
**CITY OF TIFFIN
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL – NOTES FOR WORK SESSION ITEMS
October 3, 2025**

- Attached is the updated job description for the Parks and Recreation Director position that includes the duties for the new recreation center. Please review the document for any last changes as it is also on the regular agenda for approval and to proceed with advertising for the for the position.
- We held a follow-up meeting with Scott Andersen regarding the potential amphitheater project proposed for the area behind the Boardwalk building. Scott is continuing to research comparable small-scale amphitheaters within the county that may be appropriate for this site and location. In addition, he has initiated discussions with several architectural firms that have experience designing similar facilities. During the remaining time in the work session, we would like to provide an update on the research conducted to date and explore whether there is a clear direction in which this potential project could progress. Given the complexity and scope of a project like this, it may be necessary to schedule a special council meeting in the near future to allow for a more in-depth discussion and to fully assess the requirements and implications involved.