

City of Tiffin, Iowa

Meeting:	Tiffin Regular City Council Meeting
Place:	Tiffin City Hall, 300 Railroad Street, Tiffin, Iowa 52340
Date/Time:	June 4, 2019 – 7:00 PM
Web Page:	www.tiffin-iowa.org
Posted:	May 31, 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		

Work Session – 6:00 PM

A. Roll Call

The City of Tiffin City Council held a work session Tuesday, June 4, 2019 at the City Hall Council Chambers. Mayor Berner called the meeting to order at 6:01 PM. Upon roll being called the following members were present: Jim Bartels, Al Havens, Eric Schnedler, Peggy Upton, Mike Ryan (Arrived at 6:02 PM). Others 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 the agenda by Bartels.
Second by Schnedler.
All ayes, motion carried.

C. Discussion of Conquer the Creek Special Events Application – Jason Wilkerson

Discussion: Jason Wilkerson, Event Coordinator presented to Council the plan for Conquer the Creek – Special Event Application. Jason presented the background of the legwork he has done to line up companies, groups and volunteers to help run this event. Presented the map of the event path and outlined the location for vendors, DJ Stage & Beer Tent, Food Trucks and youth obstacles.

Council discussion on having two large events (Creek Fest) held on the same date, due to the limited parking caused by the construction of the round-about, poses a concern.

D. Discussion and Review of Meeting Management Software

Discussion: City Clerk Ashley Platz, received quotes from two Meeting Management Software Companies. This software will allow City Staff, Council and residents to have real time updates to Agendas, Meeting Packets, minutes and any last-minute changes to packet items will be available in an easy to use web portal linked to our City's website.

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

Tiffin Creek Fest – Special Event – Tara Scranton & Jennifer Oswagen, presented to Council the plan for Tiffin Creek Fest – benefiting Servolution. August 24, 2019 is the date they have chosen. Activities: Fishing Derby at Ponds Court at 10:30-1:00PM, Parade 1-2PM, Memory 5K Run (Color Run) 3-5 PM, Park Open 5:30 (Slip & Slide, Dunk Tanks, Bingo, Fireworks, Bouncy House). Tug of War Contest & Bag Games (No tournament).

F. Other Business

G. Adjournment

Motion to adjourn by Schnedler.
Second by Ryan.
All ayes, work session adjourned at 6:59 PM

Council Meeting

A. Call to Order – 7:00 PM

B. Roll Call

The City of Tiffin City Council held a regular session Tuesday, June 4, 2019 at the City Hall Council Chambers. Mayor Berner called the meeting to order at 7:00 PM. Upon roll being called the following members were present: Jim Bartels, Al Havens, Eric Schnedler, Peggy Upton, Mike Ryan. Others present City Administrator Doug Boldt, City Clerk Ashley Platz, City Engineer Ben Carhoff, Public Works Director Brett Mehmen, Building Official Brian Shay, City Attorney Crystal Raiber and others.

C. Agenda Additions/Agenda Approval

Motion to approve the agenda by Bartels.

Second by Havens.

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 – Deputy Adolph – Nothing to report.

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 – Bryants Off 6

Motion to approve the Consent Agenda which includes approval of regular and special council minutes and the renewal of Bryant's Off 6 Liquor License by Upton.

Second by Havens.

All ayes, consent agenda approved.

F. Mayoral Proclamation

1.

G. Public Hearing

1. Public Hearing on the Annexation of Certain Property to the City of Tiffin, Iowa

a. Close Public Hearing and Proceed to I-1

Motion to open the Public Hearing on Annexation of Certain Property to the City of Tiffin, Iowa by Upton.

Second by Ryan.

Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, public hearing opened at 7:03 PM

Discussion: Nothing was received at City Hall and no public present to speak on issue.

Motion to close the Public Hearing by Ryan.

Second by Schnedler.

Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, public hearing closed at 7:05 PM

2. Public Hearing Amending the Official Zoning Map of the City of Tiffin, Iowa, to Rezone a portion of the PirkI Property from R-1E to C-2B and M-2, in the City of Tiffin, Iowa

a. Close Public Hearing and Proceed to H-1

Motion to open the Public Hearing on Amending the Official Zoning Map of the City of Tiffin, Iowa, to Rezone a portion of the PirkI Property from R-1E to C-2B and M-2, in the City of Tiffin, Iowa by Ryan.

Second by Upton.

Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, public hearing opened at 7:06 PM

Discussion: Nothing was received at City Hall and no public present to speak on issue.

Motion to close the Public Hearing by Upton.

Second by Bartels.

Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, public hearing closed at 7:07 PM

3. Public Hearing on the Proposed Plans, Specifications, Form of Contract and Estimate of Cost, for the 2019 Park Road Paving Project

- a. Close Public Hearing and Proceed to I-2 and I-3

Motion to open the Public Hearing on the Proposed Plans, Specifications, Form of Contract and Estimate of Cost, for the 2019 Park Road Paving Project by Havens.

Second by Ryan.

Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, public hearing opened at 7:09 PM

Discussion: Nothing was received at City Hall and no public present to speak on issue.

Motion to close the Public Hearing by Havens.

Second by Schnedler.

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

4. 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 J-1

Motion 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 Ryan.

Second by Upton.

Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, public hearing opened at 7:18 PM

Discussion: Nothing was received at City Hall and no public present to speak on issue.

Motion to close the Public Hearing by Upton.

Second by Schnedler.

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

H. Ordinance Approval/Amendment

1. Ordinance No. 2019-460 – An Ordinance Amending the Official Zoning Map of the City of Tiffin, Iowa, to Rezone a portion of the Pirkl Property from R-1E to C-2B and M-2, in the City of Tiffin, Iowa

- a. Motion to Approve First Reading

Motion to approve Ordinance No. 2019-460 - An Ordinance Amending the Official Zoning Map of the City of Tiffin, Iowa, 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 Bartels.

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

I. Resolutions for Approval

1. Resolution 2019-070 – A Resolution Approving the Annexation of Certain Property to the City of Tiffin, Iowa

Motion to approve Resolution 2019-070 – A Resolution Approving the Annexation of Certain Property to the City of Tiffin, Iowa by Upton.

Second by Havens.

Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, resolution approved.

2. Resolution 2019-071 – A Resolution Approving Plans, Specifications, Form of Contract and Estimate of Cost for the 2019 Park Road Paving Project

Motion to approve Resolution 2019-071 – A Resolution Approving Plans, Specifications, Form of Contract and Estimate of Cost for the 2019 Park Road Paving Project by Ryan.

Second by Schnedler.

Discussion: Stabilization and subgrade prep in bid which should not included due to Anderson will have the grading done. Discussion on having Scott Anderson billed to reimburse the City after the Contractor bills us.

Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, resolution approved.

3. Resolution 2019-072 – A Resolution to Award Bid for the 2019 Park Road Paving Project
Motion to approve Resolution 2019-072 – A Resolution to Award Bid for the 2019 Park Road Paving Project by Havens.
Second by Ryan.
Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, resolution approved.
4. Resolution 2019-073 – 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 Special Qualification Pay for Building Inspector Certifications
Motion to approve Resolution 2019-073 – 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 Special Qualification Pay for Building Inspector Certifications by Ryan.
Second by Havens.
Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, resolution approved.
5. Resolution 2019-074 – A Resolution to Set the Date of a Public Hearing to Vacate the Easement on Lot 23 of Prairie Village – Part 1, Tiffin, Iowa
Motion to approve Resolution 2019-074 – A Resolution to Set the Date of a Public Hearing to Vacate the Easement on Lot 23 of Prairie Village – Part 1, Tiffin, Iowa by Upton.
Second by Bartels.
Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, resolution approved.
6. Resolution 2019-075 – A Resolution Adopting the Finalized Johnson County, Iowa, Countywide Hazard Mitigation Plan (CHMP) Providing and Effective Date and other Purposes
Motion to approve Resolution 2019-075 – A Resolution Adopting the Finalized Johnson County, Iowa, Countywide Hazard Mitigation Plan (CHMP) Providing and Effective Date and other Purposes by Schnedler.
Second by Havens.
Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, resolution approved.
7. Resolution 2019-076 – A Resolution to Approve Minor Modifications to the OPD Plans for Lot 59, Prairie Village – Part 1, Tiffin, Iowa
Motion to approve Resolution 2019-076 – A Resolution to Approve Minor Modifications to the OPD Plans for Lot 59, Prairie Village – Part 1, Tiffin, Iowa by Ryan.
Second by Havens.
Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, resolution approved.
8. Resolution 2019-077 – A Resolution Establishing Just Compensation for Acquisition of a Portion or an Interest in Certain Real Property owned by John Powell Rarick and Robert Rarick as Trustees of the Trust created in the Last Will and Testament of Ruth E. Rarick, Deceased, for the Forevergreen Road Construction Project
Motion to approve Resolution 2019-077 – A Resolution Establishing Just Compensation for Acquisition of a Portion or an Interest in Certain Real Property owned by John Powell Rarick and Robert Rarick as Trustees of the Trust created in the Last Will and Testament of Ruth E. Rarick, Deceased, for the Forevergreen Road Construction Project by Ryan.
Second by Upton.
Discussion: Clint Rarick question regarding 24 hour posting requirement.
Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, resolution approved.

9. Resolution 2019-078 – A Resolution Establishing Just Compensation for Acquisition of a Portion or an Interest in Certain Real Property owned by TAT LLC, for the Forevergreen Road Construction Project
Motion to approve Resolution 2019-078 – A Resolution Establishing Just Compensation for Acquisition of a Portion or an Interest in Certain Real Property owned by TAT LLC, for the Forevergreen Road Construction Project by Ryan.
Second by Havens.
Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, resolution approved.
10. Resolution 2019-079 – A Resolution Establishing Just Compensation for Acquisition of a Portion or an Interest in Certain Real Property owned by DERS, LLC, for the Forevergreen Road Construction Project
Motion to approve Resolution 2019-079 – A Resolution Establishing Just Compensation for Acquisition of a Portion or an Interest in Certain Real Property owned by DERS, LLC, for the Forevergreen Road Construction Project by Upton.
Second by Schnedler.
Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, resolution approved.

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 by Schnedler.
Second by Bartels.
Roll Call: Upton, Havens, Ryan, Schnedler, Bartels. All ayes, resolution approved.

K. Motions for Approval

1. Consideration of Payables List – Motion to Approve by Ryan.
Second by Bartels.
All ayes, motion carried.
2. Consideration of Special Events Application – Jason Wilkerson – Family Obstacle Course
Motion to approve the Special Events Application – “Conquer the Creek” – Family Obstacle Course by Upton.
Second by Ryan.
All ayes, motion carried.
3. Consideration of Special Events Application – TifFun Creek Fest
Motion to approve the Special Events Application – TifFun Creek Fest by Ryan.
Second by Upton.
All ayes, motion carried.
4. Consideration of Pay Estimate #4 – Price Electric – Motion to Approve by Bartels.
Second by Havens.
All ayes, motion carried.
5. Consideration of Pay Estimate #9 – Vieth Construction – Motion to Approve by Ryan.
Second by Havens.
All ayes, motion carried.
6. Consideration of Change Order #5 – Portzen Construction – Motion to Approve by Upton.
Discussion: Randy Krutzfield, Hart-Fredrick Consultants-Project Engineer – discussed the reasoning for needing the Change Order for removal of sludge and cleaning out the tanks to repair/replace the air pipes.
Second by Ryan.
All ayes, motion carried.

7. Discussion and Consideration of Semi-Annual Sludge Removal Contract for WWTP with Wulfekunhle Injection & Pumping and Council Action as Needed
Discussion:
Motion for approval of Semi-Annual Sludge Removal Contract for WWTP with Wulfekunhle Injection & Pumping by Bartels.
Second by Havens.
All ayes, motion approved.
8. Discussion and Consideration to Approve Purchase Agreement for 141 West 3rd Street, Tiffin, Iowa and Council Action as Needed
Discussion:
Motion to approve purchase agreement for 141 West 3rd Street, Tiffin, Iowa by Bartels.
Second by Ryan.
All ayes, motion carried.
9. Motion to Adjourn from Regular Session into Closed Session in Accordance with Iowa Code Chapter 21.5.j for Potential Real Estate Purchase by Ryan.
Second by Schnedler.
Roll Call: Upton, Ryan, Havens, Schnedler, Bartels. Adjourned to closed session at 8:39 PM

Motion to adjourn from Closed Session into Regular Session in Accordance with Iowa Code Chapter 21.5.j by Schnedler.
Second by Ryan.
Roll Call: Havens, Upton, Bartels, Schnedler, Ryan. Adjourned to the regular open session at 9:04 PM
No action taken out of closed session.

L. Reports to be Received/Filed

1.

M. Reports from City Personnel

1. Mayor's Report – Redevelopment plan for the Original Town of Tiffin, found some funding options for redevelopment assistance. Iowa Economic Development website is where the Mayor found these funding options. CDBG Grant application process discussed. Discussion on hiring Martin Gardener Architecture the company that presented the Rec Facility.
2. City Council Reports – Yard Waste options with Johnson County Refuse? Water runoff from Grove Park Development causing water issues on Kimberlite St.
3. Director of Public Work's Report – Splash pad running.
4. Building Official's Report – Nothing to report.
5. City Engineer's Report – Value Engineering went to DOT for review from Snyder & Associates. Windstream did not move the copper line like they said they did at the last pre-construction meeting for the Roundabout Project. Waiting to hear from the DOT for the traffic signals at Deerview & HWY 6.
6. City Attorney's Report – Nothing to report.
7. City Administrator's Report – Met with Ron Amelon with MMS regarding Grove Park's water runoff issue and are looking at solutions to fix the water issues.

N. Adjournment

Motion to adjourn by Ryan.

Second by Havens.

All ayes, meeting adjourned at 9:04 PM



Ashley Platz, City Clerk

June 4, 2019