



AGENDA INFORMATION  
TIFFIN CITY COUNCIL COMMUNICATION

<b>DATE:</b>	July 1, 2026
<b>AGENDA ITEM:</b>	Approval of Pay Application #3 – Cornerstone Excavating – Forevergreen Road Earth Stockpile Project
<b>ACTION:</b>	Motion

**Background**

The Forevergreen Road Earth Stockpile Project provides for the placement and stabilization of excess earth materials on City-owned property adjacent to Forevergreen Road. The project includes grading, erosion control measures, and site stabilization to prepare the area for future use while managing excess excavation material from City construction projects.

Cornerstone Excavating, Inc. has submitted Pay Application No. 3 for work completed through March 13, 2026. The application has been reviewed and certified for payment by the project engineer.

The work included in this pay application primarily consists of installation of additional silt fence associated with an approved change order. The engineer has reviewed the contractor's application and certified that the work has been completed in accordance with the contract documents.

Approval of this payment will compensate the contractor for work completed while retaining the contractual retainage until final completion of the project.

**Recommendation**

Staff recommends approval of Pay Application No. 3 to Cornerstone Excavating, Inc. in the amount of \$3,230.10.

**ATTACHMENTS:** Pay Application

# APPLICATION AND CERTIFICATE FOR PAYMENT

CONTRACTOR: Cornerstone Excavating, Inc.  
 PO Box 928  
 Washington, IA 52353

SUBCONTRACTOR:

CONTRACT FOR: City of Tiffin

PROJECT: EARTH STOCKPILE SPREAD

JOH067  
 TIFFIN, IA

APPLICATION NUMBER: 3  
 APPLICATION DATE: 03/03/26  
 PERIOD TO: 03/03/26  
 PROJECT NOS.:  
 CONTRACT DATE:

Distribution to:  
 OWNER  
 CONSTRUCTION MANAGER  
 ARCHITECT  
 CONTRACTOR

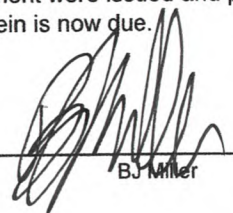
VIA CONSTRUCTION MANAGER: BJ Miller  
 VIA ARCHITECT:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in accordance with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$138,050.00
2. Net Change By Change Orders.....	\$16,932.75
3. CONTRACT SUM TO DATE (Line 1 +2).....	\$ 154,982.75
4. TOTAL COMPLETED & STORED TO DATE..... (Column G on G703)	\$154,982.75
5. RETAINAGE:	
a. 3% % of Completed Work	\$4,649.48
(Columns D & E on G703)	
b. 3% % of Stored Material	\$0.00
(Column F on G703)	
Total Retainage (Line 5a + 5b or Total in Column 1 of G703)	\$4,649.48
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	\$150,333.27
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$147,103.17
8. CURRENT PAYMENT DUE	\$3,230.10
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 4,649.48

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:   
 BY: \_\_\_\_\_ DATE 3/3/26

State of: \_\_\_\_\_ County of: \_\_\_\_\_  
 day of \_\_\_\_\_, 2016  
 Notary Public:  
 My Commission Expires:


## CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Construction Manager certifies that to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 3,230.10

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MGR:  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

ARCHITECT:  
 By:  Date: 03/16/2026

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use column 1 on Contracts where variable retainage for line items may apply.

**EARTH STOCKPILE SPREAD**  
**JOH067**  
**TIFFIN, IA**

APPLICATION NO: 3  
APPLICATION DATE: 3/3/2026  
PERIOD TO: 3/3/2026  
ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE				D WORK COMPLETED				F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G/C)	I BALANCE TO FINISH (C-G)	J RETAINAGE 3%
		FROM PREVIOUS APPLICATION (D+E)		THIS PERIOD		QTY	TOTAL \$	QTY	TOTAL \$					
		QTY	UNIT	UNIT \$	TOTAL \$									
1	Excavation, Class 10	1	LS	\$122,500.00	\$122,500.00	1.0	\$122,500.00	-	\$0.00		\$122,500.00	100%	\$0.00	\$3,675.00
2	Fertilizing & Mulching, Type 1	1	LS	\$3,500.00	\$3,500.00	1.0	\$3,500.00	-	\$0.00		\$3,500.00	100%	\$0.00	\$105.00
3	Silt Fence	2,000	LF	\$1.50	\$3,000.00	1,185.0	\$1,777.50	815.0	\$1,222.50		\$3,000.00	100%	\$0.00	\$90.00
4	& Management	1	LS	\$5,000.00	\$5,000.00	1.0	\$5,000.00	-	\$0.00		\$5,000.00	100%	\$0.00	\$150.00
5	Mobilization	1	LS	\$4,050.00	\$4,050.00	1.0	\$4,050.00	-	\$0.00		\$4,050.00	100%	\$0.00	\$121.50
0	0	-	0	\$0.00	\$0.00	-	\$0.00	-	\$0.00		\$0.00		\$0.00	\$0.00
0	0	-	0	\$0.00	\$0.00	-	\$0.00	-	\$0.00		\$0.00		\$0.00	\$0.00
<b>TOTALS</b>					<b>\$138,050.00</b>		<b>\$136,827.50</b>		<b>\$1,222.50</b>	<b>\$0.00</b>	<b>\$138,050.00</b>	<b>100.00%</b>	<b>\$0.00</b>	<b>\$4,141.50</b>
<b>CHANGE ORDERS</b>														
1	Junk Ditch Clean Out, Excess Class 10	1	LS	\$ 14,825.25	\$ 14,825.25	1.0	\$14,825.25	-	\$0.00		\$14,825.25	100%	\$0.00	\$444.76
2	Excess Silt Fence	1405	LF	\$ 1.50	\$ 2,107.50	-	\$0.00	1,405.0	\$2,107.50		\$2,107.50	100%	\$0.00	\$63.23
<b>TOTAL CHANGE ORDERS</b>					<b>\$16,932.75</b>		<b>\$14,825.25</b>		<b>\$2,107.50</b>	<b>\$0.00</b>	<b>\$16,932.75</b>	<b>100%</b>	<b>\$0.00</b>	<b>\$507.98</b>
<b>TOTALS &amp; CHANGE ORDERS</b>					<b>\$154,982.75</b>		<b>\$151,652.75</b>		<b>\$3,330.00</b>	<b>\$0.00</b>	<b>\$154,982.75</b>	<b>100%</b>	<b>\$0.00</b>	<b>\$4,649.48</b>