
CITY OF TIFFIN
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL – NOTES FOR WORK SESSION ITEMS
June 12, 2026

- The Mayor, Interim Fire Chief Hartshorn, Fire Marshal Bill Erb, Council Person Limkemann and I met Thursday afternoon to start revisiting the new fire station project. As we revisit the concept of a new fire station, one of the items we discussed was the importance to first focus on developing a comprehensive staffing plan before making decisions regarding a specific facility location. While a potential site has been identified, the long-term success of a new station will ultimately depend on the City's ability to adequately staff and operate it. A staffing plan will help us better understand current and future service demands, response coverage needs, personnel requirements, and associated operational costs. By establishing these needs first, we can ensure that any future station is located where it will provide the greatest benefit to the community and align with our operational capabilities. Moving forward, the group recommends prioritizing the development of a staffing strategy that evaluates service levels, growth projections, and response times. This approach will provide a stronger foundation for determining the most effective location, size, and design of a future fire station. Again, we would simply like to start revisiting this project and restart the discussions on Tuesday night.
- As the City prepares to open the new Recreation Center, staff is proposing a membership structure that provides flexibility for residents and non-residents while encouraging long-term participation and financial sustainability. Attached for review is the proposed structure which includes three membership options: one-month, six-month, and one-year memberships. This tiered approach is designed to accommodate a variety of user needs while creating incentives for longer-term commitments that should help stabilize the facility's revenues and give staff a better predicting model for future budgets to support ongoing annual operations. The attached is just a draft and meant only for discussion as it has options to review. Staff's recommendation would be to have something in final form by the end of July.