

**CITY OF TIFFIN
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL
January 2, 2026**

- Items I-1 and I-2 – The final plat is still yet to be delivered and the developer's agreement is in draft form only. We expect completed documents next week. Also, at the meeting on Tuesday night there will need to be a discussion as to the extent of the financial responsibility of the Grove Park Development for the improvements to Highway 6 that will take place within the timeframe of the development.
- As mentioned at the last meeting, the Special Census field representatives have arrived and have been out in the community as well as making phone calls. I do not have an approximate timeline for the completion of the census yet but hope to have one within the next week.
- At the last meeting we postponed the annual report for the Building Department from Brian Shay. We will again postpone that report until the January 20th council meeting as Brian will be out of town on January 6th.
- The work session on Tuesday night will consist of having a condensed version of our normal goal setting session. This 'minor' strategic planning and goal setting session will be conducted similarly to previous ones however, we will primarily focus on minor projects, initiatives, programs, policies or equipment purchases that can be accomplished within the next five years. I will be sending out additional information over the weekend as I complete compiling the results.
- The next Joint Entities Meeting is scheduled for Monday, January 12th at 4:30 p.m. The meeting will be hosted by the City of North Liberty located at 360 North Main Street. If anyone has an agenda item they would like to have discussed, please submit it to me prior to Wednesday, January 7th.
- Nancy Schulzetenberg with BerganKDV will be joining the work session remotely at the January 20th meeting to give a short presentation on the FY 2024-2025 City Audit and discuss the process and potential findings.