bartels.

Second by Schnedler.

All ayes, motion carried

5. Discussion and Consideration of Invoice from 220 Cherry Lane in reference to Water Runoff Issue and Council Action as Needed

Motion to make a good faith payment of \$500 by Havens.

Second by Bartels.

Discussion: Council has questioned the root cause of the issues. Council does not wish to set a precedent and due to HBK Engineering reviewed and does not feel that the issues is caused by City water runoff.

All nays, motion failed.

6. Discussion and Consideration of Purchase of Park Benches from Iowa City and Council Action as Needed

Motion to authorize Doug to investigate the purchase of the park benches from Iowa City by Schnedler.

Second by Ryan.

All ayes, motion carried

L. Reports to be Received/Filed

1. December Johnson County Sheriff's Activity Report
2. Letter to IDNR from Ben Carhoff – Sanitary Sewer Construction Permits and WWTP Update

M. Reports from City Personnel

1. Mayor's Report – Nothing to report.
2. City Council Reports – Watershed Meeting – Not able to attend.
3. Director of Public Work's Report – New half of the sewer plant is up and running. Potential Property damage due to water testing at a resident in Tiffin.
4. Building Official's Report – 2108 Building Permit Data – Brian Shay presented Council with a report showing 2018 Permit Data and break down of permit types issued.
5. City Engineer's Report – Roundabout project is being advertised by the DOT. LWCF swap - we are waiting for Kathleen to respond which is causing the trail bid letting to be postponed. Ballpark parking lot project discussion on when to be scheduled.
6. City Attorney's Report – Nothing to report.
7. City Administrator's Report – Rec Center Surveys due back last week. Gave update on survey responses. Gave update of field trip to the Humboldt Rec Facility. Northland Securities provided us with a Debt Capacity Analysis. ICAD meeting and Doug will give presentation Tiffin projects. Budget discussion update.

N. Adjournment

Motion to adjourn by Ryan.

Second by Schnedler.

All ayes, meeting adjourned at 8:36 PM



Ashley Platz, City Clerk

January 22, 2019