Tiffin Regular City Council Meeting
Tiffin Regular City Council Meeting
February 17, 2026 07:00 pm

February 17, 2025

7:00 PM

Regular Formal

City Council Meeting

Tiffin Fire Station

211 Main Street, Tiffin, Iowa 52340

www.tiffin-iowa.org

Mayor:	Tim Kasparek	**Public Works Director:**	Brian Detert
Council At Large:	Tim Orris – Mayor Pro-Tem	**Water/WW Superintendent:**	Brett Mehmen
Council At Large:	Tony Johnson	**Building Official:**	Brian Shay
Council At Large:	Skylar Limkemann	**Recreation Director:**	Grant Weber
Council At Large:	Chris Olney	**Library Director:**	Liz Petersen Grier
Council At Large:	Eric Schnedler	**Fire Chief:**	VACANT
City Administrator:	Doug Boldt	**City Engineer:**	MSA Professional Services
Asst. City Admin.	Ashley Platz		
City Attorney	Crystal Raiber		
City Clerk	Abigail Hora		

A. **Call to Order - 7:00PM**
File: Agenda

B. **Roll Call**

C. **Agenda Additions/Agenda Approval**

Note: These are routine items and will be enacted by one motion without separate discussion unless a Council Member requests separate consideration.

D. **Communications and Reports**

1. Unscheduled
This is an opportunity for those wishing to address the City Council on an item NOT on the agenda.
If you wish to address the Council on subjects pertaining to today's meeting agenda, please wait until that item on the agenda is reached.
If you wish to speak now, please approach the lectern and give your name and address for the public record before discussing your item.
As a reminder each speaker is limited to 3 minutes or less.
As an additional reminder, in accordance with public meeting laws, the Council may only discuss or act on matters that are presented on this agenda.

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 2/3 Special City Council Minutes**
   File: Minutes

2. **Approval of 2/3 City Council Minutes**
   File: Minutes

3. **Approval of 2/4 Joint CCA & City Council Minutes**
   File: Minutes

4. **Approval of 2/10 Special City Council Minutes**
   File: Minutes

5. **Approval of Summary of Receipts Report**
   File: Report

6. **Approval of Clerk/Treasurer's Report**
   File: Report

F. **Mayoral Proclamation**

G. **Public Hearing**

H. **Ordinance Approval/Amendment**

1. **Ordinance No. 2026-523 – An Ordinance Rezoning Grove Park Area, Tiffin, Iowa,**

   Ordinance No. 2026-523 – An Ordinance Rezoning Grove Park Area, Tiffin, Iowa, from Planned Development Overlay Concept and Site District/Multi-Family 12-Plex Residential

District (OPD/R-12)and Planned Development Overlay Concept and Site District/Mixed Use Commercial District (OPD/C-1B) to a Planned Development Overlay Concept and Site District/Multi-Family 4-Plex Residential District (OPD/R-4) for Grove Park, Tiffin, Iowa

a. Motion to Approve Second Reading

b. Motion to Suspend the Requirement to Pass Ordinance on two Considerations before Final Passage as stated in Iowa Code Section 380.3

c. Motion to Approve Third and Final Reading

File: Ordinance 2026-523

I. **Resolutions for Approval**

1. **Resolution No. 2026-008 – A Resolution Setting a Public Hearing Date of March 3, 2026, on Ordinance Amending Chapter 56 – Dog and Cat Licenses Required for the City of Tiffin, Iowa**
   File: Resolution 2026-008

2. **Resolution No. 2026-009 – A Resolution Adjusting the Annual Pet Registration Fees and the Annual Dog Park Pass Fees for the City of Tiffin, Iowa**
   File: Resolution 2026-009

3. **Resolution No. 2026-010 – A Resolution Approving the Final Plat of Grove Park Rowhomes, Tiffin, Iowa.**
   File: Resolution 2026-010

4. **Resolution No. 2026-011 – A Resolution Authorizing the Entering into a Developer's Agreement with Grove Park Row Homes, LLC, Tiffin, Iowa for Grove Park Planned Development Overlay Site District**
   File: Resolution 2026-011

5. **Resolution No. 2026-012 – A Resolution Setting the Date of March 17, 2026, for a Public Hearing for the Purpose of Considering the Consolidated General Fund Tax Levy for the City of Tiffin's Fiscal Year 2026-2027 Budget**
   File: Resolution 2026-012

6. **Resolution No. 2026-013 – A Resolution Approving the Preliminary Plat of Hickory Knoll Part Two**
   File: Resolution 2026-013

J. **Old Business**

1. **Discussion and Consideration to Approve the Hiring of a new Fulltime Fire Chief and Council Action as Needed**

K. **Motions for Approval**

1. **Consideration of Payables List – Motion to Approve**
   File: K-1

2. **Discussion and Consideration of Pay Application #8 – Miron Construction – Tiffin Recreation Center – Motion to Approve**
   File: K-2

3. **Discussion and Consideration of Pay Application #9 – Miron Construction – Tiffin Recreation Center – Motion to Approve**
   File: K-3

4. **Discussion and Consideration of Pay Application #12 – Rathje Construction – Original Town Urbanization – Motion to Approve**
   File: K-4

5. **Discussion and Consideration of Partnering with DocuPet as the City of Tiffin's Pet Licensing Vendor – Motion to Approve**
   File: K-5

6. **Discussion and Consideration to Approve the Minor Strategic Planning and Goal Setting Session Final Report and Council Action as Needed**
   File: K-6

L. **Reports to be Received/Filed**

1. **Johnson County Sheriff Department – January 2026**
   File: Report

2. **Monthly Departmental Budget Reports**
   File: Report

3. **Tiffin Recreation Center – Project Update**
   File: Report

M. **Reports from City Personnel**

1. Mayor's Report
2. City Council Reports
3. Director of Public Work's Report
4. Building Official's Report
5. Water/Wastewater Superintendent's Report
6. Recreation Director's Report
7. Fire Chief's Report
8. Law Enforcement Report
9. City Attorney's Report
10. City Administrator's Report - Included in Packet

File: Report

N. **Adjournment**

Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

If anyone with a disability would like to attend the meeting, please call City Hall at 319-545-2572 to arrange for accommodations/transportation.

City of Tiffin, Iowa

Meeting:	**Tiffin City Council Meeting**
Place:	**Tiffin Fire Station, 211 Main Street, Tiffin, Iowa, 52340**
Date/Time:	**February 17, 2026 – 7:00 p.m.**
Web Page:	**www.tiffin-iowa.org**
Posted:	**February 13, 2026 (website & front entry of City Hall)**

Mayor:	Tim Kasparek	**City Administrator**:	Doug Boldt
Council At Large:	Tim Orris – Mayor Pro-Tem	**Asst. City Administrator**:	Ashley Platz
Council At Large:	Tony Johnson	**City Attorney**:	Crystal Raiber
Council At Large:	Skylar Limkemann	**City Clerk**:	Abigail Hora
Council At Large:	Chris Olney	**W/WW Superintendent**:	Brett Mehmen
Council At Large:	Eric Schnedler	**D. of Public Works**:	Brian Detert
		Building Official:	Brian Shay
		Recreation Director:	Grant Weber
		Fire Chief:	Vacant
		City Engineer:	MSA Professional Services

A. Call to Order – 7:00 PM

B. Roll Call

C. Agenda Additions/Agenda Approval

D. Communications and Reports

1. Unscheduled

This is an opportunity for those wishing to address the City Council on an item NOT on the agenda. If you wish to address the Council on subjects pertaining to today's meeting agenda, please wait until that item on the agenda is reached.
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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 February 3, 2026, Special City Council Minutes
2. Approval of February 3, 2026 City Council Minutes
3. Approval of February 4, 2026 Joint CCA City Council Minutes
4. Approval of February 10, 2026, Special City Council Minutes
5. Approval of Summary of Receipts Report
6. Approval of Clerk/Treasurer's Report

F. Mayoral Proclamation

1.

G. Public Hearing

1.

H. Ordinance Approval/Amendment

1. Ordinance No. 2026-523 – An Ordinance Rezoning Grove Park Area, Tiffin, Iowa, from Planned Development Overlay Concept and Site District/Multi-Family 12-Plex Residential District (OPD/R-12) and Planned Development Overlay Concept and Site District/Mixed Use Commercial District (OPD/C-1B) to a Planned Development Overlay Concept and Site District/Multi-Family 4-Plex Residential District (OPD/R-4) for Grove Park, Tiffin, Iowa
    a. Motion to Approve Second Reading
    b. Motion to Suspend the Requirement to Pass Ordinance on two Considerations before Final Passage as stated in Iowa Code Section 380.3
    c. Motion to Approve Third and Final Reading

I. Resolutions for Approval

1. Resolution No. 2026-008 – A Resolution Setting a Public Hearing Date of March 3, 2026, on Ordinance Amending Chapter 56 – Dog and Cat Licenses Required for the City of Tiffin, Iowa

2. Resolution No. 2026-009 – A Resolution Adjusting the Annual Pet Registration Fees and the Annual Dog Park Pass Fees for the City of Tiffin, Iowa
3. Resolution No. 2026-010 – A Resolution Approving the Final Plat of Grove Park Rowhomes, Tiffin, Iowa.
4. Resolution No. 2026-011 – A Resolution Authorizing the Entering into a Developer's Agreement with Grove Park Row Homes, LLC, Tiffin, Iowa for Grove Park Planned Development Overlay Site District
5. Resolution No. 2026-012 – A Resolution Setting the Date of March 17, 2026, for a Public Hearing for the Purpose of Considering the Consolidated General Fund Tax Levy for the City of Tiffin's Fiscal Year 2026-2027 Budget
6. Resolution No. 2026-013 – A Resolution Approving the Preliminary Plat of Hickory Knoll Part Two

J. Old Business

1. Discussion and Consideration to Approve the Hiring of a new Fulltime Fire Chief and Council Action as Needed

K. Motions for Approval

1. Consideration of Payables List – Motion to Approve
2. Discussion and Consideration of Pay Application #8 – Miron Construction – Tiffin Recreation Center – Motion to Approve
3. Discussion and Consideration of Pay Application #9 – Miron Construction – Tiffin Recreation Center – Motion to Approve
4. Discussion and Consideration of Pay Application #12 – Rathje Construction – Original Town Urbanization – Motion to Approve
5. Discussion and Consideration of Partnering with DocuPet as the City of Tiffin's Pet Licensing Vendor – Motion to Approve
6. Discussion and Consideration to Approve the Minor Strategic Planning and Goal Setting Session Final Report and Council Action as Needed

L. Reports to be Received/Filed

1. Johnson County Sheriff Department – January 2026
2. Monthly Departmental Budget Reports
3. Tiffin Recreation Center – Project Update

M. Reports from City Personnel

1. Mayor's Report
2. City Council Reports
3. Director of Public Work's Report
4. Building Official's Report
5. Water/Wastewater Superintendent's Report
6. Recreation Director's Report
7. Fire Department Report
8. Law Enforcement Report
9. City Attorney's Report
10. City Administrator's Report – Included in Packet

N. Adjournment

Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

If anyone with a disability would like to attend the meeting, please call City Hall at 319-545-2572 to arrange for accommodations/transportation.

City of Tiffin, Iowa

Agenda Item: E-1

Meeting:	**Tiffin Special City Council Meeting**
Place:	**Tiffin Public Works Building, 101 Railroad Street, Tiffin, Iowa 52340**
Date/Time:	**February 3, 2026 – 3:00 PM**
Web Page:	**www.tiffin-iowa.org**
Posted:	**February 2, 2026 (website & front entry of City Hall)**

Mayor:	Tim Kasparek	**City Administrator**:	Doug Boldt
Council At Large:	Tim Orris – Mayor Pro-Tem	**Asst. City Administrator**:	Ashley Platz
Council At Large:	Tony Johnson	**City Attorney**:	Crystal Raiber
Council At Large:	Skylar Limkemann	**City Clerk**:	Abigail Hora
Council At Large:	Chris Olney	**W/WW Superintendent**:	Brett Mehmen
Council At Large:	Eric Schnedler	**D. of Public Works**:	Brian Detert
		Building Official:	Brian Shay
		Recreation Director:	Grant Weber
		Fire Chief:	Vacant
		City Engineer:	MSA Professional Services

A. Special Session - Call to Order – 3:00 PM

B. Roll Call

The City of Tiffin City Council held a special session Tuesday, February 3, 2026, at the Tiffin Public Works Building. Mayor Kasparek called the meeting to order at 3:03 PM. Upon roll being called the following members were present: Eric Schnedler, Tony Johnson, Chris Olney, Tim Orris and Skylar Limkemann. Others present: City Administrator Doug Boldt, Assistant City Administrator Ashley Platz, City Clerk Abigail Hora and Bruce McAvoy.

C. Agenda Additions/Agenda Approval

Motion to approve agenda by Limkemann.
Second by Schnedler.
All ayes, agenda approved.

D. Communications and Reports

1. Unscheduled

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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.

F. Public Hearing

1.

G. Ordinance Approval/Amendment

1.

H. Resolutions for Approval

1.

I. Motions for Approval

1. Motion to enter closed session under Iowa Code Section 21.5(1)(i) to evaluate the professional competency of an individual whose appointment or hiring is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and where that individual has requested a closed session by Limkemann.
   Second by Orris.
   Roll Call: Orris, Olney, Johnson, Schnedler, Limkemann.
   All ayes, motion carried.

Motion to adjourn from closed session into regular session by Schnedler.
Second by Orris.
Roll Call: Olney, Johnson, Schnedler, Limkemann, Orris.
All ayes, motion carried.

J. Reports to be Received/Filed

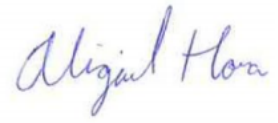
1.

K. Reports from City Personnel

1.

L. Adjournment

Motion to adjourn by Schnedler.
Second by Orris.
All ayes, meeting adjourned at 6:24 PM.



_____ February 5th, 2026
Abigail Hora, City Clerk

City of Tiffin, Iowa

Agenda Item: E-2

Meeting:	**Tiffin City Council Meeting**
Place:	**Tiffin Fire Station, 211 Main Street, Tiffin, Iowa, 52340**
Date/Time:	**February 3, 2026 – 7:00 p.m.**
Web Page:	**www.tiffin-iowa.org**
Posted:	**January 30, 2026 (website & front entry of City Hall)**

Mayor:	Tim Kasparek	**City Administrator**:	Doug Boldt
Council At Large:	Tim Orris – Mayor Pro-Tem	**Asst. City Administrator**:	Ashley Platz
Council At Large:	Tony Johnson	**City Attorney**:	Crystal Raiber
Council At Large:	Skylar Limkemann	**City Clerk**:	Abigail Hora
Council At Large:	Chris Olney	**W/WW Superintendent**:	Brett Mehmen
Council At Large:	Eric Schnedler	**D. of Public Works**:	Brian Detert
		Building Official:	Brian Shay
		Recreation Director:	Grant Weber
		Fire Chief:	Vacant
		City Engineer:	MSA Professional Services

Work Session - Call to Order – 6:30 PM

A. Roll Call

The City of Tiffin City Council held a work session Tuesday, February 3, 2026, at the Tiffin Fire Station. Mayor Kasparek called the meeting to order at 6:33 PM. Upon roll being called the following members were present: Eric Schnedler, Tony Johnson, Chris Olney, Tim Orris and Skylar Limkemann. Others present were City Administrator Doug Boldt, Assistant City Administrator Ashley Platz and City Clerk Abigail Hora.

B. Agenda Additions/Agenda Approval

Motion to approve agenda by Schnedler.
Second by Orris.
All ayes, agenda approved.

C. Discussion of Developer's Agreement language for Grove Park OPD

Discussion: Jerry Wadilove, Grove Park OPD, was present to discuss the remaining items for the developer's agreement for the OPD. The alternative to the green space requirement will be accomplished by adding two new trees per lot/front door instead of one, the cost share of the right-turn lane, left-turn lane, entrance to the development and sidewalk will be split 50/50 with the City and the developer will provide a drawing/picture of the emergency access gate on the south portion of the OPD. Additional language for the maintenance of the west property by the HOA will also be added to the agreement.

D. Questions from Council Members regarding items on the Regular City Council Agenda or Reports

E. Other Business

F. Adjournment

Motion to adjourn by Limkemann.
Second by Schnedler.
All ayes, meeting adjourned at 6:55 PM.

A. Regular Session - Call to Order – 7:00 PM

B. Roll Call

The City of Tiffin City Council held a regular session Tuesday, February 3, 2026, at the Tiffin Fire Station. Mayor Kasparek called the meeting to order at 7:00 PM. Upon roll being called the following members were present: Eric Schnedler, Tony Johnson, Chris Olney, Tim Orris and Skylar Limkemann. Others present were City Administrator Doug Boldt, Assistant City Administrator Ashley Platz and City Clerk Abigail Hora.

C. Agenda Additions/Agenda Approval

Motion to approve agenda by Johnson.
Second by Orris.
All ayes, agenda approved.

D. Communications and Reports

1. Unscheduled

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Discussion: Ken Greene, peer recovery coach for Unity Point Health. Gave materials for newsletter and City social media outlets.

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 January 20, 2026, City Council Minutes
2. Approval of Summary of Receipts Report
3. Approval of Special Event Application – Simply Made Market

Motion to approve Consent Agenda which includes City Council Minutes, Summary of Receipts Report and Special Event Application by Orris.
Second by Johnson.
All ayes, consent agenda approved.

F. Mayoral Proclamation

1.

G. Public Hearing

1. Public Hearing for Partial Acquisition & Temporary Easement – Iowa DOT Highway 6 Improvement Project (Parcel 4) & Notice of Proposed Sale and Conveyance
    a. Close Public Hearing and proceed to I-1

Motion to open Public Hearing for Partial Acquisition & Temporary Easement – Iowa DOT Highway 6 Improvement Project (Parcel 4) & Notice of Proposed Sale and Conveyance by Schnedler
Second by Orris.
Roll Call: Orris, Olney, Schnedler. Limkemann, Johnson.
Discussion: Nothing received at City Hall.
Motion to close Public Hearing for Partial Acquisition & Temporary Easement – Iowa DOT Highway 6 Improvement Project (Parcel 4) & Notice of Proposed Sale and Conveyance by Orris.
Second by Schnedler.
Roll Call: Olney, Schnedler, Limkemann, Johnson, Orris.
All ayes, motion carried.

2. Public Hearing on Ordinance No. 2026-523 – An Ordinance Rezoning Grove Park Area, Tiffin, Iowa, from Planned Development Overlay Concept and Site District/Multi-Family 12-Plex Residential District (OPD/R-12) and Planned Development Overlay Concept and Site District/Mixed Use Commercial District (OPD/C-1B) to a Planned Development Overlay Concept and Site District/Multi-Family 4-Plex Residential District (OPD/R-4) for Grove Park, Tiffin, Iowa
    a. Close Public Hearing and Proceed to H-1
3. Motion to open Public Hearing on Ordinance No. 2026-523 – An Ordinance Rezoning Grove Park Area, Tiffin, Iowa, from Planned Development Overlay Concept and Site District/Multi-Family 12-Plex Residential District (OPD/R-12) and Planned Development Overlay Concept and Site District/Mixed Use Commercial District (OPD/C-1B) to a Planned Development Overlay Concept and Site District/Multi-Family 4-Plex Residential District (OPD/R-4) for Grove Park, Tiffin, Iowa by Olney.
    Second by Orris.
    Roll Call: Schnedler, Limkemann, Johnson, Orris, Olney.
    Discussion: Nothing Received at City Hall.
    Motion to close Public Hearing on Ordinance No. 2026-523 – An Ordinance Rezoning Grove Park Area, Tiffin, Iowa, from Planned Development Overlay Concept and Site District/Multi-Family 12-

Plex Residential District (OPD/R-12) and Planned Development Overlay Concept and Site District/Mixed Use Commercial District (OPD/C-1B) to a Planned Development Overlay Concept and Site District/Multi-Family 4-Plex Residential District (OPD/R-4) for Grove Park, Tiffin, Iowa by Orris.
Second by Schnedler.
Roll Call: Limkemann, Johnson, Orris, Olney, Schnedler.
All ayes, motion carried.

H. Ordinance Approval/Amendment

1. Ordinance No. 2026-523 – An Ordinance Rezoning Grove Park Area, Tiffin, Iowa, from Planned Development Overlay Concept and Site District/Multi-Family 12-Plex Residential District (OPD/R-12) and Planned Development Overlay Concept and Site District/Mixed Use Commercial District (OPD/C-1B) to a Planned Development Overlay Concept and Site District/Multi-Family 4-Plex Residential District (OPD/R-4) for Grove Park, Tiffin, Iowa
    a. Motion to Approve First Reading and Proceed to Second Reading

Motion to approve by Orris.
Second by Limkemann.
Roll Call: Limkemann, Johnson, Orris, Olney, Schnedler.
All ayes, first reading approved.

I. Resolutions for Approval

1. Resolution No. 2026-005 – A Resolution Approving the Partial Acquisition and Temporary Easement Required for the Iowa DOT Highway 6 Improvement Project (STPN--006-7(100)--2J-52). Motion to approve by Orris.
   Second by Olney.
   Roll Call: Johnson, Orris, Olney, Schnedler, Limkemann.
   All ayes, motion carried.

2. Resolution No. 2026-006 – A Resolution Authorizing the Transfer of Funds by Orris.
   Second by Johnson.
   Roll Call: Orris, Olney, Schnedler, Limkemann, Johnson.
   All ayes, motion carried.

3. Resolution No. 2026-007 - A Resolution Approving the Bond Purchase Agreement for the sale of General Obligation Urban Renewal Bonds, Series 2026A. Motion to approve by Limkemann.
   Second by Orris.
   Roll Call: Olney, Schnedler, Limkemann, Johnson, Orris.
   All ayes, motion carried.

J. Old Business

1.

K. Motions for Approval

1. Consideration of Payables List – Motion to approve by Orris.
   Second by Johnson.
   All ayes, motion carried.

2. Discussion and Consideration of Approval of State Revolving Fund (SRF) Reimbursement Request #1 – Water Treatment Facility Upgrade Project – Motion to approve by Orris.
   Second by Johnson.
   All ayes, motion carried.

3. Consideration of Pay Application #5 – Tricon Construction Group – Water Treatment Plant Upgrades – Motion to approve by Olney.
   Second by Orris.
   All ayes, motion carried.

4. Discussion and Consideration of Replacement X-Ripper/Grinder (Vogelsang XRC 100-480QD) for the City's Wastewater Collection System. Motion to approve by Schnedler.
   Second by Orris.
   All ayes, motion carried.

5. Discussion and Consideration of Changing the Agreement for Service for Field Rental in the Parks & Recreation Department – Motion to approve by Orris.
   Second by Schnedler.
   All ayes, motion carried.

L. Reports to be Received/Filed

1. City Engineer's Report

M. Reports from City Personnel

1. Mayor's Report – Discussion: Mayor Tim Kasparek reported the City receiving the Better Together 2030 Growth Award. Episode 2 of Tiffin talk is out.
2. City Council Reports – Discussion: Council Person Limkemann reported attending firefighter day on the hill. Also provided an update from the Capital.
3. Director of Public Work's Report - Discussion: Public Works Director Brian Detert reported staff has constructed seven trail benches that will be placed throughout Tiffin.
4. Building Official's Report – Nothing to Report.
5. Water/Wastewater Superintendent's Report – Nothing to Report.
6. Parks & Recreation Director's Report – Discussion: Parks & Rec Director Grant Weber is working through agreements for sponsorships for the next meeting. Also reviewing recreation software quotes for the recreation center.
7. Fire Department Report – Nothing to Report.
8. Law Enforcement Report – Nothing to Report.
9. City Attorney's Report – Nothing to Report.
10. City Administrator's Report – Included in Packet. Special Meeting for budget workshop on Tuesday, February 10th at 6:00 PM.

N. Adjournment

Motion to adjourn by Schnedler.
Second by Limkemann.
All ayes, meeting adjourned at 7:40 PM.



_____ February 9th, 2026
Abigail Hora, City Clerk

City of Tiffin, Iowa
Clear Creek Amana School District, Tiffin, Iowa

Meeting:	**City of Tiffin/Clear Creek Amana School District Joint Work Session**
Place:	**Clear Creek Amana District Office, 1486 Highway 6 NW, Oxford, Iowa 52322**
Date/Time:	**February 4, 2026 – 5:30 PM**
Web Page:	**www.tiffin-iowa.org – www.ccaschools.org**
Posted:	**January 30, 2026 (website & front entry of City Hall)**

Mayor:	Tim Kasparek	**City Administrator**:	Doug Boldt
Council At Large:	Tim Orris – Mayor Pro-Tem	**Asst. City Administrator**:	Ashley Platz
Council At Large:	Tony Johnson	**City Attorney**:	Crystal Raiber
Council At Large:	Skylar Limkemann	**City Clerk**:	Abigail Hora
Council At Large:	Chris Olney	**W/WW Superintendent**:	Brett Mehmen
Council At Large:	Eric Schnedler	**D. of Public Works**:	Brian Detert
		Building Official:	Brian Shay
		Recreation Director:	Grant Weber
		Fire Chief:	Vacant
		City Engineer:	MSA Professional Services

Board President:	Dr. Allison Momany	**Superintendent**:	Aaron Davidson
Board Vice President:	Abdouramane Bila	**Board Secretary**:	Lori Robertson
Board Member:	Casey Cooney		
Board Member:	Rick Hergert		
Board Member:	Nick Pfeiffer		
Board Member:	Gabe Schaapveld		
Board Member:	Braden Smith		

Joint Work Session - Call to Order – 5:30 PM

A. Roll Call

B. Board President Dr. Allison Momany called the meeting to order at 5:30 PM. Upon Roll Call the following School Board Members and City Council were present: Tony Johnson, Eric Schnedler, Skylar Limkemann, Tim Orris, Mayor Tim Kasparek, Allison Momany, Abdouramane Bila, Casey Cooney, Rick Hergert, Nick Pfeiffer, Gabe Schaapveld, Braden Smith. Absent: Chris Olney. Others present City Administrator Doug Boldt, Clear Creek Amana Superintendent Aaron Davidson, City Clerk Abigail Hora, Board Secretary Lori Robertson and others.

C. Agenda Additions/Agenda Approval

Motion to approve agenda by Smith.
Second by Pfeiffer.
All ayes, agenda approved.

D. Welcome and Introductions

E. Discussion of a School Resource Officer (SRO) for the CCA School District

Discussion: Superintendent Aaron Davidson reported that year one would serve as a pilot year, with the District covering 60% of the SRO salary. The District would be the first in Johnson County to have an SRO and is currently awaiting a contract from the Sheriff's Office. Longer-term plans are being considered for approximately two years down the road. Two years ago, the City entered a five-year contract with the Sheriff's Office. Beginning July 1, two new deputies would be added, one of whom would be assigned as the SRO, pending School Board approval. There are three years remaining on the current contract. The District distributed a survey and received a 14–28% response rate, with most feedback being positive. Some questions were raised regarding the SRO being stationed in Amana, as it is in a different county than the rest of the district.

F. Discussion the Pedestrian Tunnel under Highway 6 between High School and Middle School

Discussion: City Administrator Doug Boldt reported that the tunnel is inspected by the DOT every five years and has consistently passed inspection. Previous discussions regarding opening the tunnel were determined to be cost prohibitive. The DOT has since allowed a sidewalk to be located within the right-

of-way, which was previously not permitted, and a sidewalk has since been added on the south side of the high school. MSA could prepare conceptual designs once MidAmerican determines whether the high-pressure gas line near the tunnel would conflict with opening the tunnel. Following that determination, MSA would evaluate the cost of constructing the wing walls and an ADA-compliant trail. Six options were presented, each offering different connection alternatives.

G. Update on the City of Tiffin's Capital Projects

Discussion: North Park Road construction is scheduled to begin in the spring. The Recreation Center remains on schedule, with completion anticipated by the end of 2026. The Water Treatment Plant is projected to be completed by the end of September 2026.

H. Update on Clear Creek Amana's Capital Projects

Discussion: The Middle School project will begin this spring and is scheduled for completion in the fall of 2027. The Master Facilities Committee will present its top 25 priorities to the Board this summer.

I. Scheduling of Next Meeting

Wednesday, September 2nd. Time to be determined later.

J. Other Business

K. Adjournment

Motion to adjourn at Schaapveld.
Second by Smith.
All ayes, meeting adjourned at 6:50 PM.



_____ February 6th, 2026
Abigail Hora, City Clerk

City of Tiffin, Iowa

Agenda Item: E-4

Meeting:	**Tiffin Special City Council Meeting**
Place:	**Tiffin Fire Station, 211 Main Street, Tiffin, Iowa, 52340**
Date/Time:	**February 10, 2026 – 6:00 PM**
Web Page:	**www.tiffin-iowa.org**
Posted:	**February 9, 2026 (website & front entry of City Hall)**

Mayor:	Tim Kasparek	**City Administrator**:	Doug Boldt
Council At Large:	Tim Orris – Mayor Pro-Tem	**Asst. City Administrator**:	Ashley Platz
Council At Large:	Al Havens	**City Attorney**:	Crystal Raiber
Council At Large:	Skylar Limkemann	**City Clerk**:	Abigail Hora
Council At Large:	Chris Olney	**W/WW Superintendent**:	Brett Mehmen
Council At Large:	Eric Schnedler	**D. of Public Works**:	Brian Detert
		Building Official:	Brian Shay
		Recreation Director:	Grant Weber
		Fire Chief:	VACANT
		City Engineer:	MSA Professional Services

A. Special Session - Call to Order – 6:00 PM

B. Roll Call

The City of Tiffin City Council held a special session Tuesday, February 10, 2026, at the Tiffin Fire Station. Mayor Kasparek present via Microsoft Teams called the meeting to order at 6:02 PM. Upon roll being called the following members were present: Eric Schnedler, Tony Johnson, Chris Olney, Tim Orris and Skylar Limkemann. Others present: City Administrator Doug Boldt, Assistant City Administrator Ashley Platz and City Clerk Abigail Hora and Public Works Director Brian Detert.

C. Agenda Additions/Agenda Approval

Motion to approve agenda by Olney.
Second by Johnson.
All ayes, agenda approved.

D. Communications and Reports

1. Unscheduled

This is an opportunity for those wishing to address the City Council on an item NOT on the agenda. If you wish to address the Council on subjects pertaining to today's meeting agenda, please wait until that item on the agenda is reached.
If you wish to speak now, please approach the lectern and give your name and address for the public record before discussing your item. As a reminder each speaker is limited to 3 minutes or less. As an additional reminder, in accordance with public meeting laws, the Council may only discuss or act on matters that are presented on this agenda.

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.

F. Public Hearing

1.

G. Ordinance Approval/Amendment

1.

H. Resolutions for Approval

1.

I. Motions for Approval

Discussion and Consideration to Approve the Hiring of a new Fulltime Fire Chief and Council Action as Needed. Motion to table the discussion until the next regularly scheduled City Council meeting and, contingent upon the candidate's consent, to hold a closed session during the regularly scheduled work session time by Limkemann.
Second by Schnedler.
All Ayes, Motion carried.

J. Reports to be Received/Filed

1.

K. Reports from City Personnel

1. Mayor's Report
2. City Council Reports
3. City Administrator's Report – Discussion and Review of FY 2026-2027 Budget.
   The FY 2026–2027 budget reflects increased costs in public safety, insurance, fuel, and capital needs, highlighted by expanded police services, continued fire staffing support, preparation for the new recreation center, and strategic investments across parks, roads, utilities, and facilities. Revenue growth is more limited due to recent legislation, but LOST revenues and anticipated special census results are expected to help maintain the $11.80 tax levy and reduce reliance on the General Fund.

L. Adjournment

Motion to adjourn by Limkemann.
Second by Johnson.
All ayes, meeting adjourned at 7:59 PM.



_____ February 11th, 2026
Abigail Hora, City Clerk

Agenda Item: E-5

City of Tiffin Summary of Receipts
01/16/2025-01/29/2026

001-GENERAL	$	45,493.57
110-ROAD USE TAX	$	-
112-EMPLOYEE BENEFIT	$	446.40
119-EMERGENCY FUND	$	-
121-LOCAL OPTION SALES TAX	$	-
125-TIF	$	2,050.19
200-DEBT SERVICE	$	2,834.12
301-DEVELOPER ESCROW	$	-
307-PARK ROAD PAVING	$	-
310-TRAIL PROJECT	$	-
316-GO BONDS	$	-
320-ROUNDABOUT	$	-
321-ORIGINAL TOWN URBANIZATION	$	-
335-FOREVERGREEN RD	$	-
336-PUBLIC WORKS BUILDING	$	-
344-PW EQUIPMENT	$	-
600-WATER	$	36,167.06
601-WATER SINKING	$	-
607-SECOND WELL	$	-
608-WATER TREATMENT PLANT	$	2,041,199.32
610-SEWER	$	43,967.58
611-SEWER SINKING	$	-
617-SANITARY SEWER IMPROVEMENTS	$	-
618-SEWER MAIN UPSIZE RAILROAD	$	-
670-RECYCLING/GARBAGE	$	13,870.71
740-STORM WATER	$	4,104.84
TOTAL:	$	2,190,133.79

TIFFIN, IA

Treasurers Report

Summary

Date Range: 01/01/2026 - 01/31/2026

Fund	Beginning Cash Balance	Revenues	Expenses	Net Change Assets	Net Change Liabilities	Calculated Ending Balance	Actual Ending Balance	Calculated - Actual Ending
001 - General Fund	6,638,739.42	150,943.32	554,412.80	0.00	0.39	6,235,269.55	6,235,269.55	0.00
110 - Road Use Tax	-169,116.40	296,469.06	83,702.78	0.00	0.13	43,649.75	43,649.75	0.00
111 - IJOBS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112 - Employee Benefit	154,908.45	175,628.24	48,264.93	0.00	0.00	282,271.76	282,271.76	0.00
119 - Emergency Fund	109,917.04	0.00	0.00	0.00	0.00	109,917.04	109,917.04	0.00
121 - Local Option Sales Tax	1,487,122.15	106,910.36	277,083.38	0.00	0.00	1,316,949.13	1,316,949.13	0.00
125 - TIF	2,642,212.14	30,757.70	1,088,798.76	0.00	0.00	1,584,171.08	1,584,171.08	0.00
160 - Economic Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
168 - ARPA - FEDERAL GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
170 - FEMA	54,273.66	0.00	0.00	0.00	0.00	54,273.66	54,273.66	0.00
200 - Debt Service	444,614.09	1,274,767.01	0.00	0.00	0.00	1,719,381.10	1,719,381.10	0.00
301 - DEVELOPER - ESCROW	644,142.27	0.00	0.00	0.00	0.00	644,142.27	644,142.27	0.00
302 - CAP Street Projects	58,114.90	0.00	0.00	0.00	0.00	58,114.90	58,114.90	0.00
303 - Ireland Ave	-17,461.46	0.00	0.00	0.00	0.00	-17,461.46	-17,461.46	0.00
304 - TIFFIN WEST - DEVELOPER REIMBURSEMENT	-281,350.00	0.00	0.00	0.00	0.00	-281,350.00	-281,350.00	0.00
305 - Park/Ball Fld Improv Pr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306 - Cap S Ireland Patch/Mil	-750.00	0.00	0.00	0.00	0.00	-750.00	-750.00	0.00
307 - Park Road Paving	2,131,242.30	0.00	8,426.61	0.00	0.00	2,122,815.69	2,122,815.69	0.00
308 - Landswap/Watershed ZE	-95.00	0.00	0.00	0.00	0.00	-95.00	-95.00	0.00
309 - US HWY 6 RECONSTRUCTION	-325,504.25	0.00	49,263.40	0.00	0.00	-374,767.65	-374,767.65	0.00
310 - Trail Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311 - Comprehensive Park Plng	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312 - Robert's Ferry Road Project	420,078.34	0.00	0.00	0.00	0.00	420,078.34	420,078.34	0.00
313 - CIP-Indsl Pk Wtrmain Ex	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314 - Water Tower Press Upgrd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315 - Cap City Parks Proj	-3,000.00	0.00	0.00	0.00	0.00	-3,000.00	-3,000.00	0.00
316 - GO Bonds	274,147.36	0.00	0.00	0.00	0.00	274,147.36	274,147.36	0.00
317 - Village Dr Expansion	945.44	0.00	0.00	0.00	0.00	945.44	945.44	0.00
318 - Solar Project-City Hall	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
319 - CCA MS/HS Trail Proj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
320 - Roundabout Park Rd	-148,848.64	0.00	0.00	0.00	0.00	-148,848.64	-148,848.64	0.00
321 - Original Town Urbanization	-601,049.78	0.00	0.00	0.00	0.00	-601,049.78	-601,049.78	0.00
322 - Traffic Lights	-206,417.74	0.00	0.00	0.00	0.00	-206,417.74	-206,417.74	0.00
323 - Timber Ridge Trail	-29,498.18	0.00	0.00	0.00	0.00	-29,498.18	-29,498.18	0.00
324 - City Pond Improvmt	-166,076.25	0.00	0.00	0.00	0.00	-166,076.25	-166,076.25	0.00
325 - Water Main Relocation for IDOT	-131,518.75	0.00	0.00	0.00	0.00	-131,518.75	-131,518.75	0.00
326 - Town Center Land Purch	-601,862.58	0.00	0.00	0.00	0.00	-601,862.58	-601,862.58	0.00

Fund	Beginning Cash Balance	Revenues	Expenses	Net Change Assets	Net Change Liabilities	Calculated Ending Balance	Actual Ending Balance	Calculated - Actual Ending
327 - State St Reloc/Dry Deten	40,000.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00	0.00
328 - San Sewer Ovrsz N Hwy6	106,130.00	0.00	0.00	0.00	0.00	106,130.00	106,130.00	0.00
329 - Deerview/HWY6	98,119.82	0.00	0.00	0.00	0.00	98,119.82	98,119.82	0.00
330 - Tiffin Firetruck	-907,936.60	0.00	10,825.16	0.00	0.00	-918,761.76	-918,761.76	0.00
331 - Trunk Sewer Upsize	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
332 - Wtr Quality Sponsored PJT	380,075.69	0.00	0.00	0.00	0.00	380,075.69	380,075.69	0.00
333 - Soccer Field Exp	-307,013.70	0.00	0.00	0.00	0.00	-307,013.70	-307,013.70	0.00
334 - Ballfield Pk Lot	-225.00	0.00	0.00	0.00	0.00	-225.00	-225.00	0.00
335 - Forevergreen Rd Pjt	-1,995,002.38	0.00	0.00	0.00	0.00	-1,995,002.38	-1,995,002.38	0.00
336 - Public Works Building	-43,306.74	0.00	0.00	0.00	0.00	-43,306.74	-43,306.74	0.00
337 - Kimberlite Extension	36,034.98	0.00	0.00	0.00	0.00	36,034.98	36,034.98	0.00
338 - Frontage Road City Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
339 - Original Town PH3	113,471.56	0.00	0.00	0.00	0.00	113,471.56	113,471.56	0.00
340 - Recreation Center	0.00	0.00	13,915.20	0.00	0.00	-13,915.20	0.00	-13,915.20
341 - RFR Park	-324,888.22	0.00	0.00	0.00	0.00	-324,888.22	-324,888.22	0.00
342 - Railroad Replacement	-63,257.04	0.00	0.00	0.00	0.00	-63,257.04	-63,257.04	0.00
343 - PERMEABLE PAVERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
344 - PW - EQUIPMENT	-75,797.10	0.00	0.00	0.00	0.00	-75,797.10	-75,797.10	0.00
345 - JOINT PUBLIC SAFETY BUILDING	-30,644.52	0.00	0.00	0.00	0.00	-30,644.52	-30,644.52	0.00
346 - FIRE EQUIPMENT	902,725.32	0.00	0.00	0.00	0.00	902,725.32	902,725.32	0.00
600 - Water	2,524,916.67	145,394.96	110,606.90	0.00	0.12	2,559,704.61	2,559,704.61	0.00
601 - Water Sinking	-16,335.37	0.00	0.00	0.00	0.00	-16,335.37	-16,335.37	0.00
602 - CAP WATER MAIN PROJ	-21,583.09	0.00	0.00	0.00	0.00	-21,583.09	-21,583.09	0.00
603 - Cap Water Tower Proj	-40,911.75	0.00	0.00	0.00	0.00	-40,911.75	-40,911.75	0.00
604 - Cap School Water Extens	-694,029.79	0.00	0.00	0.00	0.00	-694,029.79	-694,029.79	0.00
605 - Cap Water Plant Extens	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
606 - City Pond Improvement Project	212,840.00	0.00	0.00	0.00	0.00	212,840.00	212,840.00	0.00
607 - Second Well	-246,989.63	0.00	0.00	0.00	0.00	-246,989.63	-246,989.63	0.00
608 - WATER TREATMENT PLANT	-2,790,009.81	0.00	0.00	0.00	0.00	-2,790,009.81	-2,790,009.81	0.00
610 - Sewer	2,478,492.35	121,552.92	418,109.95	0.00	0.12	2,181,935.20	2,181,935.20	0.00
611 - Sewer Sinking	-713,819.61	223,056.26	0.00	0.00	0.00	-490,763.35	-490,763.35	0.00
612 - Sewer I & I Project	-1,660.39	0.00	0.00	0.00	0.00	-1,660.39	-1,660.39	0.00
613 - Schl Sewer Ext/Lift St	-821,413.21	0.00	0.00	0.00	0.00	-821,413.21	-821,413.21	0.00
614 - WWTP Expansion Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
615 - Sewer Main Upsz Hwy 6	-107,254.00	0.00	0.00	0.00	0.00	-107,254.00	-107,254.00	0.00
616 - City Pond Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
617 - Sanitary Sewer Infrastructure Improvement	86,127.08	0.00	0.00	0.00	0.00	86,127.08	86,127.08	0.00
618 - Sewer Main Upsize Railroad	41,477.21	0.00	0.00	0.00	0.00	41,477.21	41,477.21	0.00
670 - Recycling/Garbage	165,624.01	46,621.76	44,049.00	0.00	0.00	168,196.77	168,196.77	0.00
740 - Storm Water	610,685.25	11,242.98	27.50	0.00	0.00	621,900.73	621,900.73	0.00
Report Total:	**10,972,550.52**	**2,583,344.57**	**2,707,486.37**	**0.00**	**0.76**	**10,848,407.96**	**10,862,323.16**	**-13,915.20**

CITY OF TIFFIN ORDINANCE NO. 2026-523

AN ORDINANCE REZONING GROVE PARK AREA, TIFFIN, IOWA, FROM PLANNED DEVELOPMENT OVERLAY CONCEPT AND SITE DISTRICT/MULTI-FAMILY 12-PLEX RESIDENTIAL DISTRICT (OPD/R-12) AND PLANNED DEVELOPMENT OVERLAY CONCEPT AND SITE DISTRICT/MIXED USE COMMERCIAL DISTRICT (OPD/C-1B) TO A PLANNED DEVELOPMENT OVERLAY CONCEPT AND SITE DISTRICT/MULTI-FAMILY 4-PLEX RESIDENTIAL DISTRICT (OPD/R-4) FOR GROVE PARK, TIFFIN, IOWA

BE IT ENACTED BY THE CITY COUNCIL OF TIFFIN, IOWA:

Section 1. Purpose. The purpose of this ordinance is to rezone property, at the request of the applicant, Pace Construction, LLC, known as LOT 30 of Tiffin East, Tiffin, Iowa, in accordance with the recorded plat thereof, containing 5.86 acres and subject to easements and restrictions of record, from Planned Development Overlay Concept and Site District/Multi-Family 12-Plex Residential District (OPD/R-12) and Planned Development Overlay Concept and Site District/Mixed Use Commercial District (OPD/C-1B) to a Planned Development Overlay Concept and Site District/Multi-Family 4-Plex Residential District (OPD/R-4), consisting of rowhomes totaling 56 units as shown on the attached documents. Such property to be known as Grove Park Rowhomes.

Section 2. Amendment. The following legally described property:

BEGINNING at the Southeast corner of Lot 30 of Tiffin East, Tiffin, Iowa, in accordance with the Plat thereof recorded in Plat Book 34, at Page 6, in the records of the Johnson County Recorder's Office; Thence S86°49'30"W, along the South line of said Lot 30, a distance of 371.22 feet; Thence N87°01'33"W, along said South line, 61.88 feet; Thence N52°57'00"W, along a Southwesterly line of said Lot 30, a distance of 46.08 feet; Thence N19°28'27"W, along said Southwesterly line, 46.08 feet; Thence N02°44'11"W, along the West line of said Lot 30, a distance of 219.75 feet; Thence N89°00'54"E, 490.12 feet, to a point on the East line of said Lot 30; Thence S00°56'06"E, along said East line, 157.12 feet; Thence S01°07'59"E, along said East line, 124.71 feet, to said POINT OF BEGINNING, containing 3.20 acres, and subject to easements and restrictions of record.

shall be changed from zoning classification Planned Development Overlay Concept and Site District/Multi-Family 12-Plex Residential District (OPD/R-12) to Planned Development Overlay Concept and Site District/Multi-Family 4-Plex Residential District (OPD/R-4), that the official zoning map of the City be amended to reflect the change described herein. Approval of this zoning classification change is subject to Council

approval of a Developer's Agreement as required by City, Planned Development Overlay District Agreement(s) as required by City, compliance with the requirements of the Tiffin Zoning Code - Planned Development Overlay District, and the Developer executing all easement agreements the City may require.

Section 3. Amendment. The following legally described property:

LOT 30 OF TIFFIN EAST, TIFFIN, JOHNSON COUNTY, IOWA, IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN PLAT BOOK 34, AT PAGE 6, IN THE RECORDS OF THE JOHNSON COUNTY RECORDER'S OFFICE,

EXCEPTING THEREFROM,

BEGINNING at the Southeast corner of Lot 30 of Tiffin East, Tiffin, Iowa, in accordance with the Plat thereof recorded in Plat Book 34, at Page 6, in the records of the Johnson County Recorder's Office; Thence S86°49'30"W, along the South line of said Lot 30, a distance of 371.22 feet; Thence N87°01'33"W, along said South line, 61.88 feet; Thence N52°57'00"W, along a Southwesterly line of said Lot 30, a distance of 46.08 feet; Thence N19°28'27"W, along said Southwesterly line, 46.08 feet; Thence N02°44'11"W, along the West line of said Lot 30, a distance of 219.75 feet; Thence N89°00'54"E, 490.12 feet, to a point on the East line of said Lot 30; Thence S00°56'06"E, along said East line, 157.12 feet; Thence S01°07'59"E, along said East line, 124.71 feet, to said POINT OF BEGINNING, containing 3.20 acres, and subject to easements and restrictions of record.

shall be changed from zoning classification Planned Development Overlay Concept and Site District/Mixed Use Commercial District (OPD/C-1B) to Planned Development Overlay Concept and Site District/Multi-Family 4-Plex Residential District (OPD/R-4), that the official zoning map of the City be amended to reflect the change described herein. Approval of this zoning classification change is subject to Council approval of a Developer's Agreement as required by City, Planned Development Overlay District Agreement(s) as required by City, compliance with the requirements of the Tiffin Zoning Code - Planned Development Overlay District, and the Developer executing all easement agreements the City may require.

Section 4. Certification and Recording. Upon passage and approval of this ordinance, the City Clerk is hereby authorized and directed to certify a copy of this ordinance and to record the same, at the office of the County Recorder of Johnson County, Iowa, at the owner's expense, all as provided by law.

Section 5. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section 6. Severability. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole, or any section, provision, or part thereof not adjudged invalid or unconstitutional.

Section 7. Effective Date. This ordinance shall be in effect after its final passage, approval, and posting as provided by law.

On the 3rd day of February 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson Orris introduced Ordinance No. 2026-523, and moved that it be given its first reading. The motion was seconded by Councilperson Limkemann.
Ayes: Limkemann, Johnson, Orris, Olney, Schnedler.
Nays: None.

Five members of the Council being present and having voted "Aye", Mayor Tim Kasparek declared the motion carried, and Ordinance No. 2026-523, was read the first time, discussed, and placed on record.

On the ___day of _____ 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson _____ introduced Ordinance No. 2026-523, and moved that it be given its second reading. The motion was seconded by Councilperson _____.
Ayes:
Nays:

_____ members of the Council being present and having voted "Aye", Mayor Tim Kasparek declared the motion carried, and Ordinance No. 2026-523, was read the second time and discussed and placed on record.

On the _____ day of _____ 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson _____ introduced Ordinance No. 2026-523, and moved that it be given its third and last reading. The motion was seconded by Councilperson _____.
Ayes:
Nays:

_____ members of the Council being present and having voted "Aye", Mayor Tim Kasparek declared the motion carried, and the ordinance was passed and adopted.

Whereupon the Mayor declared that Ordinance No. 2026-523 be adopted and signified his approval of same by fixing his signature thereto. Passed by the Council on the _____ day of _____ 2026 and approved by the Mayor on the _____ day of _____ 2026.

CITY OF TIFFIN, IOWA:

By: _____
Tim Kasparek, Mayor

ATTEST:

_____
Abigail Hora, City Clerk

I, Abigail Hora, City Clerk of the City of Tiffin, Iowa, state that an ordinance entitled AN ORDINANCE REZONING GROVE PARK AREA, TIFFIN, IOWA, FROM PLANNED DEVELOPMENT OVERLAY CONCEPT AND SITE DISTRICT/MULTI-FAMILY 12-PLEX RESIDENTIAL DISTRICT (OPD/R-12) AND PLANNED DEVELOPMENT OVERLAY CONCEPT AND SITE DISTRICT/MIXED USE COMMERCIAL DISTRICT (OPD/C-1B) TO A PLANNED DEVELOPMENT OVERLAY CONCEPT AND SITE DISTRICT/MULTI-FAMILY 4-PLEX RESIDENTIAL DISTRICT (OPD/R-4) FOR GROVE PARK, TIFFIN, IOWA, and known as No. 2026-523 was duly passed by the Council on the _____th day of _____ 2026, and signed by the Mayor on the _____th day of _____ 2026, and published on the _____th day of _____ 2026, by posting copies thereof in three public places within the limits of the City of Tiffin, Iowa. That I posted copies of Ordinance No. 2026-523 in the following places:

The Depot, Tiffin, Iowa
Casey's, Tiffin, Iowa
Solon State Bank, Tiffin, Iowa

_____
Abigail Hora, City Clerk

City of TIFFIN

AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	February 11, 2026
AGENDA ITEM:	Resolution 2026-008 – Setting a Public Hearing for an Ordinance Amending Chapter 56: Dog and Cat Licenses Required
ACTION:	Motion

Purpose

The purpose of this item is to request that the City Council approve Resolution 2026-008, which sets the date and time for a Public Hearing on the proposed ordinance amending Chapter 56: Dog and Cat Licenses Required of the Tiffin Municipal Code. The Public Hearing is proposed for March 3, 2026, at 7:00 p.m. at the Tiffin Fire Station.

Background

City staff have prepared updates to Chapter 56 of the Municipal Code to modernize Tiffin's pet licensing program and transition to a rolling 365-day licensing system. This change removes the January 1–December 31 annual cycle, eliminates early-bird registration periods, and better aligns the City's licensing practices with modern tools and administrative efficiencies. The full draft ordinance is included in the packet.

Iowa Code requires a public hearing before adopting an ordinance that amends the City Code. Resolution 2026-008 fulfills this requirement by formally setting the hearing date.

Proposed Ordinance Changes

The draft ordinance includes several key updates designed to streamline the program and support compliance:

- Establishes a 365-day license period beginning on the date of issuance, replacing the City's current calendar-year system.
- Requires newly acquired, newly relocated, or newly eligible pets to be licensed within 30 days.
- Provides for temporary licenses for animals too young to receive vaccinations, with automatic conversion once rabies vaccination documentation is provided.
- Clarifies delinquency and delinquency fee procedures.
- Officially discontinues the calendar-year expiration and early-bird registration practices.

These changes improve administrative efficiency, simplify the licensing process for residents, and support the City's transition to DocuPet's modern pet licensing platform.

Recommendation

Staff recommends that the City Council approve Resolution 2026-008, setting the Public Hearing for March 3, 2026, at 7:00 p.m., to consider adoption of the ordinance amending Chapter 56: Dog and Cat Licenses Required.

ATTACHMENTS: Resolution, Draft Ordinance Amendment, Notice of Public Hearing

RESOLUTION NO. 2026-008

A RESOLUTION SETTING A PUBLIC HEARING DATE OF MARCH 3, 2026, ON ORDINANCE AMENDING CHAPTER 56 – DOG AND CAT LICENSES REQUIRED FOR THE CITY OF TIFFIN, IOWA

Whereas, the City of Tiffin is considering an ordinance amending Chapter 56 of the Tiffin Municipal Code relating to Dog and Cat Licenses Required; and

Whereas, Iowa law requires that a public hearing be held prior to the adoption of amendments to municipal code ordinances; and

Whereas, the City Council desires to set the date and time for such public hearing.

Now, therefore be it resolved by the City Council of the City of Tiffin, Iowa, that the Public Hearing to considerer the ordinance amending Chapter 56: Dog and Cat Licenses Required is hereby set for March 3, 2026 at 7:00 p.m. at the Tiffin Fire Station located at 211 Main Street, Tiffin, Iowa 52340;

On the 17th day of February, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson ___ introduced **RESOLUTION NO. 2026-008 A Resolution Setting a Public Hearing on Ordinance Amending Chapter 56 – Dog and Cat Licenses Required for the City of Tiffin, Iowa** and made a motion for approval. Motion seconded by Councilperson ___.

Ayes:
Nays:
Absent:

Whereupon ____ Council members were present and voted approval and Mayor Kasparek declared that the **RESOLUTION NO. 2026-008 A Resolution Setting a Public Hearing on Ordinance Amending Chapter 56 – Dog and Cat Licenses Required for the City of Tiffin, Iowa ,** to be adopted and signified his approval of the same by affixing his signature thereto.

Passed by the City Council on the 17th day of February, 2026.

City of Tiffin

_____
Tim Kasparek, Mayor

ATTEST: _____
Abigail Hora, City Clerk

CITY OF TIFFIN ORDINANCE NO. 2026-xxx

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF TIFFIN, IOWA, CHAPTER 56 DOG AND CAT LICECNSES REQUIRED

BE IT ENACTED by the City Council of the City of Tiffin**,** Iowa:

Section I. Purpose: The purpose of this ordinance is to update and modernize the City's animal licensing requirements by establishing a rolling 365-day licensing system, clarifying requirements for newly acquired animals, and discontinuing the January 1–December 31 license cycle and early-bird registration periods.

Section II. Amendment. Chapter 56 of the Tiffin Municipal Code is hereby amended by deleting the existing Sections 56.01, 56.03, and 56.04, and adopting the following in lieu thereof:

CHAPTER 56
DOG AND ACAT LICENSES REQUIRED

56.01 ANNUAL LICENSE REQUIRED.

1. LICENSE REQUIRED; TERM OF LICENSE. Every owner of a dog or cat over the age of six months (or of a dog or cat under six months no longer with its dam) shall obtain a pet license from the City. Licenses shall be valid for a period of 365 days from the date of issuance, and renewal shall be required annually based on the anniversary date of the initial license.

2. NEWLY ACQUIRED OR NEWLY ELIGIBLE ANIMALS. The owner of a dog or cat that reaches six months of age, is acquired by the owner, or is brought into the City shall obtain a license within 30 days of the animal becoming subject to this chapter. The license issued shall be valid for 365 days from the date of issuance.

3. TEMPORARY LICENSE FOR ANIMALS TOO YOUNG TO IMMUNIZE. If a dog or cat under six months of age is no longer with its dam and is too young to be immunized, a temporary license shall be issued upon payment of the regular fee. The temporary license shall expire seven months from the animal's date of birth, unless prior to expiration the owner provides a valid rabies vaccination certificate. Upon submission of such certificate before the animal reaches seven months of age, the temporary license shall automatically convert to a regular annual license valid for 365 days from the date of conversion.

56.03 DELINQUENCY.

1. DELINQUENCY DEFINED. A license shall be considered delinquent if not renewed by the expiration date printed on the license tag or listed in the City's licensing system.

2. DELINQUENCY FEES. Delinquent fees, as established by resolution of the City Council, shall be assessed in addition to the annual license fee. Delinquent fees shall not apply in cases where, due to age, new ownership, or prior residency outside City limits, the animal was not subject to licensing before the license expiration date.

56.04 EXPIRATION. All pet licenses issued by the City shall expire 365 days from the date of issuance, regardless of when the license was obtained. The City shall no longer operate on a January 1–December 31 licensing cycle, and early-bird registration periods are discontinued.

Section III. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section IV. Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section V. When Effective. This ordinance shall be in effect July 1, 2026.

On the __ day of __, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson ____ introduced Ordinance No. ____, and moved that it be given its first reading. The motion was seconded by Councilperson _____.

Ayes:
Nays:

____ members of the Council being present and having voted "Aye", Mayor Tim Kasparek declared the motion carried, and Ordinance No. ____, was read the first time, discussed, and placed on record.

On the __ day of __, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson ____ introduced Ordinance No. ____, and moved that it be given its second reading. The motion was seconded by Councilperson _____.

Ayes:
Nays:

___ members of the Council being present and having voted "Aye", Mayor Tim Kasparek declared the motion carried, and Ordinance No. ___, was read the second time and discussed and placed on record.

On the __day of __ 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson ___introduced Ordinance No. ____, and moved that it be given its third and last reading. The motion was seconded by Councilperson ___.

Ayes:
Nays:

___ members of the Council being present and having voted "Aye", Mayor Tim Kasparek declared the motion carried, and the ordinance was passed and adopted.

Whereupon the Mayor declared that Ordinance No. ___ be adopted and signified his approval of same by fixing his signature thereto. Passed by the Council on the ___ day of ___ 2026 and approved by the Mayor on the __ day of ____ 2026.

CITY OF TIFFIN, IOWA:

By: _____
Tim Kasparek, Mayor

ATTEST:

_____
Abigail Hora, City Clerk

I, Abigail Hora, City Clerk of the City of Tiffin, Iowa, state that an ordinance entitled AN ORDINANCE AMENDING THE MUNICIPAL CODE OF TIFFIN, IOWA, SECTION 92.02 OF CHAPTER 92, RATES FOR SERVICE and known as No. 2025-520 was duly passed by the Council on the 1st day of July 2025, and signed by the Mayor on the 2nd day of July 2025, and published on the 3rd day of July 2025, by posting copies thereof in three public places within the limits of the City of Tiffin, Iowa. That I posted copies of Ordinance No. 2025-520 in the following places:

The Depot, Tiffin, Iowa
Casey's, Tiffin, Iowa
Solon State Bank, Tiffin, Iowa

_____
Abigail Hora, City Clerk

NOTICE OF PUBLIC HEARING
CITY OF TIFFIN, IOWA

The City Council of Tiffin, Iowa, will hold a Public Hearing on March 3, 2026, at 7:00 p.m. at the Tiffin Fire Station, to consider an ordinance amending Chapter 56: Dog and Cat Licenses Required of the Tiffin Municipal Code.

The proposed ordinance updates and modernizes the City's pet licensing requirements by:

- Transitioning from a calendar-year licensing cycle to a rolling 365-day license period beginning on the date of issuance.
- Requiring newly acquired, newly relocated, or newly eligible pets to be licensed within 30 days.
- Providing temporary licenses for animals too young to be vaccinated, with automatic conversion upon rabies documentation.
- Clarifying delinquency and delinquency-fee procedures.
- Officially discontinuing the City's January 1–December 31 expiration cycle and early-bird registration periods.

A copy of the full draft ordinance is available at Tiffin City Hall and on the City's website.

At the time and place stated above, the Council will receive written or oral comments for or against the proposed ordinance. Any person requiring special accommodations to participate should contact City Hall in advance.

By order of the City Council of Tiffin, Iowa.

Abigail Hora, City Clerk

City of TIFFIN

AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	February 11, 2026
AGENDA ITEM:	Resolution No. 2026-009 A Resolution Adjusting the Annual Pet Registration Fees and the Annual Dog Park Pass Fees for the City of Tiffin, Iowa
ACTION:	Motion

Purpose

The purpose of this item is to update the City of Tiffin's annual pet registration fees and annual dog park pass fees. These changes are intended to encourage responsible pet ownership within the community, and bring Tiffin's pet-related fees into alignment with those charged by other municipalities in the region.

Background

The City of Tiffin currently requires annual registration for all dogs and cats within city limits. The current fee structure is a flat $10 per pet per year, regardless of the animal's sterilization status. Additionally, Tiffin offers annual dog park passes, though existing fees are lower than many neighboring communities.

As Tiffin continues to grow, staff has evaluated opportunities to support responsible pet ownership, promote compliance with local ordinances, and ensure equitable cost recovery for infrastructure such as the dog park. A tiered fee structure based on sterilization status is widely used across Iowa communities and has been shown to encourage spay/neuter practices.

Proposed Fee Changes

Current fee: $10 per pet per year

Proposed tiered structure:

- Altered (spayed/neutered) pets: $15/pet per year
- Unaltered pets: $30/pet per year

Adding a Late Fee:

- Delinquency Fee: $10/pet
- Currently there is no fee for being late.

This encourages responsible pet ownership and reduces overpopulation. Aligns Tiffin with common regional practices that differentiate fees based on sterilization. Balances affordability with program cost recovery.

Annual Dog Park Pass Fees

The current fees are a flat rate of $5.00 per pet annually for Tiffin residents and non-residents.

Proposed fees:

- Tiffin Residents: $10 per dog per year
- Non-Residents: $25 per dog per year

This change adjusts fees to be comparable with surrounding communities and reflects the value of maintaining a clean, safe, and functional dog park. It also ensures non-resident users contribute fairly to facility upkeep.

The updated fee structure is expected to modestly increase revenue for animal control, dog park maintenance, and administrative needs. Improve compliance by encouraging spay/neuter, reducing long-term animal control costs (lost pets, overpopulation, etc.). Better reflect the true cost of maintaining pet-related services within the City.

Recommendation
Staff recommend that the City Council approve the proposed changes to the annual pet registration and dog park pass fee structure, effective for the upcoming licensing year.

ATTACHMENTS: Resolution

RESOLUTION NO. 2026-009

A RESOLUTION ADJUSTING THE ANNUAL PET REGISTRATION FEES AND THE ANNUAL DOG PARK PASS FEES FOR THE CITY OF TIFFIN, IOWA

Whereas, the City of Tiffin requires annual registration of dogs and cats to promote responsible pet ownership, ensure rabies vaccination compliance, and support public health and safety; and

Whereas, according to Tiffin City Code Chapter 56.02 (License Fees), the annual pet license fee shall be established by resolution of the City Council; and

Whereas, the City's current annual pet registration fee is a flat $10 per pet per year, regardless of sterilization status; and

Whereas, implementing a tiered fee structure for altered and unaltered pets is a common and effective municipal practice used to encourage spaying and neutering, reduce pet overpopulation, and promote responsible pet care; and

Whereas, the City also offers annual dog park passes, and current fees are below those charged in neighboring communities; and

Whereas, updating dog park pass fees will help bring Tiffin's rates into alignment with surrounding jurisdictions and support the ongoing maintenance, safety, and improvement of the City's dog park facilities; and

Whereas, the City Council finds it in the best interest of the community to adjust the fee structure to promote responsible ownership, improve cost recovery, and ensure sustainability of pet-related services.

Now, therefore be it resolved by the City Council of the City of Tiffin, Iowa, that the following fee schedule is hereby adopted:

1. Annual Pet Registration Fees (Effective 7/1/2026)
    a. Altered (Spayed/Neutered) pet: $15/pet
    b. Unaltered pet: $30/pet
    c. Late Registration Fee: $10/pet

2. Annual Dog Park Pass Fees (Effective 7/1/2026)
    a. Tiffin Residents: $10/dog
    b. Non-Residents: $25/dog

On the 17th day of February, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson ___ introduced **RESOLUTION NO. 2026-009 A Resolution Adjusting the Annual Pet Registration Fees and the Annual Dog Park Pass Fees for the City of Tiffin, Iowa** and made a motion for approval. Motion seconded by Councilperson ___.

Ayes:
Nays:
Absent:

Whereupon ____ Council members were present and voted approval and Mayor Kasparek declared that the **RESOLUTION NO. 2026-009 A Resolution Adjusting the Annual Pet Registration Fees and the Annual Dog Park Pass Fees for the City of Tiffin, Iowa ,** to be adopted and signified his approval of the same by affixing his signature thereto.

Passed by the City Council on the 17th day of February, 2026.

City of Tiffin

_____
Tim Kasparek, Mayor

ATTEST: _____
Abigail Hora, City Clerk

Agenda Item: I-3

RESOLUTION NO. 2026-010

A RESOLUTION APPROVING THE FINAL PLAT OF GROVE PARK ROWHOMES, TIFFIN, IOWA

Whereas, Shoemaker Haaland, on behalf of Grove Park Row Homes, LLC, has filed with the City of Tiffin a final plat for Grove Park, a Planned Development Overlay District subdivision to the City of Tiffin, Iowa, legally described on the attached Exhibit; and,

Whereas, The City Engineer, City Attorney and City Staff have done a final examination of the final plat and provide his recommendation on approval of the final plat to the Council; and,

Whereas, The final plat is found to conform with all of the requirements of the City's Ordinances and Subdivision Agreement.

Now, therefore be it resolved by the City Council of the City of Tiffin, Iowa that the Mayor and City Clerk are hereby authorized to execute the documents necessary to approve the final plat as submitted and as approved by the Engineer, City Staff and City Attorney, but, as a condition of its approval, the approval of the final plat is contingent on the following: 1) execution of all necessary easement agreements and final plat documents, 2) the final plat may not be recorded and no lots may be constructed upon or transferred until these contingencies have been completed. The recording of the plat and this resolution will indicate these contingencies have been completed.

Be it further resolved, the Subdivider of this property will bear the cost to record this resolution and subsequent legal documents with the Office of the Johnson County Recorder.

On the 17th day of February, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson _____ introduced **RESOLUTION NO. 2026-010, A RESOLUTION APPROVING THE FINAL PLAT OF GROVE PARK ROWHOMES, TIFFIN, IOWA,** and made a motion for approval. Motion seconded by Councilperson _____.

Ayes:
Nays:
Absent:

Whereupon _____ Council members were present and voted approval and Mayor Kasparek declared that **RESOLUTION NO. 2026-010, A RESOLUTION APPROVING THE FINAL PLAT OF GROVE PARK ROWHOMES, TIFFIN, IOWA,** to be adopted and signified his approval of the same by affixing his signature thereto.

Passed by the City Council on the 17th day of February, 2026.

City of Tiffin

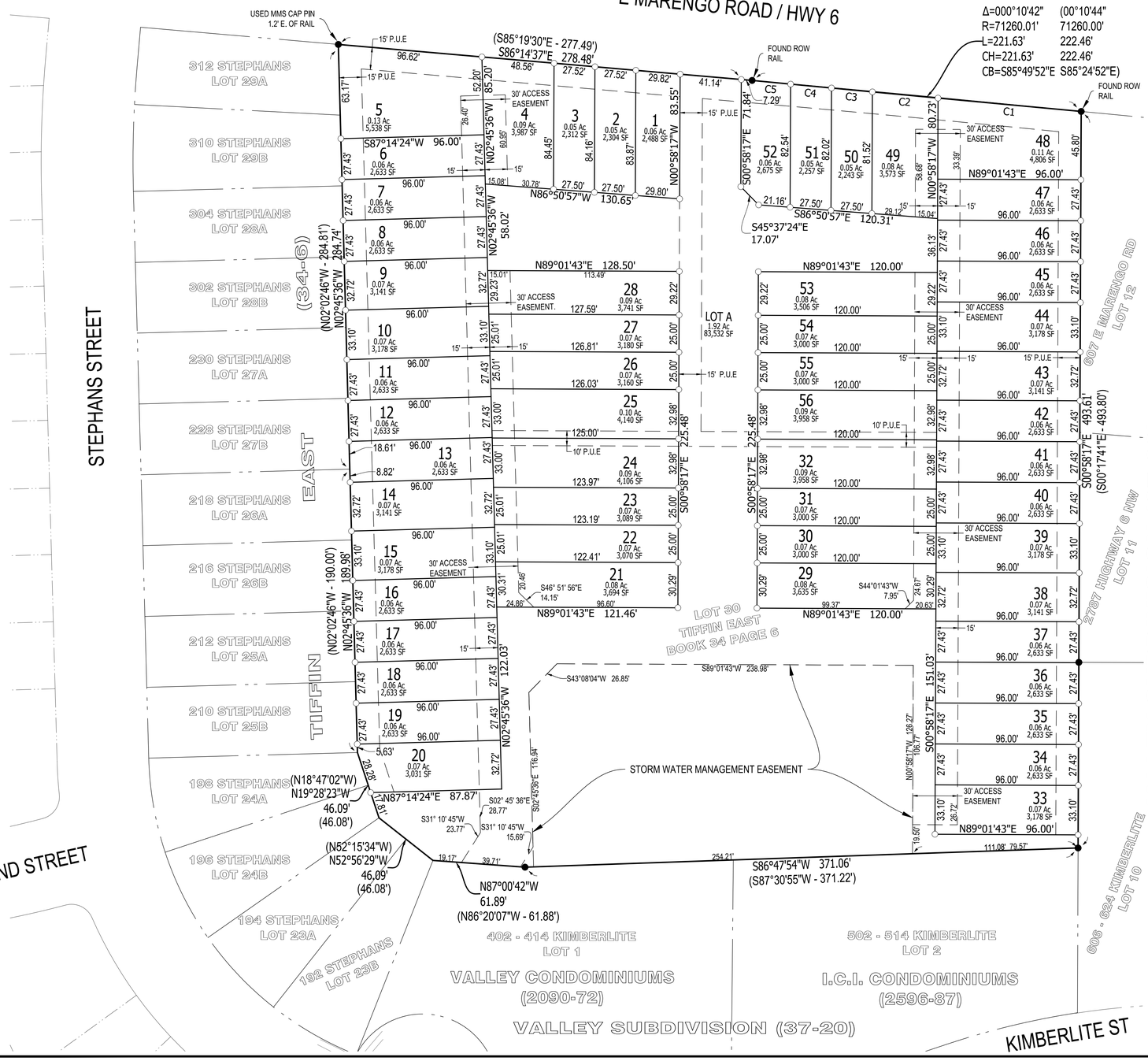
_____
Tim Kasparek, Mayor

ATTEST: _____
Abigail Hora, City Clerk

FINAL PLAT
GROVE PARK ROWHOMES
CITY OF TIFFIN, IOWA
(SHEET 1 OF 2)

Index Legend	
Location:	PORTIONS OF THE NE 1/4 SE 1/4, AND SE 1/4 SE 1/4, SECTION 28, T. 80 N., R. 7W., TIFFIN, IA.
Requestor:	PACE CONSTRUCTION, LLC
Proprietor:	442 MARENGO, LC (5545-48)
Surveyor:	Thomas Anthony, L.L.S. 8295
Surveyor Company:	Shoemaker & Haaland, P.E.
Return To:	160 Holiday Road, Coralville, IA 52241 (319) 351-7150

FOR RECORDER'S USE ONLY



LEGAL DESCRIPTION:
LOT 30, TIFFIN EAST, TIFFIN, IOWA ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 34, PAGE 6, PLAT OF RECORDS OF JOHNSON COUNTY, IOWA.

NOTES:
1. REFER TO SHEET 2 OF 2 FOR INFORMATION PERTAINING TO EASEMENTS FOR CITY WATER MAIN AND SANITARY SEWER EASEMENTS.
2. LOT A IS FOR ACCESS FOR THE LOT OWNERS AND THE CITY OF TIFFIN VIA PRIVATE STREETS.
3. STORM WATER MANAGEMENT BASIN SHALL BE CONTAINED WITHIN THE STORM WATER MANAGEMENT EASEMENT SHOWN ON THE PLAT.
4. ALL HOMES AND GARAGES SHALL HAVE A MINIMUM LOW OPENING (MLO) OF AT LEAST 694.0.
5. LOT CORNERS THAT FALL WITHIN ROADWAY PAVEMENT WILL BE MARKED WITH A CUT "X".

CITY APPROVAL

MAYOR DATE

OWNER:
442 MARENGO, LC

DEVELOPER:
PACE CONSTRUCTION, LLC
1321 SUNSET STREET, SUITE 1
IOWA CITY, IA 52246

ATTORNEY:
KIRSTEN FREY
SHUTTLEWORTH & INGERSOLL, P.L.C.
327 2ND STREET, SUITE 300
CORALVILLE, IA 52241

PLAT PREPARED BY:
THOMAS ANTHONY
SHOEMAKER-HAALAND PROFESSIONAL ENGINEERS
160 HOLIDAY RD.
CORALVILLE, IA 52241
319.351.7150
TANTHONY@SHOEMAKER-HAALAND.COM

UTILITY EASEMENTS SHOWN HEREON ARE ADEQUATE FOR THE INSTALLATION AND MAINTENANCE OF FACILITIES REQUIRED BY THE FOLLOWING ENTITIES.

MIDAMERICAN ENERGY DATE

ALLIANT ENERGY DATE

MEDIACOM DATE

SOUTH SLOPE DATE

WINDSTREAM COMMUNICATIONS DATE

GRAPHIC SCALE
40 0 20 40

LEGEND
- ● FND. 5/8" REBAR UNLESS NOTED
- ○ SET 5/8" REBAR W/CAP 8295
- P.U.E. PUBLIC UTILITY EASEMENT
- EX. PROPERTY LINE
- PLAT LINE

LICENSED LAND SURVEYOR
THOMAS J. ANTHONY
8295
IOWA

I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

Thomas J. Anthony Date
My license renewal date is December 31, 2026
Pages or sheets covered by this seal: Sheet 1 of 2 and 2 of 2.

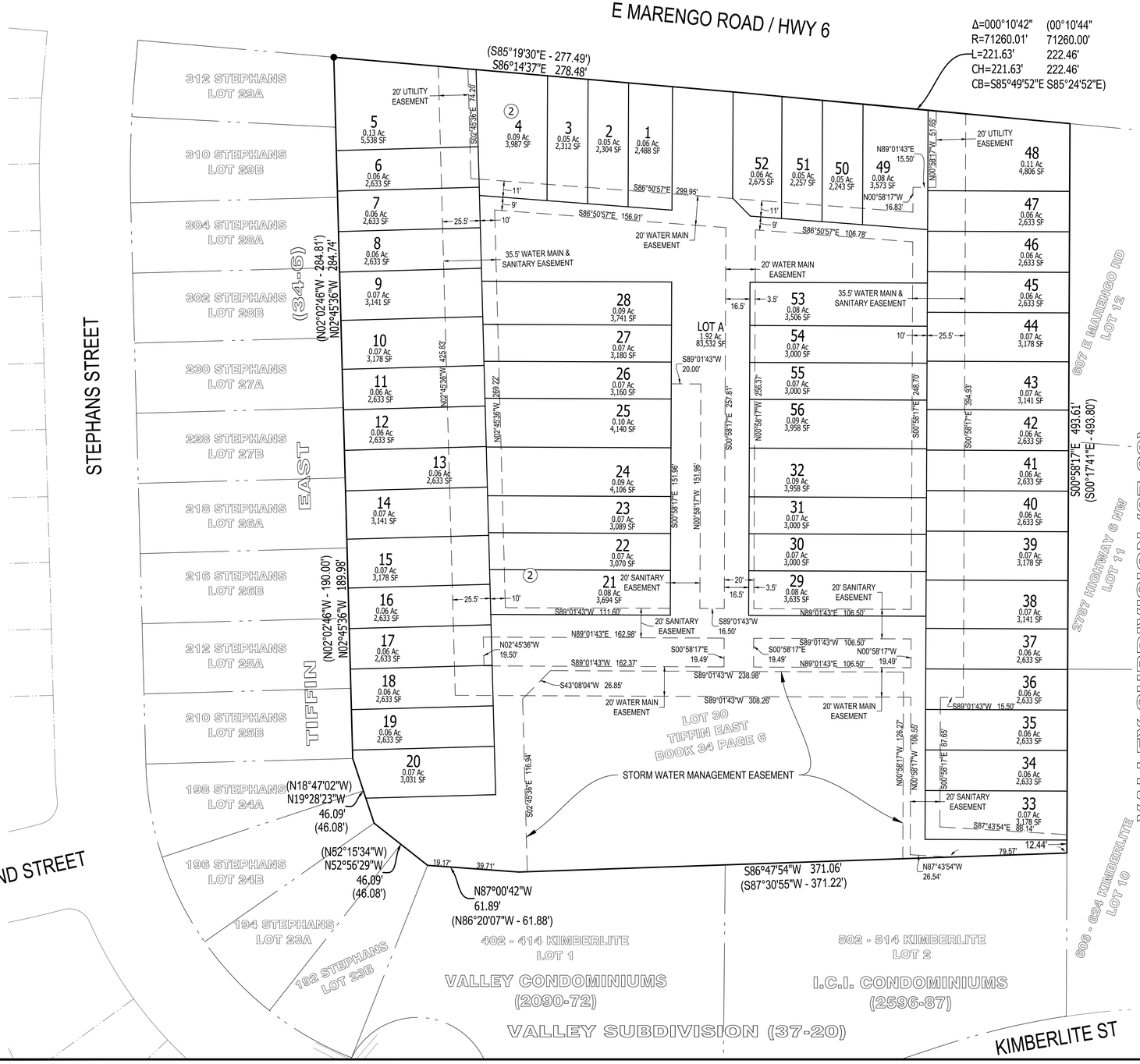
Shoemaker Haaland

LOTS LAYOUT

DWN.:	MJW	SURVEY DATE(S):	2024
CHK.:	TJA	PLAT DATE:	1/16/2026
SCALE:	SEE PLAN	REV. DATE:	1/27/2026
FIELD BK.:			

SHPE JOB # 24317 | SHEET 1 OF 2

FINAL PLAT
GROVE PARK ROWHOMES
CITY OF TIFFIN, IOWA
(SHEET 2 OF 2)



LEGEND

- ● FND. 5/8" REBAR UNLESS NOTED
- ○ SET 5/8" REBAR W/CAP 8295
- P.U.E. PUBLIC UTILITY EASEMENT
- EX. PROPERTY LINE
- PLAT LINE

Shoemaker Haaland

EASEMENTS SHEET

DWN.:	MJW	SURVEY DATE(S):	2024
CHK.:	TJA	PLAT DATE:	1/16/2026
SCALE:	SEE PLAN	REV. DATE:	1/27/2026
FIELD BK.:			

SHPE JOB # 24317 | SHEET 2 OF 2

Agenda Item: I-4

RESOLUTION NO. 2026-011

A RESOLUTION AUTHORIZING THE ENTERING INTO A DEVELOPER'S AGREEMENT WITH GROVE PARK ROW HOMES, LLC, TIFFIN, IOWA, FOR GROVE PARK PLANNED DEVELOPMENT OVERLAY SITE DISTRICT

Whereas, Shoemaker Haaland, on behalf of Grove Park Row Homes, LLC, has filed with the City of Tiffin a planned development overlay site district, a subdivision to the City of Tiffin, Iowa, legally described on the attached Exhibit hereby incorporated, and;

Whereas, the third reading of Ordinance No. 2026-523 and Resolution 2026-010 was approved by the City Council on February 17, 2026, approving the overlay site district and the final plat for said development, and;

Whereas, the Developer's Agreement will include any and all particulars to the approved development of Grove Park Row Homes,

Now, therefore be it resolved by the City Council of the City of Tiffin, Iowa, that the Attorneys representing Grove Park Row Homes LLC, and the City of Tiffin have reviewed and have taken under consideration all requested revisions to be made by the City Council of Tiffin. The City Council now having further reviewed the Developer's Agreement and do now approve the Agreement as printed and authorize the Mayor and City Clerk to enter into an agreement with Grove Park Row Homes LLC, to fully execute the document.

On the 17th day of February, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson _____ introduced **RESOLUTION NO. 2026-011, A RESOLUTION AUTHORIZING THE ENTERING INTO A DEVELOPER'S AGREEMENT WITH GROVE PARK ROW HOMES, LLC, TIFFIN, IOWA, FOR GROVE PARK PLANNED DEVELOPMENT OVERLAY SITE DISTRICT** and made a motion for approval. Motion seconded by Councilperson _____.

Ayes:
Nays:
Absent:

Whereupon _____ Council members were present and voted approval and Mayor Kasparek declared that **RESOLUTION NO. 2026-011, A RESOLUTION AUTHORIZING THE ENTERING INTO A DEVELOPER'S AGREEMENT WITH GROVE PARK ROW HOMES, LLC, TIFFIN, IOWA, FOR GROVE PARK PLANNED DEVELOPMENT OVERLAY SITE DISTRICT** to be adopted and signified his approval of the same by affixing his signature thereto.

Passed by the City Council on the 17th day of February, 2026.

City of Tiffin

_____
Tim Kasparek, Mayor

ATTEST: _____
Abigail Hora, City Clerk

Prepared by and after recording return to:
Kirsten H Frey | 327 2nd Street. Suite 300 | (319) 365-9461
Shuttleworth & Ingersoll, P.L.C. | Coralville, IA 52241

PLANNED DEVELOPMENT OVERLAY (OPD) SITE DISTRICT AGREEMENT FOR GROVE PARK, TIFFIN

THIS AGREEMENT, made by and between the CITY OF TIFFIN, IOWA, a municipal corporation, hereinafter referred to as "City," and 443 Marengo Road, L.C., an Iowa limited liability company, as owner and Grove Park Rowhomes, LLC, an Iowa limited liability company, as subdivider, jointly and severally referred to herein as "Developer."

SECTION 1. REQUEST FOR OPD APPROVAL

Developer has requested that the City approve the Planned Development Overlay Concept and– Site District (the "OPD"), to include those diagrams attached hereto as Exhibit "A" and incorporated herein by reference, for the proposed OPD project to be known as Grove Park, Tiffin, Johnson County, Iowa, for the following described real estate situated in Tiffin, Johnson County, Iowa (the "Site"), to wit:

> LOT 30 OF TIFFIN EAST, TIFFIN, IOWA, IN ACCORDANCE WITH THE RECORDED PLAT THEREOF, RECORDED IN BOOK 34, PAGE 6 OF THE RECORDS OF JOHNSON COUNTY, IOWA CONTAINING 5.85 ACRES, AND SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD,

SECTION 2. CONDITIONS OF OPD APPROVAL,RIGHT TO PROCEED AND DEVELOPMENT REQUIREMENTS

A. The City shall approve the OPD with respect to the Site upon the following conditions:

1. Developer agrees that all terms and conditions of the Planned Development Overlay Concept District (OPD), is fully incorporated herein and applies to the real estate described in Section 1.

2. The Site shall be developed according to the OPD as approved by the City and according to the plans and specifications as approved by the City. There

shall be no variance from the approved OPD plan, or from the construction plans and specifications, unless approved in writing by the City.

3. All improvements and facilities described in this Agreement shall be constructed and installed by Developer according to the plans, specifications, ordinances and standards of the City and in accordance with all applicable federal and state laws and regulations. All required inspections shall be performed by the City Engineer or designate. Said inspections shall consist of inspection of the work in progress but shall not relieve or release Developer from its responsibility to construct said improvements and facilities pursuant to the agreed upon plans and specifications. These improvements and facilities include but are not limited to public water system; sanitary sewer system; storm sewer and drainage-way system; site grading; underground utilities; setting for lot and block monuments; and surveying and staking.

B. Private Streets. Developer agrees that the private drives on the Site shall be constructed according to the Design Standards adopted by the City, which will be shown on the construction plans, to be approved by the City Engineer. The private streets shall be installed and maintained by Developer and its successors and assigns. The following procedure shall be followed by Developer and its successors and assigns for maintaining the private streets and snow removal the cost of which will be financed by membership in the OPD Homeowners Association. The City shall be responsible for providing garbage removal through a third party contract with a garbage hauler, the cost of which shall paid through billing by the City on water service. Any cost incurred by the City due to the failure of Developer and its successors and assigns to meet its obligations under the provisions of this paragraph shall be assessed against, and will become a lien on all individual properties located within the planned development in favor of the City.

C. Landscaping. Developer agrees that all landscaping shall be installed by Developer and maintained perpetually by Developer or its assigns in accordance with the landscape plan approved for the OPD. Developer further agrees to install trees of a quality and quantity as agreed between the Developer and City along the western property line of the Site. If Developer or its assigns fail to maintain the landscaping in accordance with this subparagraph, the City shall have the right, after 30 days' notice, to take any and all necessary actions to bring the Development's landscaping into compliance. The costs of such action shall be assessed to the property owner and need not meet the requirements of notice, benefit or value as provided by the Code of Iowa for assessments.

D. Sidewalks. Once the sidewalks as depicted on the Site Plan are installed, Developer or its assigns shall maintain this sidewalk pursuant to the City Code of the City of Tiffin. The sidewalks shall be installed pursuant to the phasing plan, as shown on Exhibit A, and prior to the issuance of occupancy certificates for the building constructed in such phase.

E. Public Improvements. Developer shall install all water mains, water lines, sewer mains, sewer lines, and provide utilities to the Site, according to City Design standards. “As Built” plans for water and sewer after the improvements are constructed shall be submitted and approved. Upon approval by the City Engineer and acceptance by the City of the water mains and sanitary sewer mains, the water mains sanitary sewer mains shall be owned and

maintained by the City. City will have the ability to enter the Site for the purpose of reading meters and enforcing City Ordinances.

F. Open Space. In lieu of dedicated open space, Developer shall install ~~at its sole cost and expense a __-foot wide sidewalk abutting the Site and located in the public right of way south of W. Marengo Road NW. Developer shall construct said sidewalk according to construction plans, to be approved by the City Engineer. Upon approval by the City Engineer and acceptance by the City of the sidewalk improvements contemplated in this subparagraph, said improvements shall be owned and maintained by the City. No further open space dedication or payment of a fee in lieu is required~~two trees total on each of the fifty-six (56) lots.

G. Highway 6 ~~Turn Lane~~Improvements. City/Iowa DOT is undertaking a project which will improve Highway 6. That project will include the improvements specified in this subsection. City/Iowa DOT will provide the necessary engineering and construction services for the installation of a right hand turn lane for eastbound traffic on Marengo Rd/ Highway 6 (approximately 454 sq yds) and a left hand turn lane for westbound traffic on ~~W.~~ Marengo Road/Highway 6 ~~NW~~(approximately 598 sq yds), ~~also known as Highway 6 NW,~~both ~~-~~ turning south into the Site. City/Iowa DOT will also provide the necessary engineering and construction services for the installation of an entrance into the Site (approximately 259 sq yds) and a sidewalk abutting the Site along Marengo Rd/ Highway 6 (approximately 148 sq yds to the west of the Site entrance, and approximately 130 sq yds to the east of the Site entrance, and including a sidewalk into the Site). All such plans shall be made according to all applicable standards, including Iowa Department of Transportation approval. Upon completion of ~~the turn lane~~the improvements, Developer shall reimburse City for 50% of the actual expenses ~~directly~~ incurred. Such amount is currently estimated at $87,500, however payment shall be made by Developer to City for the actual invoiced amount of costs. ~~in an amount not to exceed $_____~~. No occupancy permits will be issued for the OPD until such payment has been made.

H. Phasing. The project shall be constructed pursuant to the phasing plan shown on Exhibit A. Construction of Phase 2 shall not begin until Phase 1 is complete. Construction on Phases 3 and 4 shall not begin until Phases 1 and 2 are complete. If Developer wishes to begin construction on the buildings ~~shown in~~in a Phase ~~3~~ prior to completion of the previous Phase ~~1 and Phase 2 being completed~~, Developer may make this request to the Building Official and City Administrator. The Building Official and City Administrator may allow such construction to begin at their sole discretion. Developer shall furnish any information and documents requested by Building Official and City Administrator regarding Developer's request.

I. Parking. Developer may construct additional parking spaces on the Site, as depicted on the OPD site plan.~~page on the Preliminary Plat.~~

J. Building Permits. A Building permit may be applied for and may be issued after this agreement is executed by all parties. However, only non-combustible material, as defined by the Building Official, may be used in construction. Upon the following conditions for a respective phase of development being met, construction pursuant to the building permit, including combustible material, may continue: (i) Construction of the improvements in Paragraph E above in accordance with applicable standards, (ii) formal acceptance by the City of the improvements

in Paragraph E above; and (iii) establishment of a temporary access to the Site for the fire department that serves Tiffin, as approved by the City and the Tiffin Fire Association Chief.

K. Storm Water Management. Developer shall submit to the City, for approval by the City Engineer, a storm water management plan which will identify the drainage of this development and specify the manner in which storm water, drainage and runoff will be accommodated. The storm water management plan must be submitted and approved by the City Engineer prior to the issuance of a building permit for the site. Developer agrees to dispose of all storm water through the approved storm water and drainageway system as set forth in the storm water management plan. The design and construction of the storm water sewer system and storm water detention basin~~, if required by the City for this development,~~ shall be in compliance with the City's current storm water management ordinances and policies. The storm water sewer system will be installed according to the Design Standards adopted by the City. Developer shall provide for the installation of any storm water detention facility. All storm water sewer improvements within the OPD shall be installed and maintained by Developer or its successors and assigns. If Developer or its successors and assigns fail to maintain the storm water sewer improvements, the City may assess each unit or lot in the OPD equally for any maintenance costs in the same manner as property taxes and without further notice.

L. Southerly Boundary Improvements. Developer shall install and maintain a black vinyl chain link fence of 5' in height along the southern property line of the Site. Said fence shall include two 14' black wire gates in the general type and scope depicted in Exhibit "B" spanning the paved access. This access and gate are for emergency use only and secured closed with a knox box accessible to City fire department services. Ongoing maintenance of the fence and gates shall be performed Developer or its assigns.

M. Covenants. Developer shall establish and record covenants and restrictions for all lots in the subdivision, which are attached single family. Such covenants shall provide for the Homeowners Association to maintain the West property line of the Site if the owners of such lots (lots 5-20, inclusive) fail to do so.

~~L.~~N. Developer's Obligations. Nothing in this Agreement shall be construed to impose a requirement on the City to install the original public improvements at issue herein, nor shall the Developer be deemed to be acting as the City's agent during the original construction and installation of the above-described improvements. The parties agree that the obligation to install the above described public improvements herein shall be in accordance with the plans and specifications drafted by the Developer and subject to the approval of the City. Furthermore, the obligations shall remain on the Developer until completion by the Developer and until acceptance by the City, as provided by law.

SECTION 3. TIME OF PERFORMANCE

Construction of the first building on the Site must commence within two (2) years from the date of City approval of OPD Site District, or the approval of the OPD Site District shall be null and void without any action by the City Council. Developer may, however, request an extension of time from the City.

SECTION 4. PUBLIC UTILITIES

Developer agrees that it will obtain any necessary concurrence of utility or other easements from appropriate utility companies. Developer agrees that it will provide for the continuation of all required water, sanitary sewer and storm drainage facilities. Developer agrees that it will connect and use existing public water supplies in accordance with the Tiffin Municipal Code and that Developer will provide a plan outlining the drainage of the land and indicating the manner in which the drainage will be accommodated and will connect to the existing storm water sewer systems when available in accordance with the plan approved by the City Engineer.

SECTION 5. EROSION CONTROL AND GRADING

A. Erosion Control. Before any utility construction is commenced or building permits are issued, Developer shall design and implement an erosion control plan which shall be reviewed and approved by the City. All areas disturbed by the excavation and backfilling operations shall be reseeded forthwith after the completion of the work in that area. All seeded areas shall be fertilized, mulched and disc anchored as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion, and, if Developer does not comply with the erosion control plan or any supplementary instructions received from the City, the City may take such action as it deems appropriate to control erosion and assess the costs of such action to Developer or the property, or both. The City will endeavor to notify Developer in advance of any proposed action, but failure of the City to do so will not affect Developer's and City's rights or obligations hereunder.

B. Grading. No grading of any nature may occur on this property until a grading plan is implemented by Developer and approved by the City. Within ninety (90) days after the completion of any grading, Developer shall provide the City with an "as-constructed" grading plan and a certification by registered land surveyor or engineer that all ponds, swales and ditches, if any, have been constructed in accordance with the plans approved by the City.

SECTION 6. MISCELLANEOUS

A. The City may, at its option, refuse to allow construction or development work in the OPD until Developer complies with the appropriate law or regulation. Upon the City's demand, Developer shall cease work until there is compliance.

B. Third parties shall have no recourse against the City or Developer under this Agreement.

C. Breach of the terms of this Agreement by Developer shall be grounds for denial of building permits, occupancy permits or other permits.

D. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

E. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers must be in writing, signed by both parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or a release.

F. Developer may not assign this Agreement or the obligations imposed by this Agreement without the written permission of the City Council or as otherwise provided in this Agreement.

G. Developer shall take out and maintain public liability and property damage insurance policies covering personal injury, including death, and claims for property damage which may arise out of Developer 's work or the work of its subcontractors or by one directly or indirectly employed by any of them.

H. Developer shall record the original copy of this agreement, with all requisite signatures and Exhibits.

I. In the event Owner/Developer, its assigns or successors in interest, should sell or convey the Site without having constructed the public improvements and facilities as provided in this Agreement or without the City having accepted all public improvements and facilities; or Owner/Developer, its assigns or successors in interest in said OPD, shall fail to construct sidewalks as set forth herein, the City shall have the right to install and construct said improvements, facilities and sidewalks. Unless City is fully reimbursed for these costs from the escrowed money or surety bond held by the City, the costs of said public improvements, facilities and sidewalks shall be a lien and charge against all of the lots adjacent to or in front of the improvements, facilities and sidewalks that are constructed and any lots which may be assessed for public improvements, facilities and sidewalks under the provisions of Chapters 364 and 384 of the Iowa Code. It is further provided that this requirement to construct said public improvements, facilities and sidewalks is and shall remain a lien from the date of execution until properly released as hereinafter provided. Developer acknowledges and agrees that the Site is specifically benefited by the public improvements, facilities and sidewalks, and the cost of such public improvements, facilities and sidewalks need not meet the requirements of notice, benefit or value as provided by the law of the State of Iowa for assessing such improvements and facilities.

J. Developer agrees to provide to the City proper maintenance bonds satisfactory to the City, as to insure that for a period of three (3) years from the date of acceptance of any improvement, including utilities which may be City owned, Developer shall be responsible to maintain such improvement in good repair. The City may, at its sole discretion, accept alternative sureties to maintenance bonds to ensure the workmanship of the improvements is accepted by the City.

K. The Developer represents and states that the OPD complies with all City, state and federal laws and regulations, including but not limited to subdivision ordinances, zoning ordinances

and environmental regulations. The City may, at its option, refuse to allow construction or development work in the OPD until the Developer complies with the appropriate law or regulation. Upon the City's demand, the Developer shall cease work until there is compliance.

L. The Developer shall record any restrictive or protective covenants for the subdivision. A copy of the recorded restrictive or protective covenants will be provided to the City.

M. Plat notes and surveyor's notes on plats serve to provide notice of how a subdivision is expected to develop. Said notes are not intended to create any vested private interest in any stated use restriction or covenant, or create any third party beneficiaries to any noted use restriction or covenant. The City reserves the right, in its sole discretion, subject to any applicable public notice and approval process required by law, to alter or amend any plat note, or to sell or vacate any right-of-way, street, alley, park, easement, open area or other land set apart and dedicated to for public use within the plat. The City further reserves the right, upon request of the owner or successor in interest, to vacate the plat and/or relocate any easement, alter lot boundaries or allow said land to be replatted subject to any applicable public notice and approval process required by law.

SECTION 7. ENGINEERING ADMINISTRATION AND CONSTRUCTION OBSERVATION

A. Developer shall submit to the City, for approval by the City Engineer, plans and specifications for the construction of improvements in the OPD which have been prepared by a registered professional civil engineer. Developer shall obtain approval of the construction plans and all necessary permits from the appropriate city, state and federal agencies before proceeding with construction. In addition, Developer shall have its engineer provide adequate field inspection personnel to ensure that an acceptable level of quality control is maintained.

B. Developer shall pay all ~~reasonable~~ costs of City engineering administration, which will include review of Developer 's final construction plans and specifications, monitoring of construction, and consultation with Developer and its engineer on the status, progress or other issues regarding the project. Developer shall pay for the reasonable construction observation performed by the City staff or consulting City Engineer. Construction observation will consist of examination of proposed public utilities, street construction and other infrastructure improvements. The engineering administrative fee and construction observation fees to be paid by Developer shall be determined by the City, in part based on the standard hourly fee schedule in effect between the City Engineer and the City on file at City Hall and in part based on standard fees for other staff members that perform the duties noted above. The City shall provide the appropriate supporting documentation for these fees upon request by Developer.

SECTION 8. RELEASE

The City agrees that when the improvements, facilities and sidewalks required by Section 2 of this Agreement have been installed to the satisfaction of the City, and upon receipt of payment for all engineering costs pursuant to section 7(B), it will promptly issue appropriate releases of the lot for recording in the Johnson County Recorder's Office so that this Agreement, or applicable portions thereof, will no longer constitute a cloud on the title of the lots in said OPD.

SECTION 9. DEVELOPER'S OBLIGATION AND DEFAULT

A. Developer agrees and is fully obligated to perform as provided in this Agreement. Developer is liable and responsible for each and every obligation agreed to be undertaken pursuant to this Agreement. Failure of Developer, its employees, agents or assigns, to perform is not a defense for Developer against any action to be taken by the City.

B. In the event of default by Developer regarding any work to be performed by Developer under this Agreement, the City may, at its option, perform the work and bill Developer for said work. Developer shall promptly reimburse the City for any expense incurred by the City, provided Developer, except in an emergency as determined by the City, is first given written notice of the work in default, and has not ~~commenced the appropriate curative action and continues to diligently pursue the same to completion~~cured such default~~,~~ within fourteen (14) days of such notice. This Agreement is an authorization for the City to act, and it shall not be necessary for the City to seek a court order for permission to enter upon the property. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part against all of the property located in the OPD.

SECTION 10. AUTHORIZATION TO ENTER PREMISES

Developer grants the City, its agents, employees, officers and contractors, authorization to enter the Site to perform all work and inspections deemed appropriate and necessary by the City conjunction with this development.

SECTION 11. NOTICES

Required notices to Developer shall be in writing and shall either be hand delivered to Developer, its agents or employees, or mailed to Developer by registered mail at the following address:

443 Marengo Road, L.C.
1321 Sunset Street
Suite 1
Iowa City, Iowa 52246

Grove Park Rowhomes, LLC
1321 Sunset Street
Suite 1
Iowa City, Iowa 52246

Notices to the City shall be in writing and shall be either hand delivered to the City Administrator or mailed to the City by registered mail in care of the City Administrator at the following address:

Tiffin City Administrator

300 Railroad St., P.O Box 259
Tiffin, IA 52340

Notices mailed in conformance with this section shall be deemed properly given.

SECTION 12. SUCCESSORS AND ASSIGNS

This Agreement shall be a covenant running with the land and inure to the benefit of and be binding upon the parties, their successors and assigns.

The City and Developer have caused this Agreement to be signed, in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

CITY OF TIFFIN, IOWA

Attest:

By:_____
Tim Kasparek, Mayor

_____
Abigail Hora, City Clerk

STATE OF IOWA, JOHNSON COUNTY) ss:

On this ____ day of January 2026, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Tim Kasparek and Abigail Hora, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Tiffin, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the municipal corporation; and that the instrument was signed and sealed on behalf of the municipal corporation by the authority of its City Council, as contained in Resolution No. _____ of the City Council on the ___ day of January, 2026; and that Tim Kasparek and Abigail Hora acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it and by them voluntary executed.

_____
Notary Public in and for the State of Iowa
My Commission Expires: _____

[*Signature Page to Planned Development Overlay – Site District Agreement*]

443 MARENGO ROAD, L.C.

By: _____
John Faselt, Manager

GROVE PARK ROWHOMES, LLC

By: _____
John Faselt, Manager

By: _____
C. Jeremiah Waddilove, Manager

STATE OF IOWA, JOHNSON COUNTY) ss:

This instrument was acknowledged before me on this ___ day of _____, 2026, by John Faselt, as Manager of 443 Marengo Road, L.C., an Iowa limited liability company.

_____
Notary Public in and for the State of Iowa
My Commission Expires: _____

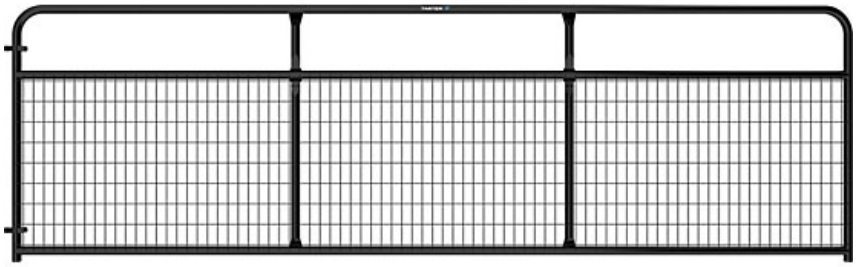
STATE OF IOWA, JOHNSON COUNTY) ss:

This instrument was acknowledged before me on this ___ day of _____, 2026, by John Faselt and C. Jeremiah Waddilove, as Managers of Grove Park Rowhomes, LLC, an Iowa limited liability company.

_____
Notary Public in and for the State of Iowa
My Commission Expires: _____

EXHIBIT A
OPD Site Plan
Grove Park Rowhomes
Tiffin, Iowa

EXHIBIT B
Grove Park Rowhomes
Tiffin, Iowa



Agenda Item: I-5

RESOLUTION NO. 2026-012

A RESOLUTION SETTING THE DATE OF MARCH 17, 2026, FOR A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING THE CONSOLIDATED GENERAL FUND TAX LEVY FOR THE CITY OF TIFFIN'S FISCAL YEAR 2026-2027 BUDGET

Whereas, the City Council of Tiffin, Iowa is preparing the annual budget for the Fiscal Year 2026-2027; and,

Whereas, Iowa HF 718 requires a public hearing on the consolidated general fund tax levy where any resident or taxpayer of the City may present to the City Council objections or arguments in favor of the tax dollars before the budget is adopted and certified to the county auditor; and,

Whereas, interested residents or taxpayers having comments for or against the proposed property tax rate may appear and be heard at the public hearing at the City Council meeting on March 17, 2026, at 6:00 p.m. at the Tiffin City Hall, at 300 Railroad Street, Tiffin, Iowa.

Now, therefore be it resolved, by the City Council of the City of Tiffin, Iowa, that this confirms that the city council order the publication of a notice of public hearing pertaining to the consolidated general fund tax levy not less than four (4) days nor more than twenty (20) days prior to the date set for the hearing.

On the 17th day of February, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson _____ introduced **RESOLUTION NO. 2026-012, A RESOLUTION SETTING THE DATE OF MARCH 17, 2026, FOR A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING THE CONSOLIDATED GENERAL FUND TAX LEVY FOR THE CITY OF TIFFIN'S FISCAL YEAR 2026-2027 BUDGET** and made a motion for approval. Motion seconded by Councilperson _____.

Ayes:
Nays:
Absent:

Whereupon _____ Council members were present and voted approval and Mayor Kasparek declared that the **RESOLUTION NO. 2026-012, A RESOLUTION SETTING THE DATE OF MARCH 17, 2026, FOR A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING THE CONSOLIDATED GENERAL FUND TAX LEVY FOR THE CITY OF TIFFIN'S FISCAL YEAR 2026-2027 BUDGET** to be adopted and signified his approval of the same by affixing his signature thereto.

Passed by the City Council on the 17th day of February, 2026.

City of Tiffin

_____
Tim Kasparek, Mayor

ATTEST: _____
Abigail Hora, City Clerk

Agenda Item: I-6

RESOLUTION NO. 2026-013

A RESOLUTION APPROVING THE PRELIMINARY PLAT OF HICKORY KNOLL PART TWO

Whereas, MMS Consultants, Inc., on behalf of Timothy and Lori Kasparek, has filed with the City of Tiffin a preliminary plat for Hickory Knoll Part Two, legally described on the attached Exhibits "A"; and,

Whereas, The Tiffin Planning and Zoning Commission approved the preliminary plat at its February 11, 2026, meeting on a 3-0 vote; and,

WHEREAS, The City Staff has reviewed and given their recommendations for the preliminary plat; and,

WHEREAS, The City of Tiffin's Building Department and City Attorney has given their review and comments of said preliminary plat.

Now, therefore be it resolved by the City Council of the City of Tiffin, Iowa, that the Preliminary Plat for Hickory Knoll Part Two is hereby approved; and further that the Mayor Pro-Tem and City Clerk are hereby authorized and directed to execute any documents necessary at this time to approve the preliminary plat as submitted and as approved by the Building Department and City Attorney.

On the 17th day of February, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson _____ introduced **RESOLUTION NO. 2026-013, A RESOLUTION APPROVING THE PRELIMINARY PLAT OF HICKORY KNOLL PART TWO,** and made a motion for approval. Motion seconded by Councilperson _____.

Ayes:
Nays:

Whereupon _____ Council members were present and voted approval and Mayor Pro-Tem Orris declared that **RESOLUTION NO. 2026-013, A RESOLUTION APPROVING THE PRELIMINARY PLAT OF HICKORY KNOLL PART TWO,** to be adopted and signified his approval of the same by affixing his signature thereto.

Passed by the City Council on the 17th day of February, 2026.

City of Tiffin

_____
Tim Orris, Mayor Pro-Tem

ATTEST: _____
Abigail Hora, City Clerk

PRELIMINARY PLAT
HICKORY KNOLL PART TWO
TIFFIN, JOHNSON COUNTY, IOWA

PREPARED BY AND RETURN TO: MMS CONSULTANTS, INC. 1917 S. GILBERT ST. IOWA CITY, IOWA 52240 (319)351-8282

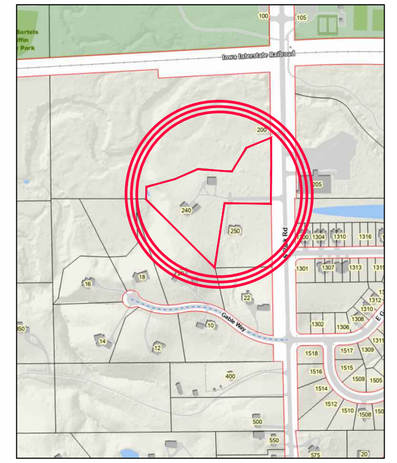
PLAT/PLAN APPROVED by the City of Tiffin	
City Clerk	Date:

NOTES:
1) DIRECT ACCESS ON TO S PARK ROAD FROM LOT 2 IS NOT PERMITTED.

GRAPHIC SCALE IN FEET
0 10 25 50 75 100
1"=100'

LOCATION:	APPLICANT:
A RESUBDIVISION OF LOT 9 OF HICKORY KNOLL, TIFFIN, LOCATED IN THE SE 1/4 OF THE SW 1/4 OF SECTION 27 AND IN THE NE 1/4 OF THE NW 1/4 OF SECTION 34, ALL OF TOWNSHIP 80 NORTH, RANGE 7 WEST OF THE FIFTH PRINCIPAL MERIDIAN, JOHNSON COUNTY, IOWA.	TIMOTHY AND LORI KASPAREK 240 S PARK ROAD TIFFIN, IOWA 52340
LAND SURVEYOR:	SUBDIVIDER'S ATTORNEY:
RICHARD R. NOWOTNY P.L.S MMS CONSULTANTS INC. 1917 SOUTH GILBERT STREET IOWA CITY, IOWA, 52240 PHONE: 319-351-8282	MICHAEL J. PUGH 425 E. OAKDALE BLVD, SUITE 201 CORALVILLE, IA 52241
DATE OF SURVEY:	PROPRIETOR OR OWNER:
06-05-2025	TIMOTHY AND LORI KASPAREK 240 S PARK ROAD TIFFIN, IOWA 52340
	DOCUMENT RETURN INFORMATION:
	LAND SURVEYOR

LOCATION MAP - NOT TO SCALE



IOWA INTERSTATE RAILROAD

SE1/4 - SW1/4
SECTION 27-T80N-R7W

OUTLOT "C"

HICKORY KNOLL
IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN PLAT BOOK 58 AT PAGE 89 IN THE RECORDS OF THE JOHNSON COUNTY RECORDER'S OFFICE.

100 YEAR FLOOD PLAIN LIMITS

LOT 9

2
1.03 AC
44,913 SF

1
4.11 AC
178,960 SF

OL "A"
OL "B"

EXST. 15.00' UTILITY EASEMENT
70.00'
N66°29'47"E 145.25'
S00°34'18"E 268.66'
S00°34'18"E 347.66'
N33°04'19"E 162.25'
S84°22'41"E 189.35'
N66°29'21"E 146.06'
N74°34'57"E 169.69'
N00°34'34"E 70.80'
1327.14'(R)
N89°25'14"E(R)
N00°01'59"E 74.63'
50.00' INGRESS EGRESS AND UTILITY EASEMENT
224.47'
N89°58'01"W
79.00'
PRIVATE DRIVE
265.24'
N89°58'01"W
S00°58'14"E 26.85'
EXST. COMMON INGRESS, EGRESS, AND UTILITY EASEMENT
553.76'
S08°41'27"W 371.64'
N44°54'29"W
S PARK ROAD

NE1/4 - NW1/4
SECTION 34-T80N-R7W

DESCRIPTION - HICKORY KNOLL PART TWO

LOCATED IN THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER IN SECTION 27 AND IN THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 34, ALL OF TOWNSHIP 80 NORTH, RANGE 7 WEST OF THE FIFTH PRINCIPAL MERIDIAN, JOHNSON COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A RESUBDIVISION OF LOT 9, HICKORY KNOLL, IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN PLAT BOOK 58 AT PAGE 89 OF THE RECORDS OF THE JOHNSON COUNTY RECORDER'S OFFICE.

SAID HICKORY KNOLL PART TWO CONTAINS 5.14 ACRES (223,873 SF), AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

LEGEND AND NOTES

- CONGRESSIONAL CORNER, FOUND
- CONGRESSIONAL CORNER, REESTABLISHED
- CONGRESSIONAL CORNER, RECORDED LOCATION
- PROPERTY CORNER(S), FOUND (as noted)
- PROPERTY CORNERS SET (5/8" Iron Pin w/ yellow, plastic LS Cap embossed with "MMS")
- CUT "X"
- PROPERTY &/or BOUNDARY LINES
- CONGRESSIONAL SECTION LINES
- RIGHT-OF-WAY LINES
- CENTER LINES
- LOT LINES, INTERNAL
- LOT LINES, PLATTED OR BY DEED
- EASEMENT LINES, WIDTH & PURPOSE NOTED
- EXISTING EASEMENT LINES, PURPOSE NOTED
- (R) – RECORDED DIMENSIONS
- (M) – MEASURED DIMENSIONS
- C22-1 – CURVE SEGMENT NUMBER

UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS

CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282
www.mmsconsultants.net

Date	Revision

PRELIMINARY PLAT

HICKORY KNOLL SECOND

TIFFIN
JOHNSON COUNTY
IOWA

MMS CONSULTANTS, INC.

Date: 6/10/2025	
Surveyed by: JRD	Field Book No: 1415
Drawn by: LSS	Scale: 1"=100'
Checked by: RRN	Sheet No: 1
Project No: 10292-002	of: 1

TIFFIN, IA

Expense Approval Report

By Fund

Payable Dates 2/17/2026 - 2/17/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 001 - General Fund					
MORGANS SERVICE	0000140	02/17/2026	BULK T13	001-430-6332	10.66
CULLIGAN WATER TECH	02172026	02/17/2026	WATER COOLER SERVICE	001-650-6504	75.91
VISA	02172026 AJP	02/17/2026	HIREFLIX, VERBIT, BETTER TOGETHER AWARD BANQUET	001-431-6505	106.23
VISA	02172026 AJP	02/17/2026	HIREFLIX, VERBIT, BETTER TOGETHER AWARD BANQUET	001-431-6507	37.27
VISA	02172026 AJP	02/17/2026	HIREFLIX, VERBIT, BETTER TOGETHER AWARD BANQUET	001-620-6230	407.53
VISA	02172026 AJP	02/17/2026	HIREFLIX, VERBIT, BETTER TOGETHER AWARD BANQUET	001-620-6402	8.56
VISA	02172026 AJP	02/17/2026	HIREFLIX, VERBIT, BETTER TOGETHER AWARD BANQUET	001-620-6419	1,324.08
VISA	02172026 AJP	02/17/2026	HIREFLIX, VERBIT, BETTER TOGETHER AWARD BANQUET	001-650-6504	12.31
VISA	02172026 BS	02/17/2026	TRAINING	001-170-6230	51.75
VISA	02172026 BUILD DEPT	02/17/2026	WAVE SUBSCRIPTION, COUNCIL FOOD	001-610-6230	2.85
VISA	02172026 BUILD DEPT	02/17/2026	WAVE SUBSCRIPTION, COUNCIL FOOD	001-610-6230	83.61
VISA	02172026 BUILD DEPT	02/17/2026	WAVE SUBSCRIPTION, COUNCIL FOOD	001-620-6419	19.00
VISA	02172026 EPG	02/17/2026	BOOKS, PROGRAM SUPPLIES	001-410-6507	18.97
VISA	02172026 EPG	02/17/2026	BOOKS, PROGRAM SUPPLIES	001-410-6507	40.69
VISA	02172026 EPG	02/17/2026	BOOKS, PROGRAM SUPPLIES	001-410-6507	65.56
VISA	02172026 EPG	02/17/2026	BOOKS, PROGRAM SUPPLIES	001-410-6507	67.99
VISA	02172026 EPG	02/17/2026	BOOKS, PROGRAM SUPPLIES	001-410-6507	178.40
VISA	02172026 EPG	02/17/2026	BOOKS, PROGRAM SUPPLIES	001-410-6507	196.97
VISA	02172026 EPG	02/17/2026	BOOKS, PROGRAM SUPPLIES	001-410-6507	613.32
VISA	02172026 EPG	02/17/2026	BOOKS, PROGRAM SUPPLIES	001-410-6507	857.37
VISA	02172026 EPG	02/17/2026	BOOKS, PROGRAM SUPPLIES	001-410-6507	111.05
VISA	02172026 FD1192	02/17/2026	VEHICLE MAINTENANCE	001-150-6332	130.52
VISA	02172026 OC9275	02/17/2026	HOMEBASE	001-430-6507	96.30
VISA	02172026 PW2458	02/17/2026	CAMERA SUBSCRIPTION	001-430-6399	50.34
VISA	02172026AH	02/17/2026	SENIOR COFFEE HOUR SNACKS	001-620-6230	17.97
VISA	02172026BH	02/17/2026	FD EQUIPMENT	001-150-6504	202.50
VISA	02172026FD3812	02/17/2026	IGYM MEMBERSHIP	001-150-6199	1,017.17
CORRIDOR ENERGY COOPERA...	02172026J	02/17/2026	DEER VIEW PARK	001-430-6371	41.74
CORRIDOR ENERGY COOPERA...	02172026K	02/17/2026	1708 BOARDWALK AVE	001-430-6371	27.00
MSA PROFESSIONAL SERVICES	025546	02/17/2026	ENGINEERING	001-575-6407	367.50
MSA PROFESSIONAL SERVICES	025546	02/17/2026	ENGINEERING	001-580-6407	163.00
MSA PROFESSIONAL SERVICES	025546	02/17/2026	ENGINEERING	001-580-6407	315.00
MSA PROFESSIONAL SERVICES	025546	02/17/2026	ENGINEERING	001-580-6407	52.50
MSA PROFESSIONAL SERVICES	025546	02/17/2026	ENGINEERING	001-580-6407	815.00
MSA PROFESSIONAL SERVICES	025546	02/17/2026	ENGINEERING	001-582-6407	244.50
MSA PROFESSIONAL SERVICES	025546	02/17/2026	ENGINEERING	001-585-6407	52.50
MSA PROFESSIONAL SERVICES	025546	02/17/2026	ENGINEERING	001-586-6407	244.50
MSA PROFESSIONAL SERVICES	025546	02/17/2026	ENGINEERING	001-597-6407	1,201.25
MSA PROFESSIONAL SERVICES	025546	02/17/2026	ENGINEERING	001-597-6407	1,461.50
MSA PROFESSIONAL SERVICES	025546	02/17/2026	ENGINEERING	001-610-6407	85.00
MSA PROFESSIONAL SERVICES	025546	02/17/2026	ENGINEERING	001-610-6407	21.25
MSA PROFESSIONAL SERVICES	025546	02/17/2026	ENGINEERING	001-610-6407	148.75
MSA PROFESSIONAL SERVICES	025546	02/17/2026	ENGINEERING	001-610-6407	403.75
MSA PROFESSIONAL SERVICES	025608	02/17/2026	VILLAGE DR/RFR SIGNAL DESIGN	001-610-6407	5,558.50
PHELAN TUCKER LAW LL	100557 CKR	02/17/2026	LEGAL FEES GENERAL	001-640-6411	420.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PHELAN TUCKER LAW LL	100558 CKR	02/17/2026	LEGAL FEES SUBDIVISIONS & DEVELOPMENTS	001-640-6422	400.00
KIECK'S CAREER APPAREL	107052	02/17/2026	5371 Gold on Black hash Marks	001-151-6299	95.00
SOUTH SLOPE COOPERATIVE ...	11188147	02/17/2026	TELEPHONE/INTERNET	001-150-6373	94.87
SOUTH SLOPE COOPERATIVE ...	11188147	02/17/2026	TELEPHONE/INTERNET	001-650-6373	1,043.55
BERGANKDV	1277280	02/17/2026	ANNUAL EXAM YEAR END 6-30-25	001-620-6401	15,240.00
CINDY COFFIN	132	02/17/2026	ZUMBA ENDING JANUARY 26	001-431-6486	113.40
AGVANTAGE FS	14030669	02/17/2026	FUEL	001-150-6331	222.75
AGVANTAGE FS	14030669	02/17/2026	FUEL	001-170-6331	98.01
AGVANTAGE FS	14030669	02/17/2026	FUEL	001-430-6512	35.64
AMAZON CAPITAL SERVICES	1DCY-J9YL-X7XQ	02/17/2026	OFFICE SUPPLIES	001-431-6505	9.99
AMAZON CAPITAL SERVICES	1DWL-THNJ-WQNT	02/17/2026	BOOKS	001-410-6507	29.63
AMAZON CAPITAL SERVICES	1PL7-CRRC-PQ1X	02/17/2026	BOOKS, PROGRAM SUPPLIES	001-410-6507	2,677.35
AMAZON CAPITAL SERVICES	1QQH-7JNL-WJQ4	02/17/2026	OFFICE SUPPLIES, GLOVES, PARTS	001-431-6599	7.19
AMAZON CAPITAL SERVICES	1QQH-7JNL-WJQ4	02/17/2026	OFFICE SUPPLIES, GLOVES, PARTS	001-650-6506	15.74
AMAZON CAPITAL SERVICES	1QQH-7JNL-WJQ4	02/17/2026	OFFICE SUPPLIES, GLOVES, PARTS	001-650-6506	6.09
AMAZON CAPITAL SERVICES	1QQH-7JNL-WJQ4	02/17/2026	OFFICE SUPPLIES, GLOVES, PARTS	001-650-6506	18.99
AMAZON CAPITAL SERVICES	1QQH-7JNL-WJQ4	02/17/2026	OFFICE SUPPLIES, GLOVES, PARTS	001-650-6506	19.94
AMAZON CAPITAL SERVICES	1QQH-7JNL-WJQ4	02/17/2026	OFFICE SUPPLIES, GLOVES, PARTS	001-650-6506	15.69
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	001-430-6332	9.24
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	001-430-6504	59.45
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	001-430-6504	30.00
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	001-430-6504	19.99
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	001-430-6504	18.95
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	001-430-6507	12.49
IOWA ONE CALL	279108	02/17/2026	JANUARY DIGGING PROTECTION	001-199-6413	45.10
IOWA ONE CALL	279145	02/17/2026	DIGGING PROTECTION	001-199-6413	62.20
AT & T MOBILITY	287320821332X02062026	02/17/2026	FD IPADS	001-150-6373	167.08
LENOCH & CILEK ACE - IOWA C..	378960/3	02/17/2026	PAPER TOWELS	001-430-6507	67.90
ACCESS SYSTEMS LEASING	41164805	02/17/2026	PRINTER CONTRACT- CITY HALL & PW	001-150-6499	23.48
ACCESS SYSTEMS LEASING	41164805	02/17/2026	PRINTER CONTRACT- CITY HALL & PW	001-170-6499	46.96
ACCESS SYSTEMS LEASING	41164805	02/17/2026	PRINTER CONTRACT- CITY HALL & PW	001-431-6499	23.48
ACCESS SYSTEMS LEASING	41164805	02/17/2026	PRINTER CONTRACT- CITY HALL & PW	001-650-6499	234.80
MIDAMERICAN ENERGY	576490907	02/17/2026	2803 HWY 6 NW	001-430-6371	324.35
MIDAMERICAN ENERGY	576503586	02/17/2026	300 RAILROAD ST	001-650-6371	120.41
MIDAMERICAN ENERGY	576507031	02/17/2026	211 MAIN ST - FD	001-150-6371	563.85
ADVANCE AUTO PARTS	7666601932448	02/17/2026	5 PIN 30A RELAY 1 PC CND	001-150-6332	12.93
MENARDS	85243	02/17/2026	PVC GARAGE DR STOP	001-430-6310	179.42
MENARDS	85270	02/17/2026	GARAGE DOOR WEATHERSEAL	001-430-6310	3.50
MENARDS	85445	02/17/2026	WOOD AND PARTS FOR BENCHES	001-430-6710	449.97
SKYLAR LIMKEMANN	86254666	02/17/2026	LODGING REIMBURSMENT - FIRE SCHOOL	001-151-6599	315.84
THE GAZETTE	IN176922	02/17/2026	PRINTING/PUBLISHING	001-640-6414	81.93
JOHNSON COUNTY SHERIFF	INV0001982	02/17/2026	February 2026 Police Protection	001-110-6413	56,150.64
JOHNSON COUNTY RECORDER	INV0001984	02/17/2026	RECORDING FEES	001-640-6414	14.00
ALLISON PETTINGER	INV0001986	02/17/2026	TUITION REIMBURSEMENT SAFER	001-151-6233	437.11
ALLISON PETTINGER	INV0001986	02/17/2026	TUITION REIMBURSEMENT SAFER	001-151-6234	3,150.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MIKE SCHNEDIER	INV0001987	02/17/2026	NEXT LEVEL POLKA MUSIC & MAGIC	001-410-6517	350.00
ALLIANT ENERGY	INV0002015	02/17/2026	ELEC. - STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	001-150-6371	541.46
ALLIANT ENERGY	INV0002015	02/17/2026	ELEC. - STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	001-199-6371	456.57
ALLIANT ENERGY	INV0002015	02/17/2026	ELEC. - STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	001-430-6371	1,176.97
ALLIANT ENERGY	INV0002015	02/17/2026	ELEC. - STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	001-650-6371	250.16
PURCHASE POWER	INV0002016	02/17/2026	POSTAGE	001-650-6508	119.37
NEOGOV	INV-152980	02/17/2026	Insight/Onboard Setup	001-150-6419	2,091.10
NEOGOV	INV-152980	02/17/2026	Insight/Onboard Setup	001-170-6419	697.03
NEOGOV	INV-152980	02/17/2026	Insight/Onboard Setup	001-410-6419	697.03
NEOGOV	INV-152980	02/17/2026	Insight/Onboard Setup	001-431-6419	2,091.10
NEOGOV	INV-152980	02/17/2026	Insight/Onboard Setup	001-620-6419	4,182.20
FUSIONSITE MIDWEST, LLC	IP43623	02/17/2026	PARKS PORTABLE TOILET RENTALS	001-430-6497	201.00
JOHNSON COUNTY AUDITOR	NOV 25 CITY ELECTIONS	02/17/2026	NOV 25 CITY ELECTIONS	001-630-6490	2,483.19
CITY TRACTOR CO.	W36653	02/17/2026	STIHL EARTH AUGER	001-430-6504	207.50
				Fund 001 - General Fund Total:	**115,741.70**
Fund: 110 - Road Use Tax					
MORGANS SERVICE	0000140	02/17/2026	BULK T13	110-210-6332	10.66
CORRIDOR ENERGY COOPERA...	02172026A	02/17/2026	S PARK RD & HWY 6 OUTLET METER A	110-230-6371	1,398.79
CORRIDOR ENERGY COOPERA...	02172026B	02/17/2026	S PARK RD & HWY 6	110-230-6371	113.81
CORRIDOR ENERGY COOPERA...	02172026D	02/17/2026	HWY 6/PARK RD ROUNDABOUT LIGHTS	110-230-6371	79.40
CORRIDOR ENERGY COOPERA...	02172026E	02/17/2026	SECURITY LIGHT ONLY	110-230-6371	978.26
CORRIDOR ENERGY COOPERA...	02172026G	02/17/2026	LIGHTS AT VILLAGE DR	110-230-6371	32.82
CORRIDOR ENERGY COOPERA...	02172026H	02/17/2026	OAKDALE/PARK RD	110-230-6371	323.46
CORRIDOR ENERGY COOPERA...	02172026I	02/17/2026	401 DEER VIEW TRAFFIC SIGNALS	110-230-6371	66.80
CORRIDOR ENERGY COOPERA...	02172026L	02/17/2026	LIGHTS AT VILLAGE DR	110-230-6371	111.47
US CELLULAR	0786253019	02/17/2026	CELL PHONES	110-210-6373	55.16
AGVANTAGE FS	14030669	02/17/2026	FUEL	110-210-6512	445.50
RIVER PRODUCTS	150750	02/17/2026	ROADSTONE	110-210-6417	59.67
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	110-210-6310	65.99
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	110-210-6310	65.99
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	110-210-6504	59.45
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	110-210-6504	18.95
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	110-210-6504	20.00
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	110-210-6504	9.25
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	110-210-6504	99.71
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	110-210-6506	31.30
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	110-210-6507	150.00
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	110-210-6507	19.98
IOWA PRISON INDUSTRIES	304557	02/17/2026	POSTS & STREET SIGNS	110-210-6509	1,007.10
LENOCH & CILEK ACE - IOWA C..	378960/3	02/17/2026	PAPER TOWELS	110-210-6507	67.90
ACCESS SYSTEMS LEASING	41164805	02/17/2026	PRINTER CONTRACT- CITY HALL & PW	110-210-6499	46.96
MIDAMERICAN ENERGY	576486663	02/17/2026	101 RAILROAD ST PW BUILDING	110-210-6371	427.71
MIDAMERICAN ENERGY	576493315	02/17/2026	201 RAILROAD ST MAINTENANCE SHED	110-210-6371	300.63
ALLIANT ENERGY	INV0002015	02/17/2026	ELEC. - STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	110-210-6371	1,015.93
ALLIANT ENERGY	INV0002015	02/17/2026	ELEC. - STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	110-230-6371	5,533.02
ALLIANT ENERGY	INV0002015	02/17/2026	ELEC. - STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	110-240-6371	210.54
NEOGOV	INV-152980	02/17/2026	Insight/Onboard Setup	110-210-6419	1,394.06

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CITY TRACTOR CO.	W36653	02/17/2026	STIHL EARTH AUGER	110-210-6504	207.49
				Fund 110 - Road Use Tax Total:	**14,427.76**
Fund: 307 - Park Road Paving					
MSA PROFESSIONAL SERVICES	025872	02/17/2026	NORTH PARK ROAD	307-210-6407	7,248.98
				Fund 307 - Park Road Paving Total:	**7,248.98**
Fund: 339 - Original Town PH3					
RATHJE CONSTRUCTION CO	INV0001985	02/17/2026	PAY ESTIMATE 12	339-210-6499	222,695.29
				Fund 339 - Original Town PH3 Total:	**222,695.29**
Fund: 340 - Recreation Center					
MSA PROFESSIONAL SERVICES	025546	02/17/2026	ENGINEERING	340-430-6407	388.50
ATURA ARCHITECTURE	202311100019	02/17/2026	CONSTRUCTION ADMIN	340-430-6407	8,896.40
MIRON CONSTRUCTION CO, I...	INV0001983	02/17/2026	PAY ESTIMATE #9	340-430-6499	1,109,989.94
MIRON CONSTRUCTION CO, I...	PAY ESTIMATE 8	02/17/2026	PAY APPLICATION 8	340-430-6499	852,706.34
				Fund 340 - Recreation Center Total:	**1,971,981.18**
Fund: 600 - Water					
MORGANS SERVICE	0000139	02/17/2026	OIL CHANGE/ANTI FREEZE T6	600-810-6332	86.05
MEDIACOM	02172026	02/17/2026	INTERNET FOR WWTP	600-810-6373	119.12
VISA	02172026 BM	02/17/2026	VALVES	600-810-6350	181.09
CORRIDOR ENERGY COOPERA...	02172026C	02/17/2026	750 PARK RD WATER TOWER	600-810-6371	323.84
US CELLULAR	0786253019	02/17/2026	CELL PHONES	600-810-6373	55.16
SOUTH SLOPE COOPERATIVE ...	11188147	02/17/2026	TELEPHONE/INTERNET	600-810-6373	379.47
BERGANKDV	1277280	02/17/2026	ANNUAL EXAM YEAR END 6-30-25	600-810-6401	5,080.00
AGVANTAGE FS	14030669	02/17/2026	FUEL	600-810-6512	44.55
CHEM-SULT INC	16095	02/17/2026	CHEMICALS	600-810-6501	1,766.60
CHEM-SULT INC	16115	02/17/2026	CHEMICALS	600-810-6501	731.45
AMAZON CAPITAL SERVICES	1QQH-7JNL-WJQ4	02/17/2026	OFFICE SUPPLIES, GLOVES, PARTS	600-810-6181	38.97
AMAZON CAPITAL SERVICES	1QQH-7JNL-WJQ4	02/17/2026	OFFICE SUPPLIES, GLOVES, PARTS	600-810-6181	38.98
AMAZON CAPITAL SERVICES	1QQH-7JNL-WJQ4	02/17/2026	OFFICE SUPPLIES, GLOVES, PARTS	600-810-6181	41.58
AMAZON CAPITAL SERVICES	1QQH-7JNL-WJQ4	02/17/2026	OFFICE SUPPLIES, GLOVES, PARTS	600-810-6504	67.10
AMAZON CAPITAL SERVICES	1QQH-7JNL-WJQ4	02/17/2026	OFFICE SUPPLIES, GLOVES, PARTS	600-810-6504	47.72
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	600-810-6332	24.49
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	600-810-6332	187.34
CARGILL INC	2911999233	02/17/2026	SALT FOR WATER PLANT	600-810-6501	6,003.64
STATE HYGIENIC LAB	316372	02/17/2026	WATER/SEWER TESTING	600-810-6511	83.00
ACCESS SYSTEMS LEASING	41164805	02/17/2026	PRINTER CONTRACT- CITY HALL & PW	600-810-6506	46.96
MIDAMERICAN ENERGY	576486663	02/17/2026	101 RAILROAD ST PW BUILDING	600-810-6371	142.57
MIDAMERICAN ENERGY	576493315	02/17/2026	201 RAILROAD ST MAINTENANCE SHED	600-810-6371	100.21
MIDAMERICAN ENERGY	576503586	02/17/2026	300 RAILROAD ST	600-810-6371	40.14
MIDAMERICAN ENERGY	576508970	02/17/2026	109 BROWN ST	600-810-6371	482.77
MORGANS SERVICE	INV0001988	02/17/2026	OIL CHANGE T10	600-810-6332	70.85
ALLIANT ENERGY	INV0002015	02/17/2026	ELEC. - STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	600-810-6371	15,884.55
PURCHASE POWER	INV0002016	02/17/2026	POSTAGE	600-810-6508	238.74
USA BLUE BOOK	INV00948402	02/17/2026	WATER/SEWER TESTING SUPPLIES	600-810-6507	389.70
USA BLUE BOOK	INV00952306	02/17/2026	WATER/SEWER TESTING SUPPLIES	600-810-6507	274.72
USA BLUE BOOK	INV00956576	02/17/2026	WATER/SEWER TESTING SUPPLIES	600-810-6507	240.90
NEOGOV	INV-152980	02/17/2026	Insight/Onboard Setup	600-810-6419	1,394.06
STOREY KENWORTHY/MATT ...	PINV1302302	02/17/2026	PR/UB CHECKS	600-810-6506	201.25
STOREY KENWORTHY/MATT ...	PINV1304050	02/17/2026	PR/UB CHECKS	600-810-6506	107.55

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CITY TRACTOR CO.	W36653	02/17/2026	STIHL EARTH AUGER	600-810-6504	207.50
				Fund 600 - Water Total:	**35,122.62**
Fund: 610 - Sewer					
MEDIACOM	02172026	02/17/2026	INTERNET FOR WWTP	610-815-6371	119.13
CORRIDOR ENERGY COOPERA...	02172026F	02/17/2026	200 S PARK RD	610-815-6371	226.77
CORRIDOR ENERGY COOPERA...	02172026M	02/17/2026	200 S PARK RD	610-815-6371	48.07
US CELLULAR	0786253019	02/17/2026	CELL PHONES	610-815-6373	55.17
SOUTH SLOPE COOPERATIVE ...	11188147	02/17/2026	TELEPHONE/INTERNET	610-815-6373	379.47
BERGANKDV	1277280	02/17/2026	ANNUAL EXAM YEAR END 6-30-25	610-815-6401	5,080.00
ERA	137007	02/17/2026	SEWER TESTING	610-815-6511	265.58
AGVANTAGE FS	14030669	02/17/2026	FUEL	610-815-6512	44.55
AMAZON CAPITAL SERVICES	1QQH-7JNL-WJQ4	02/17/2026	OFFICE SUPPLIES, GLOVES, PARTS	610-815-6501	559.98
AMAZON CAPITAL SERVICES	1QQH-7JNL-WJQ4	02/17/2026	OFFICE SUPPLIES, GLOVES, PARTS	610-815-6501	279.99
AMAZON CAPITAL SERVICES	1QQH-7JNL-WJQ4	02/17/2026	OFFICE SUPPLIES, GLOVES, PARTS	610-815-6504	26.35
AMAZON CAPITAL SERVICES	1QQH-7JNL-WJQ4	02/17/2026	OFFICE SUPPLIES, GLOVES, PARTS	610-815-6599	17.59
AMAZON CAPITAL SERVICES	1W6D-39MN-3MQF	02/17/2026	TOOLS, SUPPLIES	610-815-6332	25.00
SMITH SANITATION	2601251596636	02/17/2026	WW PLANT DUMPSTER RENTAL	610-815-6490	175.00
STATE HYGIENIC LAB	316372	02/17/2026	WATER/SEWER TESTING	610-815-6511	332.00
ACCESS SYSTEMS LEASING	41164805	02/17/2026	PRINTER CONTRACT- CITY HALL & PW	610-815-6506	46.96
MIDAMERICAN ENERGY	576486663	02/17/2026	101 RAILROAD ST PW BUILDING	610-815-6371	142.57
MIDAMERICAN ENERGY	576493315	02/17/2026	201 RAILROAD ST MAINTENANCE SHED	610-815-6371	100.21
MIDAMERICAN ENERGY	576503586	02/17/2026	300 RAILROAD ST	610-815-6371	40.14
MIDAMERICAN ENERGY	576508970	02/17/2026	109 BROWN ST	610-815-6371	482.77
HAWKINS, INC	7331605	02/17/2026	CHEMICALS	610-815-6501	1,217.50
ALLIANT ENERGY	INV0002015	02/17/2026	ELEC. - STREET LIGHTS, TRAFFIC SIGNALS, SIRENS	610-815-6371	8,016.92
PURCHASE POWER	INV0002016	02/17/2026	POSTAGE	610-815-6508	238.75
USA BLUE BOOK	INV00948402	02/17/2026	WATER/SEWER TESTING SUPPLIES	610-815-6507	389.69
USA BLUE BOOK	INV00952306	02/17/2026	WATER/SEWER TESTING SUPPLIES	610-815-6507	274.72
USA BLUE BOOK	INV00956576	02/17/2026	WATER/SEWER TESTING SUPPLIES	610-815-6507	240.90
NEOGOV	INV-152980	02/17/2026	Insight/Onboard Setup	610-815-6419	1,394.06
STOREY KENWORTHY/MATT ...	PINV1302302	02/17/2026	PR/UB CHECKS	610-815-6506	201.25
STOREY KENWORTHY/MATT ...	PINV1304050	02/17/2026	PR/UB CHECKS	610-815-6506	107.55
CITY TRACTOR CO.	W36653	02/17/2026	STIHL EARTH AUGER	610-815-6504	207.50
				Fund 610 - Sewer Total:	**20,736.14**
Fund: 670 - Recycling/Garbage					
JOHNSON COUNTY REFUSE INC	IC186192	02/17/2026	GARBAGE/RECYCLING DEC 15 - JAN 15	670-840-6499	11,990.00
JOHNSON COUNTY REFUSE INC	IC186192	02/17/2026	GARBAGE/RECYCLING DEC 15 - JAN 15	670-841-6499	4,289.50
JOHNSON COUNTY REFUSE INC	IC186192	02/17/2026	GARBAGE/RECYCLING DEC 15 - JAN 15	670-841-6499	27,769.50
				Fund 670 - Recycling/Garbage Total:	**44,049.00**
				Grand Total:	**2,432,002.67**

Report Summary

Fund Summary

Fund	Payment Amount
001 - General Fund	115,741.70
110 - Road Use Tax	14,427.76
307 - Park Road Paving	7,248.98
339 - Original Town PH3	222,695.29
340 - Recreation Center	1,971,981.18
600 - Water	35,122.62
610 - Sewer	20,736.14
670 - Recycling/Garbage	44,049.00
Grand Total:	**2,432,002.67**

Account Summary

Account Number	Account Name	Payment Amount
001-110-6413	POLICE PROTECTION CO…	56,150.64
001-150-6199	OTHER BENEFIT AND CO…	1,017.17
001-150-6331	FUEL - FIRE	222.75
001-150-6332	VEHICLE REPAIRS - FIRE	143.45
001-150-6371	UTILITIES- FIRE	1,105.31
001-150-6373	TELEPHONE/COMMUNI…	261.95
001-150-6419	TECHNOLOGY SERVICES-…	2,091.10
001-150-6499	OTHER CONTRACTUAL S…	23.48
001-150-6504	MINOR EQUIPMENT - FI…	202.50
001-151-6233	BOOKS/LAB FEES	437.11
001-151-6234	TUITION COST	3,150.00
001-151-6299	LENGTH OF SERVICE AW…	95.00
001-151-6599	OTHER TRAINING REIM…	315.84
001-170-6230	TRAINING - BUILDING	51.75
001-170-6331	FUEL - BUILDING	98.01
001-170-6419	TECHNOLOGY SERVICES-…	697.03
001-170-6499	OTHER CONTRACTUAL S…	46.96
001-199-6371	UTILITIES-WARNING SIR…	456.57
001-199-6413	DIGGING PROTECTION …	107.30
001-410-6419	TECHNOLOGY SERVICES -…	697.03
001-410-6507	OPERATING SUPPLIES - L…	4,857.30
001-410-6517	READING PROGAMS - LI…	350.00
001-430-6310	BUILDING REPAIR/MAIN…	182.92
001-430-6332	VEHICLE REPAIRS - PARKS	19.90
001-430-6371	UTILITIES-PARKS	1,570.06
001-430-6399	OTHER REPAIR/MAINT - …	50.34
001-430-6497	RESTROOM SERVICES - …	201.00
001-430-6504	MINOR EQUIPMENT - P…	335.89
001-430-6507	OPERATING SUPPLIES - …	176.69
001-430-6512	VEHICLE/EQUIPMENT F…	35.64
001-430-6710	CAP OUTLAY	449.97
001-431-6419	TECHNOLOGY SERVICES-…	2,091.10
001-431-6486	ZUMBA COACHING REI…	113.40
001-431-6499	OTHER CONTRACTUAL S…	23.48
001-431-6505	EQUIPMENT - RECREATI…	116.22
001-431-6507	UNIFORMS - RECREATION	37.27
001-431-6599	OTHER SUPPLIES - RECR…	7.19
001-575-6407	ENGINEERING - HOMEM…	367.50
001-580-6407	ENGINEERING - TIFFIN …	1,345.50
001-582-6407	ENGINEERING - ANDERS…	244.50
001-585-6407	ENGINEERING - PRAIRIE …	52.50
001-586-6407	ENGINEERING - 80/380-…	244.50
001-597-6407	ENGINEERING-TIFFIN HE…	2,662.75
001-610-6230	TRAINING - ADMIN/CO…	86.46
001-610-6407	ENGINEERING - ADMIN/…	6,217.25

Account Summary

Account Number	Account Name	Payment Amount
001-620-6230	TRAINING - CLERK/TREA...	425.50
001-620-6401	AUDITING/ACCOUNTING...	15,240.00
001-620-6402	SPECIAL CENSUS	8.56
001-620-6419	TECHNOLOGY SERVICES	5,525.28
001-630-6490	ELECTION EXPENSE	2,483.19
001-640-6411	LEGAL FEES - GENERAL	420.00
001-640-6414	PRINTING/PUBLISHING	95.93
001-640-6422	LEGAL FEES- DEVELOPE...	400.00
001-650-6371	UTILITIES-CITY HALL	370.57
001-650-6373	TELEPHONE/COMM-CITY...	1,043.55
001-650-6499	OTHER CONTRACTUAL S...	234.80
001-650-6504	MINOR EQUIPMENT	88.22
001-650-6506	OFFICE SUPPLIES	76.45
001-650-6508	POSTAGE	119.37
110-210-6310	BUILDING REPAIR/MAIN...	131.98
110-210-6332	VEHICLE REPAIRS - RUT ...	10.66
110-210-6371	UTILITIES - RUT STREETS	1,744.27
110-210-6373	TELEPHONE/COMMUNI...	55.16
110-210-6417	STREET MAINTENANCE -...	59.67
110-210-6419	TECHNOLOGY SERVICES-...	1,394.06
110-210-6499	OTHER CONTRACTUAL S...	46.96
110-210-6504	MINOR EQUIPMENT - R...	414.85
110-210-6506	OFFICE SUPPLIES - RUT S...	31.30
110-210-6507	OPERATING SUPPLIES -R...	237.88
110-210-6509	POSTS/SIGNS - RUT STRE...	1,007.10
110-210-6512	VEHICLE/EQUIPMENT F...	445.50
110-230-6371	STREET LIGHTS - UTILITY	8,637.83
110-240-6371	TRAFFIC SIGNALS - UTILIT..	210.54
307-210-6407	ENGINEERING- NORTH P...	7,248.98
339-210-6499	ORIGINAL TOWN PH3 - ...	222,695.29
340-430-6407	ENGINEERING- RECREAT...	9,284.90
340-430-6499	CONTRACTURAL - RECR...	1,962,696.28
600-810-6181	UNIFORM ALLOWANCE -...	119.53
600-810-6332	VEHICLE REPAIRS - WAT...	368.73
600-810-6350	OPERATIONAL EQUIP RE...	181.09
600-810-6371	UTILITIES - WATER	16,974.08
600-810-6373	TELEPHONE/COMM-WA...	553.75
600-810-6401	AUDITING/ACCOUNTING...	5,080.00
600-810-6419	TECHNOLOGY SERVICES	1,394.06
600-810-6501	CHEMICALS	8,501.69
600-810-6504	MINOR EQUIPMENT	322.32
600-810-6506	OFFICE SUPPLIES	355.76
600-810-6507	OPERATING SUPPLIES	905.32
600-810-6508	POSTAGE	238.74
600-810-6511	WATER TESTING SUPPLI...	83.00
600-810-6512	VEHICLE/EQUIPMENT F...	44.55
610-815-6332	VEHICLE REPAIRS - SEW...	25.00
610-815-6371	UTILITIES - SEWER	9,176.58
610-815-6373	TELEPHONE/COMM-SE...	434.64
610-815-6401	AUDITING/ACCOUNTING...	5,080.00
610-815-6419	TECHNOLOGY SERVICES	1,394.06
610-815-6490	OTHER PROFESSIONAL S...	175.00
610-815-6501	CHEMICALS	2,057.47
610-815-6504	MINOR EQUIPMENT	233.85
610-815-6506	OFFICE SUPPLIES	355.76
610-815-6507	OPERATING SUPPLIES	905.31
610-815-6508	POSTAGE	238.75
610-815-6511	SEWER TESTING SUPPLIES	597.58

Account Summary

Account Number	Account Name	Payment Amount
610-815-6512	VEHICLE/EQUIPMENT F…	44.55
610-815-6599	OTHER SUPPLIES	17.59
670-840-6499	RECYCLING CONTRACT	11,990.00
670-841-6499	GARBAGE CONTRACT	32,059.00
	Grand Total:	**2,432,002.67**

Project Account Summary

Project Account Key	Payment Amount
None	2,432,002.67
Grand Total:	**2,432,002.67**

City of TIFFIN

AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	January 16, 2026
AGENDA ITEM:	Consideration of Pay Application #8 – Miron Construction, Recreation Center
ACTION:	Motion

Purpose

The purpose of this agenda item is to request Council approval of Pay Application No. 8 submitted by Miron Construction Co., Inc. for work completed on the Tiffin Community Recreation Center through the pay period ending December 31, 2025.

Background

Miron Construction, the Construction Manager/General Contractor for the Recreation Center, has submitted Pay Application No. 8, dated **January 5, 2026**.

The application includes detailed AIA G702/G703 documentation, continuation sheets, subcontractor invoices, and insurance certificates.

The pay application summarizes all work completed to date and calculates the payment due for this period after retainage.

Fiscal Impact

The current pay request totals $201,739.63, funded through the Recreation Center capital project budget and consistent with the approved contract and change order authorizations.
The City has verified budget adequacy for the payment.

Recommendation

Staff recommends that the City Council approve Pay Application No. 8 to Miron Construction Co., Inc. in the amount of $201,739.63 for work completed on the Tiffin Community Recreation Center through December 31, 2025.

Attachments Pay Application

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: City of Tiffin
300 Railroad St
Tiffin, IA 52340
USA

PROJECT: City of Tiffin Community Recreation Center
105 S Park Road
Tiffin, IA 52340
USA

APPLICATION NO.: 8
PERIOD TO : 12/31/2025
PROJECT NOS.: 250120
INVOICE NO.: 250120-0008
CONTRACT DATE : 11/19/2024

Distribution to:
☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR
☐
☐

FROM CONTRACTOR: Miron Construction Co., Inc.
PO Box 1372
Green Bay, WI 54305-1372

ARCHITECT: Atura Architecture
912 North 13th Street
Clear Lake, IA 50428

CONTRACT FOR: City of Tiffin Community Recreation Center

APPLICATION AND CERTIFICATE FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

1. ORIGINAL CONTRACT SUM	$	12,435,142.00
2. Net change by change orders	$	-1,042,001.88
3. CONTRACT SUM TO DATE (Line1 +/- 2)	$	11,393,140.12
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	$	3,980,128.09
5. RETAINAGE: (Total retainage Column I of G703)	$	199,006.41
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	$	3,781,121.68
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	$	2,928,415.34
8. CURRENT PAYMENT DUE	$	852,706.34
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$	7,612,018.44

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Order approved in previous months by Owner	0.00	-1,042,001.88
APPROVED THIS MONTH		
Number Date Approved		
Current Total:	0.00	0.00
Net Change by Change Orders		-1,042,001.88

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WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.
This document was produced at 15:53:43 on 01/04/2026 under Order No 20240046063 which expires on 07/24/2026, and is not for resale. User Notes:

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.

WARNING: DO NOT CHANGE ESTABLISHED PAYMENT INSTRUCTIONS FOR PAYMENTS TO MIRON CONSTRUCTION CO., INC.. Miron Construction Co., Inc. does not change its bank routing or account numbers. Do not accept or rely upon emails or correspondence requesting changes to Miron Construction Co., Inc.'s established payment instructions. Any change to Miron Construction Co., Inc.'s payment instructions can only be made by a fully executed Change Order to the Agreement between Owner and Miron Construction Co., Inc..

Contractor: Miron Construction Co., Inc.

By: _____ Date: January 04, 2026

State of: Wisconsin

County of: Winnebago

Subscribed and sworn to before me this 04 day of January 2026

Notary Public: _____

My Commission expires: 10/31/26

CHRISTINE TRUDEAU NOTARY PUBLIC STATE OF WISCONSIN

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED.....$ 852,706.34

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

By: _____
City of Tiffin

ARCHITECT: Atura Architecture

By: _____ Date: 1/8/2026

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.

Miron Construction Co., Inc.

CONTINUATION SHEET AIA DOCUMENT G703

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
In tabulation below, amounts are stated to the nearest cent.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 8
APPLICATION DATE: 01/05/2026
PERIOD TO: 12/31/2025
PROJECT NO: 250120
INVOICE NO.: 250120-0008

A	B	C			D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE			WORK COMPLETED (D+E)		MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER-%(G/C)	BALANCE TO FINISH	RETAINAGE
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD					
005	General Conditions	503,136.00	0.00	503,136.00	172,953.00	31,446.00	0.00	204,399.00	41	298,737.00	10,219.95
010	General Requirements	206,878.00	0.00	206,878.00	34,074.49	11,828.53	0.00	45,903.02	22	160,974.98	2,295.18
015	Construction Manager Contingency	567,585.00	-115,166.86	452,418.14	0.00	0.00	0.00	0.00	0	452,418.14	0.00
016	Owner Contingency	0.00	225,451.17	225,451.17	0.00	0.00	0.00	0.00	0	225,451.17	0.00
020	Construction Fee	500,822.00	-42,001.00	458,821.00	331,942.22	36,179.06	0.00	368,121.28	80	90,699.72	18,406.02
025	Preconstruction Services	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	100	0.00	500.00
030	Railroad Insurance	5,050.00	0.00	5,050.00	5,050.00	0.00	0.00	5,050.00	100	0.00	252.50
035	Cast In Place Concrete	813,985.00	87,869.92	901,854.92	395,835.89	42,285.05	0.00	438,120.94	49	463,733.98	21,906.05
040	Masonry	344,553.00	-167,058.00	177,495.00	31,927.53	87,992.47	0.00	119,920.00	68	57,575.00	5,996.00
045	Steel Fabrication and Erection	987,710.00	97,290.00	1,085,000.00	39,056.00	97,573.01	0.00	136,629.01	13	948,370.99	6,831.46
050	General Trades	327,150.00	71,718.84	398,868.84	5,076.97	0.00	0.00	5,076.97	1	393,791.87	253.85
055	Rolling Doors and Shutters	6,890.00	1,870.00	8,760.00	0.00	0.00	0.00	0.00	0	8,760.00	0.00
060	Alum Windows, Entrances, Glass/Glazing	611,932.00	-222,632.00	389,300.00	0.00	0.00	0.00	0.00	0	389,300.00	0.00
065	Gypsum Board Systems	320,909.00	-107,219.00	213,690.00	0.00	0.00	0.00	0.00	0	213,690.00	0.00
070	Tile	13,129.00	2,934.00	16,063.00	0.00	0.00	0.00	0.00	0	16,063.00	0.00
075	Suspended Acoustical Ceiling and Panels	117,427.00	-27,246.00	90,181.00	0.00	0.00	0.00	0.00	0	90,181.00	0.00
080	Resilient Athletic Flooring	269,255.00	-42,255.00	227,000.00	0.00	0.00	0.00	0.00	0	227,000.00	0.00
085	Wood Athletic Flooring	240,000.00	-40,307.00	199,693.00	9,985.00	0.00	0.00	9,985.00	5	189,708.00	499.25
090	Resilient Flooring, Base and Carpet	67,829.00	-46,219.00	21,610.00	0.00	0.00	0.00	0.00	0	21,610.00	0.00
095	Painting and Wall Covering	161,504.00	-72,450.50	89,053.50	0.00	0.00	0.00	0.00	0	89,053.50	0.00
100	Building Signage	80,097.00	5,403.00	85,500.00	0.00	0.00	0.00	0.00	0	85,500.00	0.00
105	Athletic Equipment	300,600.00	12,745.00	313,345.00	15,667.00	0.00	0.00	15,667.00	5	297,678.00	783.35

Miron Construction Co., Inc.

CONTINUATION SHEET AIA DOCUMENT G703

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
In tabulation below, amounts are stated to the nearest cent.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 8
APPLICATION DATE: 01/05/2026 INVOICE NO.:
PERIOD TO: 12/31/2025 250120-0008
PROJECT NO: 250120

A	B	C			D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE			WORK COMPLETED (D+E)		MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER-%(G/C)	BALANCE TO FINISH	RETAINAGE
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD					
110	Metal Building Systems	1,997,300.00	24,775.83	2,022,075.83	1,315,457.80	331,706.45	0.00	1,647,164.25	81	374,911.58	82,358.21
115	Elevators	122,000.00	0.00	122,000.00	0.00	0.00	0.00	0.00	0	122,000.00	0.00
120	Fire Suppression	204,120.00	-46,930.90	157,189.10	0.00	0.00	0.00	0.00	0	157,189.10	0.00
125	Plumbing	383,200.00	-61,603.00	321,597.00	41,925.00	13,631.00	0.00	55,556.00	17	266,041.00	2,777.80
130	HVAC	935,847.00	-215,897.00	719,950.00	9,775.00	2,580.00	14,650.00	27,005.00	4	692,945.00	1,350.25
135	Electrical	823,355.00	-114,490.01	708,864.99	76,163.88	49,229.00	158,750.00	284,142.88	40	424,722.11	14,207.14
140	Earthwork	315,386.00	11,601.70	326,987.70	285,101.44	0.00	0.00	285,101.44	87	41,886.26	14,255.07
145	Aggregate Piers	135,379.00	0.00	135,379.00	135,379.00	0.00	0.00	135,379.00	100	0.00	6,768.95
150	Asphalt Paving	169,606.00	0.00	169,606.00	0.00	0.00	0.00	0.00	0	169,606.00	0.00
155	Concrete Site Work	82,800.00	0.00	82,800.00	0.00	0.00	0.00	0.00	0	82,800.00	0.00
160	Athletic Turf Surfacing	45,000.00	-5,500.00	39,500.00	0.00	0.00	0.00	0.00	0	39,500.00	0.00
165	Site Utilities	64,708.00	75,782.88	140,490.88	137,400.38	3,090.50	0.00	140,490.88	100	0.00	7,024.55
166	Landscaping	0.00	97,075.00	97,075.00	20,360.00	0.00	0.00	20,360.00	21	76,715.00	1,018.00
170	Testing & Inspections Allowance	40,000.00	0.00	40,000.00	6,801.75	10,559.50	0.00	17,361.25	43	22,638.75	868.07
175	New Utility Services Allowance	40,000.00	-14,543.95	25,456.05	2,610.12	6,085.05	0.00	8,695.17	34	16,760.88	434.76
180	Mill & Overlay N Parking Lot Allowance	101,000.00	0.00	101,000.00	0.00	0.00	0.00	0.00	0	101,000.00	0.00
185	Flood Insurance Deductible Allowance	25,000.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0	25,000.00	0.00
190	CMU Enhancements Allowance	35,000.00	-35,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
195	Lobby Alternate Ceiling Allowance	45,000.00	-45,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
200	Data Cabling & Backbone Allowance	250,000.00	-250,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
205	Access Control Allowance	34,000.00	0.00	34,000.00	0.00	0.00	0.00	0.00	0	34,000.00	0.00
210	CCTV Allowance	45,000.00	0.00	45,000.00	0.00	0.00	0.00	0.00	0	45,000.00	0.00

Miron Construction Co., Inc.

CONTINUATION SHEET AIA DOCUMENT G703

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
In tabulation below, amounts are stated to the nearest cent.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 8
APPLICATION DATE: 01/05/2026 INVOICE NO.:
PERIOD TO: 12/31/2025 250120-0008
PROJECT NO: 250120

A	B	C			D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE			WORK COMPLETED (D+E)		MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER-%(G/C)	BALANCE TO FINISH	RETAINAGE
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD					
215	Landscaping Allowance	75,000.00	-75,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
220	Unreleased Add #3 Allowance	10,000.00	-10,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
	Project Total:	*12,435,142.00*	*-1,042,001.88*	11,393,140.12	*3,082,542.47*	*724,185.62*	*173,400.00*	*3,980,128.09*	*35*	*7,413,012.03*	*199,006.41*

Application and Certificate For Payment

To Owner:	Miron Constuction INC 335 French Ct SW Cedar Rapids, IA 52404	Project:	Tiffin Rec Center BP2 335 French Ct SW Cedar Rapids, IA 52404	Application No: 4	Date: 12/12/2025
				Period To: 12/31/25	
				Architect's Project No:	
From (Contractor):	Price Electric 405 N Troy Rd Robins, IA 52328	Contractor Job Number:	CA-250877	Contract Date:	
		Via (Architect):			
Phone:	319 393-6406	Contract For:			

Contractor's Application For Payment

Change Order Summary			Additions	Deductions
Change orders approved in previous months by owner			2,751.89	-7,358.01
	Number	Date Approved		
Change orders approved this month				
Totals				
Net change by change orders			-4,606.12	

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: _____

State of: _____ County of: _____

Subscribed and sworn to before me this _____ day of _____,

_____ (year). Notary public: _____

My commission expires _____.

Original contract sum	677,940.00
Net change by change orders	-4,606.12
Contract sum to date	673,333.88
Total completed and stored to date	284,142.88
Retainage	
3.0% of completed work	3,761.79
3.0% of stored material	4,762.50
Total retainage	8,524.29
Total earned less retainage	275,618.59
Less previous certificates of payment	73,878.96
0.000% of taxable amount No Sales or Use Tax	0.00
Current sales tax	0.00
Current payment due	**201,739.63**
Balance to finish, including retainage	397,715.29

Architect's Certificate for Payment

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect's 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: $ _____

Architect:

By: _____ Date: _____

This Certification 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.

Application and Certificate For Payment -- page 2

To Owner: Miron Constuction INC
From (Contractor): Price Electric
Project: Tiffin Rec Center BP2

Application No: 4 Date: 12/12/25 Period To: 12/31/25
Contractor's Job Number: CA-250877
Architect's Project No:

Item Number	Description	Scheduled Value	Work Completed: Previous Application	Work Completed: This Period	Materials Presently Stored	Completed and Stored to Date	%	Balance to Finish	Retention	Memo
003	Demo	720.00	720.00	0.00	0.00	720.00	100.00	0.00	21.60	
005	Temp Power/Light	5,400.00	1,350.00	0.00	0.00	1,350.00	25.00	4,050.00	40.50	
010	Underground - Labor	41,000.00	24,600.00	6,150.00	0.00	30,750.00	75.00	10,250.00	922.50	
011	Boring	4,400.00	4,400.00	0.00	0.00	4,400.00	100.00	0.00	132.00	
015	Underground - Material	20,000.00	10,000.00	4,000.00	0.00	14,000.00	70.00	6,000.00	420.00	
020	Branch Rough-in - Labor	99,000.00	0.00	14,850.00	0.00	14,850.00	15.00	84,150.00	445.50	
025	Branch Rough-in - Material	44,770.00	0.00	8,954.00	0.00	8,954.00	20.00	35,816.00	268.62	
030	Feeder Rough-in - Labor	11,250.00	5,625.00	2,250.00	0.00	7,875.00	70.00	3,375.00	236.25	
035	Feeder Rough-in - Material	15,000.00	6,750.00	3,750.00	0.00	10,500.00	70.00	4,500.00	315.00	
040	Branch Wire - Labor	19,350.00	0.00	0.00	0.00	0.00	0.00	19,350.00	0.00	
045	Branch Wire - Material	23,000.00	0.00	0.00	0.00	0.00	0.00	23,000.00	0.00	
050	Feeder Wire - Labor	6,750.00	0.00	0.00	0.00	0.00	0.00	6,750.00	0.00	
055	Feeder Wire - Material	28,000.00	0.00	0.00	0.00	0.00	0.00	28,000.00	0.00	
060	Gear/Equipment - Labor	6,300.00	0.00	0.00	0.00	0.00	0.00	6,300.00	0.00	
065	Gear/Equipment - Material	45,000.00	0.00	0.00	33,750.00	33,750.00	75.00	11,250.00	1,012.50	
070	Lighting - Labor	21,600.00	0.00	0.00	0.00	0.00	0.00	21,600.00	0.00	
075	Lighting - Material	125,000.00	0.00	0.00	125,000.00	125,000.00	100.00	0.00	3,750.00	
080	Devices - Labor	4,950.00	0.00	0.00	0.00	0.00	0.00	4,950.00	0.00	
085	Devices - Material	15,000.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	
160	Fire Alarm Cable- Labor	2,925.00	0.00	0.00	0.00	0.00	0.00	2,925.00	0.00	
161	Fire Alarm Device - Labor	2,925.00	0.00	0.00	0.00	0.00	0.00	2,925.00	0.00	
165	Fire Alarm - Material	26,000.00	0.00	0.00	0.00	0.00	0.00	26,000.00	0.00	
225	Data/Comm - Material	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	
532	Pre-Fab	22,000.00	4,400.00	3,300.00	0.00	7,700.00	35.00	14,300.00	231.00	
600	Project Management	4,500.00	1,350.00	450.00	0.00	1,800.00	40.00	2,700.00	54.00	
610	BIM Services	8,100.00	6,075.00	2,025.00	0.00	8,100.00	100.00	0.00	243.00	

Application and Certificate For Payment -- page 3

To Owner: Miron Constuction INC
From (Contractor): Price Electric
Project: Tiffin Rec Center BP2

Application No: 4 Date: 12/12/25 Period To: 12/31/25
Contractor's Job Number: CA-250877
Architect's Project No:

Item Number	Description	Scheduled Value	Work Completed: Previous Application	Work Completed: This Period	Materials Presently Stored	Completed and Stored to Date	%	Balance to Finish	Retention	Memo
710	Mobilization	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00	0.00	300.00	
900	Rental	10,000.00	3,000.00	1,000.00	0.00	4,000.00	40.00	6,000.00	120.00	
901	Submittals	5,000.00	2,500.00	2,500.00	0.00	5,000.00	100.00	0.00	150.00	
RFC-001	ASI-02 Transformer Pad	2,751.89	2,751.89	0.00	0.00	2,751.89	100.00	0.00	82.56	
RFC-002	Deduct to change to MC cable	-7,358.01	-7,358.01	0.00	0.00	-7,358.01	100.00	0.00	-220.74	
	Application Total	673,333.88	76,163.88	49,229.00	158,750.00	284,142.88	42.20	389,191.00	8,524.29	

EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

DATE (MM/DD/YYYY): 12/16/2025

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

PRODUCER NAME, CONTACT PERSON AND ADDRESS Arthur J. Gallagher Risk Management Services, LLC 245 South Executive Drive, Suite 200 Brookfield, WI 53005	**PHONE (A/C, No, Ext):** 800-345-0275 **FAX (A/C, No):** 262-792-1712 **E-MAIL ADDRESS:** doreen_eastman@ajg.com
COMPANY NAME AND ADDRESS Underwriters at Lloyd's, London One Lime Street London, EC3M 7HA	**NAIC NO:** 32727 IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH
CODE:	**SUB CODE:**
AGENCY CUSTOMER ID #:	**POLICY TYPE**
NAMED INSURED AND ADDRESS Consolidated Electrical Distributors, Inc. 1920 Westridge Dr Irving TX 75038-2901	**LOAN NUMBER** **POLICY NUMBER**: B1262SM0884724 **EFFECTIVE DATE**: 11/01/2024 **EXPIRATION DATE**: 12/31/2025 ☐ CONTINUED UNTIL TERMINATED IF CHECKED
ADDITIONAL NAMED INSURED(S) 0985	**THIS REPLACES PRIOR EVIDENCE DATED:** 12/4/2025

PROPERTY INFORMATION (ACORD 101 may be attached if more space is required) ☐ BUILDING OR ☒ BUSINESS PERSONAL PROPERTY

LOCATION / DESCRIPTION
CONTACT: CONSOLIDATED ELECTRICAL DISTRIBUTORS Dba Electrical Engineering and Equipment 3220 12th St SW Cedar Rapids, IA 52404 PC 0985
See Attached...

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION

PERILS INSURED: ☐ BASIC ☐ BROAD ☒ SPECIAL ☐

COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE: $ 75,000,000 DED:

	YES	NO	N/A	
☐ BUSINESS INCOME ☐ RENTAL VALUE			X	If YES, LIMIT: ☐ Actual Loss Sustained; # of months:
BLANKET COVERAGE			X	If YES, indicate value(s) reported on property identified above: $
TERRORISM COVERAGE			X	Attach Disclosure Notice / DEC
IS THERE A TERRORISM-SPECIFIC EXCLUSION?			X	
IS DOMESTIC TERRORISM EXCLUDED?			X	
LIMITED FUNGUS COVERAGE			X	If YES, LIMIT: DED:
FUNGUS EXCLUSION (If "YES", specify organization's form used)			X	
REPLACEMENT COST	X			
AGREED VALUE			X	
COINSURANCE			X	If YES, %
EQUIPMENT BREAKDOWN (If Applicable)			X	If YES, LIMIT: DED:
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg			X	If YES, LIMIT: DED:
- Demolition Costs			X	If YES, LIMIT: DED:
- Incr. Cost of Construction			X	If YES, LIMIT: DED:
EARTH MOVEMENT (If Applicable)	X			If YES, LIMIT: DED:
FLOOD (If Applicable)	X			If YES, LIMIT: DED:
WIND / HAIL INCL ☒ YES ☐ NO Subject to Different Provisions:	X			If YES, LIMIT: Included DED:
NAMED STORM INCL ☒ YES ☐ NO Subject to Different Provisions:	X			If YES, LIMIT: Included DED:
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS	X			As required by written contract

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

☐ CONTRACT OF SALE ☐ LENDER'S LOSS PAYABLE ☐ LOSS PAYEE
☐ MORTGAGEE ☐

NAME AND ADDRESS

Price Electric
405 N Troy Rd
Robins, IA 52328

LENDER SERVICING AGENT NAME AND ADDRESS

AUTHORIZED REPRESENTATIVE

Michael Burg.

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AGENCY CUSTOMER ID: _____

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

AGENCY Arthur J. Gallagher Risk Management Services, LLC	**NAMED INSURED** Consolidated Electrical Distributors, Inc. 1920 Westridge Dr Irving TX 75038-2901
POLICY NUMBER B1262SM0884724	
CARRIER Underwriters at Lloyd's, London — **NAIC CODE** 32727	**EFFECTIVE DATE:** 11/01/2024

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 28 **FORM TITLE:** EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

REMARKS:

Certificate holder is an additional insured and loss payee as their interests may appear for up to $75,000,000 of customer inventory, unless higher limits are specifically endorsed.
Additional Insured: Miron and City of Tiffin

LOCATION/DESCRIPTION:

Job/Project Name: Tiffin Recreation Center
Material: Lighting

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PRICE
TIFFIN REC
900381


MARK
MARK
MARK
MARK
MARK
MARK
FRAGILE
FRAGILE


354-0219-001
NW
PO NO. 70212
P/N.TEB16W-SD
BUG6WHSD
ELMARLEDHOSDWH
C/N 2 OF 14
MADE IN CHINA


LITHONIA LIGHTING
MASTER PACK




PRICE
TIFFIN REC
8964647

Docusign Envelope ID: D1F128BB-90D8-49A5-A43F-5BAA224AFE13

Building Excellence

PAYMENT APPLICATION

DATE: December 15, 2025

PROJECT NAME: City of Tiffin Community Recreation Center

ADDRESS: Tiffin, IA

CONTRACT FOR: FI-23.00/HVAC

MIRON PROJECT: 250120 CONTRACT #: 250120-000025 VENDOR#: 00005737

REQUEST NUMBER: 2 PERIOD FROM: 12/01/2025 TO: 12/31/2025

INVOICE NUMBER: 63477 INVOICE DATE: 12/15/2025

ORIGINAL CONTRACT AMOUNT	$719,950.00
APPROVED CHANGE ORDERS AS OF August 21, 2025	0
ADJUSTED CONTRACT AMOUNT	719,950.00
TOTAL COMPLETED TO DATE	27,005.00
PREVIOUS REQUESTS FOR PAYMENT	9,775.00
TOTAL EARNED THIS REQUEST	17,230.00
LESS 5% RETAINAGE	861.50
CURRENT PAYMENT DUE	16,368.50

VENDOR: Iltens Inc

SIGNED:

TITLE: President

*** REQUESTS WILL NOT BE PROCESSED UNTIL THEY ARE SUBMITTED TO MIRON VIA E-MAIL IN A PDF FORMAT TO ACCOUNTSPAYABLE@MIRON-CONSTRUCTION.COM OR ORIGINALS ARE RECEIVED. FAX COPIES WILL NOT BE ACCEPTED.

- EACH PAYMENT APPLICATION MUST INCLUDE AN UP TO DATE SCHEDULE OF VALUES, INCLUDING SUB TIER SUPPLIER/SUBCONTRACTOR BREAKDOWN AND CURRENT PAYMENT STATUS. CHANGE ORDERS ISSUED TO DATE MUST BE REFLECTED ON THE CURRENT SCHEDULE OF VALUES.

SCHEDULE OF VALUES

PROJECT: City of Tiffin Community Recreation Center

VENDOR: Iltens Inc

CONTRACT #: 250120-000025

APPLICATION DATE: 12/15/2025

PAYMENT APP #: 2

Item No. (A)	Description of Work (B)	Scheduled Value (C)	Previous Application (D)	Work Completed This Application (E)	Work Completed MTRL Stored This Application (F)	Total Completed & Stored To Date (G)	Total Completed & Stored To Date % (H)	Retainage % (I)	Balance To Finish (J)
	EQUIPMENT	251,752			14650.00	14650.00	5.82	732.50	237,102.00
	MATERIAL	55,353	650.00	680.00		1330.00	2.40	66.50	54,023.00
	LABOR	179,050	4890.00	1075.00		5965.00	3.33	298.25	173,085.00
	SUB CONTRACTS	233,795	4235.00	825.00		5060.00	2.16	253.00	228,735.00
	Total:	719,950.00	9,775.00	2580.00	14650.00	27,005.00	3.75	1,350.25	692,945.00

Please email completed form to: elissa.watson@miron-construction.com

Docusign Envelope ID: D1F128BB-90D8-49A5-A43F-5BAA224AFE13

Docusign Envelope ID: D1F128BB-90D8-49A5-A43F-5BAA224AFE13

SWORN STATEMENT TO OWNER AND MIRON CONSTRUCTION CO., INC.

State of Iowa

County of Linn

John Ilten (Name) being first duly sworn, under oath says that he/she is President (Title) of **Iltens Inc** that has a PSA dated August 21, 2025, with Miron Construction Co., Inc. for HVAC (Work Type) on the **City of Tiffin Community Recreation Center** Project, and that:

For the purposes of this Payment Application, certain Subcontractor and/or Supply Agents have contracted with **Iltens Inc** to furnish labor and/or materials on the Project. That there is due and to become due **Iltens Inc** and them, respectively, the amounts set forth opposite the names on the Payment Application Form for labor and/or materials as listed. That this statement and the attached Payment Application Form are full, true and complete statements of all such Subcontractor and/or Supply Agents, the amounts paid and the amounts due or to become due to **Iltens Inc** and each Subcontractor and/or Supply Agent listed.

Signed: _____

Subscribed and sworn to before me this 15 day of Dec, 2025.

Signed: _____ Notary Public

Alison Bell
(Print Name)

ALISON J BELL
Notarial Seal - Iowa
Commission Number 847687
My Commission Expires Apr 26, 2026

My Commission expires: _____

Notary Seal or Stamp:

THIS NOTARIZED FORM MUST BE ATTACHED TO EACH PAYMENT APPLICATION FORM AND RETURNED WITH ALL APPLICABLE SIGNED AND NOTARIZED LIEN WAIVERS.

FAILURE TO ABIDE BY THESE TERMS WILL RESULT IN DELAY OR REDUCTION IN REQUESTED PAYMENT.

Month of Pay Request:
December

Iltens Inc Subcontractor/Supplier Contract List

Miron Project Name: City of Tiffin Community Recreation Center **Miron Project #:** 250120

Contract #: 250120-000025 **Contract Amount:** $ 719,950.00

	Sub-tier Name	PO#	Material Description	Address	Phone #	Original Sub-tier Contract / Estimate Amount	Previous Payments	Requested Payment for this month's billing	Balance Remaining	Lien Waiver Rec'd
1	TRANE	62608	RTU'S AHU'S	1400 SE 19TH	309-714-1223	198,120	0	12,457.86	185662.14	
2			ELECT HEAT	DES MOINES IA						
3	TRANE		CONTROLS	BARNES IA	515-278-9020	190,000	0		190000.00	
4	RIST AND ASSOC	62605	RGO, LOUVER,	PO BOX 1907		47,500	0		47500.00	
5			DUCT SOX, EF	DES MOINES IA						
6			DESIGAT FANS							
7	PRECISION AIR	62607	AIR BALANCE	14225 UNIV. AVE #220A WAUKEE IA	515-222-2332	8800	0		8800.00	
8										
9	CHESTNUT DESIGN		PLAN DRAWINGS	CEDAR RAPIDS IA	319-447-6051	4500 =	3750.00	750.00	0	3750.00
10	Labor, Misc Material, etc.									
						TOTAL: 448,920	$ 3750.00	$ 13207.86	$ 431962.14	$ 3750.00

Change Orders (at option of Miron's Project Manager)

1						
2						
3						
4						
		TOTAL:	$	$	$	$

Please email completed form to: elissa.watson@miron-construction.com

Please provide a detailed breakdown showing the amount to be paid to each sub-tier (subcontractor or supplier) on all pay requests. This information should also be identified on your Schedule of Values. In addition, we ask that you provide Lien Waivers from your sub-tiers. If for any reason lien waivers are not received and payment has not been met, Miron will hold future payments due to your company until it is confirmed that the previous pay requests have been paid out.

Docusign Envelope ID: D1F128BB-90D8-49A5-A43F-5BAA224AFE13

Ilten's

P.O. BOX 129 • CEDAR RAPIDS, IA 52406
SALES (319) 363-0283 • SERVICE (319) 363-8277
FAX (319) 363-3617 service@iltensinc.net

INVOICE

DATE	INVOICE #	CUST #
12/15/2025	0000063477	0004507

BILL TO:

Miron Construction
Attn: Andrew
Po Box 509
Neenah WI 54957-0509

SHIP TO:

Tiffin Comm Rec Center
City Of Tiffin
Tiffin IA

P.O. NUMBER	TERMS	SALES PERSON
	NET 10	John

QUAN	DESCRIPTION	PRICE EACH	AMOUNT
	HVAC per Plans and Specs		
1.00	Progressive Jobs - Equipment	14,650.00	14,650.00
1.00	Progressive Jobs Material	680.00	680.00
1.00	Progressive Jobs Labor	1,075.00	1,075.00
1.00	Progressive Jobs - Subcontract	825.00	825.00
	Progressive Billing #2		
	Happy with our service? Please leave us a review on Google and like our Facebook page.		
	WE APPRECIATE YOUR BUSINESS!		
	TOTAL		$17,230.00

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/18/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Skogman Insurance Agency
417 1st Ave SE
Cedar Rapids IA 52401

License#: 1001002959

CONTACT NAME: Certificate Processing
PHONE (A/C, No, Ext): 319-366-6288 **FAX (A/C, No):** 319-364-7157
E-MAIL ADDRESS: skogman@skogmanins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Partners Mut Ins Co	13439
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Ilten's Inc.
919 14th Ave SW
Cedar Rapids IA 52404

ILTEINC-01

COVERAGES **CERTIFICATE NUMBER:** 121074165 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC OTHER:	Y	Y	CZ92023197	1/1/2025	1/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY X SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	Y	Y	AZ92023197	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 1,000,000 $ $ $ $
A	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 0			UZ92023197	1/1/2025	1/1/2026	EACH OCCURRENCE AGGREGATE 	$ 5,000,000 $ 5,000,000 $
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	WZ92023197	1/1/2025	1/1/2026	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000
A	Errors & Omissions			CZ92023197	1/1/2025	1/1/2026	Limit	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Project: #250120 – City of Tiffin Community Recreation Center-BP#2 including miscellaneous Supply Work at the same location 105 S. Park Rd, Tiffin, IA 52340

Stored Materials at 919 14th Ave SW, Cedar Rapids, IA 52404: $14,650

If required If required by written contract, Miron Construction Co., Inc., and Sunshine Leasing, LLP, City of Tiffin, Atura Architecture are included as a primary/non-contributory additional insured (including products & completed operations) on the General Liability and primary/non-contributory additional insured (including products & completed operations) on the Auto Liability by written contract, Miron Construction Co., Inc., and Sunshine Leasing, LLP, City of Tiffin, See Attached...

CERTIFICATE HOLDER

Miron Construction Co., Inc.
335 French Ct SW
Cedar Rapids IA 52404

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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AGENCY CUSTOMER ID: ILTEINC-01

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Skogman Insurance Agency	Ilten's Inc. 919 14th Ave SW Cedar Rapids IA 52404
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Atura Architecture are included as a primary & non-contributory additional insured on the General Liability and the Auto Liability. If required by written contract, a Waiver of Subrogation applies on the General Liability and Auto Liability, in favor of the below listed Certificate Holder. Umbrella follows form in regard to the underlying coverages. A Third Party (30 Day) Notice of Cancellation has been endorsed in favor of the below listed certificate holder, subject to policy conditions. A Non-Waiver of Governmental Immunities has been added in favor of City of Tiffin.

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THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY

AUTOMATIC ADDITIONAL INSUREDS -- OWNERS, CONTRACTORS AND SUBCONTRACTORS (ONGOING OPERATIONS)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. The following provision is added to **SECTION II - WHO IS AN INSURED**

1. Any person(s) or organization(s) (referred to below as additional insured) you are required in a written contract or agreement to name as an additional insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

(1) Your acts or omissions; or

(2) The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location or project described in the contract or agreement.

However,

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

B. With respect to insurance afforded to these additional insureds, the following additional exclusions apply:

1. This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
   a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings, designs and specifications; and

   b. Supervisory, inspection, architectural or engineering activities.

2. This insurance does not apply to "bodily injury" or "property damage" occurring after:

   a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional

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insured(s) at the location of the covered operations has been completed; or

b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as part of the same project.

C. The limits of insurance applicable to the additional insured are those specified in the written contract or agreement or in the Declarations for this policy, whichever are less. These limits of insurance are inclusive of and not in addition to the limits of insurance shown in the Declarations.

D. With respect to the coverage provided by this endorsement, **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Paragraph **4. Other Insurance**, Subparagraph **a. Primary Insurance**, is replaced by the following:

a. Primary Insurance

This insurance is primary except when Paragraph **b.** below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in Paragraph **c.** below, except;

(1) If a written contract or agreement that requires any person(s) or organization(s) to be an additional insured also requires this insurance to be primary and noncontributory, then this insurance is primary over any other insurance in which the additional insured is a Named Insured. We will not seek contribution from any other liability policy in which the additional insured is a Named Insured.

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(Ed. 4-84)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

All persons and/or organization's that require a Waiver of Subrogation on work you perform for them, subject to the following conditions:
1. The requirement is by written contract executed by you and them prior to the date of accident or loss; and
2. The written contract contains a hold harmless and indemnification provision in that person or organization's favor; and
3. We are the carrier of record providing General Liability coverage for the insured.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 01-01-2024 Policy No. WZ92023197 Endorsement No.
Insured ILTEN'S INC Premium INCL

Insurance Company Countersigned by _____

WC 00 03 13
(Ed. 4-84)

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
This endorsement changes the policy effective on the inception date of the policy or as of the date indicated below.

CZ92023197	01/01/2025	01/01/2026	
Policy Number	Effective	Expiring	Issued To
4		2025-08-28	(12358) Skogman Insurance
Endorsement No.		Effective	Agent

Authorized Representative

AMENDATORY ENDORSEMENT

ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY.

GOVERNMENTAL IMMUNITY

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Organization:
City of Tiffin

SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS is-amended to add the following:
Nonwaiver of Government Immunity

The purchase of this policy and naming of the organization shown in the Schedule as an additional insured does not waive any of the defenses of governmental immunity available to the organization shown in the Schedule under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.

Claims Coverage
This policy shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.

Assertion of Government Immunity
The organization shown in the Schedule shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier.

Non-Denial of Coverage for Governmental Immunity
We shall not deny coverage or deny any of the rights and benefits accruing to the organization shown in the Schedule under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in Favor of the defense(s) of governmental immunity asserted by the organization shown in the Schedule.

GA 4217 IA 05 03

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESS AUTO PENNPAC PLUS ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

I. Broad Form Named Insured

The following is added to **Section II - Covered Autos Liability Coverage**, Paragraph **A.1. Who Is An Insured**:

d. (1) Any organization or subsidiary thereof which is a legally incorporated entity of which you own a financial interest of more than 50 percent of the voting stock on the effective date of this endorsement.

(2) Paragraph **I.d.(1)** does not apply to "accident" or "loss" with respect to which an "insured" under this policy is also an "insured" under another policy or would be an "insured" under such policy but for its termination or upon the exhaustion of its limits of insurance.

(3) Paragraph **I.d.(2)** does not apply to a policy written to apply specifically in excess of this policy.

e. (1) Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company and over which you maintain ownership or majority interest, will qualify as a Named Insured if there is no other similar insurance available to that organization.

(2) Coverage under Paragraph **I.e.(1)** is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier. Coverage does not apply to an "accident" or "loss" that results from an "accident" that occurred before you acquired or formed the organization.

II. Blanket Additional Insured

Any person or organization, with whom you agree in a written contract, agreement or permit, to name as an insured for Covered Autos Liability Coverage is an "insured," but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II of the Coverage Form.
This insurance does not apply unless the written contract or agreement has been executed or the permit has been issued prior to the "bodily injury" or "property damage."

This insurance does not apply to the owner or any one else from whom you hire or borrow a covered "auto."

III. Temporary Substitute Autos – Physical Damage Coverage
The following is added to Paragraph **C. Certain Trailers, Mobile Equipment And Temporary Substitute Autos** of **Section I – Covered Autos**:

If Physical Damage Coverage is provided by this coverage form, the following types of vehicles are covered "autos" for Physical Damage Coverage:

Any "auto" you do not own while used with the permission of its owner as a temporary substitute for a covered "auto" you own that is out of service because of its:

a. Breakdown;
b. Repair;
c. Servicing;
d. "Loss"; or
e. Destruction

The coverage that applies is the same as the coverage provided for the vehicle being replaced.

IV. Personal Effects Coverage

The following is added to **Section III - Physical Damage Coverage**, Paragraph **A. Coverage**:

5. We will pay up to $1,000 for "loss" to wearing apparel and other personal effects which are:

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a. Owned by an "insured"; and
b. In or on your covered "auto."

This coverage applies only in the event of a total theft of your covered "auto."

No deductibles apply to this coverage.

V. Towing and Labor Coverage

Section III – Physical Damage Coverage, Paragraph **A.2.** is deleted and replaced with the following:

2. We will pay $75 plus the amount, if any, shown in the Declarations for towing and labor costs incurred each time a covered "auto" of the private passenger type or light truck type is disabled. However, the labor must be performed at the place of disablement.

We will pay up to $250 plus the amount shown, if any, in the Declarations for towing and labor costs incurred each time a covered "auto" other than the private passenger or light truck type is disabled. However, the labor must be performed at the place of disablement.

VI. Rental Reimbursement

Section III – Physical Damage Coverage is amended by adding the following:

We will pay for rental reimbursement expenses incurred by you for the rental of an "auto" because of "loss" to a covered "auto." Payment applies in addition to the otherwise applicable amount of each coverage you have on a covered "auto." No deductibles apply to this coverage.

This coverage applies only:

a. For those expenses incurred during the policy period beginning 24 hours after the "loss";
b. For necessary and actual expenses incurred;
c. To a "loss" for which we also pay a "loss" under Physical Damage Coverage- Comprehensive Coverage, Specified Causes of Loss Coverage or Collision Coverage; and
d. If there are no spare or reserve "autos" available to you for your operations.

Our payment will be limited to the period of time reasonably required to repair or replace the covered "auto." We will pay up to $50 per day to a maximum of $1,500.

If "loss" results from the total theft of a covered "auto" we will pay under this coverage only that amount of rental reimbursement expenses which are not already provided under the Physical Damage Coverage Extension.

VII. Replacement Cost Coverage – Private Passenger Autos

Section III – Physical Damage Coverage, **C. Limit Of Insurance** is amended by addition of the following:

4. Paragraph **C.1.a, C.2. and C.3.** do not apply to private passenger "autos" described in the Schedule, purchased new and not previously titled.

The most we will pay for any covered "loss" will be the lesser of:

a. The cost of a new "auto" of the same make, size including the same equipment; or
b. The cost of repairing with parts of like kind and quality,

minus the deductible shown in the Schedule.

This coverage does not apply to "loss" caused by fire, theft, larceny or vandalism.

This coverage applies for five years from the date of purchase of the private passenger "auto."

VIII. Extended Coverage – Airbags

Section III – Physical Damage Coverage, **B. Exclusions**, Paragraph **3.** is amended by addition of the following:
The exclusion for "loss" caused by mechanical breakdown does not apply to the accidental discharge of an airbag. Coverage is excess over any other collectible insurance or warranty specifically designed to provide coverage.

IX. Audio, Visual and Data Electronic Equipment Coverage

a. Section III – Physical Damage Coverage, **B. Exclusions**, Paragraph **5.** is amended by the following addition to the exception of **4.c.** and **4.d.**:

e. Electronic equipment designed solely for receiving or that transmits audio, visual or data signals and is permanently installed in the covered "auto" or the equipment is removable from a housing unit which is permanently installed in the covered "auto" at the time of the "loss" and such equipment is designed to be soley operated by use of

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the power from the "auto's" electrical system, in or upon the covered "auto."

(1) If a "loss" occurs solely to the audio, visual or data electronic equipment, then for each covered "auto" our obligation to pay for, repair, return or replace the damaged or stolen property will be subject to a $250 deductible.

(2) In the event that there is more than one applicable deductible, only the highest deductible will apply. In no event will more than one deductible apply.

b. Paragraph **C.1.b.** under Limits of Insurance of **Section III – Physical Damage Coverage** does not apply.

X. Waiver Of Subrogation

The following is added to **A.5. Transfer Of Rights Of Recovery Against Others To Us** condition in **Section IV - Business Auto Conditions**:

We waive any right of recovery we may have against any person or organization because of payments we make for "bodily injury" or "property damage" arising out of the operation of a covered "auto" when you have assumed liability for such "bodily injury" or "property damage" under an "insured contract."

XI. Duties in the Event of Accident, Claim, Suit or Loss Redefined

a. The requirement in Loss Conditions **2.a.** of **Section IV – Business Auto Conditions** that you must see to it that we are notified of an "accident" only applies when the "accident" or offense is known to:
(1) You, if you are an individual;
(2) A partner, if you are a partnership; or
(3) A member, if you are a limited liability company; or
(4) An executive officer or insurance manager, if you are a corporation.

b. The requirement in Loss Condition **2.b.** of **Section IV – Business Auto Conditions** that you must see to it that we receive notice of a claim or "suit" will not be considered breached unless the breach occurs after such claim or "suit" is known to:

(1) You, if you are an individual;
(2) A partner, if you are a partnership; or
(3) A member, if you are a limited liability company; or
(4) An executive officer or insurance manager, if you are a corporation.

XII. Supplementary Payments Increased Limits

Section II – Covered Autos Liability Coverage, Coverage **2.a. Supplementary Payments**, Paragraphs **a.(2)** and **a.(4)** are replaced by the following:

(2) Up to $3000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

(4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earning up to $300 a day because of time off from work**.**

XIII. Unintentional Errors or Omissions

We will not deny coverage under this Coverage Part because of the unintentional omission of, or unintentional error in, any information provided by you. However, this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

XIV. Physical Damage - Transportation Expense

In **Section III – Physical Damage Coverage**, Paragraph **A.4.a.**, the amount we will pay is increased to $60 per day to a maximum limit of $1,800.

XV. Hired Auto – Limited Worldwide Coverage

In **Section IV - Business Auto Conditions**, **B. General Conditions**, Paragraph **7.b.(5)** is replaced with the following:
(5) Anywhere in the world if a covered "auto" of the private passenger type is leased, hired, rented or borrowed without a driver for a period of 60 days or less,

XVI. Hired Auto Physical Damage

If Comprehensive, Specified Causes of Loss or Collision coverage is provided under this policy, then Hired Auto Physical Damage Coverage is provided for that coverage subject to the following limit:

(1) The most we will pay in any one policy period for "loss" to all hired "autos" is the lesser of:

a. $75,000; or
b. The actual cash value of the damaged or stolen property at the time of the "loss"; or

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c. The cost of repairing or replacing the damaged or stolen property.

A $500 deductible applies to "loss" caused by other than fire or lightning.

(2) Subject to **(1)a.,b.** and **c.** above, we will provide coverage equal to the broadest physical damage coverage applicable to any covered "auto" shown in the Declarations.

(3) When you are required by a written contract to indemnify a lessor for actual financial loss due to a loss of use of a hired "auto" resulting from a covered "accident" or "loss," we will pay up to $65 per day subject to a maximum limit of $1,000.

If a premium entry is shown in Item Four – Schedule Of Hired Or Borrowed Covered Auto Coverage And Premiums – Physical Damage Insurance, this Provision does not provide any insurance.

XVII. Vehicle Wraps, Custom Paint And Related Advertising Modifications

The following is added to Paragraph **C. Limit of Insurance** of **Section III – Physical Damage Coverage** in the Business Auto Coverage Form:

If we offer to pay the actual cash value of the damaged or stolen "auto," we will value vehicle advertising wraps, paint customization and similar business-related advertising modifications, separately from the actual cash value of the "auto." Coverage for these items will be on a replacement cost basis.

XVIII. Auto Loan/Lease Gap Coverage

The Physical Damage Coverage Section is amended by addition of the following:

In the event of a total "loss" to a covered "auto" shown in the Schedule Of Covered Autos You Own, we will pay any unpaid amount due on the lease or loan for a covered "auto," less:

1. The amount paid under the policy's Physical Damage Coverage Section; and

2. Any:

a. Overdue lease/loan payments at the time of the "loss";

b. Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;

c. Security deposits not returned by the lessor;

d. Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease; and

e. Carry-over balances from previous loans or leases.

Auto Loan/Lease Gap Coverage will only apply when no provision for this or similar coverage is included in the original lease agreement written on the covered loaned/leased "auto."

XIX. Bodily Injury Redefined

Section V – Definitions, Paragraph **C.** "Bodily injury" is amended as follows:

"Bodily injury" means bodily injury, sickness or disease sustained by a person including mental anguish, mental injury or death resulting from any of these.

XX. Full Glass Coverage

The following is added to Paragraph **D. Deductible** of **Section III-Physical Damage Coverage**:

For Comprehensive Coverage, no deductible applies to "loss" to glass used in windshield, doors and windows of the covered "auto," including glass used in sunroofs and moon roofs.

Full Glass coverage applies only to those covered "autos" described or designated for Comprehensive Coverage in the Declarations.

XXI. Collision Deductible Waiver-Not At Fault Accident

The following is added to Paragraph **D. Deductible** of **Section III - Physical Damage Coverage**:

The deductible amount shall not apply to a total "loss" caused by collision between your covered "auto" and another "auto," provided:

a. The owner or operator of such other "auto" has been identified; and

b. The owner or operator of such other "auto" is legally liable for the "loss" to your covered "auto" and does not qualify as an "insured" under this policy; and

c. You are not comparatively or contributorily negligent for the "loss"; and

d. There is an available local police or law enforcement report which details the accident and identifies the owner and operator of the other motor vehicle and their insurance carrier(s).

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XXII. Primary And Noncontributory – Other Insurance Condition

The following is added to the Other Insurance Condition in the Business Auto Coverage Form and supersedes any provision to the contrary:

This Coverage Form's Covered Autos Liability Coverage is primary to and will not seek contribution from any other insurance available to an "insured" under your policy provided that:

(1) Such "insured" is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to such "insured."

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

COMMERCIAL GENERAL LIABILITY PENNPAC PLUS ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

I. Damage To Your Work

The following is added to **Section I – Coverages, Coverage A Bodily Injury and Property Damage Liability,** Paragraph **1. Insuring Agreement**:

f. Damages because of "property damage" include damages the insured becomes legally obligated to pay because of "property damage" to "your work" and shall be deemed to be caused by an "occurrence", but only if:

(1) The "property damage" is the result of work performed on your behalf by a subcontractor(s) that is not a Named Insured;

(2) The work performed by the subcontractor(s) is within the "products-completed operations hazard"; and

(3) The "property damage" is unexpected and unintended from the standpoint of the insured.

For the purposes of this coverage, the definition of "Occurrence" in SECTION V – DEFINITIONS is replaced with the following:

13. "Occurrence" means an accident, including continuous or repeated exposure to substantially the same general harmful conditions. An accident shall include "property damage" to other than "your work" arising from "your work".

II. Limited Product Withdrawal Expense Coverage

A. The following is added to **Section I - Coverages**

LIMITED PRODUCT WITHDRAWAL EXPENSE COVERAGE

1. Insuring Agreement

a. We will reimburse you for "product withdrawal expenses" incurred by you because of a "product withdrawal" to which this insurance applies.

The most we will pay for "product withdrawal expenses" is $20,000 or the Limit Of Insurance shown in the Declarations or Schedule, whichever is higher.

b. This insurance applies to a "product withdrawal" only if the "product withdrawal" is initiated in the "coverage territory" during the policy period because:

(1) You determine that the "product withdrawal" is necessary; or

(2) An authorized government entity has ordered you to conduct a "product withdrawal".

c. We will reimburse "product withdrawal expenses" only if:

(1) The expenses are incurred within one year of the date the "product withdrawal" was initiated;

(2) The expenses are reported to us within one year of the date the expenses were incurred.

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d. The initiation of a "product withdrawal" will be deemed to have been made only at the earliest of the following times:

(1) When you first announced, in any manner, to the general public, your vendors or to your employees (other than those employees directly involved in making the determination) your decision to conduct or participate in a "product withdrawal". This applies regardless of whether the determination to conduct a "product withdrawal" is made by you or is requested by a third party; or

(2) When you first received, either orally or in writing, notification of an order from an authorized government entity to conduct a "product withdrawal".

e. "Product withdrawal expenses" incurred to withdraw "your products" which contain the same or substantially similar "defects" will be deemed to have arisen out of the same "product withdrawal".

2. Exclusions

This insurance does not apply to "product withdrawal expenses" arising out of:

a. Breach Of Warranty And Failure To Conform To Intended Purpose

Any "product withdrawal" initiated due to the failure of "your product" to accomplish their intended purpose, including any breach of warranty of fitness, whether written or implied. This exclusion does not apply if such failure has caused or is reasonably expected to cause "bodily injury" or physical damage to tangible property other than "your product".

b. Infringement Of Copyright, Patent, Trade Secret, Trade Dress Or Trademark

Any "product withdrawal" initiated due to copyright, patent, trade secret, trade dress or trademark infringements.

c. Deterioration, Decomposition Or Chemical Transformation

Any "product withdrawal" initiated due to transformation of a chemical nature, deterioration or decomposition of "your product". This exclusion does not apply if it is caused by:

(1) An error in manufacturing, design, or processing;

(2) Transportation of "your product"; or

(3) "Product tampering".

d. Goodwill, Market Share, Revenue, Profit Or Redesign

The costs of regaining goodwill, market share, revenue or "profit" or the costs of redesigning "your product".

e. Expiration Of Shelf Life

Any "product withdrawal" initiated due to expiration of the designated shelf life of "your product".

f. Known Defect

A "product withdrawal", initiated because of a "defect" in "your product" known to exist by the Named Insured or the Named Insured's "executive officers", prior to the date when this Coverage Part was first issued to you or prior to the time "your product" leaves your control or possession.

g. Otherwise Excluded Products

A recall of any specific products for which "bodily injury" or "property damage" is excluded under **Coverage A Bodily Injury And Property Damage Liability** by endorsement.

h. Governmental Ban

A recall when "your product" or a component contained within "your product" has been:

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(1) Banned from the market by an authorized government entity prior to the policy period; or

(2) Distributed or sold by you subsequent to any governmental ban.

i. Defense Of Claim

The defense of a claim or "suit" against you for liability arising out of a "product withdrawal".

j. Third Party Damages, Fines And Penalties

Any compensatory damages, fines, penalties, punitive or exemplary or other non-compensatory damages imposed upon the insured.

k. Pollution-Related Expenses

Any loss, cost or expense due to any:

(1) Request, demand, order, statutory or regulatory requirement that any insured or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of, "pollutants"; or

(2) Claim or suit by or on behalf of a governmental authority for damages because of testing for, monitoring, cleaning up, removing, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of, "pollutants".

B. For the purposes of this coverage, the following condition is added to **Section IV – Commercial General Liability Conditions:**

Concealment Or Fraud

We will not provide coverage to you, or any other insured, who at any time:

1. Engaged in fraudulent conduct; or

2. Intentionally concealed or misrepresented a material fact concerning a "product withdrawal" or "product withdrawal expenses" incurred by you.

C. The following definitions are added to **Section V - Definitions**:

1. "Defect" means a defect, deficiency or inadequacy that creates a dangerous condition.

2. "Product tampering" is an act of intentional alteration of "your product" which has caused or is reasonably expected to cause "bodily injury" or physical injury to tangible property other than "your product".

When "product tampering" is known, suspected or threatened, a "product withdrawal" will be limited to those batches of "your product" which are known or suspected to have been tampered with.

For the purposes of this insurance, electronic data is not tangible property.

As used in this definition, electronic data means information, facts or programs stored as or on, created or used on, or transmitted to or from computer software, including systems and applications software, hard or floppy disks, CD-ROMS, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.

3. "Product withdrawal" means the recall or withdrawal:

a. From the market; or

b. From use by any other person or organization;

of "your products", or products which contain "your products", because of known or suspected "defects" in "your product", or known or suspected "product tampering", which has caused or is reasonably expected to cause "bodily injury" or physical injury to tangible property other than "your product".

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For the purposes of this insurance, electronic data is not tangible property.

As used in this definition, electronic data means information, facts or programs stored as or on, created or used on, or transmitted to or from computer software, including systems and applications software, hard or floppy disks, CD-ROMS, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.

4. "Product withdrawal expenses" means those reasonable and necessary extra expenses, listed below, paid and directly related to a "product withdrawal":

a. Costs of notification;

b. Costs of stationery, envelopes, production of announcements and postage or facsimiles;

c. Costs of overtime paid to your regular non-salaried employees and costs incurred by your employees, including costs of transportation and accommodations;

d. Costs of computer time;

e. Costs of hiring independent contractors and other temporary employees;

f. Costs of transportation, shipping or packaging;

g. Costs of warehouse or storage space; or

h. Costs of proper disposal of "your products", or products that contain "your products", that cannot be reused, not exceeding your purchase price or your cost to produce the products.

5. "Profit" means the positive gain from business operation after subtracting for all expenses.

III. Non-Owned Watercraft

a. Exclusion **g.** Paragraph **(2)** of **Section I – Coverages, Coverage A Bodily Injury And Property Damage Liability** is deleted and replaced by the following:

(2) A watercraft you do not own that is:

(a) Less than 51 feet long; and

(b) Not being used to carry persons or property for a charge;

b. Paragraph **III.a.** applies to any person who, with your expressed or implied consent, either uses or is responsible for the use of a watercraft.

c. Paragraphs **III.a.** and **III.b.** do not apply if the insured has any other insurance for “bodily injury” or “property damage” liability that would also apply to loss covered under this provision, whether the other insurance is primary, excess, contingent or on any other basis. In that case, this Provision **III.** does not provide any insurance.

d. Paragraph **III.c.** does not apply to a policy written to apply specifically in excess of this policy.

IV. Consolidated Insurance (Wrap – Up) Program

The following exclusion is added to Paragraph **2. Exclusions** of **Section I – Coverages, Coverage A Bodily Injury And Property Damage Liability:**

This insurance does not apply to "bodily injury" or "property damage" arising out of either your ongoing operations or operations included within the "products-completed operations hazard" if such operations were at any time subject to a “consolidated insurance (wrap-up) program”.

This exclusion applies whether or not the “consolidated insurance (wrap-up) program” provided:

(1) Coverage identical to that provided by this Coverage Part;

(2) Limits adequate to cover all claims; or

(3) Coverage that remains in effect.

This exclusion applies regardless of whether such operations are or were conducted by you or on your behalf.

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This exclusion does not apply to your operations away from a “consolidated insurance (wrap-up) program" project site incidental to the support of such a project and not included within the “consolidated insurance (wrap-up) program”.

This exclusion does not apply to “bodily injury” or “property damage” within the “products-completed operations hazard” if all coverage available to the insured for the “products-completed operations hazard” in a “consolidated insurance (wrap-up) program” has been cancelled, non-renewed or otherwise no longer applies for reasons other than the exhaustion of all available limits, whether such limits are available on a primary, excess or on any other basis.

“Consolidated insurance (wrap-up) program” means any agreement or arrangement, including any contractor-controlled, owner-controlled or similar insurance program, under which some or all of the contractors working on a specific project or specific projects, are required to participate in a program to obtain insurance that:

(1) Includes same or similar insurance as that provided by this Coverage Part; and

(2) Is issued specifically for “bodily injury” or “property damage” arising out of such project or projects.

V. Supplementary Payments Increased Limits

In the **Supplementary Payments - Coverages A And B** provision of **Section I - Coverages**:

a. The limit for the cost of bail bonds is changed from $250 to $3000.

b. The limit for the actual loss of earnings is changed from $250 to $1000.

VI. Broad Form Named Insured

a. Section II – Who Is An Insured is amended to include as an insured any organization or subsidiary thereof, other than a partnership, joint venture, or limited liability company, which is a legally incorporated entity of which you own a financial interest of more than 50 percent of the voting stock on the effective date of this endorsement.

b. Paragraph **VI.a.** does not apply to injury or damage with respect to which an insured under this policy is also an insured under another policy or would be an insured under such policy but for its termination or upon the exhaustion of its limits of insurance.

c. Paragraph **VI.b.** does not apply to a policy written to apply specifically in excess of this policy.

VII. Newly Formed or Acquired Organizations

In Paragraph **3.a.** of **Section II - Who Is An Insured**, 90th day is changed to 180th day.

VIII. Incidental Malpractice Liability - Nurse, EMT, or Paramedic

Paragraph **2.a.(1)(d)** of **Section II - Who Is An Insured** is deleted and replaced by the following:

(d) Arising out of his or her providing or failing to provide professional health care services. However, if you have “employees” who are a nurse, emergency medical technician or paramedic, they are an insured with respect to their providing or failing to provide professional health care services to your “employees”.

IX. Automatic Additional Insureds

Section II - Who Is An Insured is amended to add:

a. The **Lessor of Leased Equipment** from whom you lease equipment when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an insured only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

However,

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are

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required by the contract or agreement to provide for such additional insured.

A person's or organization's status as an additional insured under this insurance ends when their contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

b. The **Grantor of Franchise** when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an insured only with respect to their liability as grantor of a franchise to you.

However,

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

A person's or organization's status as an additional insured under this insurance ends when their contract or agreement with you for such franchise ends.

c. The **Manager or Lessor of premises** when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an insured only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you.

A person's or organization's status as an additional insured under this insurance ends when their contract or agreement with you for such leased premises ends.

This insurance does not apply to:

(1) Any "occurrence" which takes place after you cease to be a tenant in that premises.

(2) Structural alterations, new construction or demolition operations performed by or on behalf of the manager or lessor of premises.

However,

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

d. The **Mortgagee, Assignee, or Receiver** when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an insured only with respect to their liability as mortgagee, assignee, or receiver and arising out of the ownership, maintenance or use of the premises by you.

However,

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

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A person's or organization's status as an additional insured under this insurance ends when their contract or agreement with you for such premises ends.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

e. The **Vendor** when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an insured only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:

However,

1. The insurance afforded to such vendor only applies to the extent permitted by law; and

2. If coverage provided to the vendor is required by a contract or agreement, the insurance afforded to such vendor will not be broader than that which you are required by the contract or agreement to provide for such vendor.

(1) The insurance afforded the vendor does not apply to:

(a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;

(b) Any express warranty unauthorized by you;

(c) Any physical or chemical change in the product made intentionally by the vendor;

(d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

(e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

(f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

(g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

(h) **"**Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained in Sub-paragraphs (**d)** or (**f);** or

(ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

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(2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

X. Amendment - Aggregate Limits of Insurance

The General Aggregate Limit under the **Section III - Limits Of Insurance** applies separately to each of your:

a. Projects away from premises owned by or rented to you;

b. "Locations" owned by or rented to you.

"Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.

XI. Electronic Data Liability

a. Exclusion **2.p.** of **Coverage A Bodily Injury And Property Damage Liability** in **Section I – Coverages** is replaced by the following:

2. Exclusions

This insurance does not apply to:

p. Access Or Disclosure Of Confidential Or Personal Information And Data-related Liability

Damages arising out of:

(1) Any access to or disclosure of any person's or organization's confidential or personal information, including patents, trade secrets, processing methods, customer lists, financial information, credit card information, health information or any other type of nonpublic information; or

(2) The loss of, loss of use of, damage to, corruption of, inability to access or inability to manipulate "electronic data" that does not result from physical injury to tangible property.

This exclusion applies even if damages are claimed for notification costs, credit monitoring, expenses, forensic expenses, public relations expenses or any other loss, cost or expense incurred by you or others arising out of that which is described in Paragraph **(1)** or **(2)** above.

However, unless Paragraph **(1)** above applies, this exclusion does not apply to damages because of "bodily injury".

b. The following is added to Paragraph **2.** Exclusions of **Section I- Coverage B – Personal And Advertising Injury Liability**:

2. Exclusions

This insurance does not apply to:

Access Or Disclosure Of Confidential Or Personal Information

"Personal and advertising injury" arising out of any access to or disclosure of any person's or organization's confidential or personal information, including patents, trade secrets, processing methods, customer lists, financial information, credit card information, health information or any other type of nonpublic information,

This exclusion applies even if damages are claimed for notification costs, credit monitoring expenses, forensic expenses, public relations expenses or any other loss, cost or expense incurred by you or others arising out of any access to or disclosure of any person's or organization's confidential or personal information.

c. The following paragraph is added to **Section III – Limits Of Insurance**:

Subject to **5.** above, the most we will pay under **Coverage A** for "property damage", because of all loss of "electronic data" is $50,000 each "occurrence" subject to the $50,000 aggregate or the Electronic Data

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Liability Limit shown in the Declarations or Schedule, whichever is higher.

d. Paragraph **XI.c.** does not apply to "property damage" arising out of damage to "electronic data" on embedded controllers used to operate or maintain building equipment.

e. The following definition is added to **Section V -Definitions**:

" Electronic data" means information, facts or programs stored as or on, created or used on, or transmitted to or from computer software including systems and applications software, hard or floppy disks, CD-ROMS, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.

f. For the purposes of this coverage, the definition of "Property Damage" in **Section V - Definitions** is deleted and replaced by the following:

17. "Property damage" means:

a. Physical injury to tangible property, including all resulting loss of use of that property. All such loss of use shall be deemed to occur at the time of the physical injury that caused it;

b. Loss of use of tangible property that is not physically injured. All such loss of use shall be deemed to occur at the time of the "occurrence" that caused it; or

c. Loss of, loss of use of, damage to, corruption of, inability to access, or inability to properly manipulate "electronic data", resulting from physical injury to tangible property. All such loss of "electronic data" shall be deemed to occur at the time of the "occurrence" that caused it.

For the purposes of this insurance, "electronic data" is not tangible property.

XII. Duties in the Event of Occurrence, Claim or Suit Redefined

a. The requirement in Condition **2.a.** of **Section IV – Commercial General Liability Conditions** that you must see to it that we are notified of an "occurrence" only applies when the "occurrence" or offense is known to:

(1) You, if you are an individual;

(2) A partner, if you are a partnership; or

(3) An officer of the corporation or insurance manager, if you are a corporation.

b. The requirement in Condition **2.b.** of **Section IV – Commercial General Liability Conditions** that you must see to it that we receive notice of a claim or "suit" will not be considered breached unless the breach occurs after such claim or "suit" is known to:

(1) You, if you are an individual;

(2) A partner, if you are a partnership; or

(3) An officer of the corporation or insurance manager, if you are a corporation.

XIII. Transfer Of Rights Of Recovery Against Others To Us

The following is added to **8. Transfer Of Rights Of Recovery Against Others To Us** condition in **Section IV – Commercial General Liability Conditions:**

A. We waive any right of recovery we may have against any person(s) or organization(s) because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person(s) or organization(s) and included in the "products-completed operations hazard". This waiver applies to all person(s) or organizations(s) you have agreed in that written contract or agreement to waive your right of recovery, however, we do not waive our right of recovery against any person or organization due to their liability arising out of the rendering of, or the failure to render, any professional

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architectural, engineering or surveying services, including:

(1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings, designs and specifications; and

(2) Supervisory, inspection, architectural or engineering activities.

XIV. Bodily Injury Redefined

The definition of "bodily injury" in **Section V - Definitions** is deleted and replaced by the following:

3. "Bodily injury" means bodily injury, sickness or disease sustained by a person including mental anguish or death resulting from any of these.

XV. Mobile Equipment Redefined

Paragraph **12.f.** subparagraph **(1)** of **Section V - Definitions** does not apply to self-propelled vehicles of less than 1000 pounds gross vehicle weight.

XVI. Unintentional Errors or Omissions

We will not deny coverage under this Coverage Part because of the unintentional omission of, or unintentional error in, any information provided by you. However, this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

XVII. Liberalization

If we adopt any revision that would broaden the coverage under this policy without additional premium within 45 days prior to or during the policy period, the broadened coverage will immediately apply to this policy.

XVIII. Voluntary Property Damage

a. We will pay, at the request of any Named Insured, for "voluntary property damage" to the property of others provided:

1. the "voluntary property damage" occurs while such property is in the care, custody or control of an insured or to property over which an insured is, for any purpose, exercising physical control;

2. the "voluntary property damage" arises out of operations away from the premises owned by, rented to, or controlled by the Named Insured; and

3. the "property damage" coverage of the policy would extend to the operation causing the loss.

b. The insurance under this coverage does not apply to "voluntary property damage" to property:

1. while being transported by, or caused by the ownership, maintenance, operation, use, loading or unloading of any automobile, watercraft or aircraft; or
2. rented to any Named Insured.

c. This insurance will apply only to loss that is in excess of $250 for each "occurrence."

d. The most we will pay under this coverage is $5,000 for each "occurrence" subject to $5,000 aggregate for the policy year.

The each "occurrence" and aggregate limit is in addition to the each "occurrence" and aggregate limit of the Voluntary Property Damage limit provided in the Contractors Special Liability endorsement **70 1909** if attached to this policy.

e. Payment under this coverage will not include any prospective profit or overhead charges of any nature.

f. "Voluntary property damage" as used in this coverage means physical injury to tangible property and does not include disappearance, abstraction or loss of use.

XIX. Special Broad Form Property Damage Liability Coverage

a. **Section** I. Coverage **A., 2.** Exclusion, j. Damage To Property, Paragraphs **j.(3), j.(4)**, and **j.(5)** are modified as follows:

Exclusions **j.(3), j.(4)** and **j.(5)** do not apply to the first $5,000 of "property damage" for each "occurrence" that would otherwise be insured except for the application of these exclusions, as long as the "occurrence" takes place away from the premises you own, rent or control.

The limit above is in addition to the limit for Special Broad Form Property Damage Liability Coverage **70 1909** if attached to this policy.

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XX. Fellow Employee Extension

Under **Section II- Who Is An Insured**, Paragraphs **2.a. and 2.a.(1)** are replaced by the following:

2. Each of the following is also an insured:

a. Your "volunteer workers" only while performing duties related to the conduct of your business, or your "employees", other than either your "executive officers" (if you are an organization other than a partnership, joint venture or limited liability company) or your managers (if you are a limited liability company), but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business. However, none of these "employees" or "volunteer workers" are insureds for:

(1) "Bodily injury" or "personal and advertising injury":

(a) Arising out of his or her providing or failing to provide professional health care services.

With respect to this provision only, Subparagraph (1) of Exclusion **2.e. Employers Liability** under **Section I Coverages, Coverage A.-Bodily Injury and Property Damage Liability** does not apply.

XXI. Medical Payments

a) The Medical Expense Limit in Paragraph 7. Of **Section III-Limits of Insurance** is replaced by a new Medical Expense Limit, which will be subject to all the terms of **Section III- Limits of Insurance**. If the Medical Expense Limit provided by the coverage part is $10,000, the new Medical Expense Limit is increased to $20,000.

b) This coverage does not apply if Coverage C-Medical Payments is excluded either by the provisions of any coverage forms attached to the policy or by endorsement.

XXII. Damage To Premises Rented To You

a. Under **Section I-Coverages, Coverage A Bodily Injury And Property Damage Liability, Exclusion j. Damage To Property,** the number of rental days is amended from a period of seven or fewer consecutive days to a period of ten or fewer consecutive days**.**

b. Under **Section I-Coverages, Coverage A Bodily Injury And Property Damage Liability,** the last paragraph of **2. Exclusions** is replaced with:

If Damage to Premises Rented To You is not otherwise excluded, Exclusions **c**. through **n.** do not apply to damage by fire, lightning, explosion, smoke, or sprinkler leakage to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in **Section III-Limits Of Insurance.**

c. Under **Section III- Limits Of Insurance**, **Paragraph 6**. Is replaced with:

6. Subject to **5**. above**,** the Damage To Premises Rented to You Limit is the most we will pay under Coverage **A** for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning, explosion, smoke, or sprinkler leakage, while rented to you or temporarily occupied by you with permission of the owner.

d. Under **Section IV- Commercial General Liability Conditions, Condition 4. Other Insurance, b. Excess Insurance (1) (a) (ii)** is replaced with:

(ii) That is Fire, Lightning, Explosion, Smoke, or Sprinkler Leakage insurance for premises rented to you or temporarily occupied by you with permission of the owner.

e. Under **Section V-Definitions**, paragraph **a**. of Definition **9**. "insured contract" is deleted and replaced with:

a. A contract for lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning, explosion, smoke, or sprinkler leakage to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract" ;

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Trane U.S. Inc.
2313 S 20th Street
La Crosse, WI 54601
United States

Invoice

Invoice Number	990322711
Invoice Date	12/01/2025 26-NOV-2025
Customer No.	125991
Reference No.	R533668
Internal Account	2844553
Payment Terms	.5%10 NET30
Payment Due Date	26-Dec-2025
Discount Date	06-Dec-2025

For questions please contact:

Tel: 888-832-5266
Email: Accountrep@trane.com

Remit Payment To

Trane U.S. Inc.
P. O. Box 98167
CHICAGO, IL 60693

Bill To

ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

APPROVED
By Sheila at 1:18 pm, Dec 02, 2025

Customer Tax ID	

Inco Terms	
Supply Location	Des Moines TCS Ind SO, IA
Shipping Method	SAIA
Tracking No.	108366281706
Freight Terms	Prepay & Add
Bill of Lading	T002326756

Sold To
ILTENS INC_TCSEC2844553
ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Ship To

https://www.tranetechnologies.com/customer
CERTifyTax - for submittal of tax exemption certificates.
iReceivables - access invoice copies, account balances & make payments.

1286191729

Tax/GST ID: 25-0900465 **PST/QST ID:**	**State Tax:** 0.00 0.0000% IA	**County Tax:** 0.00 0.0000%	**City Tax:** 0.00 0.0000% TIFFIN	**District Tax:** 0.00 0.0000%

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	4354.25	0.00	0.00	0.00	4354.25

Special Instructions	Tiffin Community Rec Center

Sales Order	Order Date	Ship Date	Purchase Order
R5E018		26-NOV-2025	62786

Line	Description.	Quantity	UOM	Unit Price	Extended Price
1	FIAPWRX303B: Power exhaust Model Number: FIAPWRX303B	2	EA		
2	FIAPWRX303B: Power exhaust Model Number: FIAPWRX303B	1	EA		
3	FIAPWRX303B: Power exhaust Model Number: FIAPWRX303B	1	EA		

Tiffin Rec Center

TRANE TECHNOLOGIES

Trane U.S. Inc.
2313 S 20th Street
La Crosse, WI 54601
United States

Invoice

Invoice Number	**990332102**

For questions please contact:

Tel: 888-832-5266
Email: Accountrep@trane.com

Remit Payment To

Trane U.S. Inc.
P. O. Box 98167
CHICAGO, IL 60693

Invoice Date	09-DEC-2025
Customer No.	125991
Reference No.	R533668
Internal Account	2844553
Payment Terms	.5%10 NET30
Payment Due Date	08-Jan-2026
Discount Date	19-Dec-2025

Bill To

ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

APPROVED
By Sheila at 12:52 pm, Dec 12, 2025

Customer Tax ID	

Inco Terms	
Supply Location	Des Moines TCS Ind SO, IA
Shipping Method	SAIA
Tracking No.	108366286700
Freight Terms	Prepay & Add
Bill of Lading	T002353862

Sold To
ILTENS INC_TCSEC2844553
ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Ship To
ILTENS INC_TCSEC2844553
TIFFIN COMMUNITY REC CENTER
105 S PARK RD C/O ILTEN'S / TI
TIFFIN, IA 52340
UNITED STATES

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CERTifyTax - for submittal of tax exemption certificates.
iReceivables - access invoice copies, account balances & make payments.

1290723539

Tax/GST ID: 25-0900465 **PST/QST ID:**	**State Tax**: 0.00 0.0000% IA	**County Tax**: 0.00 0.0000%	**City Tax**: 0.00 0.0000% TIFFIN	**District Tax**: 0.00 0.0000%

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	170.08	0.00	0.00	0.00	170.08

Special Instructions	Tiffin Community Rec Center

Sales Order	Order Date	Ship Date	Purchase Order
R5E018		09-DEC-2025	62786

Line	Description.	Quantity	UOM	Unit Price	Extended Price
1	FIAHZDC001A: Horizontal Conversion Panel Model Number: FIAHZDC001A	2	EA		

Tiffin Rec Center

Sales Tax Exempt

Trane U.S. Inc.
2313 S 20th Street
La Crosse, WI 54601
United States

Invoice

Invoice Number	**990332101**

For questions please contact:

Tel: 888-832-5266
Email: Accountrep@trane.com

Remit Payment To

Trane U.S. Inc.
P. O. Box 98167
CHICAGO, IL 60693

Invoice Date	09-DEC-2025
Customer No.	125991
Reference No.	R533668
Internal Account	2844553
Payment Terms	.5%10 NET30
Payment Due Date	08-Jan-2026
Discount Date	19-Dec-2025

Bill To

ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Customer Tax ID	

APPROVED
By Sheila at 12:51 pm, Dec 12, 2025

Inco Terms	
Supply Location	Des Moines TCS Ind SO, IA
Shipping Method	SAIA
Tracking No.	108366298304
Freight Terms	Prepay & Add
Bill of Lading	T002394976

Sold To
ILTENS INC_TCSEC2844553
ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Ship To
,

https://www.tranetechnologies.com/customer
CERTifyTax - for submittal of tax exemption certificates.
iReceivables - access invoice copies, account balances & make payments.

1290723539

Tax/GST ID: 25-0900465 **PST/QST ID:**	**State Tax**: 0.00 0.0000% IA	**County Tax**: 0.00 0.0000%	**City Tax**: 0.00 0.0000% TIFFIN	**District Tax**: 0.00 0.0000%

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	170.08	0.00	0.00	0.00	170.08

Special Instructions	Tiffin Community Rec Center

Sales Order	Order Date	Ship Date	Purchase Order
R5E018		09-DEC-2025	62786

Line	Description.	Quantity	UOM	Unit Price	Extended Price
1	FIAHZDC001A: Horizontal Conversion Panel Model Number: FIAHZDC001A	1	EA		
2	FIAHZDC001A: Horizontal Conversion Panel Model Number: FIAHZDC001A	1	EA		

Tiffin Rec Center

Sales Tax Exempt

Trane U.S. Inc.
2313 S 20th Street
La Crosse, WI 54601
United States

Invoice

Invoice Number	**990330804**

For questions please contact:

Tel: 888-832-5266
Email: Accountrep@trane.com

Remit Payment To

Trane U.S. Inc.
P. O. Box 98167
CHICAGO, IL 60693

Invoice Date	08-DEC-2025
Customer No.	125991
Reference No.	R533668
Internal Account	2844553
Payment Terms	.5%10 NET30
Payment Due Date	07-Jan-2026
Discount Date	18-Dec-2025

Bill To

ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

APPROVED
By Sheila at 11:55 am, Dec 12, 2025

Customer Tax ID	

Inco Terms	
Supply Location	Des Moines TCS Ind SO, IA
Shipping Method	FDEX
Tracking No.	490453467299
Freight Terms	Prepay & Add
Bill of Lading	T002376753

Sold To
ILTENS INC_TCSEC2844553
ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Ship To
ILTENS INC_TCSEC2844553
TIFFIN COMMUNITY REC CENTER
105 S PARK RD C/O ILTEN'S / TI
TIFFIN, IA 52340
UNITED STATES

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iReceivables - access invoice copies, account balances & make payments.

1290279055

Tax/GST ID: 25-0900465 **PST/QST ID:**	**State Tax**: 0.00 0.0000% IA	**County Tax**: 0.00 0.0000%	**City Tax**: 0.00 0.0000% TIFFIN	**District Tax**: 0.00 0.0000%

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	407.18	0.00	0.00	0.00	407.18

Special Instructions	Tiffin Community Rec Center

Sales Order	Order Date	Ship Date	Purchase Order
R5E018		08-DEC-2025	62786

Line	Description.	Quantity	UOM	Unit Price	Extended Price
1	FIAENTH002A: Comparative enthalpy kit Model Number: FIAENTH002A	1	EA		

Tiffin Rec Center

Sales Tax Exempt

Trane U.S. Inc.
2313 S 20th Street
La Crosse, WI 54601
United States

Invoice

Invoice Number	**990329315**

For questions please contact:

Tel: 888-832-5266
Email: Accountrep@trane.com

Remit Payment To

Trane U.S. Inc.
P. O. Box 98167
CHICAGO, IL 60693

Invoice Date	05-DEC-2025
Customer No.	125991
Reference No.	R533668
Internal Account	2844553
Payment Terms	.5%10 NET30
Payment Due Date	04-Jan-2026
Discount Date	15-Dec-2025

Bill To

ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Customer Tax ID	

APPROVED
By Sheila at 12:17 pm, Dec 09, 2025

Inco Terms	
Supply Location	Des Moines TCS Ind SO, IA
Shipping Method	FDEX
Tracking No.	490453466513
Freight Terms	Prepay & Add
Bill of Lading	T002369429

Sold To
ILTENS INC_TCSEC2844553
ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Ship To
ILTENS INC_TCSEC2844553
TIFFIN COMMUNITY REC CENTER
105 S PARK RD C/O ILTEN'S / TI
TIFFIN, IA 52340
UNITED STATES

https://www.tranetechnologies.com/customer
CERTifyTax - for submittal of tax exemption certificates.
iReceivables - access invoice copies, account balances & make payments.

1289354382

Tax/GST ID: 25-0900465 **PST/QST ID:**	**State Tax**: 0.00 0.0000% IA	**County Tax**: 0.00 0.0000%	**City Tax**: 0.00 0.0000% TIFFIN	**District Tax**: 0.00 0.0000%

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	814.35	0.00	0.00	0.00	814.35

Special Instructions	Tiffin Community Rec Center

Sales Order	Order Date	Ship Date	Purchase Order
R5E018		05-DEC-2025	62786

Line	Description.	Quantity	UOM	Unit Price	Extended Price
1	FIAENTH002A: Comparative enthalpy kit Model Number: FIAENTH002A	2	EA		

Tiffin Rec Center

Sales Tax Exempt

Trane U.S. Inc.
2313 S 20th Street
La Crosse, WI 54601
United States

Invoice

Invoice Number	**990334176**

For questions please contact:

Tel: 888-832-5266
Email: Accountrep@trane.com

Remit Payment To

Trane U.S. Inc.
P. O. Box 98167
CHICAGO, IL 60693

Invoice Date	11-DEC-2025
Customer No.	125991
Reference No.	R533668
Internal Account	2844553
Payment Terms	.5%10 NET30
Payment Due Date	10-Jan-2026
Discount Date	21-Dec-2025

Bill To

ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Customer Tax ID	

Inco Terms	
Supply Location	Des Moines TCS Ind SO, IA
Shipping Method	0000013222
Tracking No.	
Freight Terms	Prepay & Add
Bill of Lading	

Sold To
ILTENS INC_TCSEC2844553
ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Ship To
ILTENS INC_TCSEC2844553
TIFFIN COMMUNITY REC CENTER
105 S PARK RD C/O ILTEN'S / TI
TIFFIN, IA 52340
UNITED STATES

https://www.tranetechnologies.com/customer
CERTifyTax - for submittal of tax exemption certificates.
iReceivables - access invoice copies, account balances & make payments.

1291614081

Tax/GST ID: 25-0900465 **PST/QST ID:**	**State Tax**: 0.00 0.0000% IA	**County Tax**: 0.00 0.0000%	**City Tax**: 0.00 0.0000% TIFFIN	**District Tax**: 0.00 0.0000%

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	6541.92	0.00	0.00	0.00	6541.92

Special Instructions	Tiffin Community Rec Center

Sales Order	Order Date	Ship Date	Purchase Order
R5E121		11-DEC-2025	62786

Line	Description.	Quantity	UOM	Unit Price	Extended Price
1	Roof Curbs: Model Number: Roof Curbs Tag Number: MAT-1-1,MAT-1-2,MAT-1-3,MAT-1-4,MAT-1-5	5	EA		

Tiffin Rec Center

Sales Tax Exempt


fork
2065
11/12
FIAPWRX303B
fork


TIFFIN COMMUNITY REC CENTER
173-8598 - AC
173-7583 - AC


CDI




3


8304


UP
fork
2065
11/12
2065
254S10105D

City of TIFFIN

AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	February 11, 2026
AGENDA ITEM:	Consideration of Pay Application #9 – Miron Construction, Recreation Center
ACTION:	Motion

Background

Miron Construction, the Construction Manager/General Contractor for the Recreation Center, has submitted Pay Application No. 9, dated **January 31, 2026**.

This pay application is for work completed in this pay period includes, but is not limited to:

- Progress on metal building systems, elevators, HVAC, and electrical systems
- Continued work in plumbing and site utilities
- Stored materials for mechanical systems (Trane, Rist) verified and properly documented
- Ongoing progress on athletic equipment, masonry, steel erection, and concrete components

No contract change orders are included in this pay application.

Recommendation
Staff recommends approval of Pay Application No. 9 from Miron Construction Co., Inc. in the amount of $866,077.46 for work completed through January 31, 2026 on the Tiffin Community Recreation Center.

Attachments Pay Application

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: City of Tiffin
300 Railroad St
Tiffin, IA 52340
USA

FROM CONTRACTOR: Miron Construction Co., Inc.
PO Box 1372
Green Bay, WI 54305-1372

PROJECT: City of Tiffin Community Recreation Center
105 S Park Road
Tiffin, IA 52340
USA

ARCHITECT: Atura Architecture
912 North 13th Street
Clear Lake, IA 50428

APPLICATION NO.: 9
PERIOD TO : 01/31/2026
PROJECT NOS.: 250120
INVOICE NO.: 250120-0009
CONTRACT DATE : 11/19/2024

Distribution to:
- ☐ OWNER
- ☐ ARCHITECT
- ☐ CONTRACTOR
- ☐
- ☐

CONTRACT FOR: City of Tiffin Community Recreation Center

APPLICATION AND CERTIFICATE FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

1. ORIGINAL CONTRACT SUM	$	12,435,142.00
2. Net change by change orders	$	-1,042,001.88
3. CONTRACT SUM TO DATE (Line1 +/- 2)	$	11,393,140.12
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	$	5,148,538.55
5. RETAINAGE: (Total retainage Column I of G703)	$	257,426.93
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	$	4,891,111.62
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	$	3,781,121.68
8. CURRENT PAYMENT DUE	$	1,109,989.94
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$	6,502,028.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Order approved in previous months by Owner	0.00	-1,042,001.88
APPROVED THIS MONTH		
Number Date Approved		
Current Total:	0.00	0.00
Net Change by Change Orders		-1,042,001.88

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WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.
This document was produced at 09:38:23 on 01/27/2026 under Order No 20240046063 which expires on 07/24/2026, and is not for resale. User Notes:

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.

WARNING: DO NOT CHANGE ESTABLISHED PAYMENT INSTRUCTIONS FOR PAYMENTS TO MIRON CONSTRUCTION CO., INC.. Miron Construction Co., Inc. does not change its bank routing or account numbers. Do not accept or rely upon emails or correspondence requesting changes to Miron Construction Co., Inc.'s established payment instructions. Any change to Miron Construction Co., Inc.'s payment instructions can only be made by a fully executed Change Order to the Agreement between Owner and Miron Construction Co., Inc..

Contractor: Miron Construction Co., Inc.
By: _____ Date: January 27, 2026
State of: Wisconsin
County of: Winnebago
Subscribed and sworn to before me this 27 day of January 2026
Notary Public: _____
My Commission expires: 10/31/26

CHRISTINE TRUDEAU NOTARY PUBLIC STATE OF WISCONSIN

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED.....$ 1,109,989.94

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

By: _____
City of Tiffin

ARCHITECT: Atura Architecture
By: _____ Date: 2/5/26

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.

Miron Construction Co., Inc.

CONTINUATION SHEET AIA DOCUMENT G703

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
In tabulation below, amounts are stated to the nearest cent.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 9
APPLICATION DATE: 01/26/2026 INVOICE NO.:
PERIOD TO: 01/31/2026 250120-0009
PROJECT NO: 250120

A	B	C			D	E	F	G		H	I
		SCHEDULED VALUE			WORK COMPLETED (D+E)						
ITEM NO.	DESCRIPTION OF WORK	ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER-%(G/C)	BALANCE TO FINISH	RETAINAGE
005	General Conditions	503,136.00	0.00	503,136.00	204,399.00	31,446.00	0.00	235,845.00	47	267,291.00	11,792.25
010	General Requirements	206,878.00	0.00	206,878.00	45,903.02	25,703.29	0.00	71,606.31	35	135,271.69	3,580.35
015	Construction Manager Contingency	567,585.00	-115,861.86	451,723.14	0.00	0.00	0.00	0.00	0	451,723.14	0.00
016	Owner Contingency	0.00	225,451.17	225,451.17	0.00	0.00	0.00	0.00	0	225,451.17	0.00
020	Construction Fee	500,822.00	-42,001.00	458,821.00	368,121.28	0.00	0.00	368,121.28	80	90,699.72	18,406.01
025	Preconstruction Services	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	100	0.00	500.00
030	Railroad Insurance	5,050.00	0.00	5,050.00	5,050.00	0.00	0.00	5,050.00	100	0.00	252.50
035	Cast In Place Concrete	813,985.00	87,587.70	901,572.70	438,120.94	0.00	0.00	438,120.94	49	463,451.76	21,906.05
040	Masonry	344,553.00	-166,080.78	178,472.22	119,920.00	45,052.22	0.00	164,972.22	92	13,500.00	8,248.61
045	Steel Fabrication and Erection	987,710.00	97,290.00	1,085,000.00	136,629.01	548,399.99	0.00	685,029.00	63	399,971.00	34,251.46
050	General Trades	327,150.00	71,718.84	398,868.84	5,076.97	6,500.00	0.00	11,576.97	3	387,291.87	578.85
055	Rolling Doors and Shutters	6,890.00	1,870.00	8,760.00	0.00	0.00	0.00	0.00	0	8,760.00	0.00
060	Alum Windows, Entrances, Glass/Glazing	611,932.00	-222,632.00	389,300.00	0.00	0.00	91,000.00	91,000.00	23	298,300.00	4,550.00
065	Gypsum Board Systems	320,909.00	-107,219.00	213,690.00	0.00	0.00	0.00	0.00	0	213,690.00	0.00
070	Tile	13,129.00	2,934.00	16,063.00	0.00	0.00	0.00	0.00	0	16,063.00	0.00
075	Suspended Acoustical Ceiling and Panels	117,427.00	-27,246.00	90,181.00	0.00	0.00	0.00	0.00	0	90,181.00	0.00
080	Resilient Athletic Flooring	269,255.00	-42,255.00	227,000.00	0.00	75.00	743.00	818.00	0	226,182.00	40.90
085	Wood Athletic Flooring	240,000.00	-40,307.00	199,693.00	9,985.00	0.00	0.00	9,985.00	5	189,708.00	499.25
090	Resilient Flooring, Base and Carpet	67,829.00	-46,219.00	21,610.00	0.00	0.00	0.00	0.00	0	21,610.00	0.00
095	Painting and Wall Covering	161,504.00	-72,450.50	89,053.50	0.00	0.00	0.00	0.00	0	89,053.50	0.00
100	Building Signage	80,097.00	5,403.00	85,500.00	0.00	0.00	0.00	0.00	0	85,500.00	0.00
105	Athletic Equipment	300,600.00	12,745.00	313,345.00	15,667.00	0.00	0.00	15,667.00	5	297,678.00	783.35

Miron Construction Co., Inc.

CONTINUATION SHEET AIA DOCUMENT G703

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
In tabulation below, amounts are stated to the nearest cent.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 9
APPLICATION DATE: 01/26/2026 INVOICE NO.:
PERIOD TO: 01/31/2026 250120-0009
PROJECT NO: 250120

A	B	C			D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE			WORK COMPLETED (D+E)		MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER-%(G/C)	BALANCE TO FINISH	RETAINAGE
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD					
110	Metal Building Systems	1,997,300.00	24,775.83	2,022,075.83	1,647,164.25	80,748.71	0.00	1,727,912.96	85	294,162.87	86,395.65
115	Elevators	122,000.00	0.00	122,000.00	0.00	61,000.00	0.00	61,000.00	50	61,000.00	3,050.00
120	Fire Suppression	204,120.00	-46,930.90	157,189.10	0.00	0.00	0.00	0.00	0	157,189.10	0.00
125	Plumbing	383,200.00	-61,603.00	321,597.00	55,556.00	15,154.00	0.00	70,710.00	22	250,887.00	3,535.50
130	HVAC	935,847.00	-215,897.00	719,950.00	27,005.00	36,827.00	210,590.00	274,422.00	38	445,528.00	13,721.10
135	Electrical	823,355.00	-114,490.01	708,864.99	284,142.88	13,675.00	0.00	297,817.88	42	411,047.11	14,890.89
140	Earthwork	315,386.00	11,601.70	326,987.70	285,101.44	0.00	0.00	285,101.44	87	41,886.26	14,255.07
145	Aggregate Piers	135,379.00	0.00	135,379.00	135,379.00	0.00	0.00	135,379.00	100	0.00	6,768.95
150	Asphalt Paving	169,606.00	0.00	169,606.00	0.00	0.00	0.00	0.00	0	169,606.00	0.00
155	Concrete Site Work	82,800.00	0.00	82,800.00	0.00	0.00	0.00	0.00	0	82,800.00	0.00
160	Athletic Turf Surfacing	45,000.00	-5,500.00	39,500.00	0.00	0.00	0.00	0.00	0	39,500.00	0.00
165	Site Utilities	64,708.00	75,782.88	140,490.88	140,490.88	0.00	0.00	140,490.88	100	0.00	7,024.55
166	Landscaping	0.00	97,075.00	97,075.00	20,360.00	0.00	0.00	20,360.00	21	76,715.00	1,018.00
170	Testing & Inspections Allowance	40,000.00	0.00	40,000.00	17,361.25	796.25	0.00	18,157.50	45	21,842.50	907.88
175	New Utility Services Allowance	40,000.00	-14,543.95	25,456.05	8,695.17	700.00	0.00	9,395.17	37	16,060.88	469.76
180	Mill & Overlay N Parking Lot Allowance	101,000.00	0.00	101,000.00	0.00	0.00	0.00	0.00	0	101,000.00	0.00
185	Flood Insurance Deductible Allowance	25,000.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0	25,000.00	0.00
190	CMU Enhancements Allowance	35,000.00	-35,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
195	Lobby Alternate Ceiling Allowance	45,000.00	-45,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
200	Data Cabling & Backbone Allowance	250,000.00	-250,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
205	Access Control Allowance	34,000.00	0.00	34,000.00	0.00	0.00	0.00	0.00	0	34,000.00	0.00
210	CCTV Allowance	45,000.00	0.00	45,000.00	0.00	0.00	0.00	0.00	0	45,000.00	0.00

CONTINUATION SHEET AIA DOCUMENT G703

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
In tabulation below, amounts are stated to the nearest cent.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 9
APPLICATION DATE: 01/26/2026 INVOICE NO.:
PERIOD TO: 01/31/2026 250120-0009
PROJECT NO: 250120

A	B	C			D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE			WORK COMPLETED (D+E)		MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER-%(G/C)	BALANCE TO FINISH	RETAINAGE
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD					
215	Landscaping Allowance	75,000.00	-75,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
220	Unreleased Add #3 Allowance	10,000.00	-10,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
	Project Total:	*12,435,142.00*	*-1,042,001.88*	11,393,140.12	*3,980,128.09*	*866,077.46*	*302,333.00*	*5,148,538.55*	*45*	*6,244,601.57*	*257,426.93*

Docusign Envelope ID: D1F128BB-90D8-49A5-A43F-5BAA224AFE13

Submitted Via Email
01/19/2026

Miron
Building Excellence

PAYMENT APPLICATION

DATE: January 19, 2026

PROJECT NAME: City of Tiffin Community Recreation Center

ADDRESS: Tiffin, IA

CONTRACT FOR: FI-23.00/HVAC

MIRON PROJECT: 250120 CONTRACT #: 250120-000025 VENDOR#: 00005737

REQUEST NUMBER: 3 PERIOD FROM: 01/01/2026 TO: 01/31/2026

INVOICE NUMBER: 63748 INVOICE DATE: 01/19/2026

ORIGINAL CONTRACT AMOUNT	$719,950.00
APPROVED CHANGE ORDERS AS OF August 21, 2025	0
ADJUSTED CONTRACT AMOUNT	719,950.00
TOTAL COMPLETED TO DATE	274,422.00
PREVIOUS REQUESTS FOR PAYMENT	27,005.00
TOTAL EARNED THIS REQUEST	247,417.00
LESS 5% RETAINAGE	12,370.85
CURRENT PAYMENT DUE	235,046.15

VENDOR: Iltens Inc

SIGNED:

TITLE:

*** REQUESTS WILL NOT BE PROCESSED UNTIL THEY ARE SUBMITTED TO MIRON VIA E-MAIL IN A PDF FORMAT TO ACCOUNTSPAYABLE@MIRON-CONSTRUCTION.COM OR ORIGINALS ARE RECEIVED. FAX COPIES WILL NOT BE ACCEPTED.

- EACH PAYMENT APPLICATION MUST INCLUDE AN UP TO DATE SCHEDULE OF VALUES, INCLUDING SUB TIER SUPPLIER/SUBCONTRACTOR BREAKDOWN AND CURRENT PAYMENT STATUS. CHANGE ORDERS ISSUED TO DATE MUST BE REFLECTED ON THE CURRENT SCHEDULE OF VALUES.

SCHEDULE OF VALUES

PROJECT: City of Tiffin Community Recreation Center

VENDOR: Iltens Inc

CONTRACT #: 250120-000025

APPLICATION DATE: 01/19/2026

PAYMENT APP #: 3

Item No. (A)	Description of Work (B)	Scheduled Value (C)	Previous Application (D)	Work Completed		Total Completed & Stored To Date		Retainage % (I)	Balance To Finish (J)
				This Application (E)	MTRL Stored This Application (F)	(G)	% (H)		
	EQUIPMENT	251,752	14650.00		176,490.00	191,140.00	75.95	9557.00	60,612.00
	MATERIAL	55,353	1330.00		34,100.00	35430.00	64.01	1771.50	19,923.00
	LABOR	179,050	5965.00	5477.00		11,442.00	6.39	572.10	167,608.00
	SUB CONTRACTS	233,795	5060.00	31,350.00		36,410.00	15.57	1820.50	197,385.00
	Total:	719,950.00	27,005.00	36,827.00	210,590.00	274,422.00	38.12	13,721.10	445,528.00

Please email completed form to: elissa.watson@miron-construction.com

Docusign Envelope ID: D1F128BB-90D8-49A5-A43F-5BAA224AFE13

Miron
Building Excellence

January 2026

Iltens Inc Subcontractor/Supplier Contract List

Miron Project Name: City of Tiffin Community Recreation Center **Miron Project #:** 250120

Contract #: 250120-000025 **Contract Amount:** $ 719,950.00

	Sub-tier Name	PO#	Material Description	Address	Phone #	Original Sub-tier Contract / Estimate Amount	Previous Payments	Requested Payment for this month's billing	Balance Remaining	Lien Waiver Rec'd
1	TRANE	62608	BTU'S AHU'S	1400 SE 19TH	309-714-7223	198,120	12457.86	150,100.00	35562.14	
2			ELECT HEAT	ANKENY IA						
3	TRANE		CONTROLS	GRIMES IA	515-278-0220	190,000		28,500.00	161,500.00	
4	RIST AND ASSOC	62605	RGD LOUVER	PO BOX 1907		47,500		38,370.00	9130.00	
5			DUCT SOX, EF	DES MOINES IA						
6			DESIGAT FANS							
7	PRECISION AIR	62607	AIR BALANCE	14225 UNIV. AVE #220A WAUKEE IA	515-288-2237	8800		0	8800.00	
8										
9	CHESTNUT DESIGN		PDM DRAWINGS	KENDALLVILLE IN	319-624-2051	4500 =	4500.00	0	0	Yes
10	Labor, Misc Material, etc.									
						TOTAL: 448,920	$ 13207.86	$ 216,970.00	$ 214,992.14	$

Change Orders (at option of Miron's Project Manager)

1						
2						
3						
4						
		TOTAL:	$	$	$	$

Please email completed form to: elissa.watson@miron-construction.com

Please provide a detailed breakdown showing the amount to be paid to each sub-tier (subcontractor or supplier) on all pay requests. This information should also be identified on your Schedule of Values. In addition, we ask that you provide Lien Waivers from your sub-tiers. If for any reason lien waivers are not received and payment has not been met, Miron will hold future payments due to your company until it is confirmed that the previous pay requests have been paid out.

Docusign Envelope ID: D1F128BB-90D8-49A5-A43F-5BAA224AFE13

Ilten's

P.O. BOX 129 • CEDAR RAPIDS, IA 52406
SALES (319) 363-0283 • SERVICE (319) 363-8277
FAX (319) 363-3617 service@iltensinc.net

INVOICE

DATE	INVOICE #	CUST #
1/16/2026	0000063748	0004507

BILL TO:

Miron Construction
Attn: Andrew
Po Box 509
Neenah WI 54957-0509

SHIP TO:

Tiffin Comm Rec Center
City Of Tiffin
Tiffin IA

P.O. NUMBER	TERMS	SALES PERSON
	NET 10	John

QUAN	DESCRIPTION	PRICE EACH	AMOUNT
	HVAC pre Plans and Specs		
1.00	Progressive Jobs Labor	5,477.00	5,477.00
1.00	Progressive Jobs Material	34,100.00	34,100.00
1.00	Progressive Jobs - Equipment	176,490.00	176,490.00
1.00	Progressive Jobs - Subcontract	31,350.00	31,350.00
	Progressive Billing #3		
	Happy with our service? Please leave us a review on Google and like our Facebook page.		
	WE APPRECIATE YOUR BUSINESS!		
	TOTAL		$247,417.00

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Date: __12/11/2025_____

The undersigned hereby acknowledged receipt of the sum of $__3750.00_____

CHECK ONLY ONE

1) _X___As partial payment of labor, skill and material furnished.

2) ____As payment for all labor, skill and material furnished or to be furnished (except the sum

of $_____retainage or hold back).

3) ____As full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

City of Tiffin Community Recreation Center
105 S. Park Rd
Tiffin, IA 52340

and of value received hereby waives all rights acquired by the undersigned to file or record mechanic's lien against said real property for labor, skill or material furnished to said real property (only for the amount paid if line 1 is checked, and except for retainage shown if line 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full,
EXCEPT:

Customer: Ilten's, Inc.
919 14th Ave SW
Cedar Rapids, IA 52404

Vendor: Chestnut Designs & Consulting

_____Signature

____Corey Chestnut_____Name

____President_____Title

____1051 20th Street SE_____Address

____Cedar Rapids, IA 52403_____City, State Zip

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Date: ___1/16/2026_____

The undersigned hereby acknowledged receipt of the sum of $__750.00_____(seven hundred fifty & no/100)

CHECK ONLY ONE

1) __As partial payment of labor, skill and material furnished.

2) ____As payment for all labor, skill and material furnished or to be furnished (except the sum

of $_____retainage or hold back).

3) _X___As full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

City of Tiffin Community Recreation Center
105 S. Park Rd
Tiffin, IA 52340

and of value received hereby waives all rights acquired by the undersigned to file or record mechanic's lien against said real property for labor, skill or material furnished to said real property (only for the amount paid if line 1 is checked, and except for retainage shown if line 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full,
EXCEPT:

Customer: Ilten's, Inc.
919 14th Ave SW
Cedar Rapids, IA 52404

Vendor: Chestnut Designs & Consulting

_____Signature

Corey Chestnut Name

President Title

P.O. Box 1822 Address

Cedar Rapids, IA 52403 City, State Zip

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/19/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Skogman Insurance Agency
417 1st Ave SE
Cedar Rapids IA 52401

License#: 1001002959

CONTACT NAME: Certificate Processing
PHONE (A/C, No, Ext): 319-366-6288 **FAX (A/C, No):** 319-364-7157
E-MAIL ADDRESS: skogman@skogmanins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Partners Mut Ins Co	13439
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Ilten's Inc.
919 14th Ave SW
Cedar Rapids IA 52404

ILTEINC-01

COVERAGES **CERTIFICATE NUMBER:** 646110015 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY X PRO-JECT [ ] LOC OTHER:	Y	Y	CZ92023197	1/1/2026	1/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	**AUTOMOBILE LIABILITY** X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	Y	Y	AZ92023197	1/1/2026	1/1/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1000000/1000000 $ $ $
A	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			UZ92023197	1/1/2026	1/1/2027	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N / A **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	WZ92023197	1/1/2026	1/1/2027	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000
A	Errors & Omissions			CZ92023197	1/1/2026	1/1/2027	Limit	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Project: #250120 – City of Tiffin Community Recreation Center-BP#2 including miscellaneous Supply Work at the same location 105 S. Park Rd, Tiffin, IA 52340

Stored Materials - Trane $22,603.00 & Rist $38,370.00 at 919 14th Ave SW, Cedar Rapids, IA 52404
Stored Materials - Trane $127,471.59 RTU at Coonrod Wrecker & Crane Service, 4000 E. Ave NW CR, IA 52405

If required If required by written contract, Miron Construction Co., Inc., and Sunshine Leasing, LLP, City of Tiffin, Atura Architecture are included as a primary/non-contributory additional insured (including products & completed operations) on the General Liability and primary/non-contributory additional insured See Attached...

CERTIFICATE HOLDER

Miron Construction Co., Inc.
335 French Ct SW
Cedar Rapids IA 52404

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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AGENCY CUSTOMER ID: ILTEINC-01

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Skogman Insurance Agency	Ilten's Inc. 919 14th Ave SW Cedar Rapids IA 52404
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

(including products & completed operations) on the Auto Liability by written contract, Miron Construction Co., Inc., and Sunshine Leasing, LLP, City of Tiffin, Atura Architecture are included as a primary & non-contributory additional insured on the General Liability and the Auto Liability. If required by written contract, a Waiver of Subrogation applies on the General Liability and Auto Liability, in favor of the below listed Certificate Holder. Umbrella follows form in regard to the underlying coverages. A Third Party (30 Day) Notice of Cancellation has been endorsed in favor of the below listed certificate holder, subject to policy conditions. A Non-Waiver of Governmental Immunities has been added in favor of City of Tiffin.

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PARTNERS
MUTUAL INSURANCE
An affiliate of Penn National Insurance
20935 Swenson Drive
Waukesha, Wisconsin 53186-2057

THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY

AUTOMATIC ADDITIONAL INSUREDS -- OWNERS, CONTRACTORS AND SUBCONTRACTORS (ONGOING OPERATIONS)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. The following provision is added to **SECTION II - WHO IS AN INSURED**

1. Any person(s) or organization(s) (referred to below as additional insured) you are required in a written contract or agreement to name as an additional insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

(1) Your acts or omissions; or

(2) The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location or project described in the contract or agreement.

However,

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

B. With respect to insurance afforded to these additional insureds, the following additional exclusions apply:

1. This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
   a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings, designs and specifications; and

   b. Supervisory, inspection, architectural or engineering activities.

2. This insurance does not apply to "bodily injury" or "property damage" occurring after:

   a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional

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insured(s) at the location of the covered operations has been completed; or

b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as part of the same project.

C. The limits of insurance applicable to the additional insured are those specified in the written contract or agreement or in the Declarations for this policy, whichever are less. These limits of insurance are inclusive of and not in addition to the limits of insurance shown in the Declarations.

D. With respect to the coverage provided by this endorsement, **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Paragraph **4. Other Insurance**, Subparagraph **a. Primary Insurance**, is replaced by the following:

a. Primary Insurance

This insurance is primary except when Paragraph **b.** below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in Paragraph **c.** below, except;

(1) If a written contract or agreement that requires any person(s) or organization(s) to be an additional insured also requires this insurance to be primary and noncontributory, then this insurance is primary over any other insurance in which the additional insured is a Named Insured. We will not seek contribution from any other liability policy in which the additional insured is a Named Insured.

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(Ed. 4-84)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

All persons and/or organization's that require a Waiver of Subrogation on work you perform for them, subject to the following conditions:
1. The requirement is by written contract executed by you and them prior to the date of accident or loss; and
2. The written contract contains a hold harmless and indemnification provision in that person or organization's favor; and
3. We are the carrier of record providing General Liability coverage for the insured.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 01-01-2024 Policy No. WZ92023197 Endorsement No.
Insured ILTEN'S INC Premium INCL

Insurance Company Countersigned by _____

WC 00 03 13
(Ed. 4-84)

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PARTNERS
MUTUAL INSURANCE
An affiliate of Penn National Insurance
20935 Swenson Drive
Waukesha, Wisconsin 53186-2057

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
This endorsement changes the policy effective on the inception date of the policy or as of the date indicated below.

CZ92023197	01/01/2025	01/01/2026	
Policy Number	Effective	Expiring	Issued To
4		2025-08-28	(12358) Skogman Insurance
Endorsement No.		Effective	Agent

Authorized Representative

AMENDATORY ENDORSEMENT

ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY.

GOVERNMENTAL IMMUNITY

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Organization:
City of Tiffin

SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS is-amended to add the following:
Nonwaiver of Government Immunity

The purchase of this policy and naming of the organization shown in the Schedule as an additional insured does not waive any of the defenses of governmental immunity available to the organization shown in the Schedule under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.

Claims Coverage
This policy shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.

Assertion of Government Immunity
The organization shown in the Schedule shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier.

Non-Denial of Coverage for Governmental Immunity
We shall not deny coverage or deny any of the rights and benefits accruing to the organization shown in the Schedule under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in Favor of the defense(s) of governmental immunity asserted by the organization shown in the Schedule.

GA 4217 IA 05 03

PARTNERS
MUTUAL INSURANCE
An affiliate of Penn National Insurance
20935 Swenson Drive
Waukesha, Wisconsin 53186-2057

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESS AUTO PENNPAC PLUS ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

I. Broad Form Named Insured

The following is added to **Section II - Covered Autos Liability Coverage**, Paragraph **A.1. Who Is An Insured**:

d. (1) Any organization or subsidiary thereof which is a legally incorporated entity of which you own a financial interest of more than 50 percent of the voting stock on the effective date of this endorsement.

(2) Paragraph **I.d.(1)** does not apply to "accident" or "loss" with respect to which an "insured" under this policy is also an "insured" under another policy or would be an "insured" under such policy but for its termination or upon the exhaustion of its limits of insurance.

(3) Paragraph **I.d.(2)** does not apply to a policy written to apply specifically in excess of this policy.

e. (1) Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company and over which you maintain ownership or majority interest, will qualify as a Named Insured if there is no other similar insurance available to that organization.

(2) Coverage under Paragraph **I.e.(1)** is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier. Coverage does not apply to an "accident" or "loss" that results from an "accident" that occurred before you acquired or formed the organization.

II. Blanket Additional Insured

Any person or organization, with whom you agree in a written contract, agreement or permit, to name as an insured for Covered Autos Liability Coverage is an "insured," but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II of the Coverage Form.
This insurance does not apply unless the written contract or agreement has been executed or the permit has been issued prior to the "bodily injury" or "property damage."

This insurance does not apply to the owner or any one else from whom you hire or borrow a covered "auto."

III. Temporary Substitute Autos – Physical Damage Coverage
The following is added to Paragraph **C. Certain Trailers, Mobile Equipment And Temporary Substitute Autos** of **Section I – Covered Autos**:

If Physical Damage Coverage is provided by this coverage form, the following types of vehicles are covered "autos" for Physical Damage Coverage:

Any "auto" you do not own while used with the permission of its owner as a temporary substitute for a covered "auto" you own that is out of service because of its:

a. Breakdown;
b. Repair;
c. Servicing;
d. "Loss"; or
e. Destruction

The coverage that applies is the same as the coverage provided for the vehicle being replaced.

IV. Personal Effects Coverage

The following is added to **Section III - Physical Damage Coverage**, Paragraph **A. Coverage**:

5. We will pay up to $1,000 for "loss" to wearing apparel and other personal effects which are:

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a. Owned by an "insured"; and
b. In or on your covered "auto."

This coverage applies only in the event of a total theft of your covered "auto."

No deductibles apply to this coverage.

V. Towing and Labor Coverage

Section III – Physical Damage Coverage, Paragraph **A.2.** is deleted and replaced with the following:

2. We will pay $75 plus the amount, if any, shown in the Declarations for towing and labor costs incurred each time a covered "auto" of the private passenger type or light truck type is disabled. However, the labor must be performed at the place of disablement.

We will pay up to $250 plus the amount shown, if any, in the Declarations for towing and labor costs incurred each time a covered "auto" other than the private passenger or light truck type is disabled. However, the labor must be performed at the place of disablement.

VI. Rental Reimbursement

Section III – Physical Damage Coverage is amended by adding the following:

We will pay for rental reimbursement expenses incurred by you for the rental of an "auto" because of "loss" to a covered "auto." Payment applies in addition to the otherwise applicable amount of each coverage you have on a covered "auto." No deductibles apply to this coverage.

This coverage applies only:

a. For those expenses incurred during the policy period beginning 24 hours after the "loss";
b. For necessary and actual expenses incurred;
c. To a "loss" for which we also pay a "loss" under Physical Damage Coverage- Comprehensive Coverage, Specified Causes of Loss Coverage or Collision Coverage; and
d. If there are no spare or reserve "autos" available to you for your operations.

Our payment will be limited to the period of time reasonably required to repair or replace the covered "auto." We will pay up to $50 per day to a maximum of $1,500.

If "loss" results from the total theft of a covered "auto" we will pay under this coverage only that amount of rental reimbursement expenses which are not already provided under the Physical Damage Coverage Extension.

VII. Replacement Cost Coverage – Private Passenger Autos

Section III – Physical Damage Coverage, **C. Limit Of Insurance** is amended by addition of the following:

4. Paragraph **C.1.a, C.2. and C.3.** do not apply to private passenger "autos" described in the Schedule, purchased new and not previously titled.

The most we will pay for any covered "loss" will be the lesser of:

a. The cost of a new "auto" of the same make, size including the same equipment; or
b. The cost of repairing with parts of like kind and quality,

minus the deductible shown in the Schedule.

This coverage does not apply to "loss" caused by fire, theft, larceny or vandalism.

This coverage applies for five years from the date of purchase of the private passenger "auto."

VIII. Extended Coverage – Airbags

Section III – Physical Damage Coverage, **B. Exclusions**, Paragraph **3.** is amended by addition of the following:
The exclusion for "loss" caused by mechanical breakdown does not apply to the accidental discharge of an airbag. Coverage is excess over any other collectible insurance or warranty specifically designed to provide coverage.

IX. Audio, Visual and Data Electronic Equipment Coverage

a. Section III – Physical Damage Coverage, **B. Exclusions**, Paragraph **5.** is amended by the following addition to the exception of **4.c.** and **4.d.**:

e. Electronic equipment designed solely for receiving or that transmits audio, visual or data signals and is permanently installed in the covered "auto" or the equipment is removable from a housing unit which is permanently installed in the covered "auto" at the time of the "loss" and such equipment is designed to be soley operated by use of

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the power from the "auto's" electrical system, in or upon the covered "auto."

(1) If a "loss" occurs solely to the audio, visual or data electronic equipment, then for each covered "auto" our obligation to pay for, repair, return or replace the damaged or stolen property will be subject to a $250 deductible.

(2) In the event that there is more than one applicable deductible, only the highest deductible will apply. In no event will more than one deductible apply.

b. Paragraph **C.1.b.** under Limits of Insurance of **Section III – Physical Damage Coverage** does not apply.

X. Waiver Of Subrogation

The following is added to **A.5. Transfer Of Rights Of Recovery Against Others To Us** condition in **Section IV - Business Auto Conditions**:

We waive any right of recovery we may have against any person or organization because of payments we make for "bodily injury" or "property damage" arising out of the operation of a covered "auto" when you have assumed liability for such "bodily injury" or "property damage" under an "insured contract."

XI. Duties in the Event of Accident, Claim, Suit or Loss Redefined

a. The requirement in Loss Conditions **2.a.** of **Section IV – Business Auto Conditions** that you must see to it that we are notified of an "accident" only applies when the "accident" or offense is known to:
(1) You, if you are an individual;
(2) A partner, if you are a partnership; or
(3) A member, if you are a limited liability company; or
(4) An executive officer or insurance manager, if you are a corporation.

b. The requirement in Loss Condition **2.b.** of **Section IV – Business Auto Conditions** that you must see to it that we receive notice of a claim or "suit" will not be considered breached unless the breach occurs after such claim or "suit" is known to:

(1) You, if you are an individual;
(2) A partner, if you are a partnership; or
(3) A member, if you are a limited liability company; or
(4) An executive officer or insurance manager, if you are a corporation.

XII. Supplementary Payments Increased Limits

Section II – Covered Autos Liability Coverage, Coverage **2.a. Supplementary Payments**, Paragraphs **a.(2)** and **a.(4)** are replaced by the following:

(2) Up to $3000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

(4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earning up to $300 a day because of time off from work**.**

XIII. Unintentional Errors or Omissions

We will not deny coverage under this Coverage Part because of the unintentional omission of, or unintentional error in, any information provided by you. However, this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

XIV. Physical Damage - Transportation Expense

In **Section III – Physical Damage Coverage**, Paragraph **A.4.a.**, the amount we will pay is increased to $60 per day to a maximum limit of $1,800.

XV. Hired Auto – Limited Worldwide Coverage

In **Section IV - Business Auto Conditions**, **B. General Conditions**, Paragraph **7.b.(5)** is replaced with the following:
(5) Anywhere in the world if a covered "auto" of the private passenger type is leased, hired, rented or borrowed without a driver for a period of 60 days or less,

XVI. Hired Auto Physical Damage

If Comprehensive, Specified Causes of Loss or Collision coverage is provided under this policy, then Hired Auto Physical Damage Coverage is provided for that coverage subject to the following limit:

(1) The most we will pay in any one policy period for "loss" to all hired "autos" is the lesser of:

a. $75,000; or
b. The actual cash value of the damaged or stolen property at the time of the "loss"; or

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c. The cost of repairing or replacing the damaged or stolen property.

A $500 deductible applies to "loss" caused by other than fire or lightning.

(2) Subject to **(1)a.,b.** and **c.** above, we will provide coverage equal to the broadest physical damage coverage applicable to any covered "auto" shown in the Declarations.

(3) When you are required by a written contract to indemnify a lessor for actual financial loss due to a loss of use of a hired "auto" resulting from a covered "accident" or "loss," we will pay up to $65 per day subject to a maximum limit of $1,000.

If a premium entry is shown in Item Four – Schedule Of Hired Or Borrowed Covered Auto Coverage And Premiums – Physical Damage Insurance, this Provision does not provide any insurance.

XVII. Vehicle Wraps, Custom Paint And Related Advertising Modifications

The following is added to Paragraph **C. Limit of Insurance** of **Section III – Physical Damage Coverage** in the Business Auto Coverage Form:

If we offer to pay the actual cash value of the damaged or stolen "auto," we will value vehicle advertising wraps, paint customization and similar business-related advertising modifications, separately from the actual cash value of the "auto." Coverage for these items will be on a replacement cost basis.

XVIII. Auto Loan/Lease Gap Coverage

The Physical Damage Coverage Section is amended by addition of the following:

In the event of a total "loss" to a covered "auto" shown in the Schedule Of Covered Autos You Own, we will pay any unpaid amount due on the lease or loan for a covered "auto," less:

1. The amount paid under the policy's Physical Damage Coverage Section; and

2. Any:

a. Overdue lease/loan payments at the time of the "loss";

b. Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;

c. Security deposits not returned by the lessor;

d. Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease; and

e. Carry-over balances from previous loans or leases.

Auto Loan/Lease Gap Coverage will only apply when no provision for this or similar coverage is included in the original lease agreement written on the covered loaned/leased "auto."

XIX. Bodily Injury Redefined

Section V – Definitions, Paragraph **C.** "Bodily injury" is amended as follows:

"Bodily injury" means bodily injury, sickness or disease sustained by a person including mental anguish, mental injury or death resulting from any of these.

XX. Full Glass Coverage

The following is added to Paragraph **D. Deductible** of **Section III-Physical Damage Coverage**:

For Comprehensive Coverage, no deductible applies to "loss" to glass used in windshield, doors and windows of the covered "auto," including glass used in sunroofs and moon roofs.

Full Glass coverage applies only to those covered "autos" described or designated for Comprehensive Coverage in the Declarations.

XXI. Collision Deductible Waiver-Not At Fault Accident

The following is added to Paragraph **D. Deductible** of **Section III - Physical Damage Coverage**:

The deductible amount shall not apply to a total "loss" caused by collision between your covered "auto" and another "auto," provided:

a. The owner or operator of such other "auto" has been identified; and

b. The owner or operator of such other "auto" is legally liable for the "loss" to your covered "auto" and does not qualify as an "insured" under this policy; and

c. You are not comparatively or contributorily negligent for the "loss"; and

d. There is an available local police or law enforcement report which details the accident and identifies the owner and operator of the other motor vehicle and their insurance carrier(s).

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XXII. Primary And Noncontributory – Other Insurance Condition

The following is added to the Other Insurance Condition in the Business Auto Coverage Form and supersedes any provision to the contrary:

This Coverage Form's Covered Autos Liability Coverage is primary to and will not seek contribution from any other insurance available to an "insured" under your policy provided that:

(1) Such "insured" is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to such "insured."

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PARTNERS
MUTUAL INSURANCE
An affiliate of Penn National Insurance
20935 Swenson Drive
Waukesha, Wisconsin 53186-2057

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

COMMERCIAL GENERAL LIABILITY
PENNPAC PLUS ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

I. Damage To Your Work

The following is added to **Section I – Coverages, Coverage A Bodily Injury and Property Damage Liability,** Paragraph **1. Insuring Agreement**:

f. Damages because of "property damage" include damages the insured becomes legally obligated to pay because of "property damage" to "your work" and shall be deemed to be caused by an "occurrence", but only if:

(1) The "property damage" is the result of work performed on your behalf by a subcontractor(s) that is not a Named Insured;

(2) The work performed by the subcontractor(s) is within the "products-completed operations hazard"; and

(3) The "property damage" is unexpected and unintended from the standpoint of the insured.

For the purposes of this coverage, the definition of "Occurrence" in SECTION V – DEFINITIONS is replaced with the following:

13. "Occurrence" means an accident, including continuous or repeated exposure to substantially the same general harmful conditions. An accident shall include "property damage" to other than "your work" arising from "your work".

II. Limited Product Withdrawal Expense Coverage

A. The following is added to **Section I - Coverages**

LIMITED PRODUCT WITHDRAWAL EXPENSE COVERAGE

1. Insuring Agreement

a. We will reimburse you for "product withdrawal expenses" incurred by you because of a "product withdrawal" to which this insurance applies.

The most we will pay for "product withdrawal expenses" is $20,000 or the Limit Of Insurance shown in the Declarations or Schedule, whichever is higher.

b. This insurance applies to a "product withdrawal" only if the "product withdrawal" is initiated in the "coverage territory" during the policy period because:

(1) You determine that the "product withdrawal" is necessary; or

(2) An authorized government entity has ordered you to conduct a "product withdrawal".

c. We will reimburse "product withdrawal expenses" only if:

(1) The expenses are incurred within one year of the date the "product withdrawal" was initiated;

(2) The expenses are reported to us within one year of the date the expenses were incurred.

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d. The initiation of a "product withdrawal" will be deemed to have been made only at the earliest of the following times:

(1) When you first announced, in any manner, to the general public, your vendors or to your employees (other than those employees directly involved in making the determination) your decision to conduct or participate in a "product withdrawal". This applies regardless of whether the determination to conduct a "product withdrawal" is made by you or is requested by a third party; or

(2) When you first received, either orally or in writing, notification of an order from an authorized government entity to conduct a "product withdrawal".

e. "Product withdrawal expenses" incurred to withdraw "your products" which contain the same or substantially similar "defects" will be deemed to have arisen out of the same "product withdrawal".

2. Exclusions

This insurance does not apply to "product withdrawal expenses" arising out of:

a. Breach Of Warranty And Failure To Conform To Intended Purpose

Any "product withdrawal" initiated due to the failure of "your product" to accomplish their intended purpose, including any breach of warranty of fitness, whether written or implied. This exclusion does not apply if such failure has caused or is reasonably expected to cause "bodily injury" or physical damage to tangible property other than "your product".

b. Infringement Of Copyright, Patent, Trade Secret, Trade Dress Or Trademark

Any "product withdrawal" initiated due to copyright, patent, trade secret, trade dress or trademark infringements.

c. Deterioration, Decomposition Or Chemical Transformation

Any "product withdrawal" initiated due to transformation of a chemical nature, deterioration or decomposition of "your product". This exclusion does not apply if it is caused by:

(1) An error in manufacturing, design, or processing;

(2) Transportation of "your product"; or

(3) "Product tampering".

d. Goodwill, Market Share, Revenue, Profit Or Redesign

The costs of regaining goodwill, market share, revenue or "profit" or the costs of redesigning "your product".

e. Expiration Of Shelf Life

Any "product withdrawal" initiated due to expiration of the designated shelf life of "your product".

f. Known Defect

A "product withdrawal", initiated because of a "defect" in "your product" known to exist by the Named Insured or the Named Insured's "executive officers", prior to the date when this Coverage Part was first issued to you or prior to the time "your product" leaves your control or possession.

g. Otherwise Excluded Products

A recall of any specific products for which "bodily injury" or "property damage" is excluded under **Coverage A Bodily Injury And Property Damage Liability** by endorsement.

h. Governmental Ban

A recall when "your product" or a component contained within "your product" has been:

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(1) Banned from the market by an authorized government entity prior to the policy period; or

(2) Distributed or sold by you subsequent to any governmental ban.

i. Defense Of Claim

The defense of a claim or "suit" against you for liability arising out of a "product withdrawal".

j. Third Party Damages, Fines And Penalties

Any compensatory damages, fines, penalties, punitive or exemplary or other non-compensatory damages imposed upon the insured.

k. Pollution-Related Expenses

Any loss, cost or expense due to any:

(1) Request, demand, order, statutory or regulatory requirement that any insured or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of, "pollutants"; or

(2) Claim or suit by or on behalf of a governmental authority for damages because of testing for, monitoring, cleaning up, removing, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of, "pollutants".

B. For the purposes of this coverage, the following condition is added to **Section IV – Commercial General Liability Conditions:**

Concealment Or Fraud

We will not provide coverage to you, or any other insured, who at any time:

1. Engaged in fraudulent conduct; or

2. Intentionally concealed or misrepresented a material fact concerning a "product withdrawal" or "product withdrawal expenses" incurred by you.

C. The following definitions are added to **Section V - Definitions**:

1. "Defect" means a defect, deficiency or inadequacy that creates a dangerous condition.

2. "Product tampering" is an act of intentional alteration of "your product" which has caused or is reasonably expected to cause "bodily injury" or physical injury to tangible property other than "your product".

When "product tampering" is known, suspected or threatened, a "product withdrawal" will be limited to those batches of "your product" which are known or suspected to have been tampered with.

For the purposes of this insurance, electronic data is not tangible property.

As used in this definition, electronic data means information, facts or programs stored as or on, created or used on, or transmitted to or from computer software, including systems and applications software, hard or floppy disks, CD-ROMS, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.

3. "Product withdrawal" means the recall or withdrawal:

a. From the market; or

b. From use by any other person or organization;

of "your products", or products which contain "your products", because of known or suspected "defects" in "your product", or known or suspected "product tampering", which has caused or is reasonably expected to cause "bodily injury" or physical injury to tangible property other than "your product".

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For the purposes of this insurance, electronic data is not tangible property.

As used in this definition, electronic data means information, facts or programs stored as or on, created or used on, or transmitted to or from computer software, including systems and applications software, hard or floppy disks, CD-ROMS, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.

4. "Product withdrawal expenses" means those reasonable and necessary extra expenses, listed below, paid and directly related to a "product withdrawal":

a. Costs of notification;

b. Costs of stationery, envelopes, production of announcements and postage or facsimiles;

c. Costs of overtime paid to your regular non-salaried employees and costs incurred by your employees, including costs of transportation and accommodations;

d. Costs of computer time;

e. Costs of hiring independent contractors and other temporary employees;

f. Costs of transportation, shipping or packaging;

g. Costs of warehouse or storage space; or

h. Costs of proper disposal of "your products", or products that contain "your products", that cannot be reused, not exceeding your purchase price or your cost to produce the products.

5. "Profit" means the positive gain from business operation after subtracting for all expenses.

III. Non-Owned Watercraft

a. Exclusion **g.** Paragraph **(2)** of **Section I – Coverages, Coverage A Bodily Injury And Property Damage Liability** is deleted and replaced by the following:

(2) A watercraft you do not own that is:

(a) Less than 51 feet long; and

(b) Not being used to carry persons or property for a charge;

b. Paragraph **III.a.** applies to any person who, with your expressed or implied consent, either uses or is responsible for the use of a watercraft.

c. Paragraphs **III.a.** and **III.b.** do not apply if the insured has any other insurance for “bodily injury” or “property damage” liability that would also apply to loss covered under this provision, whether the other insurance is primary, excess, contingent or on any other basis. In that case, this Provision **III.** does not provide any insurance.

d. Paragraph **III.c.** does not apply to a policy written to apply specifically in excess of this policy.

IV. Consolidated Insurance (Wrap – Up) Program

The following exclusion is added to Paragraph **2. Exclusions** of **Section I – Coverages, Coverage A Bodily Injury And Property Damage Liability:**

This insurance does not apply to "bodily injury" or "property damage" arising out of either your ongoing operations or operations included within the "products-completed operations hazard" if such operations were at any time subject to a “consolidated insurance (wrap-up) program”.

This exclusion applies whether or not the “consolidated insurance (wrap-up) program” provided:

(1) Coverage identical to that provided by this Coverage Part;

(2) Limits adequate to cover all claims; or

(3) Coverage that remains in effect.

This exclusion applies regardless of whether such operations are or were conducted by you or on your behalf.

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This exclusion does not apply to your operations away from a “consolidated insurance (wrap-up) program" project site incidental to the support of such a project and not included within the “consolidated insurance (wrap-up) program”.

This exclusion does not apply to “bodily injury” or “property damage” within the “products-completed operations hazard” if all coverage available to the insured for the “products-completed operations hazard” in a “consolidated insurance (wrap-up) program” has been cancelled, non-renewed or otherwise no longer applies for reasons other than the exhaustion of all available limits, whether such limits are available on a primary, excess or on any other basis.

“Consolidated insurance (wrap-up) program” means any agreement or arrangement, including any contractor-controlled, owner-controlled or similar insurance program, under which some or all of the contractors working on a specific project or specific projects, are required to participate in a program to obtain insurance that:

(1) Includes same or similar insurance as that provided by this Coverage Part; and

(2) Is issued specifically for “bodily injury” or “property damage” arising out of such project or projects.

V. Supplementary Payments Increased Limits

In the **Supplementary Payments - Coverages A And B** provision of **Section I - Coverages**:

a. The limit for the cost of bail bonds is changed from $250 to $3000.

b. The limit for the actual loss of earnings is changed from $250 to $1000.

VI. Broad Form Named Insured

a. Section II – Who Is An Insured is amended to include as an insured any organization or subsidiary thereof, other than a partnership, joint venture, or limited liability company, which is a legally incorporated entity of which you own a financial interest of more than 50 percent of the voting stock on the effective date of this endorsement.

b. Paragraph **VI.a.** does not apply to injury or damage with respect to which an insured under this policy is also an insured under another policy or would be an insured under such policy but for its termination or upon the exhaustion of its limits of insurance.

c. Paragraph **VI.b.** does not apply to a policy written to apply specifically in excess of this policy.

VII. Newly Formed or Acquired Organizations

In Paragraph **3.a.** of **Section II - Who Is An Insured**, 90th day is changed to 180th day.

VIII. Incidental Malpractice Liability - Nurse, EMT, or Paramedic

Paragraph **2.a.(1)(d)** of **Section II - Who Is An Insured** is deleted and replaced by the following:

(d) Arising out of his or her providing or failing to provide professional health care services. However, if you have “employees” who are a nurse, emergency medical technician or paramedic, they are an insured with respect to their providing or failing to provide professional health care services to your “employees”.

IX. Automatic Additional Insureds

Section II - Who Is An Insured is amended to add:

a. The **Lessor of Leased Equipment** from whom you lease equipment when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an insured only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

However,

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are

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required by the contract or agreement to provide for such additional insured.

A person's or organization's status as an additional insured under this insurance ends when their contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

b. The **Grantor of Franchise** when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an insured only with respect to their liability as grantor of a franchise to you.

However,

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

A person's or organization's status as an additional insured under this insurance ends when their contract or agreement with you for such franchise ends.

c. The **Manager or Lessor of premises** when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an insured only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you.

A person's or organization's status as an additional insured under this insurance ends when their contract or agreement with you for such leased premises ends.

This insurance does not apply to:

(1) Any "occurrence" which takes place after you cease to be a tenant in that premises.

(2) Structural alterations, new construction or demolition operations performed by or on behalf of the manager or lessor of premises.

However,

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

d. The **Mortgagee, Assignee, or Receiver** when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an insured only with respect to their liability as mortgagee, assignee, or receiver and arising out of the ownership, maintenance or use of the premises by you.

However,

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

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A person's or organization's status as an additional insured under this insurance ends when their contract or agreement with you for such premises ends.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

e. The **Vendor** when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an insured only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:

However,

1. The insurance afforded to such vendor only applies to the extent permitted by law; and

2. If coverage provided to the vendor is required by a contract or agreement, the insurance afforded to such vendor will not be broader than that which you are required by the contract or agreement to provide for such vendor.

(1) The insurance afforded the vendor does not apply to:

(a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;

(b) Any express warranty unauthorized by you;

(c) Any physical or chemical change in the product made intentionally by the vendor;

(d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

(e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

(f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

(g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

(h) **"**Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained in Sub-paragraphs (**d)** or (**f);** or

(ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

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(2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

X. Amendment - Aggregate Limits of Insurance

The General Aggregate Limit under the **Section III - Limits Of Insurance** applies separately to each of your:

a. Projects away from premises owned by or rented to you;

b. "Locations" owned by or rented to you.

"Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.

XI. Electronic Data Liability

a. Exclusion **2.p.** of **Coverage A Bodily Injury And Property Damage Liability** in **Section I – Coverages** is replaced by the following:

2. Exclusions

This insurance does not apply to:

p. Access Or Disclosure Of Confidential Or Personal Information And Data-related Liability

Damages arising out of:

(1) Any access to or disclosure of any person's or organization's confidential or personal information, including patents, trade secrets, processing methods, customer lists, financial information, credit card information, health information or any other type of nonpublic information; or

(2) The loss of, loss of use of, damage to, corruption of, inability to access or inability to manipulate "electronic data" that does not result from physical injury to tangible property.

This exclusion applies even if damages are claimed for notification costs, credit monitoring, expenses, forensic expenses, public relations expenses or any other loss, cost or expense incurred by you or others arising out of that which is described in Paragraph **(1)** or **(2)** above.

However, unless Paragraph **(1)** above applies, this exclusion does not apply to damages because of "bodily injury".

b. The following is added to Paragraph **2.** Exclusions of **Section I- Coverage B – Personal And Advertising Injury Liability**:

2. Exclusions

This insurance does not apply to:

Access Or Disclosure Of Confidential Or Personal Information

"Personal and advertising injury" arising out of any access to or disclosure of any person's or organization's confidential or personal information, including patents, trade secrets, processing methods, customer lists, financial information, credit card information, health information or any other type of nonpublic information,

This exclusion applies even if damages are claimed for notification costs, credit monitoring expenses, forensic expenses, public relations expenses or any other loss, cost or expense incurred by you or others arising out of any access to or disclosure of any person's or organization's confidential or personal information.

c. The following paragraph is added to **Section III – Limits Of Insurance**:

Subject to **5.** above, the most we will pay under **Coverage A** for "property damage", because of all loss of "electronic data" is $50,000 each "occurrence" subject to the $50,000 aggregate or the Electronic Data

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Liability Limit shown in the Declarations or Schedule, whichever is higher.

d. Paragraph **XI.c.** does not apply to "property damage" arising out of damage to "electronic data" on embedded controllers used to operate or maintain building equipment.

e. The following definition is added to **Section V -Definitions**:

" Electronic data" means information, facts or programs stored as or on, created or used on, or transmitted to or from computer software including systems and applications software, hard or floppy disks, CD-ROMS, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.

f. For the purposes of this coverage, the definition of "Property Damage" in **Section V - Definitions** is deleted and replaced by the following:

17. "Property damage" means:

a. Physical injury to tangible property, including all resulting loss of use of that property. All such loss of use shall be deemed to occur at the time of the physical injury that caused it;

b. Loss of use of tangible property that is not physically injured. All such loss of use shall be deemed to occur at the time of the "occurrence" that caused it; or

c. Loss of, loss of use of, damage to, corruption of, inability to access, or inability to properly manipulate "electronic data", resulting from physical injury to tangible property. All such loss of "electronic data" shall be deemed to occur at the time of the "occurrence" that caused it.

For the purposes of this insurance, "electronic data" is not tangible property.

XII. Duties in the Event of Occurrence, Claim or Suit Redefined

a. The requirement in Condition **2.a.** of **Section IV – Commercial General Liability Conditions** that you must see to it that we are notified of an "occurrence" only applies when the "occurrence" or offense is known to:

(1) You, if you are an individual;

(2) A partner, if you are a partnership; or

(3) An officer of the corporation or insurance manager, if you are a corporation.

b. The requirement in Condition **2.b.** of **Section IV – Commercial General Liability Conditions** that you must see to it that we receive notice of a claim or "suit" will not be considered breached unless the breach occurs after such claim or "suit" is known to:

(1) You, if you are an individual;

(2) A partner, if you are a partnership; or

(3) An officer of the corporation or insurance manager, if you are a corporation.

XIII. Transfer Of Rights Of Recovery Against Others To Us

The following is added to **8. Transfer Of Rights Of Recovery Against Others To Us** condition in **Section IV – Commercial General Liability Conditions:**

A. We waive any right of recovery we may have against any person(s) or organization(s) because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person(s) or organization(s) and included in the "products-completed operations hazard". This waiver applies to all person(s) or organizations(s) you have agreed in that written contract or agreement to waive your right of recovery, however, we do not waive our right of recovery against any person or organization due to their liability arising out of the rendering of, or the failure to render, any professional

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architectural, engineering or surveying services, including:

(1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings, designs and specifications; and

(2) Supervisory, inspection, architectural or engineering activities.

XIV. Bodily Injury Redefined

The definition of "bodily injury" in **Section V - Definitions** is deleted and replaced by the following:

3. "Bodily injury" means bodily injury, sickness or disease sustained by a person including mental anguish or death resulting from any of these.

XV. Mobile Equipment Redefined

Paragraph **12.f.** subparagraph **(1)** of **Section V - Definitions** does not apply to self-propelled vehicles of less than 1000 pounds gross vehicle weight.

XVI. Unintentional Errors or Omissions

We will not deny coverage under this Coverage Part because of the unintentional omission of, or unintentional error in, any information provided by you. However, this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

XVII. Liberalization

If we adopt any revision that would broaden the coverage under this policy without additional premium within 45 days prior to or during the policy period, the broadened coverage will immediately apply to this policy.

XVIII. Voluntary Property Damage

a. We will pay, at the request of any Named Insured, for "voluntary property damage" to the property of others provided:

1. the "voluntary property damage" occurs while such property is in the care, custody or control of an insured or to property over which an insured is, for any purpose, exercising physical control;

2. the "voluntary property damage" arises out of operations away from the premises owned by, rented to, or controlled by the Named Insured; and

3. the "property damage" coverage of the policy would extend to the operation causing the loss.

b. The insurance under this coverage does not apply to "voluntary property damage" to property:

1. while being transported by, or caused by the ownership, maintenance, operation, use, loading or unloading of any automobile, watercraft or aircraft; or
2. rented to any Named Insured.

c. This insurance will apply only to loss that is in excess of $250 for each "occurrence."

d. The most we will pay under this coverage is $5,000 for each "occurrence" subject to $5,000 aggregate for the policy year.

The each "occurrence" and aggregate limit is in addition to the each "occurrence" and aggregate limit of the Voluntary Property Damage limit provided in the Contractors Special Liability endorsement **70 1909** if attached to this policy.

e. Payment under this coverage will not include any prospective profit or overhead charges of any nature.

f. "Voluntary property damage" as used in this coverage means physical injury to tangible property and does not include disappearance, abstraction or loss of use.

XIX. Special Broad Form Property Damage Liability Coverage

a. **Section** I. Coverage **A., 2.** Exclusion, j. Damage To Property, Paragraphs **j.(3), j.(4)**, and **j.(5)** are modified as follows:

Exclusions **j.(3), j.(4)** and **j.(5)** do not apply to the first $5,000 of "property damage" for each "occurrence" that would otherwise be insured except for the application of these exclusions, as long as the "occurrence" takes place away from the premises you own, rent or control.

The limit above is in addition to the limit for Special Broad Form Property Damage Liability Coverage **70 1909** if attached to this policy.

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XX. Fellow Employee Extension

Under **Section II- Who Is An Insured**, Paragraphs **2.a. and 2.a.(1)** are replaced by the following:

2. Each of the following is also an insured:

a. Your "volunteer workers" only while performing duties related to the conduct of your business, or your "employees", other than either your "executive officers" (if you are an organization other than a partnership, joint venture or limited liability company) or your managers (if you are a limited liability company), but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business. However, none of these "employees" or "volunteer workers" are insureds for:

(1) "Bodily injury" or "personal and advertising injury":

(a) Arising out of his or her providing or failing to provide professional health care services.

With respect to this provision only, Subparagraph (1) of Exclusion **2.e. Employers Liability** under **Section I Coverages, Coverage A.-Bodily Injury and Property Damage Liability** does not apply.

XXI. Medical Payments

a) The Medical Expense Limit in Paragraph 7. Of **Section III-Limits of Insurance** is replaced by a new Medical Expense Limit, which will be subject to all the terms of **Section III- Limits of Insurance**. If the Medical Expense Limit provided by the coverage part is $10,000, the new Medical Expense Limit is increased to $20,000.

b) This coverage does not apply if Coverage C-Medical Payments is excluded either by the provisions of any coverage forms attached to the policy or by endorsement.

XXII. Damage To Premises Rented To You

a. Under **Section I-Coverages, Coverage A Bodily Injury And Property Damage Liability, Exclusion j. Damage To Property,** the number of rental days is amended from a period of seven or fewer consecutive days to a period of ten or fewer consecutive days**.**

b. Under **Section I-Coverages, Coverage A Bodily Injury And Property Damage Liability,** the last paragraph of **2. Exclusions** is replaced with:

If Damage to Premises Rented To You is not otherwise excluded, Exclusions **c**. through **n.** do not apply to damage by fire, lightning, explosion, smoke, or sprinkler leakage to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in **Section III-Limits Of Insurance.**

c. Under **Section III- Limits Of Insurance**, **Paragraph 6**. Is replaced with:

6. Subject to **5**. above**,** the Damage To Premises Rented to You Limit is the most we will pay under Coverage **A** for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning, explosion, smoke, or sprinkler leakage, while rented to you or temporarily occupied by you with permission of the owner.

d. Under **Section IV- Commercial General Liability Conditions, Condition 4. Other Insurance, b. Excess Insurance (1) (a) (ii)** is replaced with:

(ii) That is Fire, Lightning, Explosion, Smoke, or Sprinkler Leakage insurance for premises rented to you or temporarily occupied by you with permission of the owner.

e. Under **Section V-Definitions**, paragraph **a**. of Definition **9**. "insured contract" is deleted and replaced with:

a. A contract for lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning, explosion, smoke, or sprinkler leakage to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract" ;

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service@iltensinc.net

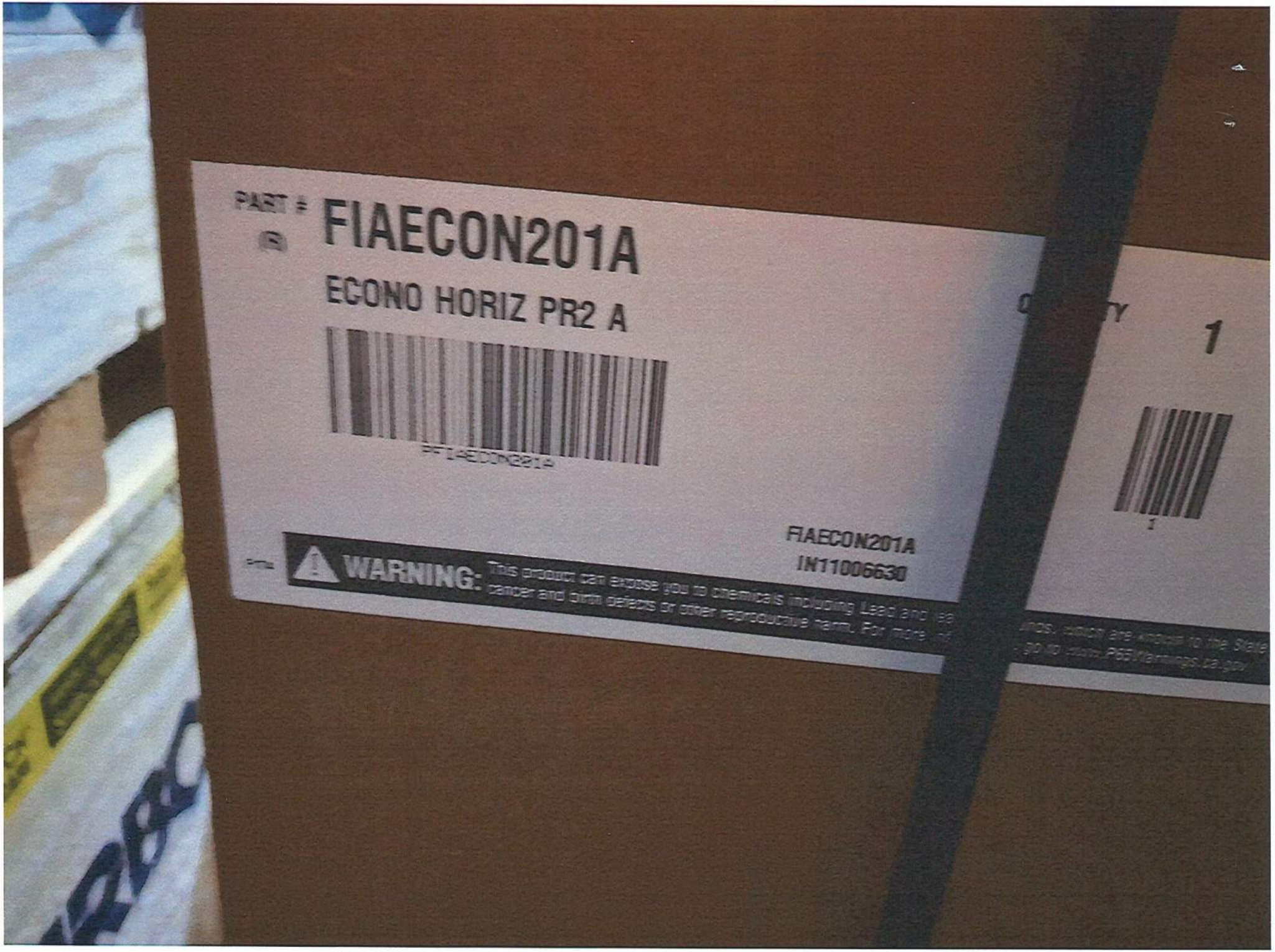
From: coonrodcrane@aol.com
Sent: Thursday, January 15, 2026 8:33 AM
To: Iltensinc Service

good morning can you please pass this email onto John
Coonrod's has received 5 Trane units and are storing them until the job site is ready for them to be delivered and installed
the job site is Tiffin Community Center
thank you
Diane

Coonrod Wrecker & Crane Service
4000 E Ave NW
Cedar Rapids, IA 52405
P. 319-396-7600
F. 319-396-9206


GUARANTEED SHIPMENT
TIME CRITICAL
ESTES
(800) 645-3952
WARNING!
MONITORED SHIPMENT
IF SHOCKWATCH INDICATOR IS RED
WARNING
HANDLE WITH CARE
SHOCKWATCH 2
HANDLE WITH CARE
SHOCKWATCH
AIRBOX
US-189767
AIRBOX

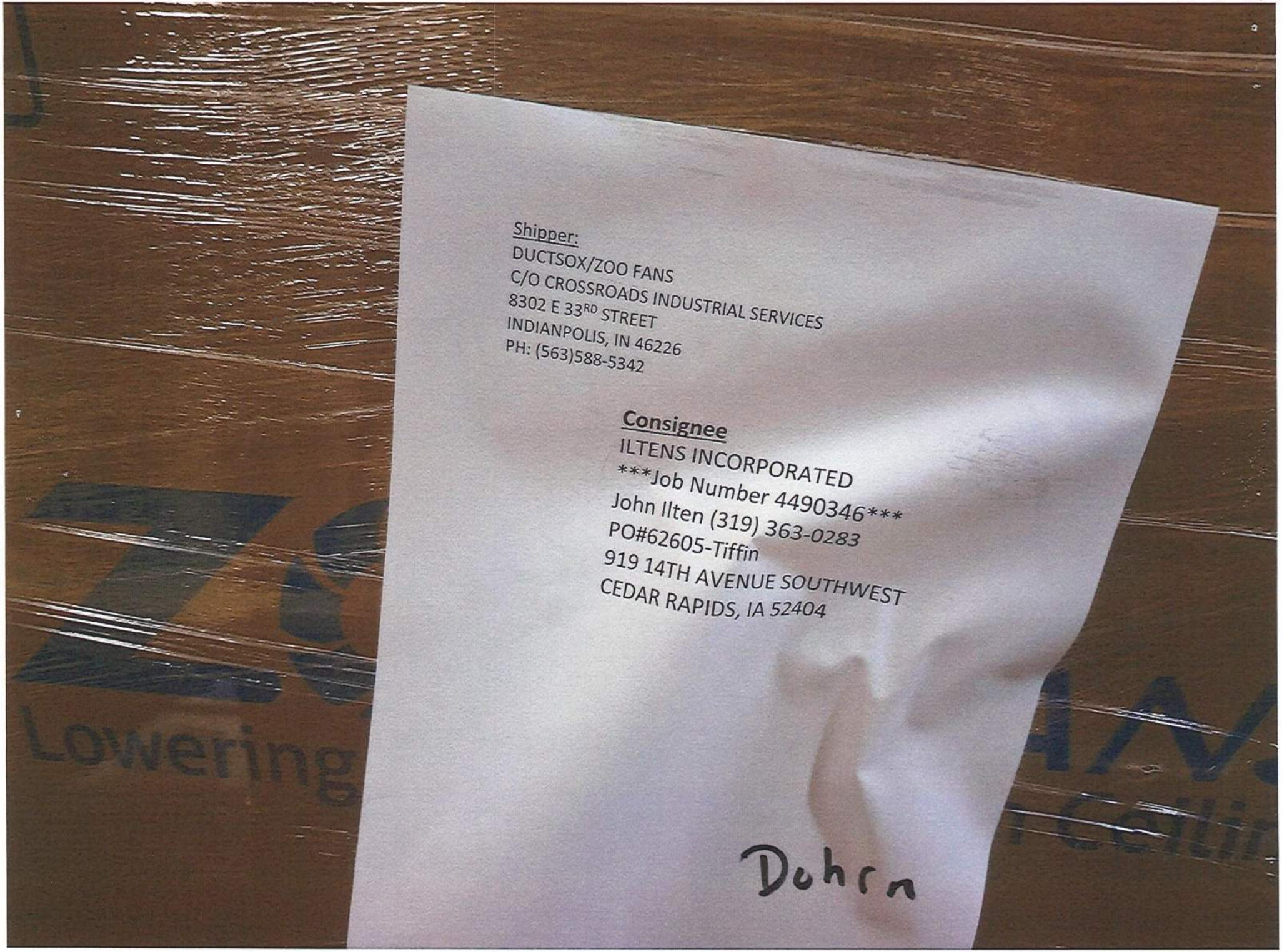

PACKING LIST ENCLOSED
GUARANTEED SHIPMENT
TIME CRITICAL
ESTES
(800) 645-3952
HANDLE WITH CARE
GUARANTEED SHIPMENT
TIME CRITICAL
ESTES
(800) 645-3952
WARNING!
MONITORED SHIPMENT
WARNING
HANDLE WITH CARE
SHOCKWATCH 2
HANDLE WITH CARE
SHOCKWATCH
AIRBOX

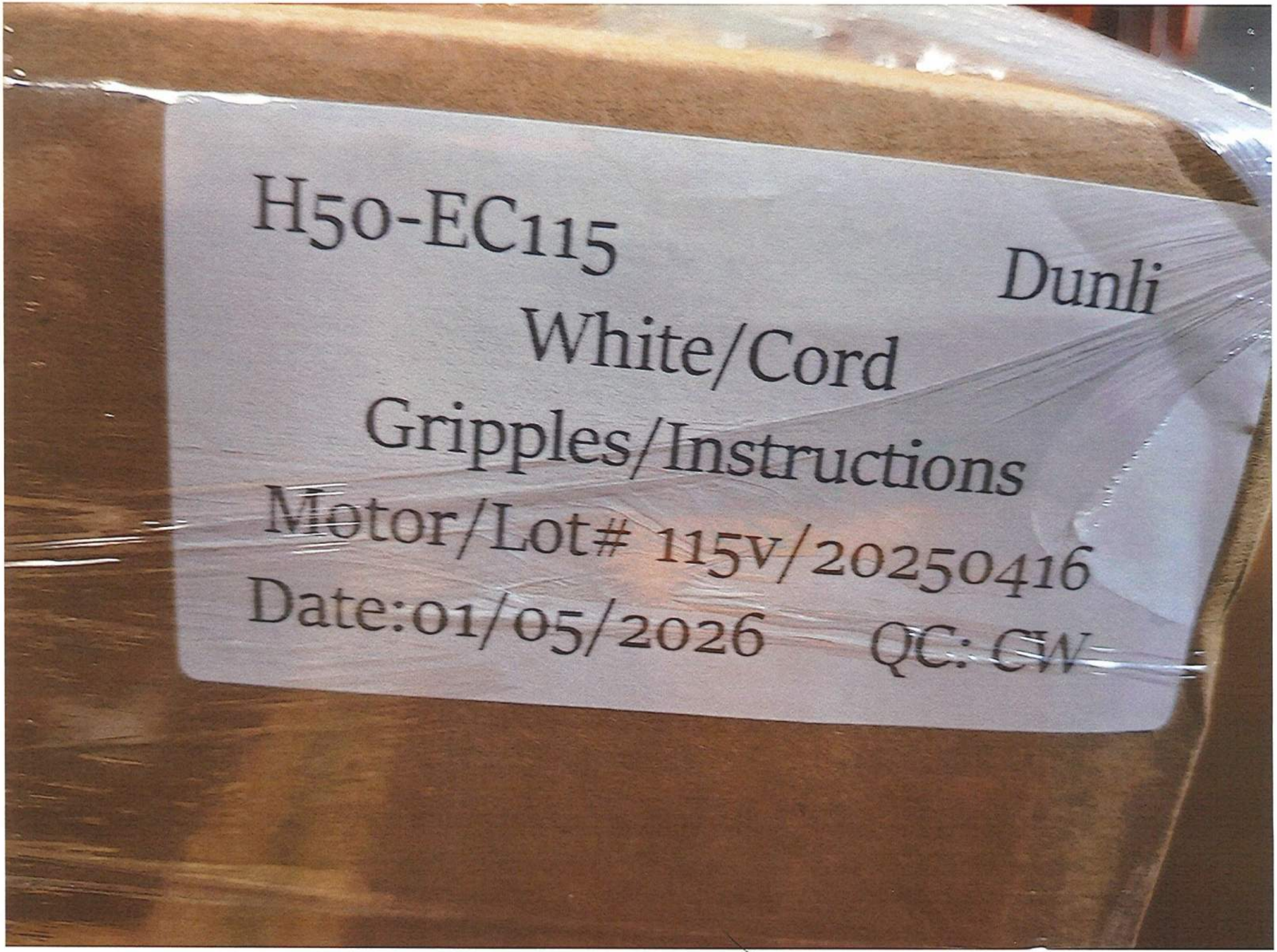

PART #
FIAECON201A
ECONO HORIZ PR2 A
FIAECON201A
IN11006630
WARNING:
1



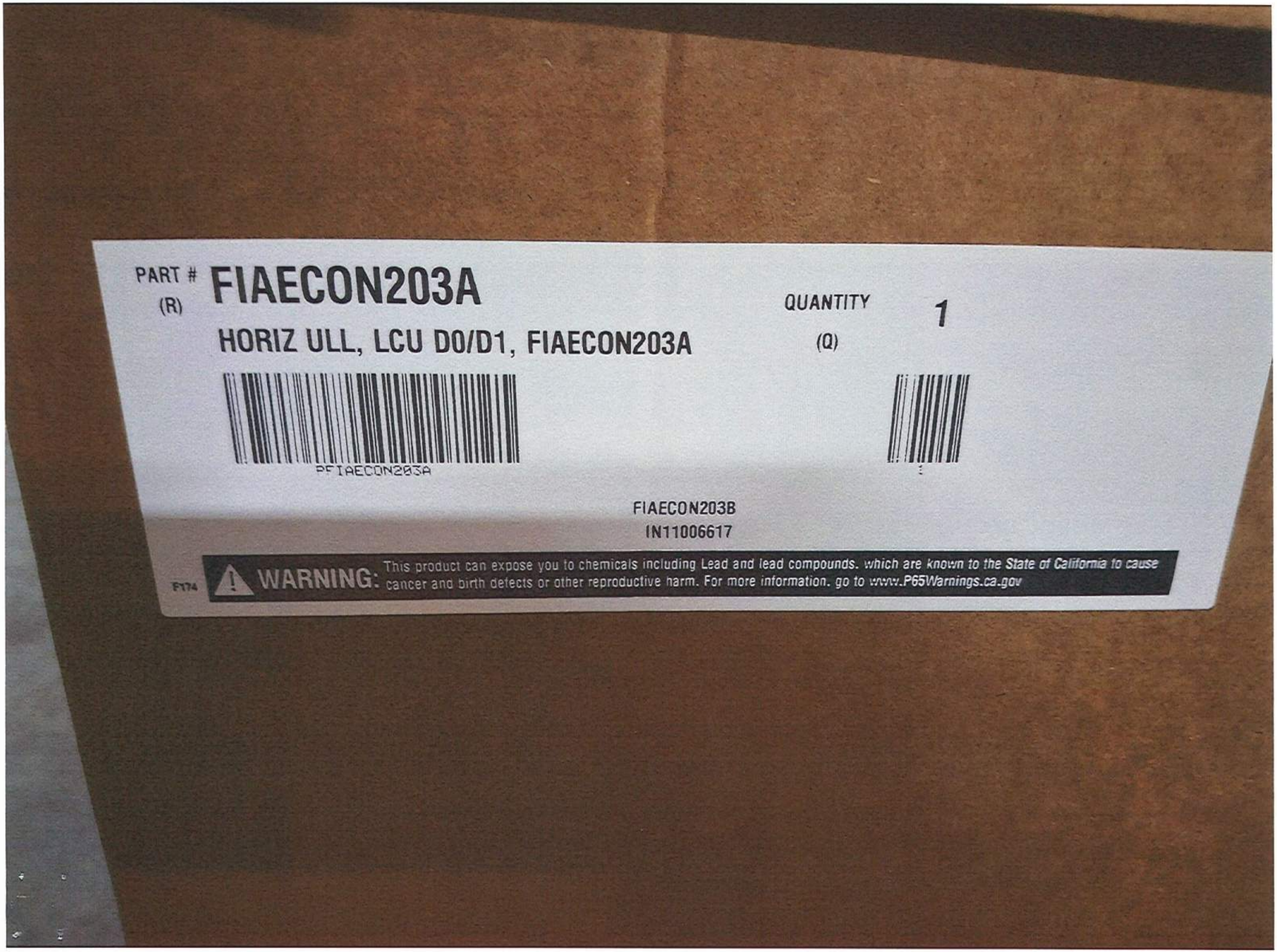

UP
ZOO FANS
Lowering the Cost of High Ceilings
TIME CRITICAL
ESTES


AIRFLOW
AIRFLOW
COOK
TAG: EF-1 TIFFIN REC
MODEL: 150SQN17D VF 150
SERIAL: 2829_99166-00/0000
ELECTRICAL INFORMATION
INPUT VOLTAGE: 208
INPUT PH: Hz: 60
MOTOR INFORMATION
HP: 0.750
RPM: 725
FAN INFORMATION
DESIGN CFM:
DESIGN SP:
DESIGN RPM:
MAX RPM:
DATE:
LOREN COOK COMPANY
417.869.6474
lorencook.com
SPRINGFIELD, MO
Made in USA
ISO 9001
COMPANY
ROTATION
#181103
INSTALLATION, OPERATION


Shipper:
DUCTSOX/ZOO FANS
C/O CROSSROADS INDUSTRIAL SERVICES
8302 E 33RD STREET
INDIANPOLIS, IN 46226
PH: (563)588-5342
Consignee
ILTENS INCORPORATED
Job Number 4490346
John Ilten (319) 363-0283
PO#62605-Tiffin
919 14TH AVENUE SOUTHWEST
CEDAR RAPIDS, IA 52404
Dohrn


H50-EC115
Dunli
White/Cord
Gripples/Instructions
Motor/Lot# 115V/20250416
Date:01/05/2026
QC: CW


TIME CRITICAL
ESTES
UP
FANS
TOP

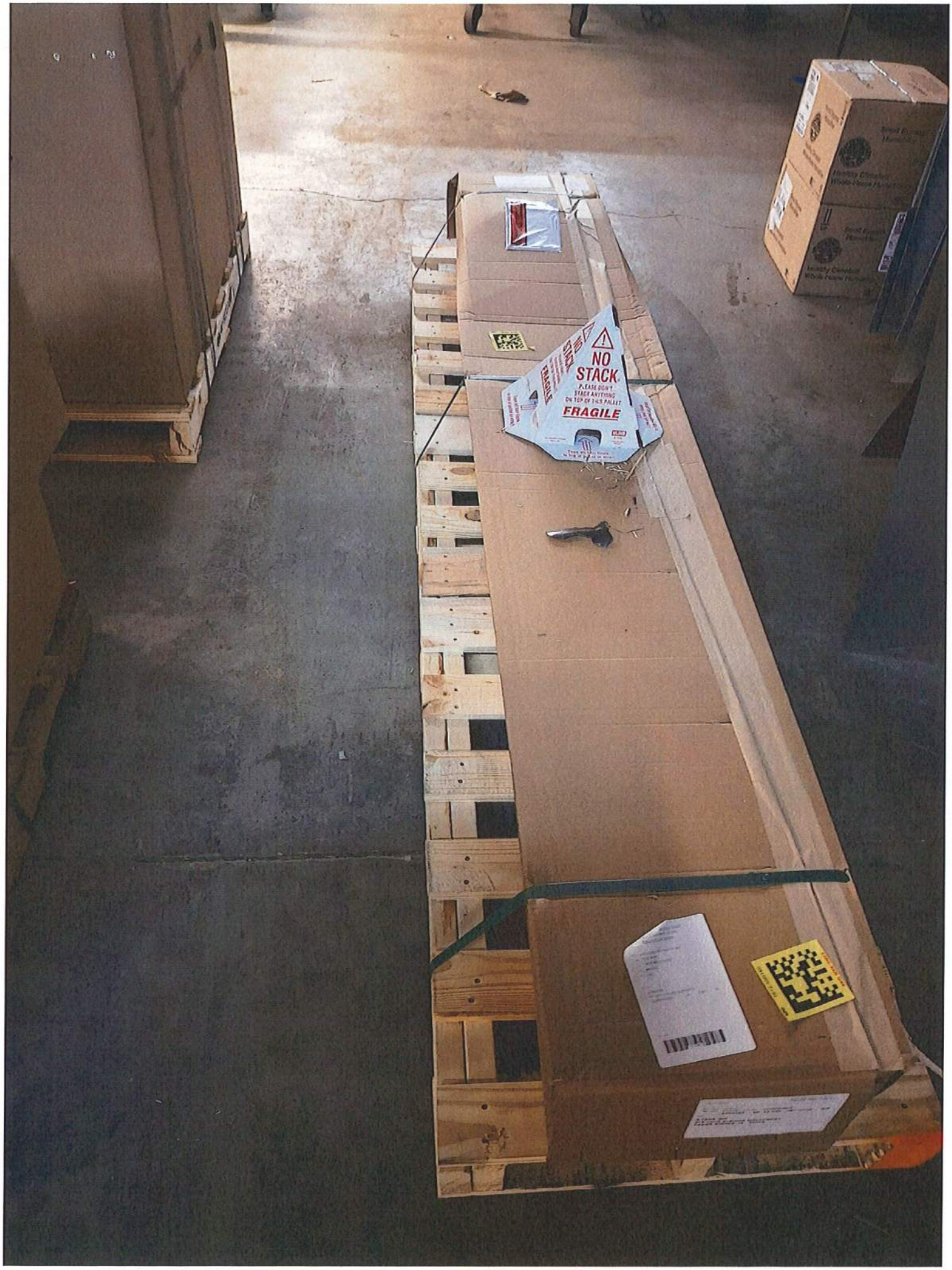

PART #
(R)
FIAECON203A
HORIZ ULL, LCU D0/D1, FIAECON203A
QUANTITY
(Q)
1
PFIAECON203A
FIAECON203B
IN11006617
P174
WARNING:
This product can expose you to chemicals including Lead and lead compounds, which are known to the State of California to cause cancer and birth defects or other reproductive harm. For more information, go to www.P65Warnings.ca.gov

9000 – 0132
Tiffin Rec
Tiffin Rec
Tiffin Rec
ITEM: P9793E
DESCRIPTION: P9793E - EXT
TUBE, SJ 1.5X16
QTY: 25 PCS

Tiffin Rec
Tiffin Rec
Tiffin Rec
Tiffin Rec


NO STACK
DO NOT STACK ANYTHING ON TOP OF THIS PALLET.
FRAGILE
PHOTOS TAKEN
Duct Sox


PHOTOS TAKEN


NO
STACK
FRAGILE




RTU-4





APPROVED
By Sheila at 10:34 am, Dec 29, 2025

Trane U.S. Inc.
2313 S 20th Street
La Crosse, WI 54601
United States

Invoice

Invoice Number	990343124

For questions please contact:

Tel: 888-832-5266
Email: Accountrep@trane.com

Remit Payment To

Trane U.S. Inc.
P. O. Box 98167
CHICAGO, IL 60693

Invoice Date	01/01/2026 ~~19-DEC-2025~~
Customer No.	125991
Reference No.	R533668
Internal Account	2844553
Payment Terms	.5%10 NET30
Payment Due Date	18-Jan-2026
Discount Date	29-Dec-2025

Customer Tax ID	

Bill To

ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Inco Terms	
Supply Location	Des Moines TCS Ind SO, IA
Shipping Method	KIAT
Tracking No.	
Freight Terms	Prepay & Add
Bill of Lading	T002456433

Sold To
ILTENS INC_TCSEC2844553
ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Ship To
ILTENS INC_TCSEC2844553
COONROD WRECKER & CRANE
C/O ILTEN'S / TIFFIN REC CENTE
CEDAR RAPIDS, IA 52405
UNITED STATES

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CERTifyTax - for submittal of tax exemption certificates.
iReceivables - access invoice copies, account balances & make payments.

1294581333

Tax/GST ID: 25-0900465 **PST/QST ID:**	**State Tax**: 0.00 0.0000% IA	**County Tax**: 0.00 0.0000% LINN	**City Tax**: 0.00 0.0000% CEDAR RAPIDS	**District Tax**: 0.00 0.0000%

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	127471.59	0.00	0.00	0.00	127471.59

Special Instructions	Tiffin Community Rec Center

Sales Order	Order Date	Ship Date	Purchase Order
R5E018		19-DEC-2025	62786

Line	Description.	Quantity	UOM	Unit Price	Extended Price
1	YSK300A3S0H**00C0A1A1A004000000000000000: 3 - 25 Ton PKGD Precedent Unitary Roofto Line Note: YSK300A3S0H1NAG Model Number: YSK300A3S0H**00C0A1A1A004000000000000000 Tag Number: RTU-1A,RTU-1B	2	EA		
2	TARIFF: Tariff surcharge Model Number: TARIFF	2	EA		
3	TARIFF: Tariff surcharge Model Number: TARIFF	1	EA		
4	USA/Other: Model Number: USA/Other	1	EA		
5	YHK180A3S0M**00C0A1A1A004000000000000000: 3 - 25 Ton PKGD Precedent Unitary Roofto Line Note: YHK180A3S0M1NAG Model Number: YHK180A3S0M**00C0A1A1A004000000000000000 Tag Number: RTU-3	1	EA		
6	YSK180A3S0M**00C0A1A1A004000000000000000: 3 - 25 Ton PKGD Precedent Unitary Roofto Line Note: YSK180A3S0M1NAG Model Number: YSK180A3S0M**00C0A1A1A004000000000000000 Tag Number: RTU-4	1	EA		
7	2705-8011-FT-00: 1st Yr Labor Whole Unit Model Number: 2705-8011-FT-00	2	EA		
8	2705-8011-F7-00: 1st Yr Labor Whole Unit Model Number: 2705-8011-F7-00	1	EA		
9	2705-8011-F7-00: 1st Yr Labor Whole Unit Model Number: 2705-8011-F7-00	1	EA		
10	USA/Other: Model Number: USA/Other	2	EA		
11	TARIFF: Tariff surcharge Model Number: TARIFF	1	EA		
12	USA/Other: Model Number: USA/Other	1	EA		

Tiffin Rec Center

Sales Tax Exempt

TRANE TECHNOLOGIES

Trane U.S. Inc.
2313 S 20th Street
La Crosse, WI 54601
United States

Invoice

Invoice Number	**990337362**

For questions please contact:

Tel: 888-832-5266
Email: Accountrep@trane.com

Remit Payment To

Trane U.S. Inc.
P. O. Box 98167
CHICAGO, IL 60693

Invoice Date	15-DEC-2025
Customer No.	125991
Reference No.	R533668
Internal Account	2844553
Payment Terms	.5%10 NET30
Payment Due Date	14-Jan-2026
Discount Date	25-Dec-2025

Bill To

ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Customer Tax ID	

Inco Terms	
Supply Location	Des Moines TCS Ind SO, IA
Shipping Method	SAIA
Tracking No.	108366296204
Freight Terms	Prepay & Add
Bill of Lading	T002387452

Sold To
ILTENS INC_TCSEC2844553
ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Ship To
,

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iReceivables - access invoice copies, account balances & make payments.

1292845727

Tax/GST ID: 25-0900465 **PST/QST ID:**	**State Tax**: 0.00 0.0000% IA	**County Tax**: 0.00 0.0000%	**City Tax**: 0.00 0.0000% TIFFIN	**District Tax**: 0.00 0.0000%

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	7678.69	0.00	0.00	0.00	7678.69

Special Instructions	Tiffin Community Rec Center

Sales Order	Order Date	Ship Date	Purchase Order
R5E018		15-DEC-2025	62786

Line	Description.	Quantity	UOM	Unit Price	Extended Price
1	FIAECON203A: Low Leak Economizer, Dry Bulb, Horiz Model Number: FIAECON203A	2	EA		
2	FIAENTH002A: Comparative enthalpy kit Model Number: FIAENTH002A	1	EA		
3	FIAENTH002A: Comparative enthalpy kit Model Number: FIAENTH002A	1	EA		
4	FIAECON203A: Low Leak Economizer, Dry Bulb, Horiz Model Number: FIAECON203A	1	EA		

TRANE TECHNOLOGIES

Trane U.S. Inc.
2313 S 20th Street
La Crosse, WI 54601
United States

Invoice

Invoice Number	**990337361**

For questions please contact:

Tel: 888-832-5266
Email: Accountrep@trane.com

Remit Payment To

Trane U.S. Inc.
P. O. Box 98167
CHICAGO, IL 60693

Invoice Date	01/01/2026 ~~15-DEC-2025~~
Customer No.	125991
Reference No.	R533668
Internal Account	2844553
Payment Terms	.5%10 NET30
Payment Due Date	14-Jan-2026
Discount Date	25-Dec-2025

Customer Tax ID	

Bill To

ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Inco Terms	
Supply Location	Des Moines TCS Ind SO, IA
Shipping Method	SAIA
Tracking No.	108506002803
Freight Terms	Prepay & Add
Bill of Lading	T002418201

Sold To
ILTENS INC_TCSEC2844553
ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Ship To
ILTENS INC_TCSEC2844553
TIFFIN COMMUNITY REC CENTER
105 S PARK RD C/O ILTEN'S / TI
TIFFIN, IA 52340
UNITED STATES

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1292845727

Tax/GST ID: 25-0900465 **PST/QST ID:**	**State Tax**: 0.00 0.0000% IA	**County Tax**: 0.00 0.0000%	**City Tax**: 0.00 0.0000% TIFFIN	**District Tax**: 0.00 0.0000%

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	2288.11	0.00	0.00	0.00	2288.11

Special Instructions	Tiffin Community Rec Center

Sales Order	Order Date	Ship Date	Purchase Order
R5E018		15-DEC-2025	62786

Line	Description.	Quantity	UOM	Unit Price	Extended Price
1	FIAECON203A: Low Leak Economizer, Dry Bulb, Horiz Model Number: FIAECON203A	1	EA		

Tiffin Rec Center

APPROVED
By Sheila at 9:05 am, Dec 19, 2025

Sales Tax Exempt

Trane U.S. Inc.
2313 S 20th Street
La Crosse, WI 54601
United States

APPROVED
By Sheila at 10:35 am, Dec 29, 2025

Invoice

Invoice Number	**990343527**

For questions please contact:

Tel: 888-832-5266
Email: Accountrep@trane.com

Remit Payment To

Trane U.S. Inc.
P. O. Box 98167
CHICAGO, IL 60693

Invoice Date	1/1/2026 ~~19-DEC-2025~~
Customer No.	125991
Reference No.	R533668
Internal Account	2844553
Payment Terms	.5%10 NET30
Payment Due Date	18-Jan-2026
Discount Date	29-Dec-2025

Bill To

ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Customer Tax ID	

Inco Terms	
Supply Location	Des Moines TCS Ind SO, IA
Shipping Method	FXFE
Tracking No.	8275994683
Freight Terms	Prepay & Add
Bill of Lading	T002464899

Sold To
ILTENS INC_TCSEC2844553
ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Ship To
ILTENS INC_TCSEC2844553
TIFFIN COMMUNITY REC CENTER
105 S PARK RD C/O ILTEN'S / TI
TIFFIN, IA 52340
UNITED STATES

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1294581333

Tax/GST ID: 25-0900465 **PST/QST ID:**	**State Tax**: 0.00 0.0000% IA	**County Tax**: 0.00 0.0000%	**City Tax**: 0.00 0.0000% TIFFIN	**District Tax**: 0.00 0.0000%

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	1234.20	0.00	0.00	0.00	1234.20

Special Instructions	Tiffin Community Rec Center

Sales Order	Order Date	Ship Date	Purchase Order
R5E018		19-DEC-2025	62786

Line	Description.	Quantity	UOM	Unit Price	Extended Price
1	FIAECON201A: Low Leak Economizer, Dry Bulb, Horiz Model Number: FIAECON201A	1	EA		

Tiffin Rec Center

Sales tax exempt

Trane U.S. Inc.
2313 S 20th Street
La Crosse, WI 54601
United States

Invoice

Invoice Number	**990348571**

For questions please contact:

Tel: 888-832-5266
Email: Accountrep@trane.com

Remit Payment To

Trane U.S. Inc.
P. O. Box 98167
CHICAGO, IL 60693

Invoice Date	29-DEC-2025
Customer No.	01/01/2025 125991
Reference No.	R533668
Internal Account	2844553
Payment Terms	.5%10 NET30
Payment Due Date	28-Jan-2026
Discount Date	08-Jan-2026

Customer Tax ID	

Bill To

ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

APPROVED
By Sheila at 6:27 pm, Jan 05, 2026

Inco Terms	
Supply Location	Des Moines TCS Ind SO, IA
Shipping Method	SAIA
Tracking No.	109020229305
Freight Terms	Prepay & Add
Bill of Lading	T002463170

Sold To
ILTENS INC_TCSEC2844553
ILTENS INC
919 14TH AVE SW
CEDAR RAPIDS, IA 52404
UNITED STATES

Ship To
ILTENS INC_TCSEC2844553
COONROD WRECKER & CRANE
C/O ILTEN'S / TIFFIN REC CENTE
CEDAR RAPIDS, IA 52405
UNITED STATES

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CERTifyTax - for submittal of tax exemption certificates.
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1297481119

Tax/GST ID: 25-0900465 **PST/QST ID:**	**State Tax**: 0.00 0.0000% IA	**County Tax**: 0.00 0.0000% LINN	**City Tax**: 0.00 0.0000% CEDAR RAPIDS	**District Tax**: 0.00 0.0000%

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	11401.92	0.00	0.00	0.00	11401.92

Special Instructions	Tiffin Community Rec Center

Sales Order	Order Date	Ship Date	Purchase Order
R5E018		29-DEC-2025	62786

Line	Description.	Quantity	UOM	Unit Price	Extended Price
1	YSK048A3S0L**01C0A1A1A004000000000000000: 3 - 25 Ton PKGD Precedent Unitary Roofto Line Note: YSK048A3S0L2ZBP Model Number: YSK048A3S0L**01C0A1A1A004000000000000000 Tag Number: RTU-5	1	EA		
2	2705-8011-01-00: 1st Yr Labor Whole Unit Model Number: 2705-8011-01-00	1	EA		
3	TARIFF: Tariff surcharge Model Number: TARIFF	1	EA		
4	USA/Other: Model Number: USA/Other	1	EA		

Tiffin Rec Center
Sales Tax Exempt

TRANE TECHNOLOGIES

Invoice

Rist & Associates, Inc.

PO Box 1807
Des Moines, IA 50305-1807
Ph (515) 243-8720 Fax (515) 243-8714

Date	Invoice #
1/13/2026	119215

Bill To
Iltens, Inc 919 14th Avenue SW Cedar Rapids, IA 52404

Ship To
Iltens, Inc 919 14th Avenue SW Cedar Rapids, IA 52404

P.O. Number	Terms	Rep	Ship	Via	F.O.B.
62605	Net 30	SR	1/12/2026	truck	factory

Quantity	Item Code	Description	Price Each	Amount
		Tiffin Rec Center		
	Loren Cook	(1) 150SQN17D VF SQND square, direct drive, inline fan EF-1	1,415.00	1,415.00T
	Zoo Fans	(4) H25-EC115.WC destratification fan (6) H50-EC115.WC destratification fan (10) HDW, INST installation pack (2) AVS-EC-AUTO controllers	8,955.00	8,955.00T
		Subtotal		10,370.00
		Linn County Sales Tax	7.00%	725.90
				2430-622.20 2437-103.70
		Rec Center		
		Sales Tax Exempt		

Thank you for your business.

Total $11,095.90

Docusign Envelope ID: D1F128BB-90D8-49A5-A43F-5BAA224AFE13

SWORN STATEMENT TO OWNER AND MIRON CONSTRUCTION CO., INC.

State of Iowa

County of Linn

John Ilten (Name) being first duly sworn, under oath says that he/she is President (Title) of **Iltens Inc** that has a PSA dated August 21, 2025, with Miron Construction Co., Inc. for HVAC (Work Type) on the **City of Tiffin Community Recreation Center** Project, and that:

For the purposes of this Payment Application, certain Subcontractor and/or Supply Agents have contracted with **Iltens Inc** to furnish labor and/or materials on the Project. That there is due and to become due **Iltens Inc** and them, respectively, the amounts set forth opposite the names on the Payment Application Form for labor and/or materials as listed. That this statement and the attached Payment Application Form are full, true and complete statements of all such Subcontractor and/or Supply Agents, the amounts paid and the amounts due or to become due to **Iltens Inc** and each Subcontractor and/or Supply Agent listed.

Signed: John Ilten

Subscribed and sworn to before me this 19 day of January, 2026.

Signed: Alison J Bell Notary Public

Alison Bell
(Print Name)

My Commission expires: _____

Notary Seal or Stamp:

ALISON J BELL
Notarial Seal - Iowa
Commission Number 847687
My Commission Expires Apr 26, 2026

THIS NOTARIZED FORM MUST BE ATTACHED TO EACH PAYMENT APPLICATION FORM AND RETURNED WITH ALL APPLICABLE SIGNED AND NOTARIZED LIEN WAIVERS.

FAILURE TO ABIDE BY THESE TERMS WILL RESULT IN DELAY OR REDUCTION IN REQUESTED PAYMENT.

Docusign Envelope ID: 96E7B36D-88E7-4453-A484-08B333187D1B

Building Excellence

PAYMENT APPLICATION

DATE: 1/19/26

PROJECT NAME: City of Tiffin Community Recreation Center

ADDRESS: Tiffin, IA

CONTRACT FOR: FI-08.40/Aluminum Windows, Entrances, Glass/Glazing

MIRON PROJECT: 250120 CONTRACT #: 250120-000015 VENDOR#: 00003937

REQUEST NUMBER: 1 PERIOD FROM: 1/1/26 TO: 1/31/26

INVOICE NUMBER: 213860 INVOICE DATE: 1/20/26

ORIGINAL CONTRACT AMOUNT	$389,300.00
APPROVED CHANGE ORDERS AS OF	
ADJUSTED CONTRACT AMOUNT	
TOTAL COMPLETED TO DATE	$91,000.00
PREVIOUS REQUESTS FOR PAYMENT	-0-
TOTAL EARNED THIS REQUEST	$91,000.00
LESS 5% RETAINAGE	$ 4,550.00
CURRENT PAYMENT DUE	$86,450.00

VENDOR: Zephyr Aluminum Products

SIGNED:

TITLE: Vice President

*** **REQUESTS WILL NOT BE PROCESSED UNTIL THEY ARE SUBMITTED TO MIRON VIA E-MAIL IN A PDF FORMAT TO ACCOUNTSPAYABLE@MIRON-CONSTRUCTION.COM OR ORIGINALS ARE RECEIVED. FAX COPIES WILL NOT BE ACCEPTED.**

- EACH PAYMENT APPLICATION MUST INCLUDE AN UP TO DATE SCHEDULE OF VALUES, INCLUDING SUB TIER SUPPLIER/SUBCONTRACTOR BREAKDOWN AND CURRENT PAYMENT STATUS. CHANGE ORDERS ISSUED TO DATE MUST BE REFLECTED ON THE CURRENT SCHEDULE OF VALUES.

Zephyr Aluminum Products Inc.
555 Huff St.
Dubuque, IA 52003
Phone: (563) 588-2036

INVOICE

Invoice No.: **213860-000**
Date: **01/20/2026**
Page: **1** of **1**

Sold To:

MIRON CONSTRUCTION
P O BOX 509
NEENAH, WI 54957-0509

Ship To:

TIFFIN COMMUNITY CENTER
105 S PARK RD
TIFFIN, IA 52340

P.O. No.: **TIFFIN COMM.- APP 1**

Phone: **(920)969-7000**

Terms	Order No./Rel.	Customer No.	SalesRep	Ship Via	Req. Date	Reference
NET 30 DAYS	**227897-000**	**6352**	**SCOTT**	**INSTALLED**	**01/20/2026**	**25-508**

Product No.	Description	Ordered	Shipped	UOM	Unit Price	Unit Discount	Extension
MATERIAL/LABOR	PROGRESS BILLING- APP 1 23%	1	1	EACH	91000.00		91,000.00

Sub Total: **91,000.00**

Total: **$ 91,000.00**

*A FINANCE CHARGE OF 1.5% PER MONTH WILL BE APPLIED IF PAYMENT IS NOT RECEIVED IN 30 DAYS.

Docusign Envelope ID: 96E7B36D-88E7-4453-A484-08B333187D1B

SWORN STATEMENT TO OWNER AND MIRON CONSTRUCTION CO., INC.

State of IA

County of Dubuque

Bruce Timmerman (Name) being first duly sworn, under oath says that he/she is Vice President (Title) of **Zephyr Aluminum Products** that has a PSA dated Jan 19, 2026 with Miron Construction Co., Inc. for Glazing (Work Type) on the **City of Tiffin Community Recreation Center** Project, and that:

For the purposes of this Payment Application, certain Subcontractor and/or Supply Agents have contracted with **Zephyr Aluminum Products** to furnish labor and/or materials on the Project. That there is due and to become due **Zephyr Aluminum Products** and them, respectively, the amounts set forth opposite the names on the Payment Application Form for labor and/or materials as listed. That this statement and the attached Payment Application Form are full, true and complete statements of all such Subcontractor and/or Supply Agents, the amounts paid and the amounts due or to become due to **Zephyr Aluminum Products** and each Subcontractor and/or Supply Agent listed.

Signed: _____

Subscribed and sworn to before me this 20 day of Jan, 2026

Signed: Theresa M May Notary Public

Theresa M May
(Print Name)

My Commission expires: 5-16-26

Notary Seal or Stamp:

THERESA M. MAY
Commission Number 804377
My Comm. Exp. 5-16-26

THIS NOTARIZED FORM MUST BE ATTACHED TO EACH PAYMENT APPLICATION FORM AND RETURNED WITH ALL APPLICABLE SIGNED AND NOTARIZED LIEN WAIVERS.

FAILURE TO ABIDE BY THESE TERMS WILL RESULT IN DELAY OR REDUCTION IN REQUESTED PAYMENT.

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF PAGES

TO OWNER:

PROJECT: 25-508
TIFFIN COMM. CENTER

APPLICATION NO: 1

Distribution to:
- [ ] OWNER
- [ ] ARCHITECT
- [ ] CONTRACTOR
- [ ]
- [ ]

MIRON

PERIOD TO: 1/31/2026

FROM CONTRACTOR:
ZEPHYR ALUMINUM PRODUCTS INC

VIA ARCHITECT:

PROJECT NOS:

SCOTT

CONTRACT FOR:

CONTRACT DATE: 7/1

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contr KIRKWOOD WASHING
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM		$ 389,300.00
2. Net change by Change Orders		$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)		$ 389,300.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		$ 91,000.00
5. RETAINAGE:		
a. 0.05 % of Completed Work (Column D + E on G703)	$ $4,550.00	
b. ____ % of Stored Material (Column F on G703)	$ Included in above	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		$ 4,550.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		$ 86,450.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 0.00
8. CURRENT PAYMENT DUE		$ 86,450.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)		$ 302,850.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$0.00	$0.00
Total approved this Month	$0.00	$0.00
TOTALS	$0.00	$0.00
NET CHANGES by Change Order	$0.00	

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: ZEPHYR ALUMUNIM PRODUCTS INC Date: 1/19/2026

State of: IOWA County of: DUBUQUE
Subscribed and sworn to before me this day of
Notary Public: Theresa M May
My Commission expires: 5/16/2026

THERESA M. MAY
Commission Number 804377
My Comm. Exp. 5-16-26

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's 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 . . . . . $ _____

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

ARCHITECT:

By: _____ Date: _____

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 CERTIFICATION FOR PAYMENT · 1992 EDITION · AIA · ©1992 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side) PAGE OF PAGES

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

TIFFIN COMM. REC CENTER
25-508
MIRON
SCOTT

APPLICATION NUMBER: 1
APPLICATION DATE: 1/19/2026
PERIOD TO: 1/31/2026
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
M NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
	84113 ALUMINUM STOREFRONT & 084413 C.WALL								
	MATERIAL	$123,920.00	$0.00	$0.00	$91,000.00	$91,000.00	73.4%	$32,920.00	$4,550.00
	LABOR	$59,535.00	$0.00	$0.00		$0.00	0.0%	$59,535.00	$0.00
	087100 DOOR HARDWARE								
	MATERIAL	$72,125.00	$0.00	$0.00		$0.00	0.0%	$72,125.00	$0.00
	LABOR	$14,075.00	$0.00	$0.00		$0.00	0.0%	$14,075.00	$0.00
	088000 GLAZING								
	MATERIAL	$64,555.00	$0.00	$0.00		$0.00	0.0%	$64,555.00	$0.00
	LABOR	$26,450.00	$0.00	$0.00		$0.00	0.0%	$26,450.00	$0.00
	107316 CANOPIES								
	MATERIAL	$19,690.00	$0.00	$0.00		$0.00	0.0%	$19,690.00	$0.00
	LABOR	$8,950.00	$0.00	$0.00		$0.00	0.0%	$8,950.00	$0.00
		$389,300.00	$0.00	$0.00	$91,000.00	$91,000.00	23.4%	$298,300.00	$4,550.00

Month of Pay Request: Jan 2026
App 1

Zephyr Aluminum Products Subcontractor/Supplier Contract List

Miron Project Name: City of Tiffin Community Recreation Center **Miron Project #:** 250120

Contract #: 250120-000015 **Contract Amount:** $ 389,300.00

	Sub-tier Name	PO#	Material Description	Address	Phone #	Original Sub-tier Contract / Estimate Amount	Previous Payments	Requested Payment for this month's billing	Balance Remaining	Lien Waiver Rec'd
1	Tubelite		Aluminum	Minneapolis, MN		123,920.00		91,000	32,920	
2	Mapes		Canopies	Lincoln, NE		19,690.00			19,690	
3	Oldcastle		Glass	Warrenton, MO		64,555.00			64,555	
4	Doors Inc		Hardware	Davenport, IA		72,125.00			72,125	
5										
6										
7										
8										
9										
10	Labor, Misc Material, etc.		Labor (ZAP)			109,010.00			109,010	
						TOTAL:	$ 0	$ 91,000	$ 298,300	$

Change Orders (at option of Miron's Project Manager)

1						
2						
3						
4						
		TOTAL:	$	$	$	$

Please email completed form to: elissa.watson@miron-construction.com

Please provide a detailed breakdown showing the amount to be paid to each sub-tier (subcontractor or supplier) on all pay requests. This information should also be identified on your Schedule of Values. In addition, we ask that you provide Lien Waivers from your sub-tiers. If for any reason lien waivers are not received and payment has not been met, Miron will hold future payments due to your company until it is confirmed that the previous pay requests have been paid out.

Docusign Envelope ID: 96E7B36D-88E7-4453-A484-08B333187D1B

ZEPHALU-01 LWOOD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/13/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
TRICOR, LLC - Dubuque
600 Star Brewery Drive
Suite 110
Dubuque, IA 52001

CONTACT NAME: Lu Anne Wood
PHONE (A/C, No, Ext): (608) 405-1161 2202 FAX (A/C, No):
E-MAIL ADDRESS: lwood@tricorinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Acuity	14184
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Zephyr Aluminum Products
555 Huff
Dubuque, IA 52003

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR	X	X	K60864	3/1/2025	3/1/2026	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 250,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO	X	X	K60864	3/1/2025	3/1/2026	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	UMBRELLA LIAB X OCCUR			K60864	3/1/2025	3/1/2026	EACH OCCURRENCE	$ 10,000,000
	X EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 10,000,000
	DED RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			K60864	3/1/2025	3/1/2026	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N	N/A	X				E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Project #250120 City of Tiffin Community Recreation Center-BP#2 including misc supply work
Coverage applies only to the extent provided by the policy and subject to all of the policy terms, conditions, exclusions, endorsements and all applicable laws.

Miron Construction Co., Inc., and Sunshine Leasing, LLP, City of Tiffin, Atura Architecture are included as Additional Insured in regard to General Liability on a
primary noncontributory basis including ongoing and completed operations all per written contract or agreement; as Additional Insured under the Auto Liability on a primary noncontributory basis per written contract or agreement; A Waiver of Subrogation applies on the General Liability and Work Comp per SEE ATTACHED ACORD 101

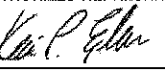
CERTIFICATE HOLDER

Miron Construction Co., Inc.
335 French Court
Cedar Rapids, IA 52404

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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AGENCY CUSTOMER ID: ZEPHALU-01 LWOOD

LOC #: 1

ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED
TRICOR, LLC - Dubuque		Zephyr Aluminum Products 555 Huff Dubuque, IA 52003
POLICY NUMBER SEE PAGE 1		
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
written contract or agreement. Umbrella is follow form. A 30 day notice of cancel applies. Wavier of Governmental Immunities applies in favor of City of Tiffin.

Stored Materials at 555 Huff St., Dubuque, IA: $91,000

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TUBELITE
684681
U4W

TUBELITE®
DEPENDABLE

684681

BOX# 8581720

ZEPHYR ALUMINUM PRODUCTS, INC /SH

Promise 1/9/2026 Pack 1/9/2026 16:11:48

555 HUFF STREET

DUBUQUE IA 52003

U 4

TIFFIN COMM REC CENTER

PO# 25-1266

LINE#	PC		BOX	COL	QTY U
1	E3284	200CW 4" OB	C1	2.0	E

Weight 80.3

Docusign Envelope ID: BEE6F926-7A6C-47E1-A6B1-92E7B3CA630A

Miron
Building Excellence

PAYMENT APPLICATION

DATE: 1-19-26

PROJECT NAME: City of Tiffin Community Recreation Center

ADDRESS: Tiffin, IA

CONTRACT FOR: FI-09.66_32.18/Resilient Athletic Flooring_Turf Surfacing

MIRON PROJECT: 250120 CONTRACT #: 250120-000026 VENDOR#: 00017926

REQUEST NUMBER: 1 PERIOD FROM: 1/1/26 TO: 1/30/26

INVOICE NUMBER: 1 INVOICE DATE: 1/19/26

ORIGINAL CONTRACT AMOUNT	$266,500.00
APPROVED CHANGE ORDERS AS OF August 21, 2025	$0.00
ADJUSTED CONTRACT AMOUNT	$266,500.00
TOTAL COMPLETED TO DATE	$818.00
PREVIOUS REQUESTS FOR PAYMENT	$0.00
TOTAL EARNED THIS REQUEST	$818.00
LESS 5% RETAINAGE	$40.90
CURRENT PAYMENT DUE	$777.10

VENDOR: Phillips Floors Inc

SIGNED: Mark A. Bjork

TITLE: Vice President

*** **REQUESTS WILL NOT BE PROCESSED UNTIL THEY ARE SUBMITTED TO MIRON VIA E-MAIL IN A PDF FORMAT TO ACCOUNTSPAYABLE@MIRON-CONSTRUCTION.COM OR ORIGINALS ARE RECEIVED. FAX COPIES WILL NOT BE ACCEPTED.**

- EACH PAYMENT APPLICATION MUST INCLUDE AN UP TO DATE SCHEDULE OF VALUES, INCLUDING SUB TIER SUPPLIER/SUBCONTRACTOR BREAKDOWN AND CURRENT PAYMENT STATUS. CHANGE ORDERS ISSUED TO DATE MUST BE REFLECTED ON THE CURRENT SCHEDULE OF VALUES.

AIA® Document G702™ – 1992

Application and Certificate for Payment

TO OWNER: Miron Construction 1471 McMahon Drive Neenah, WI 54956	**PROJECT:** City Of Tiffin Comm Rec Cntr 105 S. Park Road Tiffin, IA 52340	**APPLICATION NO:** #1 **PERIOD TO:** 1/30/26 **CONTRACT FOR:**	**Distribution to:** OWNER ☐ ARCHITECT ☐
FROM CONTRACTOR: Phillips' floors Inc. 1605 N 9th Street Indianola, IA 50125	**VIA ARCHITECT:** Autura	**CONTRACT DATE:** 11/19/24 **PROJECT NOS:** 250120 000026 /	CONTRACTOR ☐ FIELD ☐ OTHER ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	$ 266,500.00
2. Net change by Change Orders	$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	$ 266,500.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	$ 818.00
5. RETAINAGE:	
a. 5 % of Completed Work (Column D + E on G703)	$ 0.00
b. 5 % of Stored Material (Column F on G703)	$ 40.90
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	$ 40.90
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	$ 777.10
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	$ 0.00
8. CURRENT PAYMENT DUE	$ 777.10
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$ 265,722.90

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$	$ 0.00
Total approved this Month	$ 0.00	$
TOTALS	$	$
NET CHANGES by Change Order	$ 0.00	

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: Matt Phillips Date: 1-19-26

State of: Iowa

County of: Warren

Subscribed and sworn to before me this 19th day of January

Notary Public: Mark A. Bjork

My Commission expires: 3/11/28

MARK A BJORK COMMISSION NO. 815725 Iowa MY COMM. EXPIRES 3/11/2028 NOTARIAL SEAL

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's 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 ..... $ _____

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

ARCHITECT:

By: _____ Date: _____

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.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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Phillips' Floors Incorporated
1605 N. 9th Street,
Indianola, Iowa 50125

1/16/26

SCHEDULE OF VALUES and Custom AIA G703

Project:	City of Tiffin Community recreation Center	**Application #**	#1
Project Address:	105 s. Park Road, Tiffin, IA 52340	**App Date:**	1/19/26
General Contractor/Construction Mgr:	Miron Construction	**Period to:**	1/30/26
Via Architect:	Autura	**Project #:**	250120-000026
		Retainage	0.05

B	C	Work Completed D	Work Completed E	F	G		H	I
Description	**Scheduled Value**	**From Previous Application (D+E)**	**This Period**	**Presently Stored Material(not in DorE)**	**Total Completed Stored to date(D+E+F)**	**% Complete**	**Balance to Finish**	**Retainage Balance**
096566 RAF AF-1 & AF-2								
Material	$ 78,635.00	$ -	$ -	$ 743.00	$ 743.00	1%	$ 77,892.00	$ 37.15
Material Handling and Storage	$ 7,777.00	$ -	$ 75.00	$ -	$ 75.00	1%	$ 7,702.00	$ 3.75
Labor	$ 49,968.00	$ -	$ -	$ -	$ -	0%	$ 49,968.00	$ -
096566 AF-3								
Material	$ 40,167.00	$ -	$ -	$ -	$ -	0%	$ 40,167.00	$ -
Material Handling and Storage	$ 3,973.00	$ -	$ -	$ -	$ -	0%	$ 3,973.00	$ -
Labor	$ 46,480.00	$ -	$ -	$ -	$ -	0%	$ 46,480.00	$ -
096266 Turf								
Material	$ 25,788.00	$ -	$ -	$ -	$ -	0%	$ 25,788.00	$ -
Material Handling and Storage	$ 5,282.00	$ -	$ -	$ -	$ -	0%	$ 5,282.00	$ -
Labor	$ 8,430.00	$ -	$ -	$ -	$ -	0%	$ 8,430.00	$ -
3-Contract Total	$ 266,500.00	$ -	$ 75.00	$ 743.00	$ 818.00	0%	$ 265,682.00	$ 40.90

Material and Storage and Handling	$161,622	Stored	$	37.15
Labor	$104,878	Completed	$	3.75

1-Original Contract Amount	$266,500.00
2-Change Orders	$0.00
4-Line G Total	$818.00
5a&5b-Retainage	$40.90
6-Complete total minus retainage	$777.10
7-Previously Invoiced	$0.00
8-Total due this period	$777.10
9-Balance remaining with retainage	$265,722.90

Docusign Envelope ID: BEE6F926-7A6C-47E1-A6B1-92E7B3CA630A

SWORN STATEMENT TO OWNER AND MIRON CONSTRUCTION CO., INC.

State of Iowa

County of Warren

Matt Phillips (Name) being first duly sworn, under oath says that he/she is President (Title) of **Phillips Floors Inc** that has a PSA dated August 21, 2025, with Miron Construction Co., Inc. for Athletic Flooring and Turf (Work Type) on the **City of Tiffin Community Recreation Center** Project, and that:

For the purposes of this Payment Application, certain Subcontractor and/or Supply Agents have contracted with **Phillips Floors Inc** to furnish labor and/or materials on the Project. That there is due and to become due **Phillips Floors Inc** and them, respectively, the amounts set forth opposite the names on the Payment Application Form for labor and/or materials as listed. That this statement and the attached Payment Application Form are full, true and complete statements of all such Subcontractor and/or Supply Agents, the amounts paid and the amounts due or to become due to **Phillips Floors Inc** and each Subcontractor and/or Supply Agent listed.

Signed: Matt Phillips

Subscribed and sworn to before me this 19th day of January, 2026.

Signed: Mark A. Bjork Notary Public

Mark A. Bjork
(Print Name)

My Commission expires: 3/11/2028

Notary Seal or Stamp:

MARK A BJORK
COMMISSION NO. 815725
Iowa
MY COMM. EXPIRES 3/11/2028
NOTARIAL SEAL

THIS NOTARIZED FORM MUST BE ATTACHED TO EACH PAYMENT APPLICATION FORM AND RETURNED WITH ALL APPLICABLE SIGNED AND NOTARIZED LIEN WAIVERS.

FAILURE TO ABIDE BY THESE TERMS WILL RESULT IN DELAY OR REDUCTION IN REQUESTED PAYMENT.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/25/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Josh Stafford
Phillips Stafford Insurance Group 809 8th St SW Suite D Altoona IA 50009	PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: jstafford@phillipsstafford.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Columbia National Insurance	19640
INSURER B : Columbia Insurance Company	40371
INSURER C : Philadelphia Contributorship	17914
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Phillips' Floors, Inc
1605 N 9TH ST
Indianola IA 50125

COVERAGES **CERTIFICATE NUMBER:** CL2582510018 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:	Y	Y	CMPIA2000025839	07/01/2025	07/01/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY	Y	Y	CAPIA2000025839	07/01/2025	07/01/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Medical payments	$ 1,000,000 $ $ $ $ 5,000
A	[X] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000	Y	Y	CUPIA2000025839	07/01/2025	07/01/2026	EACH OCCURRENCE AGGREGATE 	$ 8,000,000 $ 8,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	WCPIA2000025839	07/01/2025	07/01/2026	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
C	Employment Practices Liability			PHSD1873493-001	07/01/2025	07/01/2026	Employment Practices	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: 250120; City of Tiffin Community Recreation Center; 105 S Park Road, Tiffin, IA 52340

Miron Construction Co., Inc., and Sunshine Leasing, LLP, City of Tiffin, Atura Architecture, including their officers, directors, and employees, and all other parties required by the Prime Contract are named as additional insured on the general liability for ongoing and completed operations, auto and umbrella policies on a primary and non-contributory basis.

Waiver of subrogation applies to same parties on the general liability, auto, workers compensation and umbrella policies.

CERTIFICATE HOLDER

City of Tiffin & Miron Construction Co., Inc.
335 French CT.
Cedar Rapids IA 52404

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: 00005714

LOC #:

ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY	NAMED INSURED
Phillips Stafford Insurance Group	Phillips Floors Inc
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

30 day notice of cancellation applies in favor of certificate holder.

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ADDITIONAL COVERAGES

Ref #	Description	Coverage Code	Form No.	Edition Date
	Uninsured motorist combined single limit	UMCSL		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
1,000,000					

Ref #	Description	Coverage Code	Form No.	Edition Date
	Products/Completed Ops Aggregate	PRDCO		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
8,000,000	8,000,000				

Ref #	Description	Coverage Code	Form No.	Edition Date
	Adjst. to reconcile-exp mod. premium	AREM		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
					-$7,866.00

Ref #	Description	Coverage Code	Form No.	Edition Date
	Increased employer's liability	INEL		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
					$445.00

Ref #	Description	Coverage Code	Form No.	Edition Date
	Blkt Wvr XFR RR Oth to Us	BLKWV		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
					$500.00

Ref #	Description	Coverage Code	Form No.	Edition Date
	Expense constant	EXCNT		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
					$160.00

Ref #	Description	Coverage Code	Form No.	Edition Date
	Catastrophe	CATAS		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
					$206.00

Ref #	Description	Coverage Code	Form No.	Edition Date
	Premium discount	PDIS		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
					-$2,146.00

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

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Rochester, MN
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Green Bay, WI
La Crosse, WI
Madison, WI

Bismarck, ND
Fargo, ND
Rapid City, SD
Sioux Falls, SD
Lincoln, NE
Omaha, NE
Cedar Falls, IA
Cedar Rapids, IA
Urbandale, IA

RECEIVED DEC 2 6 2025

<< INVOICE >>

INVOICE # :354123
INV DATE :12/24/2025
ORDER # :07-689659-00
CUSTOMER #:638294
PAGE # : 1

ORDERED BY	CUST P.O. #	SHIP VIA	STANDARD TERMS
Beth	202051-3	W/C URBANDALE	2/10, N30

SOLD TO: 638294
PHILLIPS FLOORS INC
1605 N 9TH ST

INDIANOLA IA
50125-9448

SHIP TO: PHILLIPS FLOORS INC
1605 N 9TH ST

INDIANOLA IA
50125-0000

ITEM DESCRIPTION	ORD/SHP	QUANTITY	UNIT PRC	TOTAL AMT
53 SD F ARDEX FEATHER FINISH 10LB BAG GRAY BIN: 107A 09222025	Ord Shp	12.00 EA 12.00 EA	17.4300	209.16
20 28540620 LS-40 1/4" LEVELER STRIP 12"X4 BLACK BIN: 55B 11032025	Ord Shp	96.00 FT 96.00 FT	3.3700	323.52
20 27520641 EG-20-W 3/8" EDGE GUARD CHARCOAL BIN: 02B2 08112025	Ord Shp	12.00 FT 12.00 FT	2.3000	27.60
59 DST15 1.5"X164' PH DOUBLE STICK TAPE TAPE BIN: 17B 10132025	Ord Shp	1.00 PC 1.00 PC	14.7500	14.75
59 DST95 9.5"X164' PH DOUBLE STICK TAPE TAPE BIN: 17C 10132025	Ord Shp	1.00 PC 1.00 PC	85.1500	85.15
20 931 13.5	Ord	1.00 EA	37.8000	37.80

* CONTINUED NEXT PAGE *

SUBTOTAL	DISC/DEPOSIT	TAX	FREIGHT	MISC	NEW DEPOSIT	TOTAL

HANK'S IS ON THE WEB: www.hankspec.com * RETURNS ARE SUBJECT TO A RESTOCKING CHARGE**

PLEASE RETURN THIS PORTION WITH YOUR REMITTANCE

INVOICE # :
INV DATE :
ORDER # :

PLEASE REMIT TO:
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P.O. BOX 120150
NEW BRIGHTON, MN 55112-0013

HANK'S SPECIALTIES

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New Brighton, MN 55112
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Madison, WI
Bismarck, ND
Fargo, ND
Rapid City, SD
Sioux Falls, SD
Lincoln, NE
Omaha, NE
Cedar Falls, IA
Cedar Rapids, IA
Urbandale, IA

<< INVOICE >>

INVOICE # :354123
INV DATE :12/24/2025
ORDER # :07-689659-00
CUSTOMER #:638294
PAGE # : 2

ORDERED BY	CUST P.O. #	SHIP VIA	STANDARD TERMS
Beth	202051-3	W/C URBANDALE	2/10, N30

SOLD TO: 638294
PHILLIPS FLOORS INC
1605 N 9TH ST

INDIANOLA IA
50125-9448

SHIP TO: PHILLIPS FLOORS INC
1605 N 9TH ST

INDIANOLA IA
50125-0000

ITEM DESCRIPTION	ORD/SHP	QUANTITY	UNIT PRC	TOTAL AMT
931 DUAL-CARTRIDGE EPOXY CAULK DUAL CARTRIDGE BIN: 24B 10202025	Shp	1.00 EA		
20 26520L12 SLT-20-L 1/4" TRANSIT CHARCOAL BIN: 02B3 12152025	Ord Shp	72.00 FT 72.00 FT	.6300	45.36
TIFFIN COMMUNITY REC CHECK OUT OUR NEW FACEBOOK PAGE @ HANKS SPECIALTIES, INC. SIGN UP ON OUR ONLINE PORTAL WWW.HANKSSPEC.COM-ORDER ONLINE CHECK OUR OUR NEW WEBPAGE & UPDATE YOUR EMAIL CONTACT INFO EMAIL YOUR RESIDENTIAL ORDERS - FLOORINGORDERS@HANKSSPEC.COM				

SUBTOTAL	DISC/DEPOSIT	TAX	FREIGHT	MISC	NEW DEPOSIT	TOTAL
743.34						743.34

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PLEASE RETURN THIS PORTION WITH YOUR REMITTANCE

638294
PHILLIPS FLOORS INC

INVOICE # :354123
INV DATE :12/24/2025
ORDER # :07-689659-00

X _____

Tax Exempt #1-91-008057
Deduct $14.87 if payment
is made by 01/03/2026
07441

PLEASE REMIT TO:
HANK'S SPECIALTIES INC
P.O. BOX 120150
NEW BRIGHTON, MN 55112-0013

Net Due: 743.34


Johnsonite
Johnsonite
Johnsonite
Johnsonite
Tiffin Community Recreation Center 202051-3

City of TIFFIN

AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	February 11, 2026
AGENDA ITEM:	Consideration of Pay Application #12 – Rathje Construction – Original Town Urbanization
ACTION:	Motion

Background

The City of Tiffin continues progress on the Original Town Urbanization – Phase 3 improvements under project HFC#12218.131. Work includes roadway reconstruction, storm sewer installation, water main improvements, sidewalk and paving work, and other associated public infrastructure. The pay estimate was prepared and certified by Hart-Frederick Consultants P.C. on December 16, 2025.

This revised pay estimate reflects quantities and work completed between November 1 and November 30, 2025.

Recommendation

Staff recommends approval of Pay Estimate No. 12 (Revised) to Rathje Construction Co. in the amount of $222,695.29 for work completed through November 30, 2025 on the Original Town Urbanization – Phase 3 project.

Attachments Pay Application

DATE: December 16, 2025

Hart-Frederick Consultants P.C.
510 East State Street
P.O. Box 560
Tiffin, Iowa 52340-0560

Original Town Urbanization - Phase 3
CITY OF TIFFIN
HFC#12218.131

PAY ESTIMATE PROCEDURES

1. Sign All Copies as Indicated

2. Send One Copy With Payment of $ 222,695.29

   to CONTRACTOR Rathje Construction Co.
   305 44th St., PO Box 408
   Marion, IA 52302

3. Return One Copy to Hart-Frederick Consultants (address above)

4. Retain One Copy for Your Records

Please call (319) 545-7215 with any questions. Thank-you.

PARTIAL PAYMENT ESTIMATE NUMBER 12

CONTRACTOR:	Rathje Construction Co.
ADDRESS:	305 44th St., PO Box 408
CITY, STATE, ZIP	Marion, IA 52302
OWNER:	CITY OF TIFFIN
PROJECT:	Original Town Urbanization - Phase 3

HFC#12218.131

Date of Completion:		Amount of Contract:			Date of Estimate:	
Original:	9/1/2025	Original:	$2,134,856.90		From:	1-Nov-25
Revised:	9/30/2025	Revised:	$2,171,676.79	(C.O. #7)	To:	30-Nov-25

	THIS PERIOD	TOTAL TO DATE
Amount Earned	$ 234,416.09	$2,304,386.75
Add Material Stored On-Site	$ -	$ -
Subtract Materials Installed On-Site	$ -	$ -
Subtotal	$ 234,416.09	$2,304,386.75
Retainage (5%)	$ 11,720.80	$ 115,219.33
Previous Payments		$1,966,472.13
Amount Due	$ 222,695.29	$ 222,695.29

Estimated % of Job Complete Based on Amount Earned/Contract Amount only **108%**
This does not constitute work completed to date

Is Contractor's Construction Progress on Schedule? YES NO N/A X

I hereby certify that I have carefully inspected the work and as a result of my inspection and to the best of my knowledge and belief, the quantities shown in this estimate are correct and have not been shown in previous estimates and the work has been performed in accordance with the contract documents.

HART-FREDERICK CONSULTANTS P.C.

By: _____
Title: Project Engineer

Date: December 16, 2025

Approved by Owner's Representative: By: _____

Title: _____

(Additional signatures -- if required) By: _____

Title: _____

DATE: 16-Dec-2025
OWNER: CITY OF TIFFIN
PROJECT: Original Town Urbanization - Phase 3
PROJECT #: HFC#12218.131
CONTRACTC Rathje Construction Co.

ITEM NO.	CONTRACT ITEMS	UNIT	EST QTY	UNIT PRICE	CONTRACTOR's BID PRICE	Pay Period # 12		TOTAL TO DATE	
	BID SCHEDULE					QTY	AMOUNT	QTY	AMOUNT
	(NOTE: Items shown in BOLD are the ADDENDUM CHANGES)								
1	CLEARING & GRUBBING	UNITS	357.80	$30.00	$10,734.00		$ -	307.80	$ 9,234.00
2	EXCAVATION, CLASS 10, ROADWAY AND BORROW	CY	5634.76	$13.50	$76,069.26		$ -	5,634.76	$ 76,069.27
3	EXCAVATION, CLASS 10, WASTE	CY	4626.04	$12.50	$57,825.50		$ -	4,626.04	$ 57,825.51
4	TOPSOIL, STRP, SALVAGE & RESPREAD	CY	1008.72	$33.00	$33,287.76		$ -	889.91	$ 29,367.03
5	SUBGRADE PREPARATION	SY	9296.45	$2.00	$18,592.90		$ -	9,296.36	$ 18,592.72
6	MODIFIED SUBBASE	CY	1579.47	$42.00	$66,337.74		$ -	1,579.47	$ 66,337.74
7	SHOULDER FINISH, EARTH	STA	44.45	$300.00	$13,335.00		$ -	44.45	$ 13,335.00
8	REMOVAL OF KNOWN PIPE CULVERTS, MISC. SIZE AND TYPE	LF	1120.00	$15.00	$16,800.00	10.00	$ 150.00	1,537.00	$ 23,055.00
9	STORM SEWER, TRENCHED, 12 IN DIA.	LF	168.50	$80.00	$13,480.00		$ -	219.00	$ 17,520.00
10	STORM SEWER, TRENCHED, 15 IN DIA.	LF	833.50	$80.00	$66,680.00		$ -	874.50	$ 69,960.00
11	STORM SEWER, TRENCHED, 18 IN DIA.	LF	580.00	$100.00	$58,000.00		$ -	605.00	$ 60,500.00
12	STORM SEWER, TRENCHED, 24 IN DIA.	LF	558.70	$145.00	$81,011.50	46.00	$ 6,670.00	570.00	$ 82,650.00
13	PIPE APRON, RCP, 24 IN.	EACH	1.00	$2,950.00	$2,950.00		$ -	1.00	$ 2,950.00
14	PIPE APRON GUARD	EACH	1.00	$1,400.00	$1,400.00		$ -	1.00	$ 1,400.00
15	SUBDRAIN, PREFORATED PLASTIC PIPE, 4 IN. DIA.	LF	2994.00	$19.50	$58,383.00	10.00	$ 195.00	3,612.00	$ 70,434.00
16	SUBDRAIN OUTLET, CMP, 4 IN. DIA	EACH	28.00	$250.00	$7,000.00	2.00	$ 500.00	42.00	$ 10,500.00
17	SUBDRAIN CLEANOUT, TYPE B, 24-INCH	EACH	4.00	$1,250.00	$5,000.00	2.00	$ 2,500.00	4.00	$ 5,000.00
18	WATERMAIN, TRENCHED, DR-18 PVC, 6 IN. DIA.	LF	819.00	$55.00	$45,045.00	29.00	$ 1,595.00	695.00	$ 38,225.00
19	WATERMAIN, TRENCHED, DR-18 PVC, 4 IN. DIA.	LF	11.00	$85.00	$935.00		$ -	-	$ -
20	WATERMAIN, TRENCHLESS, DR-18 PVC, 6 IN. DIA.	LF	329.00	$70.00	$23,030.00		$ -	329.00	$ 23,030.00
21	FITTINGS, MJ, DIP, 6 IN. DIA.	EACH	40.00	$400.00	$16,000.00	10.00	$ 4,000.00	30.00	$ 12,000.00
22	FITTINGS, MJ, DIP, 12 IN. DIA.	EACH	2.00	$1,000.00	$2,000.00	2.00	$ 2,000.00	4.00	$ 4,000.00
23	WATER SERVICE PIPE, TYPE K COPPER, 1 IN. DIA.	LF	239.00	$23.00	$5,497.00	42.00	$ 966.00	78.00	$ 1,794.00
24	WATER SERVICE CORPORATION, 1 IN. DIA.	EACH	4.00	$450.00	$1,800.00	2.00	$ 900.00	3.00	$ 1,350.00
25	WATER SERVICE CURB STOP AND BOX, 1 IN. DIA.	EACH	4.00	$500.00	$2,000.00		$ -	1.00	$ 500.00
26	GATE VALVE, MJ, 6 IN. DIA.	EACH	10.00	$1,900.00	$19,000.00	2.00	$ 3,800.00	11.00	$ 20,900.00
27	GATE VALVE, MJ, 6 IN. DIA.	EACH	1.00	$4,350.00	$4,350.00		$ -	-	$ -
28	FIRE HYDRANT ASSEMBLY, WM-201	EACH	1.00	$7,800.00	$7,800.00		$ -	1.00	$ 7,800.00
29	VALVE BOX EXTENSION/ADJUSTMENT	EACH	10.00	$500.00	$5,000.00	4.00	$ 2,000.00	12.00	$ 6,000.00
30	FIRE HYDRANT ADJUSTMENT	EACH	1.00	$1,850.00	$1,850.00		$ -	-	$ -
31	WATERMAIN CONFLICTS	EACH	7.00	$5,500.00	$38,500.00		$ -	4.00	$ 22,000.00
32	WATERMAIN REMOVALS	LS	1.00	$1,000.00	$1,000.00	0.30	$ 300.00	1.00	$ 1,000.00
33	MANHOLE, SW-401, 48 IN.	EACH	3.00	$4,750.00	$14,250.00		$ -	2.00	$ 9,500.00
34	MANHOLE, SW-401, 60 IN.	EACH	1.00	$5,500.00	$5,500.00		$ -	2.00	$ 11,000.00
35	INTAKE, SW-501	EACH	27.00	$3,800.00	$102,600.00	2.00	$ 7,600.00	26.00	$ 98,800.00
36	INTAKE, SW-501, MODIFIED	EACH	3.00	$5,650.00	$16,950.00		$ -	3.00	$ 16,950.00
37	INTAKE, SW-507	EACH	1.00	$5,000.00	$5,000.00	1.00	$ 5,000.00	1.00	$ 5,000.00
38	INTAKE, SW-512	EACH	2.00	$1,350.00	$2,700.00		$ -	4.00	$ 5,400.00
39	MANHOLE ADJUSTMENT, MINOR	EACH	7.00	$500.00	$3,500.00		$ -	7.00	$ 3,500.00
40	INTAKE ADJUSTMENT, MINOR	EACH	2.00	$750.00	$1,500.00		$ -	2.00	$ 1,500.00
41	REMOVE INTAKE	EACH	10.00	$750.00	$7,500.00		$ -	9.00	$ 6,750.00
42	PATCHES, FULL DEPTH FINISH, BY COUNT	EACH	10.00	$100.00	$1,000.00	5.00	$ 500.00	5.00	$ 500.00
43	PATCHES, FULL DEPTH FINISH, BY COUNT	SY	111.00	$200.00	$22,200.00	30.67	$ 6,134.00	30.67	$ 6,134.00
44	SUBBAS, (PATCHES)	SY	111.00	$40.00	$4,440.00	30.67	$ 1,226.80	30.67	$ 1,226.80
45	PAVEMENT, PCC, CLASS C, 3 DURABILITY 9 IN. THICK	SY	1794.20	$78.00	$139,947.60	(323.10)	$ (25,201.80)	1,471.32	$ 114,762.96
46	PAVEMENT, PCC, CLASS C, 3 DURABILITY 6 IN. THICK	SY	1549.80	$57.00	$88,338.60		$ -	1,931.00	$ 110,067.00
47	PAVEMENT, BRICK/PAVER INLAY	SY	657.70	$71.00	$46,696.70		$ -	657.70	$ 46,696.70
48	BITUMINOUS BEDDING COURSE	SY	657.70	$29.90	$19,665.23		$ -	657.70	$ 19,665.24
49	CURB AND GUTTER, 36 IN. WIDE, 9 IN. THICK	LF	3533.40	$32.70	$115,542.18		$ -	3,534.00	$ 115,561.80
50	PAVEMENT, HMA, STANDARD TRAFFIC, 5 IN. THICK	SY	4805.30	$45.90	$220,563.27	828.64	$ 38,034.58	4,425.53	$ 203,131.83
51	FULL DEPTH RECLAMATION	SY	6203.10	$4.50	$27,913.95		$ -	6,449.76	$ 29,023.93
52	REMOVAL OF SIDEWALK	SY	971.00	$9.00	$8,739.00		$ -	993.36	$ 8,940.24
53	REMOVAL OF DRIVEWAY	SY	489.00	$9.00	$4,401.00		$ -	1,145.49	$ 10,309.41
54	REMOVAL OF PAVEMENT	SY	800.00	$9.00	$7,200.00		$ -	804.85	$ 7,243.65
55	SIDEWALK, PCC, 4 IN.	SY	1221.30	$50.70	$61,919.91	400.06	$ 20,283.04	1,221.30	$ 61,919.91
56	SIDEWALK, PCC, 6 IN.	SY	801.60	$80.00	$64,128.00	491.22	$ 39,297.60	801.60	$ 64,128.00
57	COMBINED SIDEWALK AND RETAINING WALL	CY	82.10	$275.00	$22,577.50		$ -	88.16	$ 24,244.00
58	CONCRETE STEPS	SF	72.00	$150.00	$10,800.00	21.00	$ 3,150.00	103.00	$ 15,450.00
59	DETECTABLE WARNING	SF	374.00	$47.25	$17,671.50	184.00	$ 8,694.00	434.00	$ 20,506.50
60	DRIVEWAY, PAVED, PCC, 6 IN.	SY	727.00	$74.40	$54,088.80	215.40	$ 16,025.76	938.79	$ 69,845.97
61	DRIVEWAY, GRANULAR	TON	34.00	$31.00	$1,054.00		$ -	18.06	$ 559.86
62	SLOPE PROTECTION, WOOD EXCELSIOR MAT	SQ	7.00	$100.00	$700.00		$ -	-	$ -
63	STABILIZAING CROP SEEDING, FERTILIZING, (URBAN)	ACRE	0.50	$1,500.00	$750.00		$ -	-	$ -
64	CONVENTIONAL SEEDING, SEEDING, FERT., AND MULCHING	ACRE	1.25	$3,500.00	$4,375.00		$ -	-	$ -
65	PERIMETER+SLOPE SEDIMENT CONTROL DEVICE 9 INCH	LF	300.00	$3.00	$900.00		$ -	575.00	$ 1,725.00
66	PERIMETER+SLOPE SEDIMENT CONTROL DEVICE 12 INCH	LF	300.00	$4.00	$1,200.00		$ -	-	$ -
67	REMOVE PERIMETER+SLOPE SEDIMENT CONTROL DEVICE	LF	600.00	$0.50	$300.00		$ -	-	$ -
68	REVETMENT, CLASS D	TON	20.00	$60.00	$1,200.00		$ -	11.24	$ 674.40
69	EROSION STONE	TON	5.00	$120.00	$600.00		$ -	8.31	$ 997.20
70	SWPPP MANAGEMENT	LS	1.00	$6,300.00	$6,300.00		$ -	0.80	$ 5,040.00
71	MOBILIZATION	LS	1.00	$135,000.00	$135,000.00		$ -	1.00	$ 135,000.00
72	TRAFFIC CONTROL	LS	1.00	$15,000.00	$15,000.00	0.10	$ 1,500.00	1.00	$ 15,000.00
73	RELOCATION OF MAILBOXES	EACH	8.00	$375.00	$3,000.00		$ -	6.00	$ 2,250.00
74	REMOVAL OF SIGNS	EACH	29.00	$50.00	$1,450.00		$ -	24.00	$ 1,200.00
75	REMOVE AND REINSTALL SIGNS	EACH	17.00	$150.00	$2,550.00		$ -	-	$ -
76	TYPE A SIGNS	SF	95.05	$20.00	$1,901.00		$ -	-	$ -
77	STEEL POSTS FOR TYPE A SIGNS	LF	728.00	$13.00	$9,464.00		$ -	-	$ -
78	LIGHT POLES	EACH	12.00	$3,200.00	$38,400.00	2.00	$ 6,400.00	12.00	$ 38,400.00
79	ELECTRICAL CIRCUITS	LF	2237.00	$15.00	$33,555.00	399.00	$ 5,985.00	2,237.00	$ 33,555.00
80	HANDHOLES AND JUNCTION BOXES	EACH	5.00	$1,000.00	$5,000.00	1.00	$ 1,000.00	5.00	$ 5,000.00
81	PAINTED PAV'T MARKS, WATERBORNE/SOLVENT BASED	STA	37.44	$150.00	$5,616.00		$ -	-	$ -
82	PAINTED PAV'T SYMBOLS, WATERBORNE/SOLVENT BASED	EACH	5.00	$135.00	$675.00		$ -	-	$ -
83	REMOVAL OF FENCE, CHAIN LINK	LF	106.00	$15.00	$1,590.00		$ -	-	$ -
84	SPOT REPAIRS, SANITARY SEWER, BY COUNT	EACH	1.00	$250.00	$250.00		$ -	3.00	$ 750.00
85	SPOT REPAIRS, SANITARY SEWER, BY LINEAR FOOT	LF	15.00	$400.00	$6,000.00		$ -	61.00	$ 24,400.00
	TOTAL OF THE BASE BID (Total of Items 1-85):				$2,134,856.90		$ 161,204.98		$2,105,638.67
CO1	6-Inch Subgrade Stabilization	CY	346.00	$ 75.00	$25,950.00		$ -	412.31	$ 30,923.25
	Polymer Grid Subgrade Stabilization	SY	2,077.11	$ 3.50	$7,269.89		$ -	3,253.20	$ 11,386.21
	Utility Conflict Delay	HR	8.00	$ 450.00	$3,600.00	6.00	$ 2,700.00	20.00	$ 9,000.00
CO2	Additional tree removal	LS	1.00	$ 7,800.00	$7,800.00		$ -	1.00	$ 7,800.00
	Fire Hydrant Extension	LS	1.00	$ 1,500.00	$1,500.00		$ -	1.00	$ 1,500.00
	Addition Concrete 107 Third Street	LS	-1.00	$ 1,200.00	$1,200.00		$ -	1.00	$ 1,200.00
	Aditional Drainable Backfill for Wall	LF	440.00	$ 22.50	$9,900.00		$ -	440.00	$ 9,900.00
CO3	Remove and replace Retaining Wall 330 Summerhays	LS	1.00	$ 1,450.00	$1,450.00		$ -	1.00	$ 1,450.00
	Lower Existing Water Line 331 Summerhays	LS	1.00	$ 3,250.00	$3,250.00		$ -	1.00	$ 3,250.00
	Winter Stabilization Mulch	LS	1.00	$ 1,100.00	$1,100.00		$ -	1.00	$ 1,100.00
CO4	Watermain Conflict, 8-inch	LS	1.00	$ 6,930.00	$6,930.00		$ -	2.00	$ 13,860.00
	Water Service Abandonment 1-inch	LS	1.00	$ 2,100.00	$2,100.00		$ -	1.00	$ 2,100.00
	Water Service Abandonment 2-inch	LS	1.00	$ 2,100.00	$2,100.00		$ -	1.00	$ 2,100.00
	Sewer Service Abandonment	LS	1.00	$ 1,200.00	$1,200.00		$ -	1.00	$ 1,200.00
	SW-501 Intake (Mod.)	EACH	1.00	$ 6,743.40	$6,743.40		$ -	1.00	$ 6,743.40
CO5	Water Service 6-inch	EACH	1.00	$ 10,807.49	$10,807.49		$ -	1.00	$ 10,807.49
	Storm Sewer Service 8-inch	EACH	2.00	$ 2,100.00	$4,200.00		$ -	1.00	$ 2,100.00
CO6	Additional 6-inch Subgrade Stabilization	CY	50.00	$ 75.00	$3,750.00		$ -	50.00	$ 3,750.00
	Additional Polymer Grid Subgrade Stabilization	SY	300.00	$ 3.50	$1,050.00		$ -	300.00	$ 1,050.00
CO7	Additional 6-inch Subgrade Stabilization	CY	85.56	$ 75.00	$6,417.00		$ -	68.62	$ 5,146.50
	Additional Polymer Grid Subgrade Stabilization	SY	513.33	$ 3.50	$1,796.66		$ -	534.32	$ 1,870.12
CO8	Reconstruction of Sanitary Sewer Services	LS	1.00	$ 17,199.61	$17,199.61	1.00	$ 17,199.61	1.00	$ 17,199.61
CO9	Full Depth Patch, 9-Inch PCC	SY	349.35	$ 165.00	$57,642.75	323.10	$ 53,311.50	323.10	$ 53,311.50
					$184,956.80		$ -	-	$ -
	CHANGE ORDER SUB-TOTAL						$ 73,211.11		$ 198,748.08
	AMOUNT EARNED TOTAL						$ 234,416.09		$2,304,386.75
9998	Materials Stored on-site						$ -	-	$ -
9999	Materials Installed on-site (Deduct)						$ -	-	$ -
	MATERIALS SUB-TOTAL						$ -		$ -
	TOTAL						$ 234,416.09		$ 2,304,386.75

City of TIFFIN

AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	February 11, 2026
AGENDA ITEM:	Discussion and Consideration of Partnering with DocuPet as the City's Pet Licensing Vendor
ACTION:	Motion

Purpose

The purpose of this report is to provide an overview of pet licensing vendor options and to recommend that the City of Tiffin enter into an agreement with DocuPet for management of the City's pet licensing program. After reviewing DocuPet's proposal and comparing it with alternatives such as BarkPass and PetData, staff believes DocuPet offers the best combination of cost savings, program automation, customer service, and community impact.

Background

Pet licensing ensures compliance with vaccination requirements, supports responsible pet ownership, and assists with lost pet reunification. Tiffin's significant population growth and increasing administrative demands make it necessary to modernize and streamline our licensing processes.

Staff evaluated three primary vendors:

- DocuPet (proposal provided)
- BarkPass
- PetData

Cost and service comparisons show that DocuPet provides the most comprehensive, modern, and cost-effective system for municipalities.

Summary of DocuPet Services

According to the vendor proposal provided to the City, DocuPet offers:

- A secure, custom-branded online licensing portal for residents.
- Online payments, document uploads, renewal management, and pet-owner accounts with customizable profiles and photos.
- Free 24/7 lost pet reunification service (HomeSafe), including lost/found alerts and hotline support.
- Bilingual customer support (phone, email, chat) seven days a week with a 93% satisfaction rating.
- Automated, multi-channel renewal reminders including email, mail, and phone call campaigns to increase compliance rates.
- A full administrative portal for staff, including record search, reporting tools, GIS integration, and data cleanup services.
- Fulfillment services for pet tags and mailed notices.

DocuPet's pricing structure is simple and predictable:

- One-time setup fee: $3,995 (with self-training option).
- Annual cost: $0 (no ongoing municipal fees).
- Transaction fees: 2.9% + $0.30 per credit card transaction (fee may be passed on to residents).
- Optional mailed notice cost: $1.50 per notice for specialized marketing mailings.

BarkPass

- Annual cost starts at $2,990/year with an additional $1,000 setup fee.
- Transaction fees include Stripe 2.9% + $0.30 plus BarkPass platform fees of 2.1%–3.1%.
- BarkPass emphasizes a "no-upsell" approach but places ongoing costs on the municipality.

PetData

- Charges a per-license fee (example: $4.20 per license) paid by the City.
- Requires a startup fee (example provided: $1,000).
- Online license payments add a resident fee of $2.00.
- Costs scale significantly as license volume increases.

DocuPet is the only option that minimizes ongoing municipal cost while still providing high-value services.

Staff Recommendation

Staff recommends partnering with DocuPet as the city's pet licensing vendor based on the analysis of cost, features, customer support, and long-term value. DocuPet provides a modern comprehensive solution that eliminates manual processing and reduces administrative staff workload. This will also provide the community with the convenience of online payments and minimize trips into City Hall.

ATTACHMENTS: Agreement

Pet Licensing Services Agreement

This Pet Licensing Services Agreement (this "**Agreement**"), is entered into this _____ day of _____, 2026 (the "**Effective Date**") by and between DocuPet Corp., a Delaware corporation with offices at 15 Technology Place Suite 1, East Syracuse, NY 13057 ("**DocuPet**"), and Tiffin, Iowa, a municipal corporation whose primary place of business is 300 Railroad street, Tiffin, IA, 52340, USA (the "**Organization**").

Background

DocuPet has developed and operates a program for providing pet licensing services.

The Organization wishes to engage DocuPet to perform certain pet licensing services for the Organization and its residents.

FOR GOOD AND VALUABLE CONSIDERATION (the receipt and sufficiency of which is hereby acknowledged by both parties), the Organization hereby engages DocuPet to perform, and DocuPet agrees to perform, those certain services described in Schedule A to this Agreement subject to and in accordance with the terms and conditions contained in Schedule B to this Agreement.

Schedules A, B, and C are attached and incorporated into this Agreement by reference and form a part of this Agreement. The documents comprising this Agreement and their order of precedence in case of conflict are:

(1) this covering Agreement,

(2) Schedule A – DocuPet Service Deliverables

(3) Schedule B – DocuPet General Terms and Conditions

(4) Schedule C – Pet License Fees

The foregoing documents together constitute the entire and final Agreement of the parties with respect to the subject matter of this Agreement.

DOCUPET CORP.

By:_____

Name: **Grant Goodwin**

Title: **Chief Executive Officer**

CITY OF TIFFIN, IOWA

By:_____

Name:
Title:

By:_____

Name:
Title:

CONTACT INFORMATION FOR THE ORGANIZATION	
Contact Name and Title:	**Ashley Platz, Assistant City Administrator**
Address:	**300 Railroad Street, PO Box 259, Tiffin, IA 52340**
Phone:	**319-545-2572**
Email:	**aplatz@tiffin-iowa.org**
Fax:	**319-545-4147**

CONTACT INFORMATION FOR DOCUPET	
Contact Name and Title:	**Grant Goodwin, Chief Executive Officer**
Address:	**15 Technology Place** **East Syracuse, NY 13057**
Phone:	**1-855-249-1370**
Email:	**grant.goodwin@docupet.com**
Fax:	**613-547-5529**

SCHEDULE A
to Pet Licensing Services Agreement

SERVICE DELIVERABLES

1. DEFINITIONS
    a. Unless otherwise defined in this Schedule A, capitalized terms used in this Schedule A shall have the meaning given to those terms in Schedules B and C to this Agreement.

2. SERVICES
    a. During the Term, DocuPet will provide to the Organization the pet registration services described in this Schedule A (collectively, the "**Services**") subject to and in accordance with the terms set out in this Agreement. DocuPet may also provide additional Optional Services (as defined in Schedule B below) to Pet Owners which are not part of this Agreement but which may be offered through the Website (as defined below) or through any other medium or in any other manner.

    b. Website
        i. Organization-branded Pet Owner Portal
            1. Applications for Pet Registrations
                a. Pet Owners shall have the option of applying for Pet Registrations electronically through the DocuPet Website.
                b. Pet Owners may apply for pet registration through the DocuPet Website by providing the following information and/or such other information as DocuPet and the Organization may agree ("**Registration Information**"):
                    i. Name
                    ii. Email
                    iii. Address
                    iv. Telephone – day and evening
                    v. Name of pet
                    vi. Species (Dog or Cat)
                    vii. Breed and description (sex, color, age, etc.)
                    viii. Spayed or neutered
                    ix. Microchipped
                    x. Rabies date
                    xi. Vaccination and alternative contact information
                    xii. Pet Date of Birth

            2. Payment of Pet License Fee
                a. At the time of Registration made via the Website, each Pet Owner shall pay a Pet License Fee for each Pet based on the rates set out in Schedule C (the "**Pet License Fee**"). The Pet License Fee for each Pet Registration shall be paid through the Website by credit card, debit card or other payment method (as determined by DocuPet at

its discretion). Pet Owners may be charged an Online Processing Fee for purchases made via the Website.

ii. Administrative Portal

1. Pet Registrations
    a. The Organization may allow their employees, volunteers and contractors/designates to accurately input Pet Registration Information into the application on the Website. DocuPet shall have no responsibility for verifying the accuracy or completeness of any Registration Information or for any errors therein.

2. Data Upload and Download
    a. DocuPet agrees to provide for the uploading of Pet Registration Information that is provided to DocuPet in its standardized format.

    b. DocuPet agrees to provide for the downloading of Pet Registration Information. Downloaded Pet Registration Information will be provided in DocuPet's standardized format.

3. Reporting
    a. DocuPet agrees to provide its standard reporting tools to the Organization including those providing record and financial information related to Pet Registrations.
    b. Specialized or customized reports may be subject to additional fees.

4. Community Canvassing
    a. DocuPet will provide its Community Canvassing module allowing for Organization users to map zones and log visit inputs in the Software.

iii. Data Storage

1. All Registration Information that is inputted through the Website will be stored within the Software so that the Registration Information may be accessed by the Organization, DocuPet Personnel and other persons authorized by the Pet Owner.

iv. Website Support

1. DocuPet agrees to provide to the Organization ongoing support and maintenance of the Website, including updates and access to future versions of the Website. Support and maintenance for the Website includes: ongoing problem identification, resolution services, and correction of programming errors.

2. Should the Organization request customizations to DocuPet's Website functionality, additional fees may apply. The Organization will be notified in advance if such fees are to be incurred and work will not begin until a total sum for the customization(s) has been agreed upon. DocuPet reserves the right to refuse Website functionality customization requests.

c. Account Support
    i. DocuPet will be responsible for:
        1. Overseeing and managing DocuPet's obligations under this Agreement;
        2. Conducting the necessary tasks to implement the Services outlined in this Agreement; and
        3. Answering the Organization's queries and cooperating with the Organization to address issues relating to the Services deemed urgent by the Organization.
    ii. Training
        1. DocuPet agrees to provide the Organization with training regarding the usage of the Website via Video Conference-based sessions prior to the launch of the Services.
        2. Training videos and online help content will be provided via the Administrative Portal.

d. Customer Service
    i. DocuPet will provide all technical and other customer support for Pet Owners with respect to the Website and the Services, with support being provided during normal business operation hours of 9:00AM to 8:00PM EST Monday to Friday, holidays excepted.

e. Ordinance Awareness
    i. DocuPet may design marketing collateral including a brochure, two postcards, a poster, and up to two additional pieces at the time of the launch of the Services. The Organization will be responsible for producing these materials and may, for an additional fee, request that DocuPet produce these materials.

    ii. DocuPet may develop and promote a media release to local media outlets at the time of the launch of the Services.

    iii. Additional marketing collateral designs or productions may be requested by the Organization. A pricing rate card for all materials can be provided to the Organization at any time. Additional fees for this work will apply.

    iv. DocuPet may endeavor to promote awareness of the Organization's ordinances and regulations relating to pet registration and responsible pet ownership in various ways.

f. Pet Tags
    i. DocuPet agrees to provide Pet Tags for each Pet Registration where a Pet Tag is required.

g. Pet Tag Mailings

i. Unless delivered physically by the Organization at the time of purchase, DocuPet shall send applicants confirmation of their Pet Registration number, a Pet Tag if required, and other information or documents related to the Services, the Organization and DocuPet

h. License Compliance Notifications
   i. Emailed License Compliance Notifications
      1. At the direction of the Organization, DocuPet shall prepare and deliver License Compliance Notifications (**"Licence Compliance Notifications"**via e-mail.

   ii. Mailed License Compliance Notifications
      1. At the direction of the Organization, DocuPet shall prepare and deliver License Compliance Notifications via regular mail.

   iii. Standard Templates
      1. DocuPet will provide the Organization with its standard License Compliance Notification template and timing cadence.

i. Data Handling
   i. DocuPet personnel shall add or edit Registration Information via the Website. This information may be added via any of the following methods:

      1. Mailed-in Application Form Processing;
      2. Formatting pet data provided by third parties;
      3. Returned Mail Processing for letters returned to DocuPet offices;
      4. Hand-keying information when a Pet Owner has contacted DocuPet's Customer Service team.

j. Donation Collection
   i. DocuPet will collect contributions on behalf of the Organization, or the Organization's designated local animal shelter, at the time of license payment.

k. National Pet Registry and National Animal Shelter Network
   i. DocuPet has established a National Animal Shelter Network ("**NASN**") designed to provide participating shelters with limited access to pet and owner information contained within the DocuPet's National Pet Registry ("**Registry**") for the sole purpose of facilitating lost pet reunification. The Registry allows pet owners to, at their option, create and manage individualized pet profiles, receive pet tags, and utilize lost pet recovery services.

   ii. For pets not licensed within the Organization's jurisdiction, DocuPet will provide the Organization with access to read-only **Pet Registration Information** that the pet owner has provided and **Owner Registration Information** if the pet owner has provided informed consent to be disclosed to the NASN in the event of their pet being lost/missing.

   iii. If the owner has not consented to the release of their information, the Organization may contact DocuPet's HomeSafe Team (24 hours/7 days a week) to facilitate

contact with the owner or submit a form (Found Pet Report) on DocuPet's website that can be directed to the pet owner by DocuPet.

DOCUPET PLATFORM STANDARDS

a. Connectivity
    i. The Organization acknowledges and agrees that access to the Website and the Software require Internet connectivity and use of a latest-version web browser and that DocuPet is not responsible for the inability of the Organization, Pet Owners or potential Pet Owners to access the Website or the Software as a result of failures of any of their applicable internet access provider or use of outdated or non-current versions of software.

b. Backup and Disaster Recovery
    i. DocuPet shall provide such back-up, disaster recovery and storage capabilities as typically provided in its industry so as to provide reasonable availability of the Services during an event that would otherwise affect the delivery of the Services.

c. PCI Compliance

    i. DocuPet shall comply with payment card industry (PCI) security standards. DocuPet shall utilize a payment processing company (Stripe, or a competitor(s) of Stripe) for processing payments received through the Website.

d. Data Protection

    i. DocuPet shall ensure that the platform and all services are in compliance with applicable Laws relating to data protection. For clarity, this includes personal information gathering, use and disclosure whether in the form of Registration Information or Organization Data. DocuPet shall maintain a log-in account and password that permits access to Pet Owner's accounts and Registration Information for the purposes of providing the services as outlined in this agreement. DocuPet will promptly notify the Organization upon its becoming aware that any of its passwords have been stolen, leaked or otherwise compromised. The Organization will promptly notify DocuPet upon its becoming aware that any of its passwords have been stolen, leaked or otherwise compromised.

e. Location
    i. The servers hosting the Licensed Software shall be under United States legal jurisdiction and that the data in their possession shall be collected, managed and stored in accordance with any applicable privacy Laws.

f. Backup
    i. DocuPet will ensure there are offsite backups performed each day. DocuPet will, as a minimum on a monthly basis, ensure the backups are sufficient and can restore/regenerate the system in the event of a server failure. On request, the Organization will be allowed to review architecture and ability to meet performance obligations.

g. Service Level
    i. The Website is engineered to be available 24 hours a day, 7 days a week, 52 weeks a year. The Website shall meet industry standard accessibility service levels and shall operate on all major modern browser platforms. Due to various factors, users may experience system unavailability (unscheduled downtime). In the event that unscheduled downtime exceeds 4 hours a month, during normal business operation hours (9:00AM to 5:00PM EST Monday to Friday, holidays excepted), or unscheduled downtime exceeds 8 hours outside normal business hours (9:00AM to 5:00PM EST Monday to Friday, holidays included), DocuPet will provide the Organization with a remediation plan. Three consecutive months of greater than 4 hours of downtime, during normal business operation hours (9:00AM to 5:00PM EST Monday to Friday, holidays excepted), or 8 hours outside of normal business hours, will be grounds for immediate contract termination. Unscheduled downtime instances will be reported to the Organization on demand and quarterly.

h. Control of Website
    i. The Website and all content on the Website shall at all times be under the control and at the discretion of DocuPet.

SCHEDULE B
to Pet Licensing Services Agreement

DOCUPET GENERAL TERMS AND CONDITIONS

1. DEFINITIONS

    a. Defined Terms as used in this Agreement:

    "**Confidential Information**" means all confidential Information (including confidential, proprietary, trade secret, scientific, technical or business know-how or Information of a Party) which is disclosed by or at the direction of one Party to the other Party in connection with this Agreement.

    "**DocuPet Owned Work**" means any and all materials, information, inventions, methods, procedures, technology, know-how, data and other Intellectual Property Rights owned or developed by DocuPet whether prior to, during or after the Term, including the Website, the Software and all information and data relating to the Optional Services.

    "**DocuPet Personnel**" means partners, employees and independent contractors of DocuPet and its approved subcontractors assigned to perform the Services pursuant to this Agreement.

    "**Including**" and its derivatives (such as "include" and "includes") mean including without limitation. This term is as defined, whether or not capitalized in this Agreement.

    "**Intellectual Property Rights**" means, on a worldwide basis, any and all:

    - Rights associated with works of authorship, including copyrights, moral rights and mask-works;
    - Marks;
    - Trade secret rights;
    - Patents, designs, algorithms and other industrial property rights;
    - Other intellectual and industrial property rights of every kind and nature, however designated, whether arising by operation of law, contract, or otherwise; and
    - Registrations, initial applications, renewals, extensions, continuations, divisions or reissues thereof now or hereafter in force (including any rights in any of the foregoing).

    "**Law**" means:

    - Any statute, regulation, by-law, ordinance or subordinate legislation in force from time to time to which a Party is subject, including but not limited to data protection and privacy laws;
    - The common law and the laws of equity as applicable to the Parties from

time to time;
- Any binding order, judgement, decree, direction, policy, or rule including from a governmental authority; or
- Any applicable industry code, policy or standard enforceable by law.

"License Compliance Notifications" shall mean any communication sent to a Pet Owner with information regarding the requirement to purchase a Pet Registration for a particular Pet.

"**Losses**" shall mean all losses, liabilities, damages and claims, and all related costs and expenses (including reasonable legal fees and disbursements and costs of investigation, litigation, settlement, judgment, interest and penalties).

"**Marks**" means all trademarks, service marks, trade names, trade dress, symbols, logos, designs, and other source identifiers.

"**Material**" means all systems, software, technology, documentation, reports, notes, tools, methods, methodologies, processes, procedures, workflows, inventions, forms, data, data formats, data compilations, program names, designs, drawings, videos and other material created, furnished or made available in connection with this Agreement

"**Organization Engagement Officer**" has the meaning given to that term in Section 3(a).

"**Organization Data**" means any and all information provided by Organization to DocuPet pursuant to or in connection with this Agreement, directly or indirectly, and whether in printed, electronic, magnetic, optical or other form, but, for certainty, excludes any DocuPet Owned Work and Registration Information.

"**Optional Services**" means additional products and services that are provided by DocuPet to registered Pet Owners directly and not through this Agreement.

"**Parties**" means DocuPet and the Organization and "Party" means any one of them.

"**Pet**" means a dog or cat or any other animal that can be registered in accordance with the Organization's by-laws, ordinances or regulations.

"**Pet License Fee**" means the Pet License Fee described in Schedule C.

"**Pet Owner**" means the person applying for the Pet Registration for an applicable Pet.

"**Pet Registration**" means the registration issued or renewed according to the Organization's by-laws, ordinances or regulations to a Pet Owner for a particular period.
"Pet Tag" means a metal identification tag to be worn by a Pet that is marked with required information related to a Pet Registration.

"**Postage**" means costs incurred by DocuPet in packaging and delivering material to Pet Owners in connection with the Services including labor.

"National Animal Shelter Network" means the group of shelters who have agreed to participate in DocuPet's network and have access to pet and owner information within the National Pet Registry for the sole purpose of pet reunification.

"National Pet Registry" means DocuPet's centralized database of Pet Information and Owner Information that may be accessed, with conditions, for the sole purpose of lost pet reunification.

"**Services**" has the meaning given to that term in Schedule A.

"**Software**" means the software application provided through the Website, which among other things, stores the Registration Information and provides authorized access thereto through the Internet.

"**Standard Fees**" has the meaning given to that term in Schedule C.

"**Term**" has the meaning given to that term in Section 5.

"**Website**" means the Internet website "www.DocuPet.com" and associated web pages.

b. Other Terms.
    i. Other terms used in this Agreement are defined where those are used and have the meanings there indicated.

    ii. Those terms, acronyms and phrases utilized in the IT services industry or other pertinent business context shall be interpreted in accordance with their generally understood meaning in such industry or business context.

2. DOCUPET SERVICES
    a. Provision of Services. During the Term, DocuPet will perform the Services in a competent, careful and professional manner in accordance with the terms and conditions of this Agreement and shall ensure that all of its employees, representatives and subcontractors delivering Services act in a professional and businesslike manner appropriate for the provision of a public service.

    b. Use of Subcontractors
        i. DocuPet shall not be entitled to delegate or subcontract any of its obligations under this Agreement without the Organization's prior written approval which shall not be unreasonably withheld. Notwithstanding DocuPet's use of subcontractors, the Organization's sole point of contact regarding the Services shall remain DocuPet.
    c. Facilities and Assets
        i. Except as otherwise specified, or as otherwise mutually agreed, all of the Services shall be provided from DocuPet facilities. DocuPet shall be responsible for providing all office space and associated utilities, office

furniture and supplies, and workstation equipment and software, as required to perform such Services. In the event that DocuPet is required to visit an Organization's facility, the Organization shall provide a safe workspace that has computer access and internet connectivity and access to such Organization personnel as DocuPet reasonably requires to accomplish the work to be performed at the Organization's facilities.

d. DocuPet Methodologies, Tools and Training
    i. DocuPet hereby reserves to itself all rights to use such languages, tools, methodologies and practices as it determines in its sole discretion to make, have made, use, copy, display, operate, maintain, develop, support, modify, enhance and prepare derivative works relating to the DocuPet Owned Work and any other existing or future systems, software or technology owned, or operated by or on behalf of DocuPet. For certainty, DocuPet may add features, upgrades and content to the Website, Software or other DocuPet Owned Work, consistent with the terms and intent of this Agreement and without the consent of the Organization.

3. ORGANIZATION RESPONSIBILITIES
    a. Organization Engagement Officer
        i. The Organization will assign an officer who will serve as the Organization's primary point of contact with DocuPet for all matters pertaining to the launch of the Services (the "**Organization Engagement Officer**"). The Organization Engagement Officer will be responsible and authorized to make decisions as required.

        ii. The Organization Engagement Officer will be responsible for ensuring that all Organization staff or authorized contractors are fully trained regarding the use of the DocuPet Website after the launch of the Services.

        iii. The Organization Engagement Officer will be responsible for ensuring that all Organization staff or authorized contractors attend all scheduled meetings and provide all necessary information and materials to ensure the Services can be launched on schedule.

    b. DocuPet Policies
        i. The Organization agrees to abide by all reasonable use, security and other policies in respect of the Services, including policies that apply to the access of the Website and the Software as established and amended by DocuPet from time to time. The Organization shall also train and require its employees, contractors and volunteers to abide by such policies and oversee compliance.

    c. Data Provision
        i. The Organization shall provide no less than three years' of Pet Registration data at least six weeks prior to the launch of the Services in a formatted manner acceptable to DocuPet.

        ii. The Organization shall also provide complete GIS address data, including

latitude and longitude information, for the geographic region that it serves. This data must be provided at least six weeks prior to the launch of the Services.

iii. The Organization will be required to review data once added to the Software prior to the launch of the Services for accuracy and completeness prior to the launch of the Services.

iv. The Organization shall provide any Pet Registration data created or altered in the weeks leading up to the launch of the Services in a formatted manner acceptable to DocuPet that is exclusive to these records only within 10 days after the launch of the Services.

v. Any Pet Registration data provided by the Organization at any time that is determined to be inaccurate by DocuPet must be rectified by the Organization at its own cost within 10 days of notice by DocuPet.

4. FINANCIAL MATTERS

a. Pet Registration Fees and Standard Fees
   i. DocuPet shall be entitled to receive from the Organization the standard fees set out in Table 1.2 in Schedule C (the "**Standard Fees**").

b. Collection and Allocation of Fees
   i. Fees under this Agreement shall be collected as follows:
      1. The Organization and other Organization contractors may collect Pet License Fees through "offline" transactions; and
      2. DocuPet may collect the Pet License Fees through the Website.

   ii. Pet License Fees shall be allocated between the Parties as follows:
      1. DocuPet shall pay the Organization all Fees collected through the Website, less all Standard Fees payable to DocuPet, which will be paid to the Organization by DocuPet coinciding with the issuing of the monthly invoice contemplated by Section 4(d).
      2. The Organization shall pay DocuPet any Standard Fees associated with the Organization's or any Organization contractor's sale of Pet Registrations.

   iii. Except as contemplated in this Section 4(b), the Organization shall not be entitled to any payments of any kind from DocuPet.

c. Invoicing and Payment of Fees
   i. Within 15 days of the end of each calendar month, DocuPet shall render in arrears a single invoice for the aggregate amount of the Standard Fees (and all applicable taxes on the foregoing) deducted from the Pet License Fees collected by DocuPet through the Website during the month just ended. Each such invoice shall include:

      1. All Pet License Fees collected by DocuPet for the month;

2. The aggregate number of Pet Registrations applied for through the Website for the month;

3. The aggregate amount of the Standard Fees (and taxes), retained by DocuPet for the month; and

4. The aggregate amount paid to the Organization as a result of the sale of Pet Registrations on the Website during the applicable month.

ii. Within 10 days of receipt of the invoice set out in 4(c), the Organization shall review the invoice and reply, via email, that the invoice is accurate and valid. In the event that the invoice requires revision the Organization will communicate this, via email, to DocuPet. If DocuPet is in agreement with the suggested revisions a revised invoice will be issued for review and approval by the Organization

iii. Statements for Standard Fees and all applicable taxes shall be paid at the time of issuance of the invoice provided for in Section 4(c) out of the Pet License Fees collected by DocuPet. In the event that the revenues collected by DocuPet through the Website are insufficient to cover the amounts payable to DocuPet by the Organization in any given month, the outstanding amount set out in the invoice shall be payable no later than 30 days following the date of the applicable invoice.

d. Accountability

i. DocuPet shall maintain complete and accurate records of the Services provided and supporting documentation for the amounts billed to and payments made by the Organization in connection with this Agreement. DocuPet agrees to provide the Organization with documentation and other information with respect to each invoice as may be reasonably requested by the Organization to verify accuracy and compliance with the provisions of this Agreement.

ii. All records relating to the provision of the Services pursuant to this Agreement shall be retained for a minimum of 24 months or in accordance with legislative requirements, whichever is longer. These records shall be made available to the Organization upon reasonable request.

5. TERM

a. The term of this Agreement will commence on the Effective Date and, unless terminated earlier in accordance with this Agreement, shall continue for an initial period of three (3) years (the "Term"). Thereafter, the Term will automatically renew for successive one (1) year periods (each a “Renewal Period”), but not to exceed five (5) years in the aggregate, subject to the Organization’s and DocuPet’s right to terminate at the end of the initial Term or any Renewal Period by providing the other party with not less than 90 days prior written notice.

6. INTELLECTUAL PROPERTY

    a. Organization IP
        i. Nothing herein transfers to DocuPet any right, title, or interest of Organization in or to any Organization Data or Confidential Information. DocuPet agrees that as between DocuPet and Organization, all right, title and interest in Organization Data and other Confidential Information of Organization including Intellectual Property Rights therein will remain with the Organization.

    b. DocuPet IP
        i. As between DocuPet and Organization, DocuPet or its licensors own and reserve all right, title and interest in and to the DocuPet Owned Work, DocuPet Marks, the Services and all hardware, Software and other items used to provide the Services, other than such rights to use those as may be explicitly granted to Organization in this Agreement. No title to or ownership of any DocuPet Owned Work or proprietary rights related to the Services is transferred to Organization pursuant to this Agreement or any transaction contemplated by this Agreement. All rights not explicitly granted to the Organization are reserved by DocuPet.

    c. Use of Marks
        i. During the Term, DocuPet shall be entitled to include the Organization's name and logo on (a) the Website; and (b) DocuPet's promotional materials; provided that DocuPet shall comply with all reasonable written usage policies communicated by the Organization to DocuPet from time to time, including the use of proper notices and legends.

7. CONFIDENTIALITY

    a. Duties of Confidentiality
        i. Each Party agrees to maintain the confidentiality of the other Party's Confidential Information and to use such Confidential Information only as expressly authorized under this Agreement. For the purposes of this Section 7(a), the Party providing Confidential Information shall be referred to as the "**Disclosing Party**" and the Party receiving Confidential Information shall be referred to as the "**Recipient**".

        ii. Without limiting the generality of the foregoing and subject to the provisions of applicable Laws, the Recipient shall, both during the Term and at any time thereafter, (a) not disclose any of the Disclosing Party's Confidential Information to any person other than for the express purposes set out in this Agreement, without the Disclosing Party's prior written consent, (b) not disclose the Disclosing Party's Confidential Information to any person other than its affiliates and its and their consultants, professional advisors, independent contractors, outsourcers and other service providers for the purpose of providing them, or any of them, services or who have a need to know, (c) not reproduce all or any part of the Disclosing Party's

Confidential Information or make any derivative work based upon or derived from the Disclosing Party's Confidential Information without the prior written consent of the Disclosing Party, (d) comply with all of the Disclosing Party's policies, standards, requirements and specifications that are provided to the Recipient in writing in relation to the use and storage of Confidential Information disclosed to the Recipient; (e) not remove, alter, cover or obfuscate any proprietary notice, including any Intellectual Property Right legend on any of the Disclosing Party's Confidential information.

b. Excluded Information
    i. The obligations of confidentiality of the Recipient in Section 7(a) shall not extend to information that the Recipient can establish by written evidence, (a) is or becomes publicly known through no wrongful act of the Recipient; (b) is properly made available to the Recipient without confidential or proprietary restriction from a source other than the Disclosing Party; (c) the Recipient can show was rightfully in its possession without obligation of confidentiality; (d) the Information was approved by the Disclosing Party for disclosure in a written document signed by a senior officer of the Disclosing Party; (e) is required to be disclosed by Law, provided that Recipient will take all available reasonable means not to disclose any Confidential Information of the Disclosing Party without its consent or prior disclosure to the Disclosing Party, unless precluded by Law from doing so, and will only disclose the minimum amount of Confidential Information compelled by law; or (f) is independently developed.

c. Privacy
    i. In addition to DocuPet's confidentiality obligations under Section 7(a), DocuPet will collect, use, store, disclose and dispose of and otherwise handle personal information collected or accessible to DocuPet in accordance with all applicable privacy Laws and ensure that personal information is not handled other than as permitted hereunder or as otherwise agreed to by the Parties in writing.

    ii. Notwithstanding the foregoing, DocuPet shall be entitled to disclose or use Registration Information to the extent that the individual who provided the Registration Information has consented to such use and disclosure in accordance with all applicable Laws.

d. Acknowledgement
    i. The Recipient acknowledges and agrees that any violation of the provisions of this Section 7 may cause irreparable damage or injury to the Disclosing Party, the exact amount of which may be impossible to ascertain, and that, for such reason, the Disclosing Party shall be entitled to obtain interim, interlocutory, and final injunctive relief restraining Recipient from breaching, and requiring Recipient to comply with, its obligations under this Section 7. Recipient hereby acknowledges the importance to Disclosing Party of the strict compliance with the provisions of this Section 7 and acknowledges that the Disclosing Party's interest in the strict enforcement

thereof will outweigh the balance of convenience or harm which Recipient may suffer as a result of the strict enforcement of this section.

e. Reporting
    i. Each Party will promptly report to the other Party any actual or suspected violation of the terms of this Section 7 and will take all reasonable further steps requested by the other Party to prevent, control or remedy any such violation.

8. REPRESENTATIONS, WARRANTIES AND LIMITATION OF LIABILITY

a. Warranties
    i. DocuPet represents and warrants that:

        1. it is competent to perform the Services;

        2. it has the necessary qualifications, including knowledge, skill and experience to perform the Services, together with the ability to use those qualifications effectively for that purpose;

        3. the Software used in connection with the performance of the Services, does not infringe any Intellectual Property Right of any third-party, or contain confidential or proprietary material misappropriated by DocuPet from any third-party. The foregoing warranty will not apply to the extent infringement is caused by (a) modifications of the Software or the Website by a party other than DocuPet or its subcontractors, agents or representatives, (b) the combination of the Software with software or other items or products not provided or recommended by DocuPet, or (c) designs, specifications or instructions provided by or at the direction of the Organization (as opposed to the manner in which such designs, specifications or instructions are implemented by DocuPet).

    ii. The Organization represents and warrants to DocuPet that this Agreement is binding and enforceable in accordance with its terms under the Laws of the jurisdiction in which the Organization is located.

b. Warranty Disclaimer
    i. OTHER THAN AS PROVIDED IN THIS AGREEMENT, THERE ARE NO EXPRESS WARRANTIES AND THERE ARE NO IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

c. Limitation of Liability
    i. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY PUNITIVE, EXEMPLARY, INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OF THE OTHER PARTY ARISING UNDER OR IN CONNECTION WITH THIS AGREEMENT, WHETHER BASED UPON CONTRACT, TORT, BREACH OF WARRANTY OR ANY OTHER LEGAL OR

EQUITABLE GROUNDS, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

ii. DOCUPET TOTAL LIABILITY TO THE ORGANIZATION IN CONNECTION WITH THIS AGREEMENT, WHETHER IN CONTRACT OR IN TORT, SHALL BE LIMITED TO THE TOTAL FEES PAID TO DOCUPET UNDER THIS AGREEMENT. THE LIMITATIONS SET FORTH IN THIS SECTION 8(c) SHALL NOT APPLY WITH RESPECT TO: (A) DAMAGES OCCASIONED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF A PARTY, (B) DAMAGES OCCASIONED BY THE IMPROPER OR WRONGFUL TERMINATION OF THIS AGREEMENT; or (C) DAMAGES OCCASIONED BY A PARTY'S BREACH OF SECTION 6 OR SECTION 7.

9. TERMINATION
   a. Either party may terminate this agreement at any time with ninety (90) days written notification to the other party.

   b. Should either party be in breach of its covenants or undertakings under this Agreement, which remains un-rectified for a period of 30 days following written notification of such breach (or if such breach cannot be remedied within 30 days, the party in breach has not diligently commenced steps to remedy the breach within 30 days), the party not in breach may, at its option and without prejudice to any other rights or remedies it might have, immediately terminate this Agreement.

   c. Organization Data and Registration Information, including all copies thereof, shall be returned to the Organization within thirty (30) days following the termination of this Agreement. The Organization Data will be made available to the Organization for download in a commonly accessible file format such as comma separated value format (.csv). DocuPet shall also eliminate all Organization Data and Registration Information otherwise retained in the system maintained for the Organization under this Agreement in a manner satisfactory to the Organization.

10. FORCE MAJEURE
   a. Neither Party shall be liable for any default or delay in the performance of its obligations under this Agreement:

      i. if and to the extent such default or delay is caused by fire, flood, earthquake, elements of nature or acts of God, riots, terrorism, civil disorders, rebellions or revolutions in any country, or any other cause beyond the reasonable control of such Party; and

      ii. provided the non-performing Party is without fault in causing such default or delay, and such default or delay could not have been prevented by reasonable precautions and cannot be circumvented by the non-performing Party through the use of commercially reasonable alternate sources, work-around plans or other means.

   b. The affected Party will promptly notify the other Party of the circumstances causing its delay or failure to perform and of its plans and efforts to implement a

work-around solution. For as long as such circumstances prevail, the Party whose performance is delayed or hindered will continue to use all commercially reasonable efforts to recommence performance without delay.

11. INSURANCE AND INDEMNITIES

a. Insurance
    i. DocuPet shall at its own expense obtain and maintain during the Term the following insurance:

        1. Commercial general liability insurance on an occurrence basis for an amount of not less than Two Million Dollars ($2,000,000) with respect to DocuPet's operations, acts and omissions relating to its obligations under this Agreement.

        2. Automobile liability insurance for an amount not less than Two Million Dollars ($2,000,000) covering all vehicles hired or leased by DocuPet and used in any manner in connection with the performance of the Services.

    ii. The Organization shall be named as an additional insured in the commercial general liability policy. A copy of the certificate of insurance will be provided to the Organization.

    iii. DocuPet shall be entirely responsible for the cost of any deductible that is maintained in any insurance policy.

    iv. DocuPet shall not commence work under this Agreement until such time as it has obtained insurance in accordance with Section 11(a)(i). Upon the request of the Organization, DocuPet shall provide the Organization with evidence of the policies DocuPet is required to maintain under 11(a)(i).

    v. If DocuPet fails to maintain insurance as required by this Agreement, the Organization shall have the right to provide and maintain such insurance and give evidence to DocuPet. DocuPet shall pay the cost thereof to the Organization on demand.

b. Indemnity By DocuPet
    i. DocuPet will indemnify, defend and hold harmless the Organization its officers, directors, employees, agents, representatives, successors, and assigns, from any and all Losses arising from any of the following:

        1. Any third-party claim resulting from the wrongful or negligent acts or omissions of DocuPet, its representatives, contractors or agents; and

2. Any breach of any representation, warranty or covenant of DocuPet set out in this Agreement; and

3. To the degree to which any losses or allegations relate to actions or omissions of DocuPet which are proven in a court having jurisdiction over such matters.

c. Indemnity By the Organization
   i. The Organization will indemnify, defend and hold harmless DocuPet, its officers, directors, employees, agents, representatives, successors, and assigns, from any and all Losses arising from any of the following:

      1. Any third-party claim resulting from the wrongful or negligent acts or omissions of the Organization, its representatives, contractors or agents; and

      2. Any breach of any representation, warranty or covenant of the Organization set out in this Agreement; and

      3. To the degree to which any losses or allegations relate to actions or omissions of the Organization which are proven in a court having jurisdiction over such matters.

12. DISPUTE RESOLUTION

a. Any dispute between the Parties arising out of or relating to this Agreement, including with respect to the interpretation of any provision of this Agreement and with respect to the performance by DocuPet or the Organization, shall be resolved as provided in this Section 12. Prior to the initiation of formal dispute resolution procedures, the Parties shall first attempt to resolve their dispute informally, as follows:

   i. Upon the written request of a Party, each Party shall appoint a designated representative whose task it will be to meet for the purpose of endeavoring to resolve such dispute. The designated representatives shall meet as often as the Parties reasonably deem necessary in order to gather and furnish to the other all information with respect to the matter in issue which the Parties believe to be appropriate and germane in connection with its resolution. The representatives shall discuss the problem and attempt to resolve the dispute without the necessity of any formal proceeding. During the course of discussion, all reasonable requests made by one Party to another for non-privileged information, reasonably related to this Agreement, shall be honored in order that each of the Parties may be fully advised of the other's position. The specific format for the discussions shall be left to the discretion of the designated representatives.

b. Formal proceedings for the resolution of a dispute may not be commenced until the earlier of:

i. the designated representatives concluding in good faith that amicable resolution through continued negotiation of the matter does not appear likely; or
ii. thirty (30) days after the initial written request to appoint a designated representative pursuant to Section 12(a) above (this period shall be deemed to run notwithstanding any claim that the process described in this Section 12 was not followed or completed).

c. This Section 12 shall not be construed to prevent a Party from instituting, and a Party is authorized to institute, formal proceedings earlier to (a) avoid the expiration of any applicable limitations period, (b) preserve a superior position with respect to other creditors, or (c) obtain a temporary restraining order or other injunctive relief.

d. Each Party agrees to continue performing its obligations under this Agreement while any dispute is being resolved unless and until such obligations are terminated by the termination or expiration of this Agreement.

13. GENERAL

a. Governing Law

i. The Agreement and performance under it will be governed by and construed in accordance with the Laws of the jurisdiction in which the Organization is located.

b. Relationship of the Parties

i. DocuPet is performing the Services as an independent contractor. DocuPet has the sole right and obligation to supervise, manage, direct, and perform all work to be performed by its personnel under this Agreement. Persons who perform the Services are employees of DocuPet (or its subcontractors) and DocuPet will be solely responsible for payment of compensation to such persons and for any injury to them in the course of their employment. DocuPet will assume full responsibility for payment of all taxes, withholdings and contributions required in respect of its employees.

c. No Waiver of Default

i. No waiver will be effective unless in writing signed by an authorized representative of the Party against which enforcement of the waiver is sought. Neither the failure of either Party to exercise any right of termination, nor the waiver of any default will constitute a waiver of the rights granted in this Agreement with respect to any subsequent or other default.

d. Remedies Cumulative

i. All remedies specified in this Agreement will be cumulative and in addition to any other remedies available under this Agreement or at Law or in equity.

e. Assignment
    i. DocuPet may not assign, transfer or otherwise convey or delegate any of its rights or duties under this Agreement to any other Party without the prior written consent of the Organization, such consent not to be unreasonably withheld. This Agreement shall be binding upon the respective successors and permitted assigns of the Parties.

f. Notices
    i. All notices, requests and demands, other than routine communications under this Agreement, will be in writing and will be deemed to have been duly given when delivered, or when transmitted by fax or email (with a copy provided by another means specified in this Section 13(f)), or one (1) business day after being given to an overnight courier with a reliable system for tracking delivery, or five (5) business days after the day of mailing, when mailed by mail, registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

        1. In the case of DocuPet, to:
            a. 15 Technology Place
            Suite 1
            East Syracuse, NY 13057
            Attention: Chief Executive Officer
            Email: grant.goodwin@docupet.com

        2. In the case of the Organization, to the address set out on page 2 of this Agreement.

    ii. Either Party may from time to time change the individual(s) to receive notices under this Section 13(f) and its address for notification purposes by giving the other prior written notice of the new individual(s) and address and the date upon which the change will become effective.

g. Interpretation
    i. Unless the context otherwise requires, words importing the singular include the plural and vice versa, and words importing gender include all genders. References to articles and sections shall be references to articles and sections of this Agreement, unless otherwise specifically stated.

    ii. The section headings in this Agreement are intended to be for reference purposes only and shall in no way be construed to modify or restrict any of the terms or provisions of this Agreement.

h. Counterparts
    i. The Agreement may be executed in one or more counterparts, each of which will be deemed to be an original, but all of which will together constitute one and the same agreement.

i. Severability
    i. If any provision of this Agreement is held invalid by a court with jurisdiction over the Parties to this Agreement, such provision will be deemed to be restated to reflect as nearly as possible the original intentions of the Parties in accordance with applicable Law, and the remainder of this Agreement will remain in full force and effect.

j. Survival
    i. Any provision of this Agreement, which contemplates performance subsequent to any termination or expiration of this Agreement, will survive any termination or expiration of this Agreement and continue in full force and effect.

k. Entire Agreement; Amendments
    i. This Agreement (including any Schedules referred to herein and attached hereto) contains the entire agreement of the Parties and supersedes all prior agreements and representations, whether written or oral, with respect to the subject matter of this Agreement. Modification or amendment of this Agreement, or any part of this Agreement, may be made only by a written instrument executed by authorized representatives of both Parties.

l. Compliance with Law
    i. Each party shall fully comply with all applicable Laws including those Laws regarding data protection, public corruption, non-discrimination in employment, occupational health and safety, accessibility, and environmental protection.

m. Cooperative Purchasing Agreements and Use of Terms
    i. Where Organization may hold a Cooperative Purchasing Agreement with other entities that administer pet licensing, this agreement shall allow those entities, with the approval of DocuPet, to purchase their requirements under the terms and conditions of this Agreement. It is the responsibility of the non-Organization entity to perform its own due diligence on the acceptability of the Agreement under its applicable procurement rules, processes, and procedures.

    ii. Where a Cooperative Purchasing Agreement is not required, other entities that administer pet licensing may utilize this Agreement if it meets their individual requirements. These entities may enter into a separate Agreement with DocuPet to meet their own requirements. Organization is not a party to any uses of this contract by other entities.

Schedule C

1. PET LICENSE FEES

Table 1.1 outlines the current Pet License Fee schedule for dogs within the Organization in the local currency of the Organization. Pet License Fees are set by the Organization and are subject to change at any time at the direction of the Organization. Pet License Fee changes require time for implementation, testing, and communications updates. As such, 45 days' notice is required for Pet License Fee changes.

Table 1.1 – Pet License Fee Schedule for the Organization

Registration Type	**Duration**	**Cost**
Enter License Products here		
• Altered Dog	1 Year	$15.00
• Unaltered Dog	1 Year	$30.00
• Late Registration		$10.00
Annual Dog Park Pass		
• Resident Dog Park Pass (Add-On)	1 Year	$10.00
Processing Convenience Fee	NA	TBD
Direct Donation	NA	NA

2. STANDARD FEES

The Standard Fees set out in Table 1.2 are to be paid to DocuPet without the prior written approval of the Organization.

Table 1.2 – Listing of DocuPet's Standard Fees

ITEM	FEE PAYABLE BY THE ORGANIZATION (in $USD funds)
Start-Up Fee One time payment due at the launch of a program that covers the DocuPet labor involved in developing and implementing the solution.	$3,995/one time
Monthly Fee Monthly fee for provision of the Services.	$0.00/month
Online Credit Card Processing Fee (applicable for all Pet Registrations sold via the Website)	2.9% of the Pet License Fees in each transaction plus $0.30 for each transaction including at least one Pet License Fee
Variable or Optional Fees	
Software Customization Fee ● Project based fee to be determined based on the requirements and estimated work effort.	Variable project-based fee as defined
Mailed License Compliance Notification Fee ● This includes all mailed License Compliance Notifications. ● Letters will be charged at Docupet's cost; $1.50 (US) per letter as of January 2025. This is subject to change if the posted stamp price increases as per USPS website (https://www.usps.com/business/prices.html).	$1.50 per mailing

DocuPet

Pet Licensing Reinvented

for Tiffin, IA

GENUINE COMMUNITY. ABUNDANT POSSIBILITIES

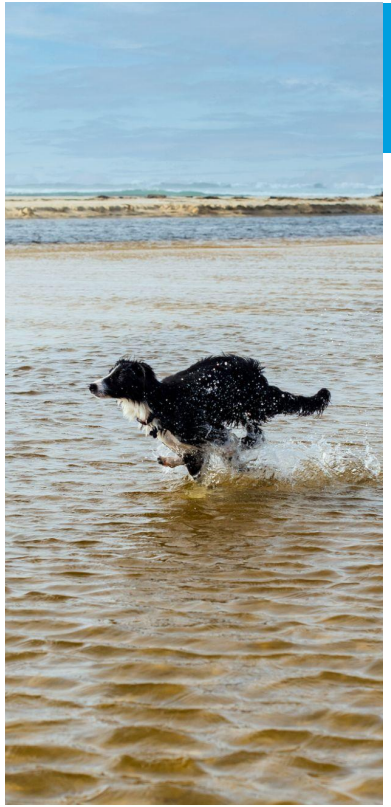
TIFFIN

January 14th, 2026



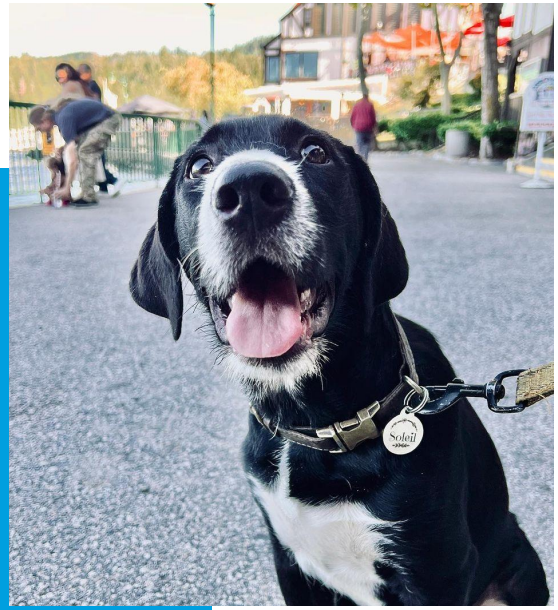
DocuPet

Agenda



- Mission, Goals & History
- Pet Owner Solutions
- Solutions for Your Organization
- Pricing Structure
- Implementation

DocuPet



Our Mission

To leverage the world's most powerful pet registration and unification system to help provide a safe and happy home to every pet.



DocuPet

The National Animal Shelter Crisis

While a lost pet can be devastating on the owner, it also presents a burden for the shelter and community, resulting in increased intake and resource allocation. Shelters are estimated to be at **128% capacity** nationally.

The shelter should be the last resort for a lost pet, not their first stop.

1 in 3
Pets will become lost in their lifetime

Over 6 million
Animals entered shelters in 2024

18% dogs
Return rate

3% cats
Return rate

Private & Confidential - DocuPet Inc.





DocuPet is the modern solution

We provide the most modern pet registration program designed to be valuable and convenient for pet owners.

Tied to our comprehensive (and free) lost pet reunification toolset, Home*Safe*®, **our solution gets more tags on pets, and more lost pets home** without the need for intervention by animal services.


4.5 million pet records under management
Including Maricopa County, AZ; Toronto, ON; Delaware, USA
Now Serving 300+ Jurisdictions
Adding up to 8 each month
ALBERTA
MANITOBA
BRITISH COLUMBIA
ONTARIO
QUEBEC
Calgary
Winnipeg
Vancouver
Seattle
WASHINGTON
Spokane
MONTANA
NORTH DAKOTA
MINNESOTA
Portland
Bozeman
Billings
Minneapolis
SOUTH DAKOTA
Ottawa
Montreal
MAINE
VERMONT
NEW HAMPSHIRE
MASSACHUSETTS
Boise
IDAHO
WYOMING
MICHIGAN
IOWA
Chicago
NEBRASKA
Omaha
Salt Lake City
NEVADA
UTAH
United States
ILLINOIS
INDIANA
OHIO
PENNSYLVANIA
New York
Kansas City
Cincinnati
St. Louis
MISSOURI
KANSAS
MARYLAND
WEST VIRGINIA
KENTUCKY
VIRGINIA
Las Vegas
OKLAHOMA
TENNESSEE
Memphis
Charlotte
NORTH CAROLINA
ARKANSAS
NEW MEXICO
Atlanta
SOUTH CAROLINA
MISSISSIPPI
ALABAMA
GEORGIA
Fort Worth
Dallas
Houston
San Antonio
New Orleans
Tampa
FLORIDA
Miami
The Bahamas
Bermuda
BAJA CALIFORNIA
SONORA
CHIHUAHUA
COAHUILA
NUEVO LEON
Monterrey
BAJA CALIFORNIA SUR
SINALOA
DURANGO
TAMAULIPAS
Gulf of California
Gulf of Mexico (Gulf of America)


40+ New Partnerships Under Way
Including Oakland County, MI; Louisville, KY; CA & WA States x 16
Adding 8-10 New States & Provinces in 2025
Including: DE, MO, KY, OR, UT, IA, AL, AB, MB
ALBERTA
MANITOBA
BRITISH COLUMBIA
ONTARIO
QUEBEC
Calgary
Edmonton
Winnipeg
Vancouver
Seattle
Spokane
Portland
Boise
Bozeman
Billings
MONTANA
NORTH DAKOTA
SOUTH DAKOTA
MINNESOTA
IDAHO
WYOMING
NEBRASKA
IOWA
Omaha
Minneapolis
Ottawa
Montreal
Chicago
MICHIGAN
VERMONT
MAINE
NEW HAMPSHIRE
MASSACHUSETTS
PRINCE EDWARD ISLAND
NOVA SCOTIA
NEW BRUNSWICK
Salt Lake City
NEVADA
UTAH
United States
Kansas City
ILLINOIS
INDIANA
OHIO
PENNSYLVANIA
New York
Cincinnati
St. Louis
MISSOURI
KANSAS
WEST VIRGINIA
KENTUCKY
VIRGINIA
MARYLAND
Sacramento
Las Vegas
OKLAHOMA
TENNESSEE
NORTH CAROLINA
Charlotte
Memphis
ARKANSAS
Albuquerque
NEW MEXICO
Phoenix
San Diego
Tucson
MISSISSIPPI
Atlanta
SOUTH CAROLINA
Fort Worth
Dallas
ALABAMA
GEORGIA
Bermuda
BAJA CALIFORNIA
SONORA
Austin
LOUISIANA
Houston
New Orleans
Jacksonville
San Antonio
CHIHUAHUA
COAHUILA
Tampa
Orlando
FLORIDA
NUEVO LEON
Monterrey
Gulf of California
Gulf of Mexico (Gulf of America)
Miami
The Bahamas
BAJA CALIFORNIA SUR
SINALOA
DURANGO
TAMAULIPAS
Mexico

DocuPet

Our Goals

DocuPet has three key goals we will strive to achieve when partnering with you:

1. Reduce the number of lost pets entering animal shelters
2. Increase licensing and donation revenue, and reduce costs
3. Create efficiencies for all program stakeholders





Solutions for Pet Owners

What will DocuPet be offering the pet owners and other residents of your community if selected as your new pet licensing vendor?

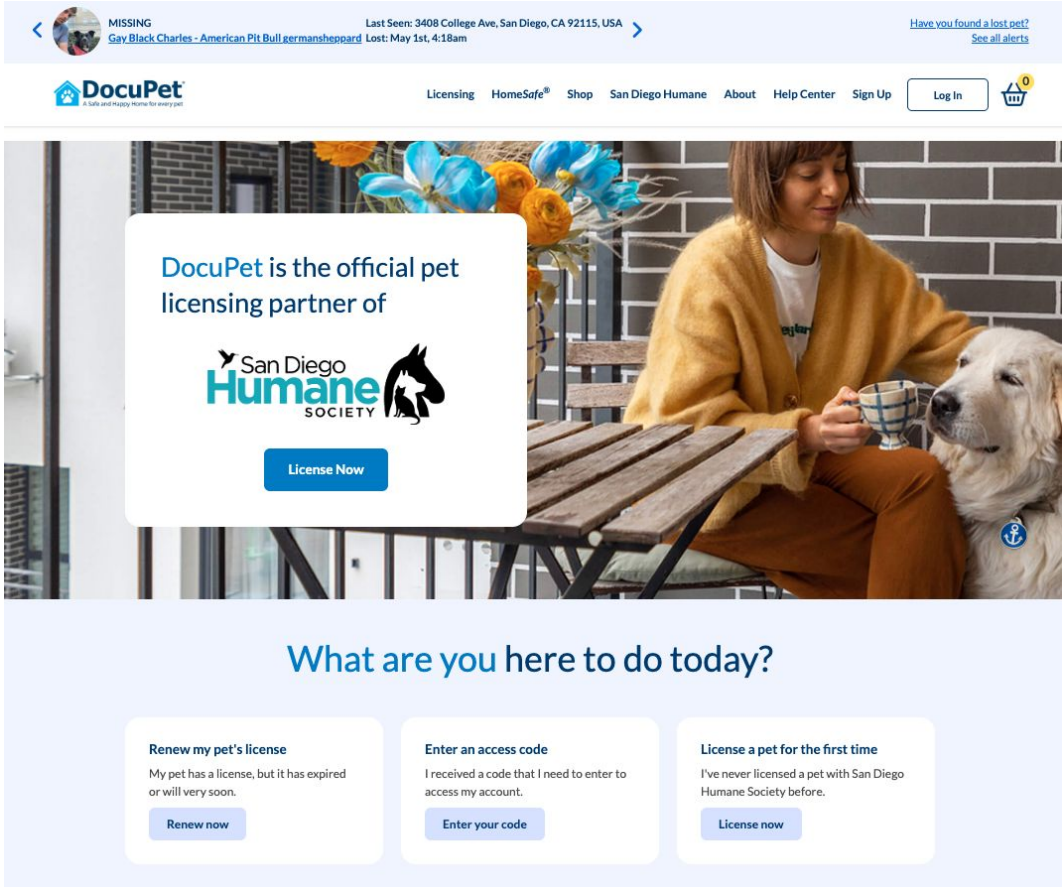
A lot of value, convenience, support and even some nice bling - all in the name of getting more pets licensed and more lost pets home quickly.

DocuPet

Custom-branded Web Portal

DocuPet will create a branded portal (ex. yourcity.docupet.com) to which your residents will be directed for all of their pet licensing needs.

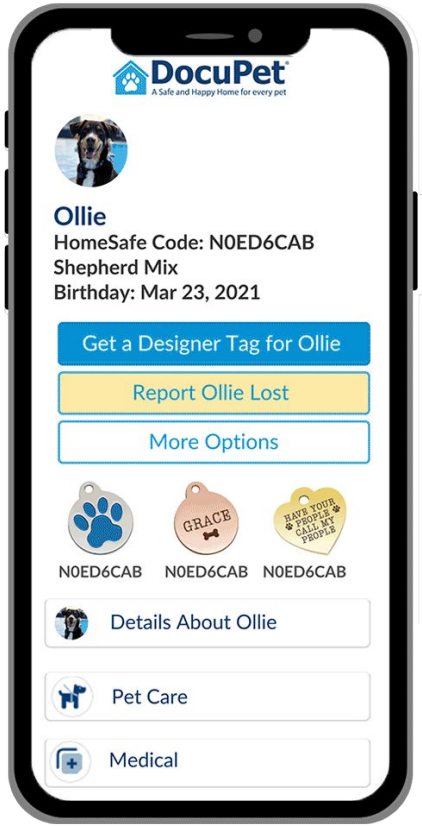
1. Learn about the program and our services
2. Create accounts and be assigned to jurisdictions
3. Access existing records



A New Standard

For Pet Owners…

- Online Payment and Document Management for New and Renewal Licenses
- Secure Online Profile
- Fun and Personalizable Tags
- Free 24/7 HomeSafe Lost Pet Service
- Bilingual Customer Support via Phone, Email and Chat
- More frequent, multi-channel reminders
- Communication throughout the year

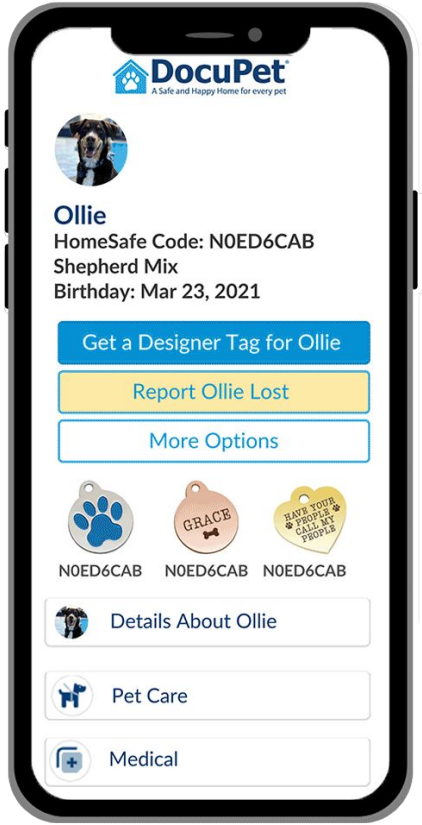


DocuPet

Pet Owner Accounts

From within their accounts, pet owners can manage their profiles adding information that is necessary for pet licensing and for assisting in the reunification of their animals (or their care until they are reunited). Within accounts, pet owners can…

1. Manage pet owner information including personal contact and secondary contact information, and change of address.
2. Manage pet information include pet basics, photos, medical information, care instructions, and obedience levels.
3. Purchase licenses including single and multi-year licenses, with the option of purchasing temporary licenses if offered by your Organization.
4. Upload documents for new or renewal licenses and to extend temporary or “extendable” licenses if offered.
5. Make tag selections, access lost pet services, and mark pets as no longer owned.



DocuPet

Pet Tags that Work for Everyone

DocuPet offers many options for pet tags including standard aluminum and designer options. Each tag is available in two sizes, and each can be personalized with the pet's name and pet owners phone number for a small fee.

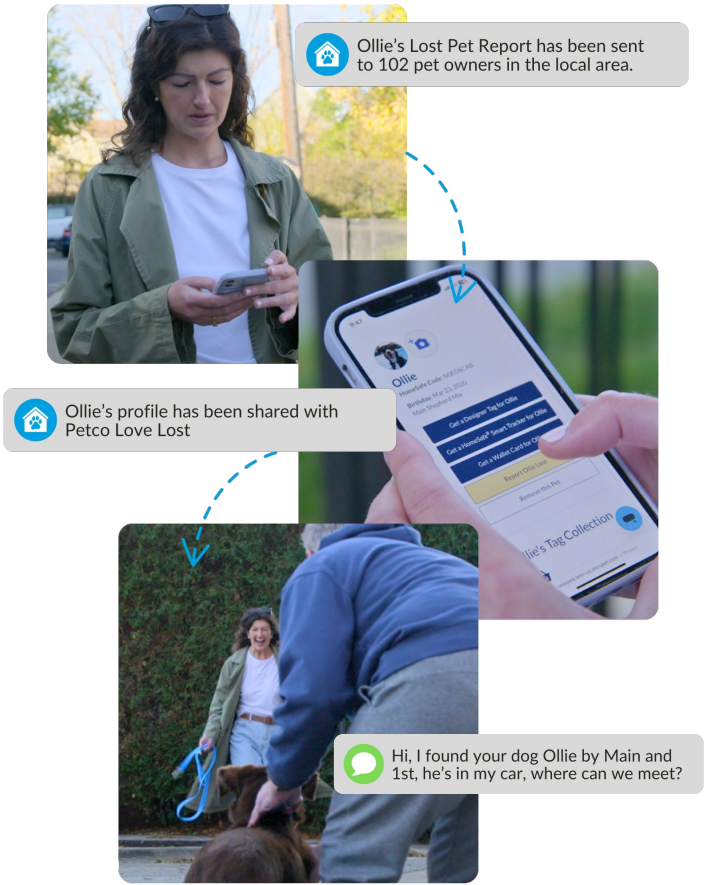
1. Standard aluminum tags - available for no cost or a replacement fee (personalization is available for a small fee)
2. Designer tags - over 200 fun enamel designs plus a "Design Your Own Tag" tool
3. Home*Safe*®-enabled with DocuPet's URL and an alphanumeric code unique to each pet
4. Two sizes - smaller option for cats and small dogs
5. Personalizable - add the pet's name and your phone number



HomeSafe® Lost Pet Service

Free for all registrants, DocuPet's comprehensive lost pet service helps ensure that pets get home quickly be providing proven tools for pet owners, the community, and local animal shelters and field officers.

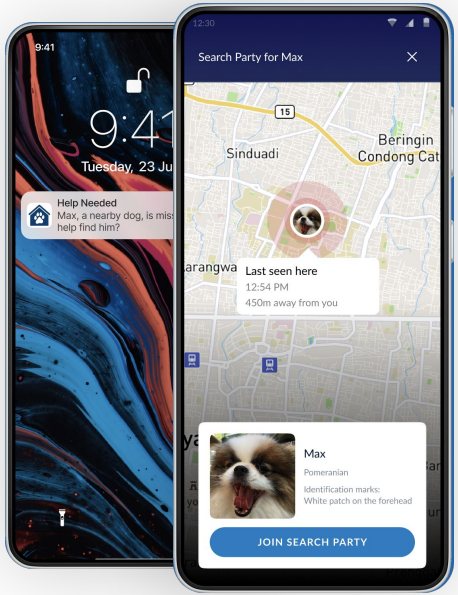
1. Online pet profiles with key pet and pet owner information that pet owners can manage (default is private).
2. Lost Pet Reports that can be shared on our website, sent as an alert to registered pet owners in the vicinity, and shared with Petco Love Lost.
3. Found Pet Reports that are sent immediately to pet owners and our 24/7 support team.
4. 24/7 Hotline to help connect pet finders with pet owners.
5. National Pet Record Search Tool for qualified animal welfare providers in the region (and beyond).
6. Customized wallet cards and LTE-connected Smart Trackers for pet owners that want the ultimate peace of mind.



DocuPet

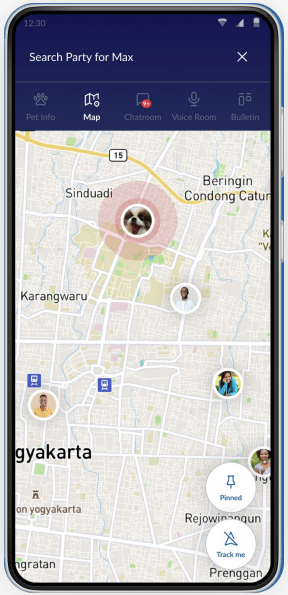
DocuPet's new Free Home *Safe*® App ...with Search Parties!

Coming soon!



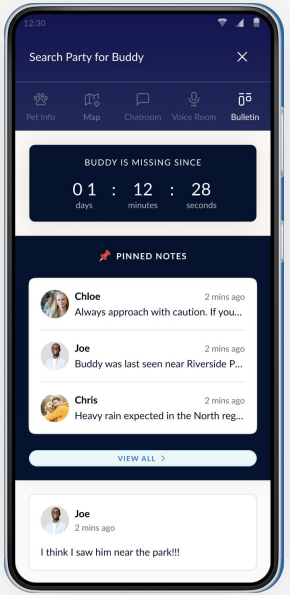
Alert Central

Max slipped out the gate! Notifying nearby pet parents and shelters now.



Search Party

See Max's search team in action! Watch as Alice, Bob, and Charlie cover ground.



Info Hub

New sighting of Max near the school. Updating all search party members now.

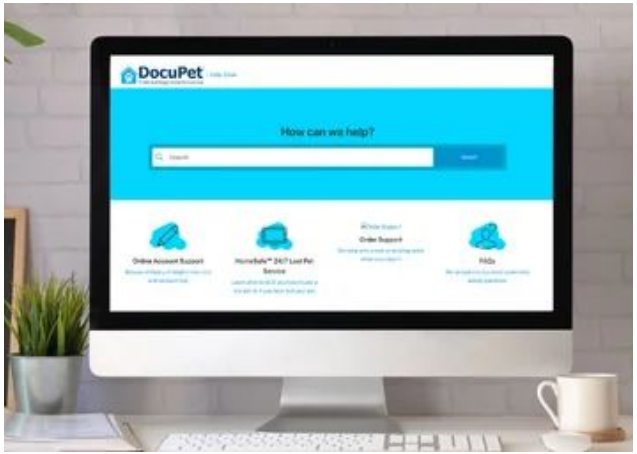
DocuPet

Bilingual Customer Care

Our Customer Care Team has one goal - make pet owners happy. A 93% CSAT score shows just how much each agent cares about the residents they serve. This team…

1. Supports customers via phone, email and and online chat
2. Assists with system use, order information, and anything else we can!
3. Processes orders over the phone
4. Provides service in English and Spanish
5. Is available seven days a week (Monday-Saturday from 9:00am-9:00pm EST and Sundays from 11:00am-7:00pm EST)



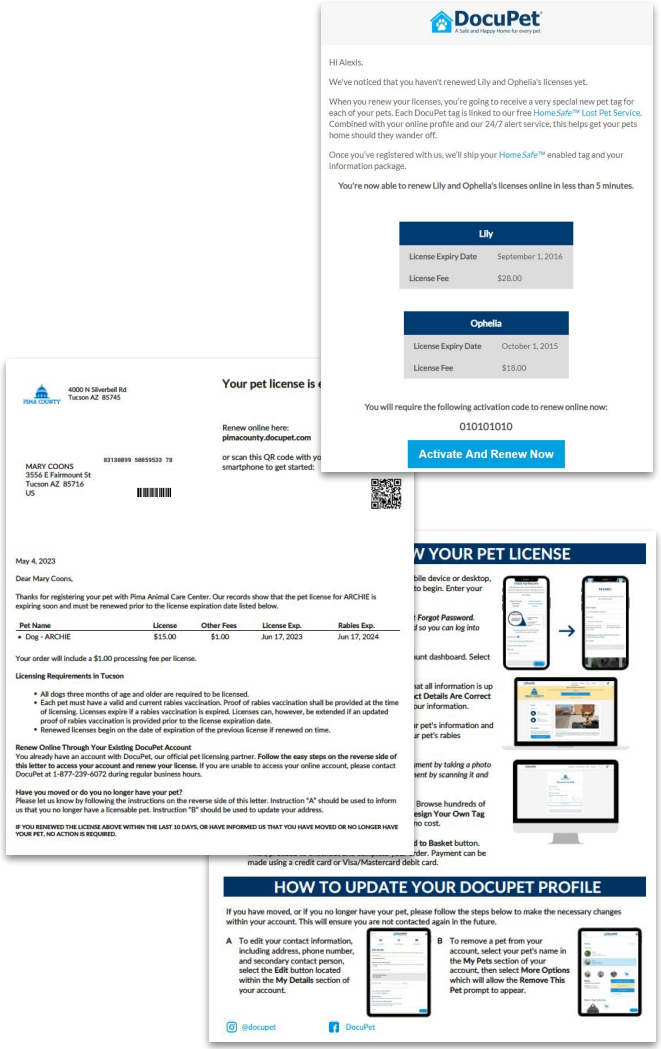


DocuPet

More Frequent Reminders

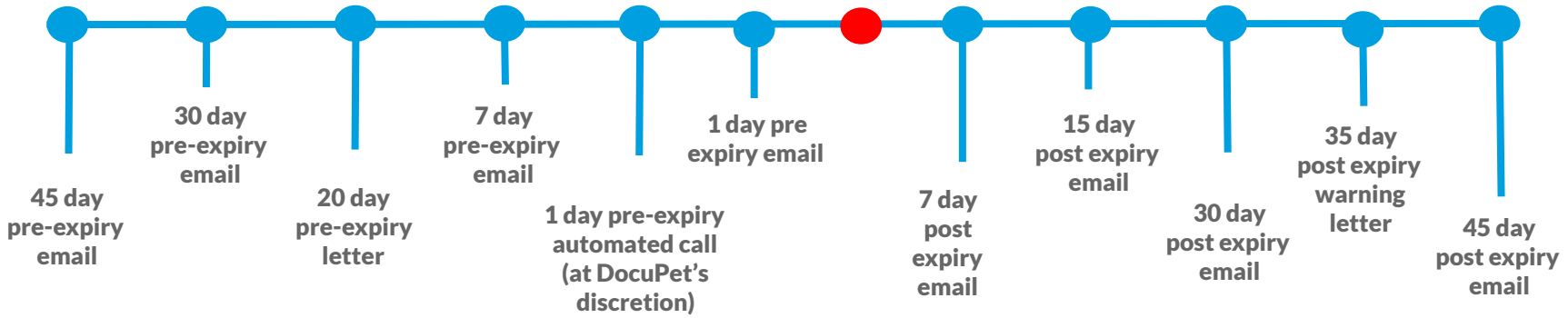
Our campaign-style license renewal reminder program may seem a bit over-the-top at first, but we have learned that more equals more when it comes to the frequency and method for reminders.

1. Campaign-style with multiple pre- and post-expiration reminders
2. Email, letter and automated phone calls
3. Reminders cease when a renewal purchase is made, or the pet owner indicates they have moved out of jurisdiction or they no longer own the pet.
4. Can include citations and notice-to-license communications (for rabies vaccination record collection programs)

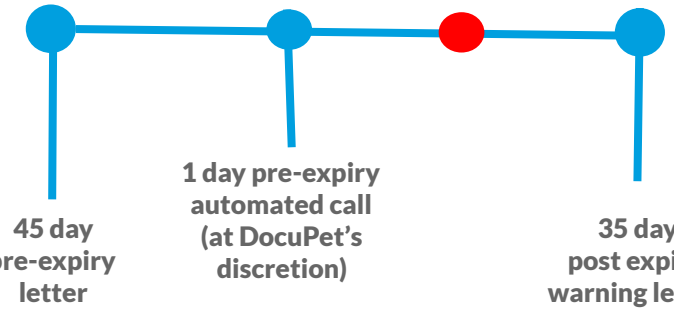


Renewal Communications Flow

Typical Renewal Communications Flighting With Email on File:



Standard Renewal Communications Flighting With NO Email on File:



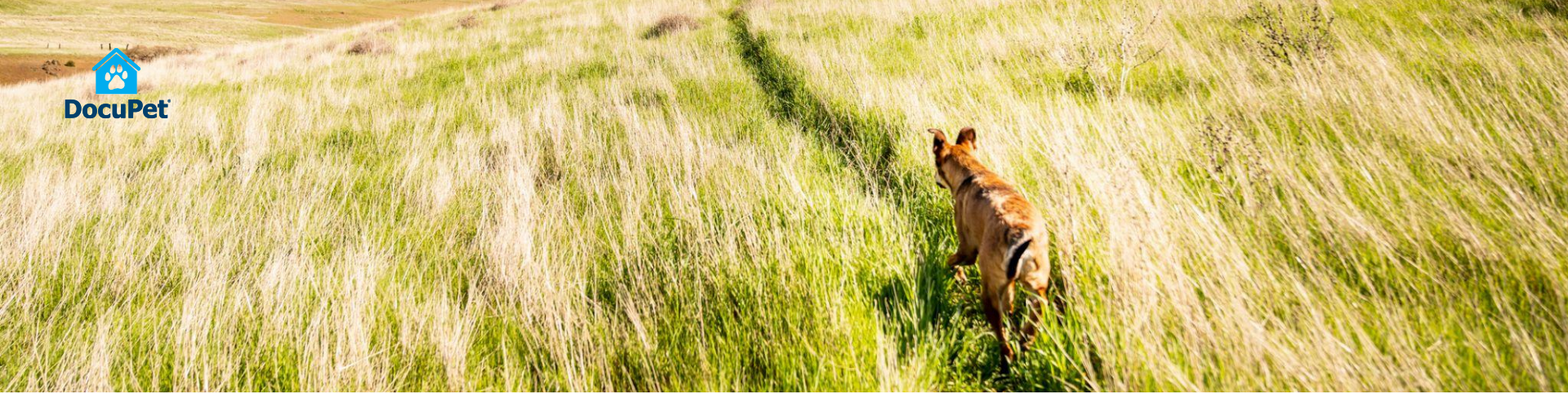
License expiry date

Ohio Licenses 2025 Dog Season



12-01-2024 to 01-31-2025

- Sales per Day: 1,928
- Renewed Pet: 102,952
- New Pet: 14,703
- Existing Owner: 111,705
- New Owner: 5,950
- **TOTAL: 117,655**



Solutions for Your Organization

DocuPet's animal licensing suite of services we offer for our licensing clients. Beyond increased pet licensing program performance, we intend to considerably reduce your administrative burden, provide you with valuable tools and insights, and be on hand to support you as your expand your program and reach new targets each year.

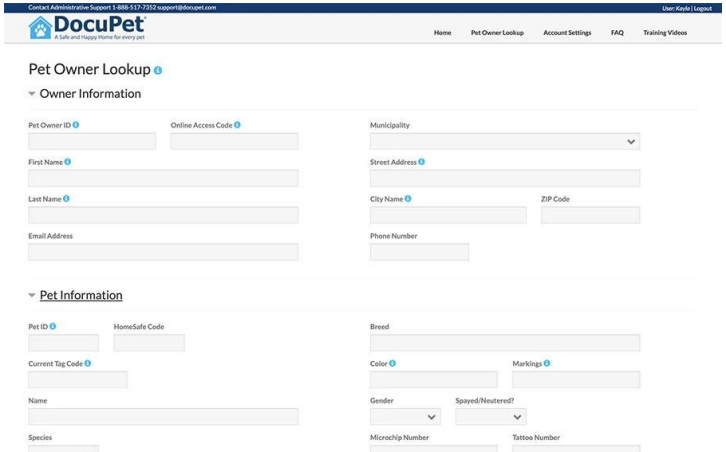
DocuPet

Administrative Portal

With DocuPet, any team members you assign will have access to a secure cloud-based portal to look up records or conduct business related to pet licensing or pet reunification. A system demonstration is available at any time, but in summary this robust software allows your team to…

1. Search, add, and manage pet and pet owner records
2. Process licenses
3. Manage user accounts and access levels
4. Access reporting module
5. Merge pet and pet owner records
6. Use mapping (canvassing) software

* Integration solutions for HLP Chameleon software are available

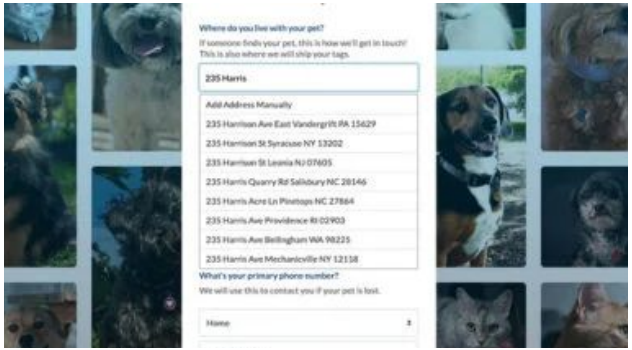


Better access to (clean) data

Effective pet licensing programs require accurate, current and accessible datasets. DocuPet focuses on data collection, management and provision to ensure your pet owners and staff have the right information available to them when they need it.

1. Additional data collection and presentation - we allow pet owners to provide information beyond the required minimum to assist with lost pet reunification and stray animal care.
2. We clean our records to ensure they are complete, accurate, in jurisdiction, and that duplicates are reduced and removed. Email addresses are scanned for proper formatting, and addresses are validated and mapped to the GIS data you provide.
3. We make all information available to our licensing partners with robust search tools for program administrators, field officers and shelter staff.





DocuPet

Comprehensive Reporting

You will be given access to all of the data it needs to gain full insight into its program including license sales reports, renewal rate reports, and financial reports. You may also request any information break-down at any time which can be delivered ad hoc or on set schedules

1. Prepared Reports - available via the Administrative Portal these reports allow users to select dates and jurisdictions, and see all sales, renewal rate and financial reporting breakdowns.

2. Customized Reporting - anything you need to know delivered via secure portal. We have hundreds of templates, and we can customize these to meet your specific needs.

3. Performance Reports - we track all elements of your program including sales volumes, revenues, costs, record sources, customer satisfaction, lost pet statistics, and the performance of each program component. And we deliver these to you as presentations complete with recommendations on a regular basis.





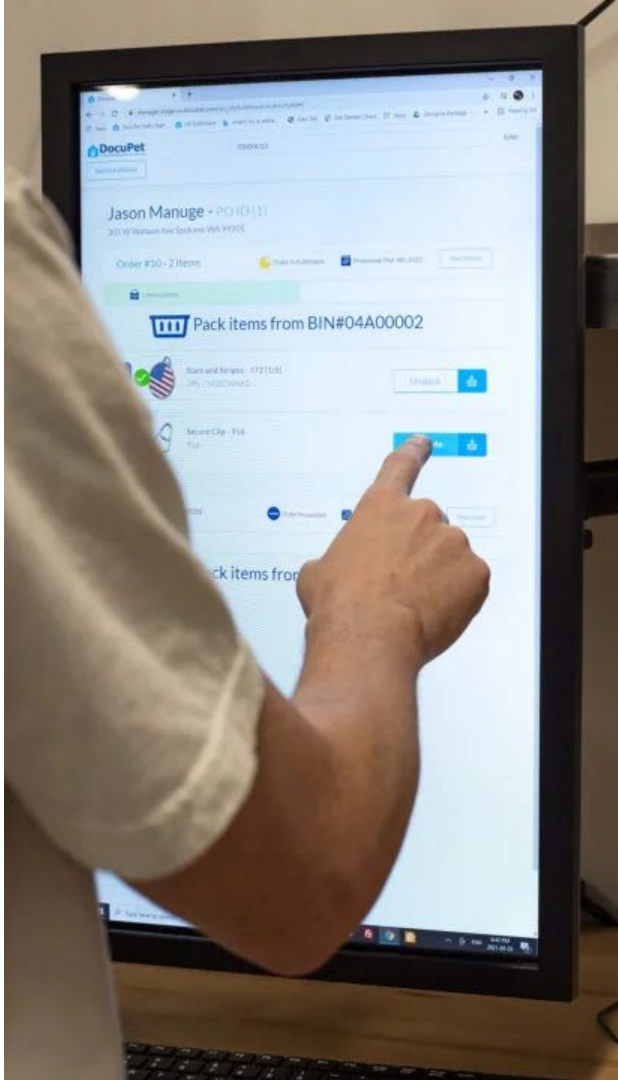
DocuPet

Fulfillment Services

Our team in our Syracuse, NY facility manages all of the “physical” stuff required to keep your pet owners informed and supplied. This includes:

1. Pet Tag Acquisition, Inventory and Shipping
2. Reminder and Notice-to-License Letter Sending





DocuPet

Partner Support

We pride ourselves on our partner support with a dedicated team available to you when you need them to answer questions, process orders, manage inbound data, clean up records, and anything else you might need. This team does it all for you, but spends most of its time providing…

1. Phone and Email Support
2. Mailed-in Order Processing
3. Data Processing and Reporting - includes historic licensing data, rabies vaccination records, GIS data, and coordinated data cleaning



DocuPet

Performance-Boosting Programs

DocuPet offers several programs that have proven to significantly boost pet license sales, including

1. **License Recovery Program** - DocuPet will assess five-years of your license data and propose re-engagement communications to bring those with expired licenses back into the program. This is a continual program.
2. **Rabies Vaccination Record (RVR) Follow-up Program** - We will engage with pet owners for whom we receive rabies vaccinations records to ensure they license their pets.
3. **Community Canvassing Program** - DocuPet offers a robust mapping software that provides community-level pet licensing statistics and drives our community canvassing program. If you want to hit the streets, we have all of the support software and services you need.
4. **Free Designer Tag Campaigns** - A coordinated communication campaign to let all residents know that a free tag awaits them if they register their pet at DocuPet. Free for existing licensees too!
5. **Marketing Collateral Design and Marketing Plan Support** - honed marketing materials including brochures, posters, postcards, media releases, social media posts, E-newsletters, and more - all prepped for your use within a prepared marketing plan or on demand.



DocuPet



Pricing Structure

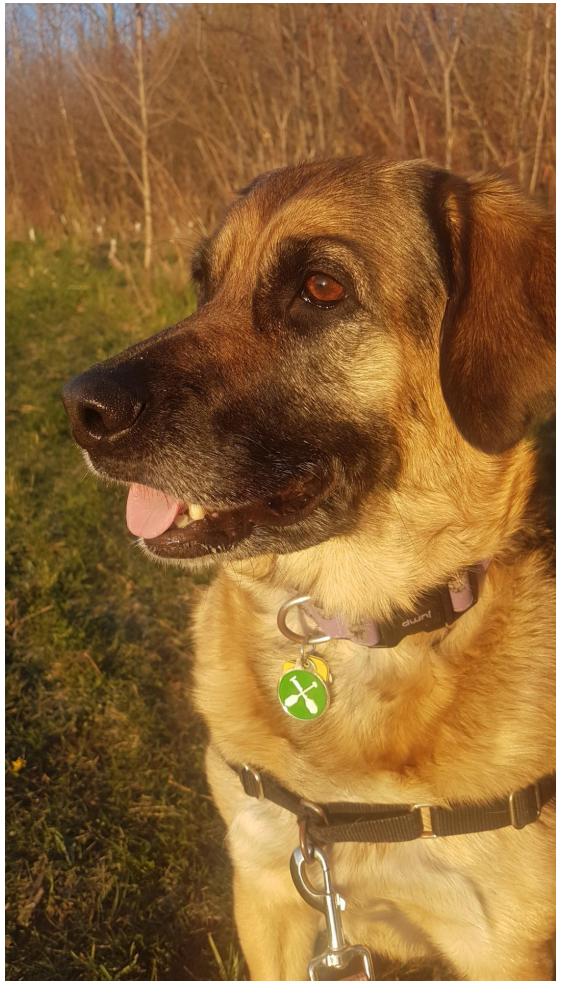
DocuPet

Massive Savings Ahead

DocuPet's 2025 Pricing Structure

We offset our costs for all clients with the sale of designer tags and other related products and services. Your organization can expect to pay…

1. One time set-up fee
2. Zero monthly or annual fees for all services
3. Transactional fees for credit card payments processed by DocuPet (2.9% of License Fees + $0.30 per transaction)
    a. Can be passed onto the licensee if desired
4. $1.50 for each Mailed Notification Letters (for marketing support programs such as License Recovery or Community Canvassing)



DocuPet

Implementation Process

Implementation - 8 week process highlighted by:

- Discovery and Planning
- Licensing and GIS Data Transfer
- System Customization
- Self-Guided Training

Soft-Launch

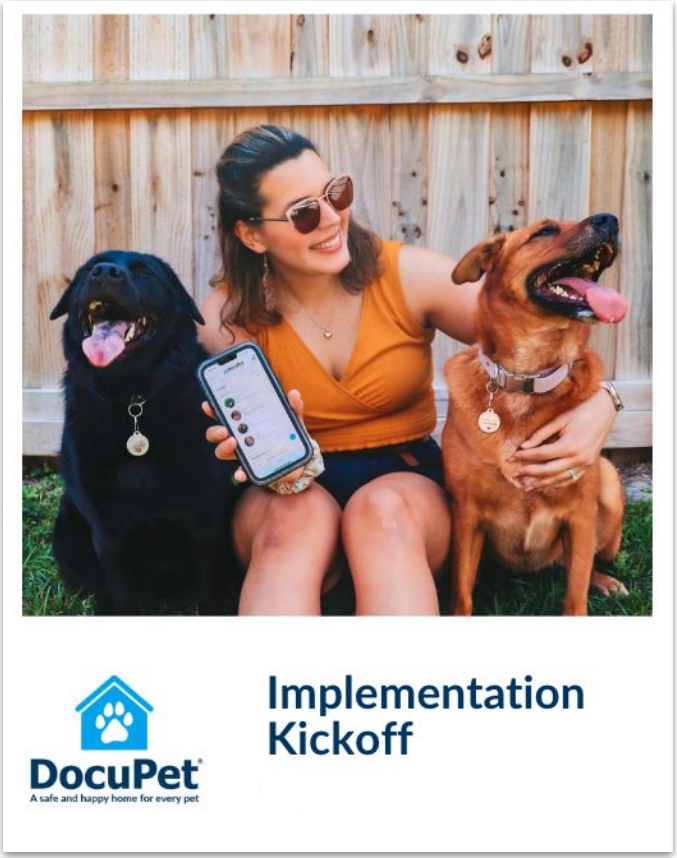
- Systems are Live
- Marketing Plan is Prepared

Hard-Launch

- Full Licensing Communications Roll-out including “License Recovery”
- Marketing Plan is Deployed

Program Review

- Where do we stand and what can we do together to drive growth?





DocuPet is proud to announce a new pet licensing partnership with Oakland County, Michigan — the state's second-largest county — launching in Fall 2025. This collaboration will streamline operations, reduce administrative burden, and boost revenue for the Treasurer's Office, while significantly improving the licensing experience for residents.

Here's the best part: your county can participate too!

Thanks to Oakland County's G2G Marketplace & Cooperative Purchasing Program, other Michigan counties can now easily procure and implement DocuPet's turnkey pet licensing solution — without issuing an RFP.

Why it Matters

Through the G2G Cooperative, counties benefit from:

- No RFP required — save time, reduce complexity
- Shared contract terms — pre-vetted by Oakland County
- Proven results — already implemented and working in Michigan
- Increased licensing revenue and compliance
- Better resident experience with easy online profile and Designer tag options



The G2G Marketplace was built by government, for government — making it easy to access trusted, ready-to-deploy solutions like DocuPet.

Join the growing number of Michigan municipalities modernizing pet licensing while reducing staff burden.

Learn more or schedule a consultation:

Kevin MacKenzie
Licensing Partnership Advisor, DocuPet
kevin.mackenzie@docupet.com
partnerships.docupet.com

Cooperative Language

Simplified Procurement

- Thanks to Oakland County's G2G Marketplace & Cooperative Purchasing Program, other Michigan counties can now easily procure and implement DocuPet's turnkey pet licensing solution — without issuing an RFP

City of Tiffin, Iowa
Minor Strategic Planning & Goal Setting 2026

Mayor:
Tim Kasparek

City Council:
Tim Orris
Tony Johnson
Skylar Limkemann
Chris Olney
Eric Schnedler

Facilitated by:
Doug Boldt
City Administrator – Tiffin

January 6, 2026

CITY OF TIFFIN, IOWA
GOAL SETTING SESSION
2026

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1. Top Priority Items

Long-term Significant Initiatives or Programs 2026 Page 4
1. Top Priority Items

Comments Page 4

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Exhibit B – Issues and Concerns – Mayor/Council/Staff Page 6

Exhibit C – Significant Minor Projects, Initiatives or Programs – Mayor/Council/Staff Page 7

Exhibit D – Long-term Significant Initiatives or Programs – Mayor/Council/Staff Page 8

Appendix A – Agenda, Cover Letter and Ground Rules Pages 9-12

Appendix B – Preliminary Questionnaire Page 13-14

CITY OF TIFFIN, IOWA
STRATEGIC PLANNING AND GOAL SETTING SESSION
2026

Introduction

The City Council of the City of Tiffin conducted a minor strategic planning and goal setting session that involved the following steps:

1. Prepare a questionnaire to identify departmental needs, capital projects, accomplishments, programs, issues, trends and team building suggestions.
2. Prepare a list of the suggested minor initiatives, programs and policies based upon the comments of the elected officials and city department heads.
3. Conduct a strategic planning and goal setting session with the elected officials and department heads.
4. Preparation of this final report.

Goal Setting Work Session

City Council Members, the Mayor and City Department Heads held a work session conducted by Doug Boldt, Tiffin City Administrator, on January 6, 2026. In attendance and participating at this meeting were Mayor Tim Kasparek, Councilpersons Tim Orris, Tony Johnson, Skylar Limkemann, Chris Olney, and Eric Schnedler. Department Heads in attendance were Brian Detert, Grant Weber, Liz Petersen, Ashley Platz and Abigail Hora. Also in attendance were Fire Marshal Bill Erb, Sergeant Hynes

The City's Elected Officials and Staff were asked to do the following during the meeting:

1. Identify the major accomplishments of the City within the past 12-48 months. **(Exhibit A)**
2. Review the specific list of issues and concerns facing the City. **(Exhibit B)**
3. Review and revise the list of significant minor projects, initiatives or programs. **(Exhibit C)**
4. Review and revise the list of long-term significant initiatives or programs. **(Exhibit D)**
5. Indicate/vote on the most important minor initiatives or programs, both short-term and long-term. Short-term was defined as within the next 60 months. Long-term was defined as after 2030.

Significant Initiatives or Programs 2026

The Mayor and City Council identified the following initiatives and programs as the most urgent or important.

Top Priority Items – within the next 60 months

1. General street maintenance (crackfilling, dips, broken panels)
2. Sealcoat/pave South Park Road, 340th Street and the shoulders on Roberts Ferry Road
3. Purchase land for park expansions and long-term success/growth of the City
4. Emphasize and expand community events (Rec Fest and similar)
5. Continue economic development initiatives (marketing, branding, beautification)
6. Initiate rental inspection program with permits

Note: A complete list of all significant minor projects, initiatives or programs by the Mayor, City Council and Department Heads is attached as **Exhibit C.**

Long-term Significant Initiatives or Programs 2026

The Mayor and City Council identified the following long-term initiatives and programs.

Top Long-term Priority Items – after 2030

1. Add aquatic component to Recreation Center (complete future phases)
2. Update long-term transportation and arterial road network beyond current city limits
3. Open pedestrian tunnel under Highway 6
4. Connect city trails to soccer park, Forevergreen Road and beyond
5. Explore annexation south of I-80 and 340th Street

Note: A complete list of all long-term significant initiatives or programs by the Mayor, City Council and Department Heads is attached as **Exhibit D.**

Final Comments

This was a very good goal setting session although I think we could have used about another 30 minutes to conclude the session, we were right up again the 7:00 p.m. start time of the regular City Council meeting. There was a lot of positive discussion and direction on the various issues and projects that were identified as priorities both short and long term. Action plans or continued follow up on the selected priorities will help define the steps needed to accomplish the various tasks or objectives.

It is also recommended the City take the time to review the lists of the priority items on a bi-annual basis preferably at a work session. The City could use a format that shows the project or item side by side with a comment that updates the City Council and the residents of the City on the progress that has been made on each item at the end of each quarter.

In planning and preparing for our goal setting sessions, this time of the year, both fiscal and calendar, seems to work well. With Council approval we will plan on the same timeframe for future sessions.

Exhibit A

Mayor/Council/Staff Questionnaire Responses

I. Major Accomplishments (Past 12–48 Months)

A. Infrastructure & Transportation

- Trail Phase 7 completion
- Forevergreen Road/Intersection resolution
- Highway 6 Roundabout
- Construction of Mehmen Avenue and South Kimberlite Street
- North Park Road Project underway
- Highway 6 Expansion Project (design phase)
- Completion and extension of Village Drive

B. Parks & Recreation Enhancements

- Built five new park shelters
- Built two new baseball/softball fields
- Lights added at Deerview Park and Potter Park
- Rehabilitation of two detention/retention ponds and added second fountain to Big Pond

C. Facilities & Utilities

- New Public Works Facility
- Well #5 completed
- Water Treatment Plant upgrade in progress
- Recreation Center construction in progress

D. Community Development & Growth

- Completed purchase of the Downtown Block
- Residential and commercial developments continuing and increasing
- Homemakers building and IHG Hotel coming to Tiffin

E. Governance & Operations

- Special Census performed
- Expanded economic development efforts
- Public Library brought under City umbrella with increased programming
- 5-year law enforcement contract with JCSD
- Implementation of hydrant flushing and valve exercising program
- Significant equipment upgrades across departments
- Hired Assistant City Administrator
- Transitioning to full-time Fire Chief
- City Code codification (almost complete)
- Updates to City website and agenda management tool

Exhibit B

Mayor/Council/Staff Questionnaire Responses

II. Issues and Concerns

A. Infrastructure & Transportation

- Parking challenges during tournaments at City Park
- Traffic and pedestrian safety along Highway 6 (especially near schools) and overall walkability
- General future infrastructure needs (streets like RFR south of RR tracks, South Park Road)
- Traffic signals at Deerview and Highway 6
- Maintaining current city infrastructure

B. Accessibility & Inclusivity

- Compliance with ADA and WCAG 2.1 standards
- Inclusive policies and multilingual documents for city departments

C. Financial & Resource Planning

- Future financial planning for major infrastructure projects
- Ability to finance necessary upgrades (Water Plant, WWTP, Well #6)
- General increase in water budget for plant operations
- Need for additional personnel city-wide
- Planning for additional land for future City Hall

D. Public Safety & Services

- Future of law enforcement contract with JCSD
- Fire Department culture, organization, and facility needs

E. Community Engagement & Education

- Public education on water plant upgrades (softener adjustments/removal)
- Clear objectives and goals for each city department with deadlines and Council follow-up

F. Policy & Administration

- Onboarding, performance reviews, staff development tools
- Review of animal licensing and registration fees
- Review of municipal infractions enforcement mechanisms
- Current garbage and recycling contract

G. External Factors & Technology

- State legislative changes (property tax/TIF/LOST reform)
- Keeping current with technology

Exhibit C

Mayor/Council/Staff Questionnaire Responses

III. Significant Minor Projects, Initiatives, or Programs (Next 60 months)

A. Infrastructure & Utilities

- General street maintenance (crackfilling, dips, broken panels)
- Planning for water/sewer expansion upgrades
- Planning for traffic/road expansions
- Sealcoat/pave South Park Road, 340th Street, and shoulders on RFR
- Pave or sealcoat graveled portions of Public Works facility
- Generators for Water Tower and Well #3
- Comminutor/grinder for Park Road lift station
- Paint Water Tower with new logo and lighting
- Upgrade IT system at City Hall
- Continue GIS mapping of utilities

B. Parks & Recreation Enhancements

- Increase recreation programming and park upgrades (trash receptacles, robotic line painter)
- Construction of restrooms at Deerview Park and auxiliary fields
- Splash pad at Deerview Park
- Second dog park
- Improve all current ball diamonds
- Pave Trailhead parking lot off RFR
- Update recreation trail plan (expansion, signage, mapping)
- Stock detention/retention ponds
- Purchase land for park expansions and for long-term success/growth of City

C. Community Engagement & Programs

- Emphasis and expand community events (RecFest and similar)
- Create committees for volunteer involvement (e.g., Parks & Recreation Committee)
- ELL community programs and initiatives
- Institute employee wellness program

D. Economic Development & Branding

- Continue economic development initiatives (marketing, branding, beautification)
- Update animal licensing process
- Redo garbage and recycling contract

E. Sustainability & Innovation

- Renewable energy/conservation projects (solar field, flower turbines, rain gardens, native landscaping, tree planting)

F. Policy & Administration

- HR platform for onboarding, performance reviews, staff training
- Initiate rental inspection program with permits
- Verified vehicle replacement plan for Fire Department
- Increase/improve general efficiencies of all City operations

Exhibit D

Mayor/Council/Staff Questionnaire Responses

IV. Long-Term Significant Initiatives or Programs (After 2030)

A. Community Services & Amenities

- Explore childcare/BASP options at the Recreation Center
- Add aquatic component to Recreation Center (complete future phases)
- Plan for stand-alone Library
- Continue expanding recreation programs and major community amenities (e.g., amphitheater in Park Place)

B. Infrastructure & Transportation

- Update long-term transportation and arterial road network beyond current city limits
- Urbanization of RFR – including pedestrian bridge and sidewalks
- Urbanization of South Park Road
- Pave shoulders on Robert Ferry Road (until urbanization can be done)
- Open tunnel under Highway 6
- Connect city trails to soccer park, Forevergreen Road, and beyond
- Explore regional transit hub connecting Tiffin to Iowa City and Coralville

C. Public Safety & Facilities

- Fire Station expansion to include JCSD and Johnson County Ambulance
- Establish a City of Tiffin Police Department
- Plan for additional Public Works space and future staffing needs

D. Economic Development & Branding

- Continue economic development efforts and incentives
- Create business incubator/innovation hub for startups and shared resources
- Rebrand city logo strategy (use traditional 'crossroads' for signage, new logo for digital)

E. Land Acquisition & Growth

- Continue purchasing properties in Original Town and finalize redevelopment plan
- Purchase land for park expansions as city grows
- Explore annexation south of I-80 and 340th Street

F. Sustainability & Technology

- Renewable energy projects (e.g., solar field for utility offset)
- Continue GIS mapping of city utilities
- Invest in robotic line painter and other efficiency tools

G. Parks & Recreation Enhancements

- Light remaining two ball diamonds in Jim Bartels Tiffin City Park

H. Policy & Administration

- Initiate rental inspection program with permits
- Develop a Staff Plan for City's personnel growth

*Highlighted in yellow received the most votes to become a priority
*Highlighted in teal are items that can be resolved by staff or are within an operational budget

Appendix A

City of Tiffin, Iowa

Meeting:	**Tiffin City Council Work Session**
Place:	**Tiffin Fire Department, 211 Main Street, Tiffin, Iowa, 52340**
Date/Time:	**January 6, 2026 – 5:30 PM**
Web Page:	**www.tiffin-iowa.org**
Posted:	**January 2, 2026 (website & front entry of City Hall)**

Mayor:	Tim Kasparek	**City Administrator**:	Doug Boldt
Council At Large:	Tim Orris – Mayor Pro-Tem	**Asst. City Administrator**:	Ashley Platz
Council At Large:	Tony Johnson	**City Attorney**:	Crystal Raiber
Council At Large:	Skylar Limkemann	**City Clerk**:	Abigail Hora
Council At Large:	Chris Olney	**W/WW Superintendent**:	Brett Mehmen
Council At Large:	Eric Schnedler	**D. of Public Works**:	Brian Detert
		Building Official:	Brian Shay
		Recreation Director:	Grant Weber
		Fire Chief:	Vacant
		City Engineer:	MSA Professional Services

Call to Order – 5:30 PM

A. Roll Call

B. Agenda Additions/Agenda Approval

C. Minor Strategic Planning and Goal Setting Session for 2026

D. Questions from Council Members regarding items on the Regular City Council Agenda or Reports

E. Other Business

F. Adjournment

Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

If anyone with a disability would like to attend the meeting, please call City Hall at 545-2572 to arrange for accommodations/transportation.

Appendix A

Date: **January 5, 2026**

To: **Honorable Mayor, City Council Members, and City Staff**

From: **Doug Boldt, City Administrator**

Re: **Minor Strategic Planning and Goal Setting Session**

Enclosed is the packet for tomorrow night's the Minor Strategic Planning and Goal Setting Session.

Please take some time to review the contents of your packet to familiarize yourselves with the Ground Rules and Survey Results.

At the meeting we plan to generally organize the Session as follows:

1.) We will briefly touch on the Ground Rules to see if the participants understand them and agree to abide by them.

2.) We will briefly review the lists of Major Accomplishments. I will ask if everyone understands each item that is listed. These items are grouped together so hopefully they don't appear to duplicate each other.

3.) We will briefly review the lists of Issues or Concerns primarily to make sure there isn't anything that would need to be moved to the Minor Projects, Initiatives or Programs list.

4.) The bulk of the session will be spend on the lists of Significant Minor Projects, Initiatives or Programs. These lists are the ones that you will be asked to vote on by using the 'dots.' There's more on this process later in this letter.

5.) We will briefly talk about the lists of Long-Term Significant Initiatives or Programs. Depending on how much time is left in the work session, we may not vote on these items. This list will primarily be used for guidance for future goal setting sessions so ranking them in a specific order may not be entirely necessary at this time.

Whether it concerns your lists of Major Accomplishments or Significant Minor Projects, Initiatives or Programs, please consider the following questions because we will likely come back to them during the meeting:

--Can we clarify the meaning of this item?
--Is this item too broad in its scope? Can it be narrowed?
--How can we edit this item to give it the meaning that you want it to have?
--Does this item belong on your list, or should we remove it?
--Is this an issue that we can actually do something about?
--If listed under 'Significant Minor Projects, Initiatives or Programs': Has the decision to do this item already been made? Is it either underway or is it already done? Can it be done now or do we need to perform a study before the item can happen?

Going back to Significant Minor Projects, Initiatives or Programs, this again will be the main set of lists that you will be asked to vote on. Ahead of this meeting these items will have already been written on large sheets of paper. We will go through the listed items to either edit or delete them if necessary.

When it comes to voting with the dots, please be mindful of the following:

--For the first round of voting, you'll each be given approximately 5 dots, all the same color.

--You will be asked to initial your dots.

--While voting, you don't have to use all of your dots. However, you can't double-vote for an item or trade votes with another participant.

--After your first round of voting, we will see if we can find your approximately top five goals. These goals will be circled.

--If a second round of voting is necessary, you will each be given another set of dots, but of another color. You will be asked to initial these, too. After this round of voting, we will see if we can identify some second-tier goals.

--Another round of voting will take place for the Long-Term Significant Initiatives or Programs. This will be the same process as was done with the Significant Minor Projects, Initiatives or Programs, with 5 dots.

Soon after the meeting you will receive a draft of a final report of the results of the session. You may make clarifications and modifications however you wish. The final report will then be put into its final form.

Combined with the already known capital projects, we will periodically review the list of goals to either acknowledge their completion or discuss the action steps needed to move forward with your remaining initiatives.

Appendix A

Minor Strategic Planning and Goal Setting Session – Ground Rules

1.) The process and the final report aren't 'cast in stone.' Either can be revised by the majority of the Council members.

2.) This isn't the time to be critical of other ideas or suggestions. If you don't support a particular idea or project, simply don't vote for it.

3.) This isn't a time to 'sell' or promote your suggestions. Those discussions can come in later meetings. This is a time to clarify and explain your suggestions, but not necessarily the time to debate. NO ONE PERSON SHOULD DOMINATE A DISCUSSION.

4.) Everyone needs to be respectful and patient of the ideas, suggestions, and comments of other participants. BE OPEN TO NEW IDEAS. BE CONSTRUCTIVE. EVERYONE NEEDS TO PARTICIPATE.

5.) Every idea or proposal is worthy of consideration but ideas or proposals should be limited to those that you have a *realistic* chance to be affective within the community. LISTEN ACTIVELY AND CAREFULLY.

6.) There should be a 'free flow' of ideas, but remember the time is short. We will not have time to resolve issues at the session. FOCUS ON IDEAS, NOT PERSONALITIES.

7.) Silence means affirmation. If we ask if anyone disagrees and no objections are heard, it will be assumed that everyone is in agreement. IT IS OK TO RESPECTFULLY DISAGREE.

8.) Side conversations should be held to a minimum so that everyone can be heard and understood. NO SIDEBAR CONVERSATIONS. PLEASE TURN-OFF CELL PHONES AND PLEASE NO TEXTING DURING THE MEETING.

9.) This is your meeting. Enjoy it and keep it 'light.'

Appendix B

MINOR STRATEGIC PLANNING AND GOAL SETTING SESSION FOR 2026 TIFFIN, IOWA

PRELIMINARY QUESTIONNAIRE

Introduction.

The Mayor and City Council of the City of Tiffin will be conducting a minor strategic planning and goal setting session on **January 6, 2026, at 5:30 p.m. at Tiffin Fire Station**. With the City's major capital projects for the next five years mostly already laid out (Forevergreen Road Roundabout, Highway 6 expansion, Amphitheater, Fire Station and the Wastewater Treatment Plant upgrade) the purpose of the session will be to identify and prioritize the City's overall (**minor**) goals and objectives for the next three to five years assuming funding sources aren't completely utilized in the above listed major projects. In order to prepare for this session, you're being asked to help identify key issues and potential objectives in the survey below. The survey results will be reviewed by the Mayor and City Council prior to the ranking of any goals for the City. Please return your completed questionnaire to the Mayor or me either physically or by email by **Friday, January 2, 2026.**

There is no need to put your name on this questionnaire, but please check one of the following choices:

_____ **I am an elected official.**

_____ **I am a member of the City's Staff.**

I. Major Accomplishments.

Please take a few minutes to list the top **five** major accomplishments you feel have taken place in the City of Tiffin over the past 12-48 months. These accomplishments could be as large as a street project or as simple as a newly written City Policy. The items do not have to be in any particular order and again, you need not spend a large amount of time on this as it will only be a small portion of the session.

1._____

2._____

3._____

4._____

5._____

II. Issues or Concerns.

Please list up to **three** specific issues or concerns that you have regarding future City services, policies or operations. *You should list items that can be feasibly addressed at the City-level rather than items that are outside of our ability to change.* You do not need to identify the potential answers or solutions to your issues or concerns.

1._____

2._____

3._____

III. Significant Minor Projects, Initiatives or Programs.

Please list your top **three** minor projects, initiatives, programs, policies or equipment purchases that you think the City should consider within the **next five years.** These items do not have to be listed in any particular order.

1._____

2._____

3._____

IV. Long-term Significant Initiatives or Programs.

Please list any major project, initiative, program, policy or equipment purchase that you think the City should consider in its long-term planning. These are items that are more likely to be done **after 2030.** These items do not need to be listed in any particular order.

1._____

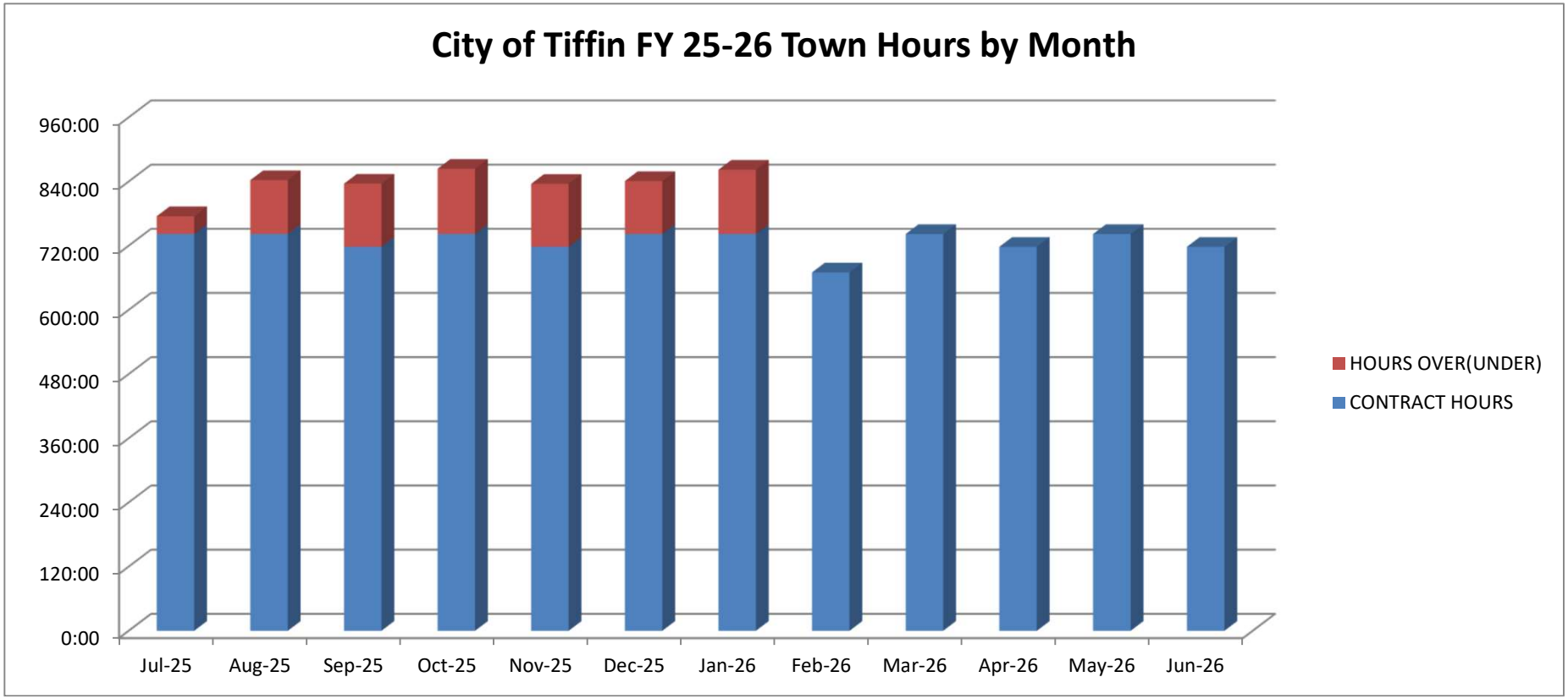
2._____

3._____

4._____

5._____

CITY OF TIFFIN														
FY 25-26	**Jul-25**	**Aug-25**	**Sep-25**	**Oct-25**	**Nov-25**	**Dec-25**	**Jan-26**	**Feb-26**	**Mar-26**	**Apr-26**	**May-26**	**Jun-26**	**TOTAL**	**% of Time**
Accident Investigation	3:46	9:08	4:59	7:25	6:05	4:29	12:11						**48:03**	0.8%
Admin Duties	4:04	4:16	3:33	7:39	9:48	10:55	8:19						**48:34**	0.8%
Animal	1:53	0:10	3:27	1:23	1:49	1:38	1:13						**11:33**	0.2%
Civil	5:02	1:58	1:55	2:58	1:34	3:57	6:33						**23:57**	0.4%
Court													**0:00**	0.0%
Criminal Investigation	17:58	33:59	17:14	20:18	34:24	28:48	41:17						**193:58**	3.3%
Domestic Investigation	7:08	0:22	2:42	3:11	9:40	8:59							**32:02**	0.5%
Door Checks		0:11	0:27	1:43	1:39	0:44	0:16						**5:00**	0.1%
Medical Assist	6:39	2:52	5:02	10:53	6:40	6:22	3:02						**41:30**	0.7%
Motorist Assist	0:39	1:17	0:47	0:46	5:22	0:28	1:48						**11:07**	0.2%
Office													**0:00**	0.0%
On Foot	7:03	10:17	0:53	4:56	4:30	4:56	3:11						**35:46**	0.6%
Other	36:26	41:11	29:22	36:17	31:36	21:18	28:34						**224:44**	3.8%
Patrol	659:07	697:18	737:40	721:30	661:44	718:43	717:40						**4913:42**	83.9%
Public Relations	16:11	12:51	19:19	30:08	29:59	22:12	21:50						**152:30**	2.6%
Radar	3:31	1:19	3:05	7:25	10:54	1:24	1:39						**29:17**	0.5%
Reports	0:55	6:57	4:26	2:06	14:32	5:02	10:14						**44:12**	0.8%
Special Assignment		8:42			2:39								**11:21**	0.2%
Traffic Control	0:16	0:58		1:39	0:10	0:32							**3:35**	0.1%
Training	4:35	8:40		1:14		0:20	3:36						**18:25**	0.3%
Trans/Relay				2:00									**2:00**	0.0%
Vehicle Maintenance		0:15	1:08	0:30	2:42	0:08	0:44						**5:27**	0.1%
													0:00	0.0%
HOURS LOGGED	**775:13**	**842:41**	**835:59**	**864:01**	**835:47**	**840:55**	**862:07**	**0:00**	**0:00**	**0:00**	**0:00**	**0:00**	**5856:43**	**100%**
HOURS REQUIRED	741:58	741:58	718:01	741:58	718:01	741:58	741:58	670:10	741:58	718:01	741:58	718:01	**8736:00**	
HOURS OVER (UNDER)	33:15	100:43	117:58	122:03	117:46	98:57	120:09						**710:51**	


City of Tiffin FY 25-26 Town Hours by Month
960:00
840:00
720:00
600:00
480:00
360:00
240:00
120:00
0:00
Jul-25
Aug-25
Sep-25
Oct-25
Nov-25
Dec-25
Jan-26
Feb-26
Mar-26
Apr-26
May-26
Jun-26
HOURS OVER(UNDER)
CONTRACT HOURS

CITY OF TIFFIN FY 25-26

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	
911 HANGUP	27	38	26	24	31	24	16						**186**	4.81%
ADMIN/REPORT WRITING	4	7	7	7	10	12	7						**54**	1.40%
ALARM	5	6	9	10	6	5	6						**47**	1.21%
ANIMAL	10	6	15	11	7	8	10						**67**	1.73%
ASSAULT	1	1	0	0	0	1	1						**4**	0.10%
ASSIST OTHER AGENCY	3	5	1	4	3	1	1						**18**	0.47%
BURGLARY	0	0	0	1	0	0	1						**2**	0.05%
BUSINESS CHECK	65	50	41	73	65	61	73						**428**	11.06%
CHILD NEGLECT/ABUSE	0	0	1	0	0	0	0						**1**	0.03%
CIVIL TOW	0	2	0	2	1	1	0						**6**	0.16%
COMMUNITY POLICING	43	47	20	27	27	34	25						**223**	5.76%
CRIMINAL MISC/VANDALISM	4	1	4	0	1	0	1						**11**	0.28%
DEATH INVESTIGATION	1	0	0	0	0	0	0						**1**	0.03%
DIST/CIVIL	13	6	6	2	4	5	5						**41**	1.06%
DIST/DOMESTIC	3	0	5	2	12	2	2						**26**	0.67%
DIST/OTHER	8	3	3	5	6	9	8						**42**	1.09%
ESCORT/RELAY	1	5	3	3	5	1	4						**22**	0.57%
EXTRA PATROL REQUEST	14	12	7	12	6	5	9						**65**	1.68%
FIRE RESPONSE LAW	12	5	11	14	4	8	19						**73**	1.89%
FRAUD	2	3	4	3	0	1	5						**18**	0.47%
HARASSMENT/OBSCENE PHONE	2	5	2	3	5	4	4						**25**	0.65%
INFO/ALL OTHER INFO	3	5	4	1	2	2	2						**19**	0.49%
INTOXICATED PEDESTRIAN	1	3	0	1	1	0	0						**6**	0.16%
JUVENILE	1	0	4	5	5	4	1						**20**	0.52%
LITTERING/ILLEGAL DUMPING	1	4	1	0	0	1	0						**7**	0.18%
MEDICAL	19	14	17	19	17	16	13						**115**	2.97%
MENTAL IMPAIRMENT	4	2	0	7	3	0	1						**17**	0.44%
MISSING ADULT/JUVI	0	0	5	0	0	0	1						**6**	0.16%
MVA	5	7	7	12	9	6	10						**56**	1.45%
NARCOTICS	0	0	0	2	0	2	0						**4**	0.10%
OPEN DOOR/WINDOW	1	4	2	2	1	1	0						**11**	0.28%
OUT FOR FOLLOW UP	19	8	12	10	20	11	16						**96**	2.48%
OUT WITH SUBJECT	20	24	16	13	18	5	7						**103**	2.66%
PAPER SERVICE	1	1	4	5	1	1	2						**15**	0.39%
PHONE REQUEST	9	23	24	8	8	14	25						**111**	2.87%
PROPERTY LOST/FOUND	1	7	2	1	1	1	1						**14**	0.36%
PUBLIC ASSIST	8	12	8	13	14	13	15						**83**	2.15%
SCHOOL VISIT/PATROL	0	16	47	62	39	34	38						**236**	6.10%
SEX ABUSE OFFENSE	1	0	0	0	0	0	1						**2**	0.05%
SEX OFFENDER/CHECK ADR	0	0	0	0	1	0	0						**1**	0.03%
SOLICITOR	1	3	1	0	0	0	0						**5**	0.13%
SPECIAL ASSIGNMENT	2	7	1	11	9	5	2						**37**	0.96%
SUICIDE/LAW	1	2	1	1	1	2	0						**8**	0.21%
SUPERVISOR RESPONSE	0	0	0	1	0	0	0						**1**	0.03%
SUSPICIOUS ACT/PERS/VEH	13	21	18	10	22	11	16						**111**	2.87%
THEFT	2	3	4	6	1	4	1						**21**	0.54%
THREATS	2	2	4	1	1	0	1						**11**	0.28%
TRAFFIC STOP	155	128	194	141	109	117	116						**960**	24.81%
TRAFFIC/OTHER	41	51	44	32	72	64	35						**339**	8.76%
TRESPASS	0	2	2	1	0	1	2						**8**	0.21%
UNKNOWN PROBLEM	0	0	0	1	1	1	0						**3**	0.08%
VEHICLE UNLOCK	4	5	3	4	3	4	5						**28**	0.72%
VIOLATION NCO	1	1	1	1	1	1	0						**6**	0.16%
WEAPONS OFFENSE	0	0	0	0	1	0	0						**1**	0.03%
WELFARE CHECK	7	8	7	9	5	7	5						**48**	1.24%
TOTAL CALLS FOR SERVICE	**541**	**565**	**598**	**583**	**559**	**510**	**513**	**0**	**0**	**0**	**0**	**0**	**3869**	

CITY OF TIFFIN FY 25-26

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
# ICR's Generated *	12	13	23	13	13	15	17						**106**

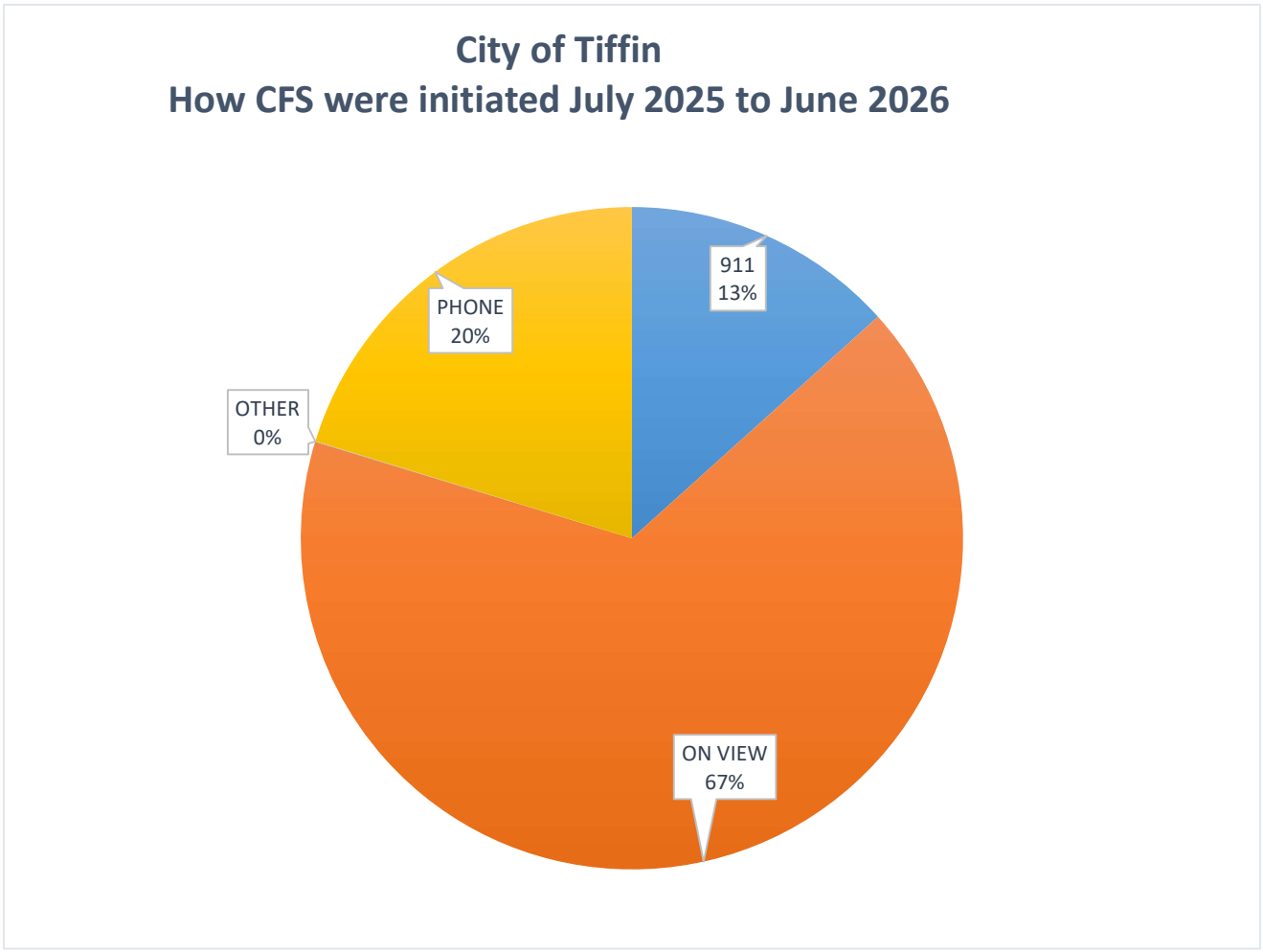
TYPE OF OFFENSES INVESTIGATED

ALCOHOL/TOBACCO VIOL (NOT OWI)	0	2	0	0	1	1	3						**7**
ASSAULT	1	0	0	0	0	1	0						**2**
ASSIST OTHER AGENCY	1	0	0	0	1	0	0						**2**
BURGLARY	0	0	0	0	0	0	0						**0**
CHILD ENDANGERMENT	1	0	1	0	0	1	0						**3**
CRIMINAL MISCHIEF	2	1	3	0	2	0	1						**9**
DEATH INVESTIGATION	1	0	0	0	0	0	0						**1**
DOMESTIC ABUSE ASSAULTS	6	0	2	0	5	3	0						**16**
DRUG OFFENSES	0	1	1	0	3	0	2						**7**
FALSE REPORT/ID/MALICIOUS PRO	1	0	0	0	0	0	0						**1**
FALSE IMPRISON/OBSTRUCT 911	0	0	1	0	0	0	0						**1**
FRAUD/FORGERY/ID THEFT	0	1	4	0	0	1	2						**8**
HARASSMENT	0	0	0	2	3	1	1						**7**
INFORMATION	0	2	5	3	2	1	1						**14**
INTERFERENCE W/ OFFICIAL ACTS	0	0	0	0	0	0	1						**1**
MANSLAUGHTER	0	0	0	0	0	0	1						**1**
MISSING PERSON	0	0	1	0	0	0	0						**1**
OBSTRUCT 911 CALL	0	0	0	0	0	2	0						**2**
OTHER DRIVING OFFENSES	1	2	0	2	1	2	1						**9**
OWI	1	4	3	1	1	3	2						**15**
PROPERTY LOST/FOUND	0	0	1	0	0	0	0						**1**
SEX ABUSE/SOR VIOLATIONS	1	0	0	0	0	1	2						**4**
STALKING	0	0	0	0	0	0	1						**1**
SUSPICIOUS ACTS	0	0	0	0	0	0	0						**0**
THEFT	0	0	2	5	0	2	3						**12**
THREATS	0	0	0	0	0	0	0						**0**
UNDERAGE POSS TOBACCO/ALCH	0	1	0	0	0	0	0						**1**
VIOLATION OF NO CONTACT ORDER	1	0	1	0	9	2	1						**14**
WEAPON OFFENSE/SUSPENSION	0	1	0	0	1	0	0						**2**
TOTAL *	**17**	**15**	**25**	**13**	**29**	**21**	**22**	**0**	**0**	**0**	**0**	**0**	**142**

*Total number of offenses investigated could be higher than number of ICR's generated as multiple offenses may apply to a single case.

CITY OF TIFFIN FY 25-26

How Reported?	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
911	80	75	67	76	85	74	59						**516**
ON VIEW	363	355	401	395	378	340	336						**2568**
OTHER	0	1	0	0	0	0	0						**1**
PHONE	98	134	130	112	96	96	118						**784**
TOTAL	**541**	**565**	**598**	**583**	**559**	**510**	**513**	**0**	**0**	**0**	**0**	**0**	**3869**



JCSO
DISPATCH ACTIVITY FOR A1 TIF

From 01/01/2026 To 01/31/2026

Date Reported	Time Received	Address	Call Type
1/1/2026	0:38	BACKBERNER/607 E Marengo Rd	BAR CHECK
1/1/2026	9:02	N Park Rd/Oakdale Blvd	TRAFFIC STOP
1/1/2026	9:34	Hwy 6 NW/Deer View Ave	TRAFFIC STOP
1/1/2026	9:57	Hwy 6 NW/Deer View Ave	TRAFFIC STOP
1/1/2026	14:07	320 Oriole Ct	TR/PARKING
1/1/2026	14:51	S Roberts Ferry Rd/East St	TRAFFIC STOP
1/1/2026	15:03	S Roberts Ferry Rd/East St	TRAFFIC STOP
1/1/2026	15:41	W Marengo Rd/Deer View Ave	TRAFFIC STOP
1/1/2026	17:17	N Park Rd/Forevergreen Rd	TRAFFIC STOP
1/1/2026	17:19	BALTIC BUILDING/1163 Baltic Ave	DIST/CIVIL DISPUTE
1/1/2026	18:40	TIFFIN PUBLIC WORKS/201 Railroad St	TRAINING
1/1/2026	20:10	635 Catherine Dr	FIRE RESPONSE LAW
1/1/2026	20:10	635 Catherine Dr	F1 GAS SMELL
1/1/2026	20:32	633 Thomas St	911 HANGUP
1/1/2026	22:19	551 State St	DIST/CIVIL DISPUTE
1/1/2026	22:28	Ireland Ave NW/East St	TRAFFIC STOP
1/1/2026	22:38	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	TRAFFIC STOP
1/2/2026	0:22	441 E Goldfinch Dr	BURGLARY/RESIDENTIAL
1/2/2026	1:05	Hwy 6 NW/S Park Rd	TRAFFIC STOP
1/2/2026	1:23	607 Hillside Dr	Z Sick Person
1/2/2026	1:23	607 Hillside Dr	ZF1 Sick Person
1/2/2026	1:23	607 Hillside Dr	E1 Sick Person
1/2/2026	3:06	MAVERIK/101 Village Dr	BUSINESS CHECK
1/2/2026	8:47	MAVERICK/101 Village Dr	BUSINESS CHECK
1/2/2026	9:01	624 Ella Ave	VEHICLE UNLOCK
1/2/2026	10:42	1133 Baltic Ave	PUBLIC ASSIST
1/2/2026	11:44	THE DEPOT EXPRESS/221 W Marengo Rd	BUSINESS CHECK
1/2/2026	12:06	E Marengo Rd/Stephans St	TRAFFIC STOP
1/2/2026	12:58	N Park Rd/Aster Dr	TRAFFIC STOP
1/2/2026	13:08	1230 Twin Leaf Ave	Z Falls
1/2/2026	13:08	1230 Twin Leaf Ave	ZF1 Falls
1/2/2026	13:08	1230 Twin Leaf Ave	E1 Falls
1/2/2026	13:24	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	COMMUNITY POLICING
1/2/2026	13:59	405 Kimberlite St	FRAUD/SCAM
1/2/2026	14:43	80/239East	TR/RECKLESS DRIVER
1/2/2026	15:17	S Park Rd/Village Dr	PUBLIC ASSIST
1/2/2026	16:49	220 W 3rd St	911 HANGUP
1/2/2026	17:11	E Marengo Rd/Croell Ave	TRAFFIC STOP
1/2/2026	17:45	113 Ridgeway Dr	EXTRA PATROL REQUEST
1/2/2026	19:46	PINSEEKERS/1515 Andersen PL	BAR CHECK
1/2/2026	20:23	Lilac St/Croell Ave	TRAFFIC STOP
1/2/2026	20:33	BACK BERNER BAR & GRILL/607 E Marengo Rd	BAR CHECK
1/2/2026	21:52	Forevergreen Rd/Jasper Ave NW	TR/MOTORIST ASSIST
1/2/2026	21:56	FAREWAY/500 Croell Ave	OUT WITH SUBJ

1/2/2026	22:13	300 Railroad St	PHONE REQUEST
1/2/2026	22:35	902 Ella Ave	TR/PARKING
1/2/2026	22:51	S Roberts Ferry Rd/East St	TRAFFIC STOP
1/2/2026	23:24	380South/80West	TRAFFIC STOP
1/3/2026	8:24	Village Dr/Mustang Dr	SUSPICIOUS/ACT/PERS/VE
1/3/2026	9:09	N Park Rd/Aster Dr	TRAFFIC STOP
1/3/2026	10:16	THE DEPOT EXPRESS/221 W Marengo Rd	BUSINESS CHECK
1/3/2026	11:23	300 Railroad St	ADMIN/REPORT WRITING
1/3/2026	13:24	632 Calla Lily Way	HARASSMENT
1/3/2026	14:47	MAVERICK/101 Village Dr	BUSINESS CHECK
1/3/2026	15:10	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	FOOT PATROL
1/3/2026	15:56	220 W 3rd St	911 HANGUP
1/3/2026	17:17	N Park Rd/E Marengo Rd	TRAFFIC STOP
1/3/2026	17:38	PINSEEKERS/1515 Andersen PL	BAR CHECK
1/3/2026	18:53	Forevergreen Rd/N Park Rd	TRAFFIC STOP
1/3/2026	23:48	MAVERIK/101 Village Dr	BUSINESS CHECK
1/4/2026	6:22	1100 Andersen Pl	BUSINESS CHECK
1/4/2026	8:15	N Park Rd/Oakdale Blvd	TRAFFIC STOP
1/4/2026	8:26	N Park Rd/E Marengo Rd	TR/ROAD HAZARD
1/4/2026	10:07	THE DEPOT EXPRESS/221 W Marengo Rd	BUSINESS CHECK
1/4/2026	11:26	N Park Rd/Aster Dr	TRAFFIC STOP
1/4/2026	12:59	MAVERICK/101 Village Dr	BUSINESS CHECK
1/4/2026	14:38	541 Bear Dr	DIST/CIVIL DISPUTE
1/4/2026	14:47	321 Summerhays St	MENTAL IMPAIRMENT
1/4/2026	15:52	CLEAR CREEK DOG RESORT/501 S Roberts Ferry Rd	COMMUNITY POLICING
1/4/2026	16:35	S Roberts Ferry Rd/East St	TRAFFIC STOP
1/4/2026	18:16	Village Dr/S Roberts Ferry Rd	TRAFFIC STOP
1/4/2026	20:23	36 East St	DIST/DOMESTIC
1/4/2026	21:18	80/238East	TRAFFIC STOP
1/5/2026	0:37	TIFFIN CITY PARK/809 E Marengo Rd	EXTRA PATROL REQUEST
1/5/2026	1:51	Village Dr/Ireland Ave NW	TRAFFIC STOP
1/5/2026	2:03	80/238East	TRAFFIC STOP
1/5/2026	3:57	BELLA SALA/205 S Park Rd	INFO/ALL OTHER INFO
1/5/2026	12:31	MAVERIK/101 Village Dr	TR/OWI
1/5/2026	13:36	300 Railroad St	PHONE REQUEST
1/5/2026	13:45	300 Railroad St	PHONE REQUEST
1/5/2026	14:49	1338 Twin Leaf Ave	PHONE REQUEST
1/5/2026	16:12	817 Jackson St	911 HANGUP
1/5/2026	16:26	637 Kimberlite St	Z Unknown Problem
1/5/2026	16:26	637 Kimberlite St	ZF1 Unknown Problem
1/5/2026	16:26	637 Kimberlite St	E1 Unknown Problem
1/5/2026	19:25	719 Deer View Ave	Z F1 EMS
1/5/2026	19:25	719 Deer View Ave	E1 MED GEN CODE 2
1/5/2026	20:43	BALTIC BUILDING/1163 Baltic Ave	PHONE REQUEST
1/5/2026	21:28	303 College St	WELFARE CHECK
1/5/2026	21:33	N Park Rd/Andersen Pl	TRAFFIC STOP
1/5/2026	23:05	N Park Rd/E Marengo Rd	TRAFFIC STOP
1/6/2026	0:33	Ireland Ave NW/Village Dr	TRAFFIC STOP
1/6/2026	9:19	TIFFIN ELEMENTARY/104 N Park Rd	SCHOOL VISIT
1/6/2026	9:26	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	911 HANGUP
1/6/2026	9:33	116 Summerhays St	F1 INVESTIGATION
1/6/2026	9:37	511 State St	PAPER

1/6/2026	9:59	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	DIST/CIVIL DISPUTE
1/6/2026	16:40	541 Bear Dr	ASSAULT
1/6/2026	17:28	TIFFIN FIRE DEPARTMENT/211 Main St	COMMUNITY POLICING
1/6/2026	17:40	218South/80East	TR/ROAD HAZARD
1/6/2026	18:44	Tall Grass Ave/Bainberry St	TRAFFIC STOP
1/6/2026	21:43	PARKSIDE LIQUOR/1111 Parkside St	BUSINESS CHECK
1/6/2026	22:12	CASEYS/403 Stephans St	TRAFFIC STOP
1/6/2026	22:59	315 Stephans St	HARASSMENT
1/6/2026	23:02	Ireland Ave NW/80	TRAFFIC STOP
1/6/2026	23:55	CASEYS/403 Stephans St	BUSINESS CHECK
1/7/2026	2:29	THE DEPOT EXPRESS/221 W Marengo Rd	BUSINESS CHECK
1/7/2026	2:33	FAREWAY/500 Croell Ave	BUSINESS CHECK
1/7/2026	2:41	FARMERS STATE BANK/1600 N Park Rd	BUSINESS CHECK
1/7/2026	2:51	BELLA SALA/205 S Park Rd	BUSINESS CHECK
1/7/2026	3:20	S Roberts Ferry Rd/Railroad St	TRAFFIC STOP
1/7/2026	4:27	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	FIRE RESPONSE LAW
1/7/2026	4:27	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	F1 FIRE ALARM
1/7/2026	7:27	OAK HILL ELEMENTARY/504 N Park Rd	TR/SCHOOL PATROL
1/7/2026	7:50	THE DEPOT EXPRESS/221 W Marengo Rd	BUSINESS CHECK
1/7/2026	8:02	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	SCHOOL VISIT
1/7/2026	8:16	N Park Rd/Oakdale Blvd	TRAFFIC STOP
1/7/2026	9:20	300 Railroad St	SPECIAL ASSIGNMENT
1/7/2026	10:55	300 Railroad St	ADMIN/REPORT WRITING
1/7/2026	12:11	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	FIRE RESPONSE LAW
1/7/2026	12:11	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	F1 FIRE ALARM
1/7/2026	12:54	N Park Rd/Oakdale Blvd	TRAFFIC STOP
1/7/2026	13:16	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	TR/SCHOOL PATROL
1/7/2026	14:12	Boardwalk Ave/Oakdale Blvd	TRAFFIC STOP
1/7/2026	15:28	80/239East	TR/RECKLESS DRIVER
1/7/2026	16:28	MAVERICK/101 Village Dr	BUSINESS CHECK
1/7/2026	16:28	473 Bainberry St	911 HANGUP
1/7/2026	17:17	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	TRAFFIC STOP
1/7/2026	17:44	TIFFIN FIRE DEPARTMENT/211 Main St	PUBLIC ASSIST
1/7/2026	18:23	TIFFIN WATER TOWER/750 S Park Rd	PUBLIC ASSIST
1/7/2026	19:47	MEGASTORAGE TIFFIN/300 Greenfield Dr	BUSINESS CHECK
1/7/2026	20:12	BRYANTS OFF HIGHWAY 6/107 W Marengo Rd	BAR CHECK
1/7/2026	22:43	TIFFIN CITY PARK/809 E Marengo Rd	OUT FOR INVEST/FOLLOW
1/8/2026	7:23	VENTNOR APARTMENTS/1111 Parkside St	F1 INFO
1/8/2026	7:37	TIFFIN ELEMENTARY/104 N Park Rd	TR/SCHOOL PATROL
1/8/2026	8:29	THE DEPOT EXPRESS/221 W Marengo Rd	BUSINESS CHECK
1/8/2026	8:50	503 Crabapple Ln	Z Falls
1/8/2026	8:50	503 Crabapple Ln	ZF1 Falls
1/8/2026	8:50	503 Crabapple Ln	E1 Falls
1/8/2026	8:55	503 Crabapple Ln	Z Unknown Problem
1/8/2026	8:55	503 Crabapple Ln	ZF1 Unknown Problem
1/8/2026	8:55	503 Crabapple Ln	E1 Unknown Problem
1/8/2026	9:03	BALTIC BUILDING/1163 Baltic Ave	FRAUD/IDENTITY THEFT

1/8/2026	9:12	472 Roberts Ferry Rd	911 HANGUP
1/8/2026	9:24	Deer View Ave/Jackson St	TRAFFIC STOP
1/8/2026	9:34	Deer View Ave/Cullen Dr	TRAFFIC STOP
1/8/2026	10:02	Village Dr/Mustang Dr	ADMIN/REPORT WRITING
1/8/2026	10:50	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	WELFARE CHECK
1/8/2026	11:22	HALF MOON KENNELS/3181 Half Moon Ave NW	ANIMAL/GENERAL
1/8/2026	12:20	300 Railroad St	ESCORT/RELAY
1/8/2026	13:35	Croell Ave/Ironwood Ln	TR/SCHOOL BUS
1/8/2026	14:16	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	SCHOOL VISIT
1/8/2026	15:13	S Jasper Ave/W Forevergreen Rd	TRAFFIC STOP
1/8/2026	15:25	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	TR/SCHOOL PATROL
1/8/2026	15:54	MAVERICK/101 Village Dr	BUSINESS CHECK
1/8/2026	16:08	CLEAR CREEK DOG RESORT/501 S Roberts Ferry Rd	COMMUNITY POLICING
1/8/2026	16:36	36 East St	SUSPICIOUS/ACT/PERS/VE
1/8/2026	16:36	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	FOOT PATROL
1/8/2026	16:57	THE DEPOT EXPRESS/221 W Marengo Rd	TR/OWI
1/8/2026	17:55	DEERVIEW PARK/Deer View Ave/Jackson St	911 HANGUP
1/8/2026	19:04	S Roberts Ferry Rd/East St	TR/MOTORIST ASSIST
1/8/2026	19:43	400 S Park Rd	CRIMINAL
1/8/2026	21:05	530 Hunt Club Dr	DIST/NOISE GENERAL
1/9/2026	0:24	HAWK WASH/777 E Marengo Rd	EXTRA PATROL REQUEST
1/9/2026	2:48	MAVERIK CONVENIENCE STORE/101 Village Dr	BUSINESS CHECK
1/9/2026	6:13	TIFFIN CITY HALL/300 Railroad St	OUT FOR INVEST/FOLLOW
1/9/2026	7:56	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	TR/SCHOOL PATROL
1/9/2026	10:30	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	SCHOOL VISIT
1/9/2026	11:22	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	TR/RECKLESS DRIVER
1/9/2026	12:22	N Park Rd/Oakdale Blvd	TRAFFIC STOP
1/9/2026	15:06	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	TR/SCHOOL PATROL
1/9/2026	15:35	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	MVA/PROPERTY DAMAGE
1/9/2026	17:33	610 Catherine Dr	FIRE RESPONSE LAW
1/9/2026	17:33	610 Catherine Dr	F1 GAS SMELL
1/9/2026	18:52	Hwy 6 NW/380	ANIMAL/CARCASS
1/9/2026	19:23	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	COMMUNITY POLICING
1/9/2026	20:08	BACK BERNER BAR & GRILL/607 E Marengo Rd	BAR CHECK
1/9/2026	21:06	Ireland Ave/Railroad St	TRAFFIC STOP
1/9/2026	22:08	CASEYS/403 Stephans St	BUSINESS CHECK
1/9/2026	22:40	BALTIC BUILDING/1163 Baltic Ave	PHONE REQUEST
1/9/2026	22:53	N Park Rd/Oakdale Blvd	TRAFFIC STOP
1/9/2026	23:07	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	TRAFFIC STOP
1/9/2026	23:13	SOLON STATE BANK/444 State St	TRAFFIC STOP
1/10/2026	0:15	MAVERIK/101 Village Dr	TRAFFIC STOP

1/10/2026	1:39	N Park Rd/E Marengo Rd	TRAFFIC STOP
1/10/2026	6:25	MAVERIK/101 Village Dr	ASSIST OTHER AGENCY
1/10/2026	8:35	717 Hillside Dr	ANIMAL/GENERAL
1/10/2026	8:53	N Park Rd/Oakdale Blvd	TRAFFIC STOP
1/10/2026	10:12	530 Hunt Club Dr	DIST/NOISE GENERAL
1/10/2026	11:26	717 Hillside Dr	ANIMAL/GENERAL
1/10/2026	11:30	THE DEPOT EXPRESS/221 W Marengo Rd	SUSPICIOUS/ACT/PERS/VE
1/10/2026	11:43	460 Lilac St	SUSPICIOUS/ACT/PERS/VE
1/10/2026	11:44	445 Iris Ct	Z Stab/Gunshot/Penetrating
1/10/2026	11:44	445 Iris Ct	ZF1 Unknown Problem
1/10/2026	11:44	445 Iris Ct	E1 Unknown Problem
1/10/2026	14:17	445 Iris Ct	ASSIST OTHER AGENCY
1/10/2026	19:24	N Park Rd/Oakdale Blvd	TRAFFIC STOP
1/10/2026	20:01	W Marengo Rd/Deer View Ave	TR/MOTORIST ASSIST
1/10/2026	20:45	BACKBERNER/607 E Marengo Rd	BAR CHECK
1/11/2026	1:40	MAVERIK/101 Village Dr	BUSINESS CHECK
1/11/2026	6:21	908 Hillside Dr	DIST/NOISE GENERAL
1/11/2026	7:52	300 Railroad St	PHONE REQUEST
1/11/2026	9:53	527 Kimberlite St	PHONE REQUEST
1/11/2026	12:41	OAK HILL ELEMENTARY/504 N Park Rd	COMMUNITY POLICING
1/11/2026	13:08	300 Railroad St	PHONE REQUEST
1/11/2026	15:58	80/238East	TR/ROAD HAZARD
1/11/2026	16:00	445 Iris Ct	OUT FOR INVEST/FOLLOW
1/12/2026	7:02	THE DEPOT EXPRESS/221 W Marengo Rd	BUSINESS CHECK
1/12/2026	7:39	OAK HILL ELEMENTARY/504 N Park Rd	TR/SCHOOL PATROL
1/12/2026	8:24	300 Railroad St	ADMIN/REPORT WRITING
1/12/2026	8:38	300 Railroad St	ESCORT/RELAY
1/12/2026	10:00	CASEYS/403 Stephans St	OUT FOR INVEST/FOLLOW
1/12/2026	10:20	SOLON STATE BANK/444 State St	OUT FOR INVEST/FOLLOW
1/12/2026	10:43	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	SCHOOL VISIT
1/12/2026	11:02	CASEYS/403 Stephans St	PHONE REQUEST
1/12/2026	13:41	N Park Rd/E Marengo Rd	TRAFFIC STOP
1/12/2026	13:42	445 Iris Ct	PHONE REQUEST
1/12/2026	13:51	300 Railroad St	PHONE REQUEST
1/12/2026	15:15	CCA MIDDLE SCHOOL TRACK AND BASEBALL FIELD/315 W 3rd St	TR/SCHOOL PATROL
1/12/2026	17:11	307 W Goldfinch Dr	COMMUNITY POLICING
1/12/2026	17:22	W Marengo Rd/Deer View Ave	TR/RECKLESS DRIVER
1/12/2026	17:25	N Park Rd/Aster Dr	TRAFFIC STOP
1/12/2026	18:57	CASA TEQUILA FOODS INC/1100 Andersen Pl	911 HANGUP
1/12/2026	19:03	CASA TEQUILA FOODS INC/1100 Andersen Pl	BAR CHECK
1/12/2026	19:31	HAWK WASH/777 E Marengo Rd	EXTRA PATROL REQUEST
1/12/2026	19:34	110 W Marengo Rd	Z Sick Person
1/12/2026	19:34	110 W Marengo Rd	ZF1 Sick Person
1/12/2026	19:34	110 W Marengo Rd	E1 Sick Person
1/12/2026	20:29	803 Lakeview Ct	FIRE RESPONSE LAW
1/12/2026	20:29	803 Lakeview Ct	F1 FIRE ALARM
1/12/2026	20:45	TIFFIN CITY PARK/809 E Marengo Rd	OUT FOR INVEST/FOLLOW
1/12/2026	21:38	80/238West	TR/RECKLESS DRIVER

1/12/2026	22:22	80/238East	TR/MOTORIST ASSIST
1/12/2026	22:38	80/238West	TR/MOTORIST ASSIST
1/13/2026	7:33	TIFFIN ELEMENTARY/104 N Park Rd	TR/SCHOOL PATROL
1/13/2026	8:12	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	TR/SCHOOL PATROL
1/13/2026	9:44	830 Thoroughbred Dr	SUSPICIOUS/ACT/PERS/VE
1/13/2026	10:25	900-999 Potter St	OUT FOR INVEST/FOLLOW
1/13/2026	10:57	MEGASTORAGE TIFFIN/300 Greenfield Dr	EXTRA PATROL REQUEST
1/13/2026	11:51	296 Hickory Ct	PHONE REQUEST
1/13/2026	12:02	S Roberts Ferry Rd/East St	TRAFFIC STOP
1/13/2026	12:23	552 Doe Ave	FIRE RESPONSE LAW
1/13/2026	12:23	552 Doe Ave	F1 INVESTIGATION
1/13/2026	14:03	SOLON STATE BANK/444 State St	PHONE REQUEST
1/13/2026	14:08	ASTER VILLAGE/1401 Aster Dr	Z Unconscious/Fainting
1/13/2026	14:08	ASTER VILLAGE/1401 Aster Dr	ZF1 Unconscious/Fainting
1/13/2026	14:08	ASTER VILLAGE/1401 Aster Dr	E1 Unconscious/Fainting
1/13/2026	14:14	457 Iris Ct	PHONE REQUEST
1/13/2026	15:15	477 Iris Ct	PHONE REQUEST
1/13/2026	16:49	CLEAR CREEK DOG RESORT/501 S Roberts Ferry Rd	ANIMAL/GENERAL
1/13/2026	17:22	80/Ireland Ave NW	TRAFFIC STOP
1/13/2026	18:13	400-499 Iris Ct	INFO/ALL OTHER INFO
1/13/2026	19:03	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	COMMUNITY POLICING
1/14/2026	1:25	HAWK WASH/777 E Marengo Rd	EXTRA PATROL REQUEST
1/14/2026	2:47	CASEYS/403 Stephans St	PUBLIC ASSIST
1/14/2026	3:05	POTTER PARK/POTTER PARK	FOOT PATROL
1/14/2026	8:12	461 Iris Ct	PHONE REQUEST
1/14/2026	8:17	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	TR/SCHOOL PATROL
1/14/2026	9:20	SOLON STATE BANK/444 State St	PUBLIC ASSIST
1/14/2026	9:54	534 Bluestem ST	Z Breathing Problems
1/14/2026	9:54	534 Bluestem ST	ZF1 Breathing Problems
1/14/2026	9:54	534 Bluestem ST	E1 Breathing Problems
1/14/2026	10:08	HAWK WASH/777 E Marengo Rd	TRESPASS
1/14/2026	12:55	OAK HILL ELEMENTARY/504 N Park Rd	TR/SCHOOL PATROL
1/14/2026	13:15	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	TR/SCHOOL PATROL
1/14/2026	13:46	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	MVA/PROPERTY DAMAGE
1/14/2026	14:43	445 Iris Ct	OUT FOR INVEST/FOLLOW
1/14/2026	16:02	E Marengo Rd/Croell Ave	MVA/PROPERTY DAMAGE
1/14/2026	17:32	803 Club House Dr	SUSPICIOUS/ACT/PERS/VE
1/14/2026	19:00	FAREWAY/500 Croell Ave	TRAFFIC STOP
1/14/2026	20:02	80/237East	MVA/PROPERTY DAMAGE
1/14/2026	21:35	MAVERIK/101 Village Dr	BUSINESS CHECK
1/14/2026	21:54	380/1South	TR/MOTORIST ASSIST
1/15/2026	2:34	VERITAS CHURCH/700 Forevergreen Rd	FOOT PATROL
1/15/2026	7:20	BALTIC BUILDING/1163 Baltic Ave	911 HANGUP
1/15/2026	8:10	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	TR/SCHOOL PATROL
1/15/2026	10:46	80/237West	TRAFFIC STOP

1/15/2026	12:24	621 Lilac St	MVA/PROPERTY DAMAGE
1/15/2026	14:03	380/1South	TRAFFIC STOP
1/15/2026	14:58	FAREWAY/500 Croell Ave	TRAFFIC STOP
1/15/2026	16:23	Oakdale Blvd/N Park Rd	TRAFFIC STOP
1/15/2026	17:06	CITY OF TIFFIN/300 Railroad St	PHONE REQUEST
1/15/2026	18:58	80/238West	TR/RECKLESS DRIVER
1/15/2026	21:50	S Roberts Ferry Rd/W Marengo Rd	TRAFFIC STOP
1/15/2026	21:59	36 East St	PAPER
1/15/2026	22:58	401 W Village Dr	BUSINESS CHECK
1/15/2026	23:15	205 S Park Rd	BUSINESS CHECK
1/16/2026	2:10	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	FOOT PATROL
1/16/2026	6:12	TIFFIN ELEMENTARY/104 N Park Rd	TR/MOTORIST ASSIST
1/16/2026	6:13	80/239West	TR/MOTORIST ASSIST
1/16/2026	6:27	N Park Rd/E Marengo Rd	TR/MOTORIST ASSIST
1/16/2026	7:15	FAREWAY/500 Croell Ave	TR/MOTORIST ASSIST
1/16/2026	7:27	CASEYS/403 Stephans St	TR/MOTORIST ASSIST
1/16/2026	7:52	MAVERIK/101 Village Dr	THREATS
1/16/2026	8:16	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	TR/SCHOOL PATROL
1/16/2026	9:00	E Marengo Rd/Croell Ave	TRAFFIC STOP
1/16/2026	10:30	OAK HILL ELEMENTARY/504 N Park Rd	SCHOOL VISIT
1/16/2026	11:25	MAVERIK/101 Village Dr	BUSINESS CHECK
1/16/2026	11:37	MEGASTORAGE TIFFIN/300 Greenfield Dr	EXTRA PATROL REQUEST
1/16/2026	11:43	605 Fawn Ave	FRAUD/IDENTITY THEFT
1/16/2026	15:06	FAREWAY/500 Croell Ave	PROPERTY/FOUND
1/16/2026	16:36	Mehmen Ave/Kimberlite St	TR/ROAD HAZARD
1/16/2026	16:56	S Roberts Ferry Rd/East St	TRAFFIC STOP
1/16/2026	19:02	401 W Village Dr	BUSINESS CHECK
1/16/2026	19:06	401 W Village Dr	BUSINESS CHECK
1/16/2026	19:23	S Roberts Ferry Rd/Railroad St	TRAFFIC STOP
1/16/2026	20:27	PINSEEKERS/1515 Andersen PL	BAR CHECK
1/16/2026	23:23	551 State St	SUSPICIOUS/ACT/PERS/VE
1/16/2026	23:37	BACKBERNER/607 E Marengo Rd	BAR CHECK
1/17/2026	0:06	E Marengo Rd/Croell Ave	TRAFFIC STOP
1/17/2026	0:07	E Marengo Rd/Croell Ave	ANIMAL/K9 OTHER THAN
1/17/2026	0:27	Maddie Ln/Ella Ave	SUSPICIOUS/ACT/PERS/VE
1/17/2026	9:10	CLEAR CREEK DOG RESORT/501 S Roberts Ferry Rd	COMMUNITY POLICING
1/17/2026	9:16	Mustang Dr/Village Dr	PUBLIC ASSIST
1/17/2026	9:23	MAVERICK/101 Village Dr	BUSINESS CHECK
1/17/2026	11:28	THE DEPOT EXPRESS/221 W Marengo Rd	BUSINESS CHECK
1/17/2026	12:07	1111 Parkside St	DIST/CIVIL DISPUTE
1/17/2026	13:05	300 Railroad St	ADMIN/REPORT WRITING
1/17/2026	13:31	0-0 Flyover 380 to 80	MVA/UNKNOWN INJURY
1/17/2026	13:33	0-0 Flyover 380 to 80	MVA/UNKNOWN INJURY
1/17/2026	13:51	0-0 Flyover 380 to 80	MVA/PROPERTY DAMAGE
1/17/2026	21:27	BALTIC BUILDING/1163 Baltic Ave	PUBLIC ASSIST
1/17/2026	22:14	Kimberlite St/E Marengo Rd	TRAFFIC STOP
1/17/2026	22:21	TIFFIN CITY PARK/809 E Marengo Rd	OUT WITH SUBJ
1/18/2026	0:27	500 N Park Rd	TR/ROAD HAZARD

1/18/2026	1:44	Forevergreen Rd/N Park Rd	TRAFFIC STOP
1/18/2026	2:39	613 Calla Lily Way	Z Sick Person
1/18/2026	2:39	613 Calla Lily Way	ZF1 Sick Person
1/18/2026	2:39	613 Calla Lily Way	E1 Sick Person
1/18/2026	3:06	80/237West	TR/ROAD HAZARD
1/18/2026	7:36	300 Railroad St	PHONE REQUEST
1/18/2026	7:47	Roberts Ferry Rd/Oakdale Blvd	TRAFFIC STOP
1/18/2026	9:48	KWIK STARR/401 W Village Dr	BUSINESS CHECK
1/18/2026	10:09	0-0 Bailey Way	TR/PARKING
1/18/2026	11:49	THE DEPOT EXPRESS/221 W Marengo Rd	BUSINESS CHECK
1/18/2026	12:52	212 Village Dr	Z Burns/Explosion
1/18/2026	12:52	212 Village Dr	ZF1 Burns/Explosion
1/18/2026	12:52	212 Village Dr	E1 Burns/Explosion
1/18/2026	13:42	N Park Rd/Forevergreen Rd	TRAFFIC STOP
1/18/2026	14:25	906 Hillside Dr	HARASSMENT
1/18/2026	15:59	910 Hillside Dr	ESCORT/RELAY
1/18/2026	17:14	300 Railroad St	ESCORT/RELAY
1/18/2026	17:44	908 Hillside Dr	OUT FOR INVEST/FOLLOW
1/18/2026	19:03	S Park Rd/E Gable Way	PUBLIC ASSIST
1/18/2026	19:25	80/239West	MVA/PERSONAL INJURY
1/18/2026	19:42	Hwy 6 NW/380	OUT WITH SUBJ
1/18/2026	20:53	318 College St	ANIMAL/WELFARE
1/19/2026	2:04	808 Arabian Dr	FIRE RESPONSE LAW
1/19/2026	2:04	808 Arabian Dr	F1 FIRE ALARM
1/19/2026	2:30	647 Kimberlite St	TR/PARKING
1/19/2026	5:01	908 Hillside Dr	OUT FOR INVEST/FOLLOW
1/19/2026	7:16	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	F1 INFO
1/19/2026	14:50	VENTNOR APARTMENTS/1111 Parkside St	FRAUD/FORGERY
1/19/2026	15:33	908 Hillside Dr	OUT FOR INVEST/FOLLOW
1/19/2026	16:08	Jackson St/Deer View Ave	ANIMAL/GENERAL
1/19/2026	19:54	Hwy 6 NW/Half Moon Rd NW	TRAFFIC STOP
1/19/2026	22:18	CASEYS/403 Stephans St	BUSINESS CHECK
1/19/2026	22:50	Croell Ave/E Goldfinch Dr	TRAFFIC STOP
1/19/2026	23:48	401 W Village Dr	BUSINESS CHECK
1/20/2026	7:31	508 Kimberlite St	911 HANGUP
1/20/2026	7:48	N Park Rd/Andersen Pl	TRAFFIC STOP
1/20/2026	7:50	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	TR/SCHOOL PATROL
1/20/2026	10:04	454 Iris Ct	PHONE REQUEST
1/20/2026	10:42	S Park Rd/Hwy 6 NW	TRAFFIC STOP
1/20/2026	13:54	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	TRAFFIC STOP
1/20/2026	15:07	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	TR/SCHOOL PATROL
1/20/2026	16:59	572 Doe Ave	FIRE RESPONSE LAW
1/20/2026	16:59	572 Doe Ave	F1 FIRE ALARM
1/20/2026	17:52	TIFFIN FIRE DEPARTMENT/211 Main St	COMMUNITY POLICING
1/20/2026	18:51	908 Hillside Dr	OUT FOR INVEST/FOLLOW
1/20/2026	19:16	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	COMMUNITY POLICING
1/20/2026	19:31	805 S Park Rd	SUSPICIOUS/ACT/PERS/VE

1/20/2026	20:01	N Park Rd/E Marengo Rd	OUT WITH SUBJ
1/20/2026	20:45	463 Iris Ct	PHONE REQUEST
1/20/2026	21:29	TIFFIN ELEMENTARY/104 N Park Rd	FOOT PATROL
1/20/2026	21:41	OAK HILL ELEMENTARY/504 N Park Rd	FOOT PATROL
1/21/2026	1:21	FAREWAY/500 Croell Ave	FOOT PATROL
1/21/2026	1:27	ASTER VILLAGE/1401 Aster Dr	911 HANGUP
1/21/2026	7:32	OAK HILL ELEMENTARY/504 N Park Rd	TR/SCHOOL PATROL
1/21/2026	8:14	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	TR/SCHOOL PATROL
1/21/2026	8:23	TIFFIN CITY HALL/300 Railroad St	COMMUNITY POLICING
1/21/2026	10:28	MEGASTORAGE TIFFIN/300 Greenfield Dr	EXTRA PATROL REQUEST
1/21/2026	10:41	401 W Village Dr	BUSINESS CHECK
1/21/2026	15:45	561 Fawn Ave	OUT FOR INVEST/FOLLOW
1/21/2026	16:59	E Marengo Rd/N Park Rd	TRAFFIC STOP
1/21/2026	17:05	N Park Rd/Aster Dr	TRAFFIC STOP
1/21/2026	17:53	1706 Green Oak Pass	FIRE RESPONSE LAW
1/21/2026	17:53	1706 Green Oak Pass	F1 FIRE ALARM
1/21/2026	22:45	Roberts Ferry Rd/W Goldfinch Dr	TR/TRAFFIC
1/21/2026	22:50	80/239East	TRAFFIC STOP
1/21/2026	23:03	908 Hillside Dr	OUT FOR INVEST/FOLLOW
1/21/2026	23:12	N Park Rd/E Marengo Rd	TRAFFIC STOP
1/21/2026	23:17	Kimberlite St/Mehmen Ave	TRAFFIC STOP
1/21/2026	23:34	KWIK STAR/401 W Village Dr	BUSINESS CHECK
1/22/2026	1:39	S Roberts Ferry Rd/Village Dr	TRAFFIC STOP
1/22/2026	2:48	80/238East	TRAFFIC STOP
1/22/2026	3:21	616 Kimberlite St	Z Heart Problems/AICD
1/22/2026	3:21	616 Kimberlite St	ZF1 Heart Problems/AICD
1/22/2026	3:21	616 Kimberlite St	E1 Heart Problems/AICD
1/22/2026	7:32	TIFFIN ELEMENTARY/104 N Park Rd	TR/SCHOOL PATROL
1/22/2026	8:04	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	TR/SCHOOL PATROL
1/22/2026	8:38	TIFFIN CITY HALL/300 Railroad St	PHONE REQUEST
1/22/2026	10:50	MAVERIK/101 Village Dr	BUSINESS CHECK
1/22/2026	11:07	THE DHABA EXPRESS/132 Greenfield Dr	911 HANGUP
1/22/2026	11:15	MEGASTORAGE TIFFIN/300 Greenfield Dr	EXTRA PATROL REQUEST
1/22/2026	15:17	26 East St	PUBLIC ASSIST
1/22/2026	15:24	Roberts Ferry Rd/W Goldfinch Dr	TRAFFIC STOP
1/22/2026	15:32	Roberts Ferry Rd/W Goldfinch Dr	TR/SCHOOL BUS
1/22/2026	15:50	Hwy 6 NW/Deer View Ave	TRAFFIC STOP
1/22/2026	15:52	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	JUV/GENERAL
1/22/2026	16:02	FAREWAY/500 Croell Ave	HARASSMENT
1/22/2026	16:23	ELITE HOME AUDIO/519 Deer View Ave	PUBLIC ASSIST
1/22/2026	18:28	401 W Village Dr	FIRE RESPONSE LAW
1/22/2026	18:28	401 W Village Dr	F1 HAZMAT
1/22/2026	21:44	VERITAS CHURCH/700 Forevergreen Rd	VEHICLE UNLOCK
1/22/2026	22:41	E Marengo Rd/N Park Rd	OUT WITH SUBJ
1/23/2026	8:03	KWIK STAR/401 W Village Dr	BUSINESS CHECK
1/23/2026	9:31	MIDNIGHT COFFEE/1100 Andersen Pl	BUSINESS CHECK
1/23/2026	9:39	1201-1411 Aster Dr	ANIMAL/WELFARE
1/23/2026	10:18	20 Ridge Dr	WELFARE CHECK
1/23/2026	12:25	MAVERIK/101 Village Dr	BUSINESS CHECK

1/23/2026	16:47	524 Tulip Ct	FRAUD/IDENTITY THEFT
1/23/2026	18:54	214 Village Dr	DIST/FIGHT IN PROGRESS
1/23/2026	21:06	E Goldfinch Dr/Thomas St	TRAFFIC STOP
1/23/2026	22:37	Village Dr/S Roberts Ferry Rd	TR/MOTORIST ASSIST
1/23/2026	22:48	1234 Redbud Ave	TR/OWI
1/23/2026	23:46	401 W Village Dr	BUSINESS CHECK
1/24/2026	0:26	Lilac St/Croell Ave	TRAFFIC STOP
1/24/2026	9:02	196 Cherry Ln	FIRE RESPONSE LAW
1/24/2026	9:02	196 Cherry Ln	F1 INVESTIGATION
1/24/2026	12:11	KWIK STAR/401 W Village Dr	BUSINESS CHECK
1/24/2026	14:37	530 Hunt Club Dr	DIST/NOISE GENERAL
1/24/2026	16:11	145 Bainberry St	FIRE RESPONSE LAW
1/24/2026	16:11	145 Bainberry St	F1 INVESTIGATION
1/24/2026	17:17	147 Bainberry St	PUBLIC ASSIST
1/24/2026	17:51	THE DEPOT EXPRESS/221 W Marengo Rd	TRAFFIC STOP
1/24/2026	19:48	PINSEEKERS/1515 Andersen PL	BAR CHECK
1/24/2026	20:04	BACK BERNER BAR & GRILL/607 E Marengo Rd	BAR CHECK
1/24/2026	23:13	BACKBERNER/607 E Marengo Rd	TRESPASS
1/25/2026	0:32	Forevergreen Rd/N Park Rd	TRAFFIC STOP
1/25/2026	2:28	Ireland Ave NW/Village Dr	OUT WITH SUBJ
1/25/2026	6:39	E Marengo Rd/N Park Rd	TRAFFIC STOP
1/25/2026	8:57	72 East St	Z Sick Person
1/25/2026	8:57	72 East St	ZF1 Sick Person
1/25/2026	8:57	72 East St	E1 Sick Person
1/25/2026	10:15	904 Creekside Dr	TR/PARKING
1/25/2026	10:32	Oakdale Blvd/Roberts Ferry Rd	TR/MOTORIST ASSIST
1/25/2026	12:00	E Marengo Rd/Kimberlite St	TRAFFIC STOP
1/25/2026	13:54	621 Lilac St	FIRE RESPONSE LAW
1/25/2026	13:54	621 Lilac St	F1 FIRE ALARM
1/25/2026	16:12	340th St SW/S Park Rd	SUSPICIOUS/ACT/PERS/VE
1/25/2026	17:22	E Marengo Rd/Kimberlite St	TRAFFIC STOP
1/25/2026	22:28	80/239East	TRAFFIC STOP
1/25/2026	22:56	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	FOOT PATROL
1/25/2026	23:53	EAST SOCCER FIELD/105 S Park Rd	SUSPICIOUS/ACT/PERS/VE
1/26/2026	0:18	THE DEPOT EXPRESS/221 W Marengo Rd	FOOT PATROL
1/26/2026	1:06	TIFFIN ELEMENTARY/104 N Park Rd	FOOT PATROL
1/26/2026	2:47	401 W Village Dr	BUSINESS CHECK
1/26/2026	7:18	508 Kimberlite St	DIST/DOMESTIC
1/26/2026	10:01	CLEAR CREEK DOG RESORT/501 S Roberts Ferry Rd	COMMUNITY POLICING
1/26/2026	10:33	THE DEPOT EXPRESS/221 W Marengo Rd	BUSINESS CHECK
1/26/2026	10:46	TIFFIN ELEMENTARY/104 N Park Rd	SCHOOL VISIT
1/26/2026	11:22	Oakdale Blvd/Boardwalk Ave	TRAFFIC STOP
1/26/2026	12:18	MAVERICK/101 Village Dr	BUSINESS CHECK
1/26/2026	13:35	655 Kimberlite St	PUBLIC ASSIST
1/26/2026	14:38	OAK HILL ELEMENTARY/504 N Park Rd	TR/SCHOOL PATROL
1/26/2026	16:19	904 Creekside Dr	TR/PARKING
1/26/2026	16:53	36 East St	OUT FOR INVEST/FOLLOW
1/26/2026	17:10	FARMERS STATE BANK/1600 N Park Rd	TRAFFIC STOP
1/26/2026	17:27	610 Catherine Dr	WELFARE CHECK
1/26/2026	17:38	Green Oak Pass/Dogwood Ln	TRAFFIC STOP

1/26/2026	19:28	446 Maddie Ln	SUSPICIOUS/ACT/PERS/VE
1/26/2026	22:29	TIFFIN AUXILIARY FIELDS/100 S Park Rd	SUSPICIOUS/ACT/PERS/VE
1/27/2026	1:31	N Park Rd/Mopar Dr	TRAFFIC STOP
1/27/2026	4:59	IGYM/1100 Andersen Pl	BUSINESS CHECK
1/27/2026	7:41	TIFFIN ELEMENTARY/104 N Park Rd	TR/SCHOOL PATROL
1/27/2026	8:06	421 Kimberlite St	THEFT
1/27/2026	9:28	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	SCHOOL VISIT
1/27/2026	9:51	611 Lilac St	PUBLIC ASSIST
1/27/2026	11:02	904 Creekside Dr	TR/PARKING
1/27/2026	11:39	KWIK STAR/401 W Village Dr	BUSINESS CHECK
1/27/2026	13:35	THE DEPOT EXPRESS/221 W Marengo Rd	BUSINESS CHECK
1/27/2026	14:39	OAK HILL ELEMENTARY/504 N Park Rd	TR/SCHOOL PATROL
1/27/2026	15:59	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	TRAFFIC STOP
1/27/2026	18:01	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	FOOT PATROL
1/27/2026	20:08	TIFFIN AUXILIARY FIELDS/100 S Park Rd	TR/PARKING
1/27/2026	21:58	80/239East	TRAFFIC STOP
1/27/2026	22:34	210 Village Dr	DIST/NOISE GENERAL
1/27/2026	23:20	210 Village Dr	DIST/FIGHT IN PROGRESS
1/27/2026	23:36	Ireland Ave SW/80	TRAFFIC STOP
1/27/2026	23:42	KUM AND GO/101 Village Dr	BUSINESS CHECK
1/27/2026	23:48	KWIK STAR/401 W Village Dr	BUSINESS CHECK
1/28/2026	6:40	E Marengo Rd/N Park Rd	TRAFFIC STOP
1/28/2026	8:02	OAK HILL ELEMENTARY/504 N Park Rd	TR/SCHOOL PATROL
1/28/2026	10:46	TIFFIN ELEMENTARY/104 N Park Rd	SCHOOL VISIT
1/28/2026	10:46	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	SCHOOL VISIT
1/28/2026	11:03	TIFFIN ELEMENTARY/104 N Park Rd	TRAFFIC STOP
1/28/2026	11:13	415 Kimberlite St	FIRE RESPONSE LAW
1/28/2026	11:13	415 Kimberlite St	F1 INVESTIGATION
1/28/2026	15:15	330 Summerhays St	PHONE REQUEST
1/28/2026	16:37	BALTIC BUILDING/1163 Baltic Ave	911 HANGUP
1/28/2026	19:45	VILLAGE POINT/200 Village Dr	DIST/FIGHT IN PROGRESS
1/28/2026	22:41	101 Ridgeway Dr	FIRE RESPONSE LAW
1/28/2026	22:41	101 Ridgeway Dr	F1 HAZMAT
1/28/2026	23:44	CLEAR CREEK DOG RESORT/501 S Roberts Ferry Rd	BUSINESS CHECK
1/29/2026	1:36	1336 Redbud Ave	FIRE RESPONSE LAW
1/29/2026	1:36	1336 Redbud Ave	F1 FIRE ALARM
1/29/2026	7:45	OAK HILL ELEMENTARY/504 N Park Rd	TR/SCHOOL PATROL
1/29/2026	7:48	717 Creekside Dr	911 HANGUP
1/29/2026	8:28	15 Renee Ln	VEHICLE UNLOCK
1/29/2026	9:17	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	911 HANGUP
1/29/2026	9:47	1208 Creekside Dr	VEHICLE UNLOCK
1/29/2026	9:49	E Goldfinch Dr/Croell Ave	FIRE RESPONSE LAW
1/29/2026	9:49	E Goldfinch Dr/Croell Ave	F1 INVESTIGATION
1/29/2026	10:13	TIFFIN CITY HALL/300 Railroad St	PUBLIC ASSIST
1/29/2026	12:23	818 Appaloosa Dr	WELFARE CHECK
1/29/2026	16:52	W Marengo Rd/Roberts Ferry Rd	TRAFFIC STOP
1/29/2026	18:11	818 Appaloosa Dr	PHONE REQUEST
1/29/2026	20:34	W Marengo Rd/Roberts Ferry Rd	TRAFFIC STOP
1/29/2026	21:12	E Marengo Rd/N Park Rd	TRAFFIC STOP

1/29/2026	21:26	VERITAS CHURCH/700 Forevergreen Rd	VEHICLE UNLOCK
1/29/2026	22:59	Tall Grass Ave/Elderberry St	TRAFFIC STOP
1/30/2026	2:55	E Goldfinch Dr/Croell Ave	OUT WITH SUBJ
1/30/2026	7:05	300 Railroad St	ADMIN/REPORT WRITING
1/30/2026	7:48	OAK HILL ELEMENTARY/504 N Park Rd	TR/SCHOOL PATROL
1/30/2026	8:59	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	SPECIAL ASSIGNMENT
1/30/2026	9:50	THE DEPOT EXPRESS/221 W Marengo Rd	BUSINESS CHECK
1/30/2026	13:31	1100-1399 Moon Flower Ave	SUSPICIOUS/ACT/PERS/VE
1/30/2026	13:42	MAVERICK/101 Village Dr	BUSINESS CHECK
1/30/2026	14:57	TIFFIN ELEMENTARY/104 N Park Rd	TRAFFIC STOP
1/30/2026	15:08	CLEAR CREEK AMANA MIDDLE SCHOOL/311 W Marengo Rd	TR/SCHOOL PATROL
1/30/2026	15:16	300 Railroad St	PHONE REQUEST
1/30/2026	16:00	713 E Bear Dr	MISSING/JUVENILE
1/30/2026	17:35	Jasper Ave NW/W Forevergreen Rd	TRAFFIC STOP
1/30/2026	18:13	PINSEEKERS/1515 Andersen PL	BAR CHECK
1/30/2026	19:54	591 State ST	FIRE RESPONSE LAW
1/30/2026	19:54	591 State ST	F1 FIRE ALARM
1/30/2026	20:27	BACK BERNER BAR & GRILL/607 E Marengo Rd	BAR CHECK
1/31/2026	4:49	802 Buck St	FIRE RESPONSE LAW
1/31/2026	4:49	802 Buck St	F1 FIRE ALARM
1/31/2026	6:39	S Roberts Ferry Rd/Village Dr	TRAFFIC STOP
1/31/2026	6:40	Ireland Ave NW/80	TRAFFIC STOP
1/31/2026	8:49	THE DEPOT EXPRESS/221 W Marengo Rd	BUSINESS CHECK
1/31/2026	10:50	KWIK STAR/401 W Village Dr	BUSINESS CHECK
1/31/2026	11:26	1102 Croell Ave	TRAFFIC STOP
1/31/2026	12:35	FARMERS STATE BANK/1600 N Park Rd	TRAFFIC STOP
1/31/2026	12:45	CLEAR CREEK AMANA HIGH SCHOOL/551 W Marengo Rd	TRAFFIC STOP
1/31/2026	13:34	Maddie Ln/Potter St	TRAFFIC STOP
1/31/2026	15:11	DEPOT/101 Village Dr	BUSINESS CHECK
1/31/2026	15:19	TIFFIN CITY HALL/300 Railroad St	SUSPICIOUS/ACT/PERS/VE
1/31/2026	17:14	PINSEEKERS/1515 Andersen PL	BAR CHECK
1/31/2026	17:33	300 S Roberts Ferry Rd	SUSPICIOUS/ACT/PERS/VE
1/31/2026	19:02	300 S Roberts Ferry Rd	TR/PARKING
1/31/2026	19:34	ASTER VILLAGE/1251 Aster Dr	ANIMAL/FOUND
1/31/2026	19:57	Village Dr/S Park Rd	OUT FOR INVEST/FOLLOW
1/31/2026	20:27	PINSEEKERS/1515 Andersen PL	MVA/HIT AND RUN PD
1/31/2026	22:45	W Forevergreen Rd/380	TRAFFIC STOP

Total: 557

TIFFIN, IA

Monthly Activity Report
Group Summary

Account Typ...	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026
Fund: 001 - General Fund												
Revenue	149,760.25	1,213,728.63	248,735.10	186,967.59	147,233.70	80,995.59	271,921.35	1,442,172.79	211,423.23	156,642.61	150,943.32	43,247.74
Expense	160,694.26	243,813.46	494,211.11	223,659.53	293,917.66	335,523.46	275,455.34	334,495.41	219,124.14	419,570.23	554,412.80	204,224.61
Fund 001 Surplus (Deficit):	**-10,934.01**	**969,915.17**	**-245,476.01**	**-36,691.94**	**-146,683.96**	**-254,527.87**	**-3,533.99**	**1,107,677.38**	**-7,700.91**	**-262,927.62**	**-403,469.48**	**-160,976.87**
Fund: 110 - Road Use Tax												
Revenue	40,983.15	78,830.12	118,083.59	70,576.80	49,291.09	51,599.05	71,822.83	50,404.41	55,026.34	50,068.53	296,469.06	0.00
Expense	64,827.11	38,963.49	43,754.93	41,383.79	32,239.21	71,818.14	299,081.63	46,628.60	76,523.33	103,844.13	83,702.78	34,748.72
Fund 110 Surplus (Deficit):	**-23,843.96**	**39,866.63**	**74,328.66**	**29,193.01**	**17,051.88**	**-20,219.09**	**-227,258.80**	**3,775.81**	**-21,496.99**	**-53,775.60**	**212,766.28**	**-34,748.72**
Fund: 112 - Employee Benefit												
Revenue	3,778.44	84,343.37	207,724.13	1,834.81	1,062.02	0.00	10,685.47	76,893.92	6,197.07	3,238.15	175,628.24	446.40
Expense	27,780.24	21,980.57	39,532.59	30,836.91	22,048.42	53,194.83	16,856.77	43,847.46	27,342.98	18,301.06	48,264.93	8,340.79
Fund 112 Surplus (Deficit):	**-24,001.80**	**62,362.80**	**168,191.54**	**-29,002.10**	**-20,986.40**	**-53,194.83**	**-6,171.30**	**33,046.46**	**-21,145.91**	**-15,062.91**	**127,363.31**	**-7,894.39**
Fund: 121 - Local Option Sales Tax												
Revenue	72,450.55	71,045.96	79,163.84	56,325.80	96,067.76	66,657.06	84,670.39	89,242.89	0.00	154,551.64	106,910.36	0.00
Expense	0.00	0.00	250,061.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	277,083.38	0.00
Fund 121 Surplus (Deficit):	**72,450.55**	**71,045.96**	**-170,897.16**	**56,325.80**	**96,067.76**	**66,657.06**	**84,670.39**	**89,242.89**	**0.00**	**154,551.64**	**-170,173.02**	**0.00**
Fund: 125 - TIF												
Revenue	14,966.62	807,647.32	60,012.97	8,966.33	23,891.08	0.00	130,424.38	1,372,063.65	78,221.81	71,855.18	30,757.70	2,050.19
Expense	0.00	0.00	830,176.74	240,504.42	0.00	0.00	0.00	0.00	0.00	367,426.41	1,088,798.76	0.00
Fund 125 Surplus (Deficit):	**14,966.62**	**807,647.32**	**-770,163.77**	**-231,538.09**	**23,891.08**	**0.00**	**130,424.38**	**1,372,063.65**	**78,221.81**	**-295,571.23**	**-1,058,041.06**	**2,050.19**
Fund: 200 - Debt Service												
Revenue	16,673.64	418,442.57	953,404.40	8,262.64	6,608.97	0.00	76,966.15	602,493.78	44,916.76	26,951.86	1,274,767.01	2,834.12
Expense	600.00	0.00	2,544,321.25	0.00	2,050.00	0.00	1,200.00	0.00	411,325.84	550.00	0.00	0.00
Fund 200 Surplus (Deficit):	**16,073.64**	**418,442.57**	**-1,590,916.85**	**8,262.64**	**4,558.97**	**0.00**	**75,766.15**	**602,493.78**	**-366,409.08**	**26,401.86**	**1,274,767.01**	**2,834.12**
Fund: 301 - DEVELOPER - ESCROW												
Revenue	0.00	0.00	419,890.86	0.00	19,881.40	0.00	0.00	0.00	81,540.00	0.00	0.00	0.00
Expense	0.00	0.00	0.00	397,508.10	22,000.00	0.00	0.00	75,773.50	0.00	0.00	0.00	0.00
Fund 301 Surplus (Deficit):	**0.00**	**0.00**	**419,890.86**	**-397,508.10**	**-2,118.60**	**0.00**	**0.00**	**-75,773.50**	**81,540.00**	**0.00**	**0.00**	**0.00**
Fund: 304 - TIFFIN WEST - DEVELOPER REIMBURSEMENT												
Expense	0.00	0.00	0.00	0.00	281,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 304 Total:	**0.00**	**0.00**	**0.00**	**0.00**	**281,350.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Fund: 307 - Park Road Paving												
Revenue	0.00	5,414,031.82	0.00	0.00	230,446.29	0.00	909,553.71	0.00	0.00	0.00	0.00	0.00

Monthly Activity Report

Account Typ…		March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026
Expense		26,573.62	239,108.96	380,116.61	57,878.47	782,736.91	877,094.51	862,777.64	183,237.66	67,514.80	252,990.97	8,426.61	7,248.98
	Fund 307 Surplus (Deficit):	**-26,573.62**	**5,174,922.86**	**-380,116.61**	**-57,878.47**	**-552,290.62**	**-877,094.51**	**46,776.07**	**-183,237.66**	**-67,514.80**	**-252,990.97**	**-8,426.61**	**-7,248.98**
Fund: 309 - US HWY 6 RECONSTRUCTION													
Expense		216,878.75	0.00	0.00	30,140.25	12,056.10	0.00	30,878.45	17,777.10	17,623.60	150.00	49,263.40	0.00
	Fund 309 Total:	**216,878.75**	**0.00**	**0.00**	**30,140.25**	**12,056.10**	**0.00**	**30,878.45**	**17,777.10**	**17,623.60**	**150.00**	**49,263.40**	**0.00**
Fund: 316 - GO Bonds													
Revenue		1,922.92	1,864.37	1,867.74	1,933.49	1,937.10	1,815.51	2,006.83	1,947.86	251.81	0.00	0.00	0.00
	Fund 316 Total:	**1,922.92**	**1,864.37**	**1,867.74**	**1,933.49**	**1,937.10**	**1,815.51**	**2,006.83**	**1,947.86**	**251.81**	**0.00**	**0.00**	**0.00**
Fund: 326 - Town Center Land Purch													
Expense		10,000.00	0.00	0.00	236,908.00	-20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund 326 Total:	**10,000.00**	**0.00**	**0.00**	**236,908.00**	**-20.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Fund: 330 - Tiffin Firetruck													
Expense		0.00	0.00	425.40	70,110.17	28.77	500.25	0.00	5,645.00	830,698.15	420.77	10,825.16	0.00
	Fund 330 Total:	**0.00**	**0.00**	**425.40**	**70,110.17**	**28.77**	**500.25**	**0.00**	**5,645.00**	**830,698.15**	**420.77**	**10,825.16**	**0.00**
Fund: 335 - Forevergreen Rd Pjt													
Revenue		0.00	0.00	315.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense		190.00	0.00	0.00	365.00	0.00	42.50	0.00	141,853.17	1,257.81	6,841.25	0.00	50.00
	Fund 335 Surplus (Deficit):	**-190.00**	**0.00**	**315.77**	**-365.00**	**0.00**	**-42.50**	**0.00**	**-141,853.17**	**-1,257.81**	**-6,841.25**	**0.00**	**-50.00**
Fund: 339 - Original Town PH3													
Expense		180.91	0.00	9,357.97	0.00	2,900.00	758,438.68	236,373.31	41,307.50	223,474.07	30,264.10	0.00	222,695.29
	Fund 339 Total:	**180.91**	**0.00**	**9,357.97**	**0.00**	**2,900.00**	**758,438.68**	**236,373.31**	**41,307.50**	**223,474.07**	**30,264.10**	**0.00**	**222,695.29**
Fund: 340 - Recreation Center													
Expense		68,400.00	55,900.00	86,850.00	335,713.95	274,181.04	293,836.97	31,457.96	195,309.74	1,592,950.79	631,921.58	13,915.20	1,972,366.18
	Fund 340 Total:	**68,400.00**	**55,900.00**	**86,850.00**	**335,713.95**	**274,181.04**	**293,836.97**	**31,457.96**	**195,309.74**	**1,592,950.79**	**631,921.58**	**13,915.20**	**1,972,366.18**
Fund: 344 - PW - EQUIPMENT													
Expense		68,071.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund 344 Total:	**68,071.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Fund: 345 - JOINT PUBLIC SAFETY BUILDING													
Expense		2,650.00	0.00	0.00	450.00	0.00	0.00	0.00	0.00	39.06	0.00	0.00	0.00
	Fund 345 Total:	**2,650.00**	**0.00**	**0.00**	**450.00**	**0.00**	**0.00**	**0.00**	**0.00**	**39.06**	**0.00**	**0.00**	**0.00**
Fund: 346 - FIRE EQUIPMENT													
Expense		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,120.00	0.00	0.00	0.00
	Fund 346 Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**10,120.00**	**0.00**	**0.00**	**0.00**
Fund: 600 - Water													
Revenue		105,622.46	111,696.05	181,832.32	107,665.02	137,893.90	110,003.44	160,770.85	183,812.12	158,526.48	157,066.33	145,394.96	32,774.85
Expense		66,459.67	61,507.77	287,908.70	69,599.71	242,510.35	123,774.71	111,053.76	88,261.79	90,118.78	63,029.47	110,606.90	71,766.15
	Fund 600 Surplus (Deficit):	**39,162.79**	**50,188.28**	**-106,076.38**	**38,065.31**	**-104,616.45**	**-13,771.27**	**49,717.09**	**95,550.33**	**68,407.70**	**94,036.86**	**34,788.06**	**-38,991.30**

Monthly Activity Report

Account Typ...	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026
Fund: 608 - WATER TREATMENT PLANT												
Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,041,199.32
Expense	0.00	0.00	32,000.00	0.00	19,812.60	478,842.42	766.00	366,557.87	433,204.19	530,812.83	0.00	179,969.41
Fund 608 Surplus (Deficit):	**0.00**	**0.00**	**-32,000.00**	**0.00**	**-19,812.60**	**-478,842.42**	**-766.00**	**-366,557.87**	**-433,204.19**	**-530,812.83**	**0.00**	**1,861,229.91**
Fund: 610 - Sewer												
Revenue	119,190.75	114,975.43	121,195.03	124,504.80	139,486.56	127,373.79	128,300.62	143,498.30	136,288.37	130,615.87	121,552.92	41,059.99
Expense	47,604.71	52,740.67	452,437.18	46,865.97	86,394.05	145,620.10	77,299.87	54,287.04	48,059.00	40,777.67	418,109.95	40,178.82
Fund 610 Surplus (Deficit):	**71,586.04**	**62,234.76**	**-331,242.15**	**77,638.83**	**53,092.51**	**-18,246.31**	**51,000.75**	**89,211.26**	**88,229.37**	**89,838.20**	**-296,557.03**	**881.17**
Fund: 611 - Sewer Sinking												
Revenue	0.00	0.00	298,160.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	223,056.26	0.00
Expense	0.00	0.00	0.00	471,860.43	0.00	0.00	0.00	0.00	0.00	37,228.77	0.00	0.00
Fund 611 Surplus (Deficit):	**0.00**	**0.00**	**298,160.63**	**-471,860.43**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**-37,228.77**	**223,056.26**	**0.00**
Fund: 617 - Sanitary Sewer Infrastructure Improvement												
Expense	0.00	0.00	16,212.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 617 Total:	**0.00**	**0.00**	**16,212.32**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Fund: 670 - Recycling/Garbage												
Revenue	45,358.55	43,585.15	44,603.99	44,343.27	45,832.27	44,846.79	44,848.27	45,638.14	46,135.21	45,713.85	46,621.76	12,978.27
Expense	42,534.50	42,744.00	43,021.50	43,664.13	0.00	86,672.00	44,109.00	44,049.00	44,049.00	44,049.00	44,049.00	44,049.00
Fund 670 Surplus (Deficit):	**2,824.05**	**841.15**	**1,582.49**	**679.14**	**45,832.27**	**-41,825.21**	**739.27**	**1,589.14**	**2,086.21**	**1,664.85**	**2,572.76**	**-31,070.73**
Fund: 740 - Storm Water												
Revenue	10,976.78	10,467.10	10,655.77	10,541.35	11,000.05	10,562.95	10,783.11	11,180.78	11,231.68	11,069.35	11,242.98	3,828.04
Expense	0.00	0.00	2,992.80	449.88	14,680.22	4,967.50	0.00	22,425.86	0.00	0.00	27.50	0.00
Fund 740 Surplus (Deficit):	**10,976.78**	**10,467.10**	**7,662.97**	**10,091.47**	**-3,680.17**	**5,595.45**	**10,783.11**	**-11,245.08**	**11,231.68**	**11,069.35**	**11,215.48**	**3,828.04**
Total Surplus (Deficit):	**-221,760.66**	**7,613,898.97**	**-2,767,733.96**	**-1,675,976.81**	**-1,178,253.14**	**-2,736,471.89**	**-84,555.77**	**2,357,891.94**	**-3,263,666.78**	**-1,740,404.87**	**-124,141.80**	**-605,219.03**

Fund Summary

Fund	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026
001 - General Fund	-10,934.01	969,915.17	-245,476.01	-36,691.94	-146,683.96	-254,527.87	-3,533.99	1,107,677.38	-7,700.91	-262,927.62	-403,469.48	-160,976.87
110 - Road Use Tax	-23,843.96	39,866.63	74,328.66	29,193.01	17,051.88	-20,219.09	-227,258.80	3,775.81	-21,496.99	-53,775.60	212,766.28	-34,748.72
112 - Employee Benefit	-24,001.80	62,362.80	168,191.54	-29,002.10	-20,986.40	-53,194.83	-6,171.30	33,046.46	-21,145.91	-15,062.91	127,363.31	-7,894.39
121 - Local Option Sales Tax	72,450.55	71,045.96	-170,897.16	56,325.80	96,067.76	66,657.06	84,670.39	89,242.89	0.00	154,551.64	-170,173.02	0.00
125 - TIF	14,966.62	807,647.32	-770,163.77	-231,538.09	23,891.08	0.00	130,424.38	1,372,063.65	78,221.81	-295,571.23	-1,058,041.06	2,050.19
200 - Debt Service	16,073.64	418,442.57	-1,590,916.85	8,262.64	4,558.97	0.00	75,766.15	602,493.78	-366,409.08	26,401.86	1,274,767.01	2,834.12
301 - DEVELOPER - ESCROW	0.00	0.00	419,890.86	-397,508.10	-2,118.60	0.00	0.00	-75,773.50	81,540.00	0.00	0.00	0.00
304 - TIFFIN WEST - DEVELO…	0.00	0.00	0.00	0.00	-281,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307 - Park Road Paving	-26,573.62	5,174,922.86	-380,116.61	-57,878.47	-552,290.62	-877,094.51	46,776.07	-183,237.66	-67,514.80	-252,990.97	-8,426.61	-7,248.98
309 - US HWY 6 RECONSTRU…	-216,878.75	0.00	0.00	-30,140.25	-12,056.10	0.00	-30,878.45	-17,777.10	-17,623.60	-150.00	-49,263.40	0.00
316 - GO Bonds	1,922.92	1,864.37	1,867.74	1,933.49	1,937.10	1,815.51	2,006.83	1,947.86	251.81	0.00	0.00	0.00
326 - Town Center Land Purch	-10,000.00	0.00	0.00	-236,908.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330 - Tiffin Firetruck	0.00	0.00	-425.40	-70,110.17	-28.77	-500.25	0.00	-5,645.00	-830,698.15	-420.77	-10,825.16	0.00
335 - Forevergreen Rd Pjt	-190.00	0.00	315.77	-365.00	0.00	-42.50	0.00	-141,853.17	-1,257.81	-6,841.25	0.00	-50.00
339 - Original Town PH3	-180.91	0.00	-9,357.97	0.00	-2,900.00	-758,438.68	-236,373.31	-41,307.50	-223,474.07	-30,264.10	0.00	-222,695.29
340 - Recreation Center	-68,400.00	-55,900.00	-86,850.00	-335,713.95	-274,181.04	-293,836.97	-31,457.96	-195,309.74	-1,592,950.79	-631,921.58	-13,915.20	-1,972,366.18
344 - PW - EQUIPMENT	-68,071.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
345 - JOINT PUBLIC SAFETY …	-2,650.00	0.00	0.00	-450.00	0.00	0.00	0.00	0.00	-39.06	0.00	0.00	0.00
346 - FIRE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-10,120.00	0.00	0.00	0.00
600 - Water	39,162.79	50,188.28	-106,076.38	38,065.31	-104,616.45	-13,771.27	49,717.09	95,550.33	68,407.70	94,036.86	34,788.06	-38,991.30
608 - WATER TREATMENT PL…	0.00	0.00	-32,000.00	0.00	-19,812.60	-478,842.42	-766.00	-366,557.87	-433,204.19	-530,812.83	0.00	1,861,229.91
610 - Sewer	71,586.04	62,234.76	-331,242.15	77,638.83	53,092.51	-18,246.31	51,000.75	89,211.26	88,229.37	89,838.20	-296,557.03	881.17
611 - Sewer Sinking	0.00	0.00	298,160.63	-471,860.43	0.00	0.00	0.00	0.00	0.00	-37,228.77	223,056.26	0.00
617 - Sanitary Sewer Infrastr…	0.00	0.00	-16,212.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
670 - Recycling/Garbage	2,824.05	841.15	1,582.49	679.14	45,832.27	-41,825.21	739.27	1,589.14	2,086.21	1,664.85	2,572.76	-31,070.73
740 - Storm Water	10,976.78	10,467.10	7,662.97	10,091.47	-3,680.17	5,595.45	10,783.11	-11,245.08	11,231.68	11,069.35	11,215.48	3,828.04
Total Surplus (Deficit):	**-221,760.66**	**7,613,898.97**	**-2,767,733.96**	**-1,675,976.81**	**-1,178,253.14**	**-2,736,471.89**	**-84,555.77**	**2,357,891.94**	**-3,263,666.78**	**-1,740,404.87**	**-124,141.80**	**-605,219.03**

Tiffin Community Recreation Center
Monthly Report

OWNER REPORT | January 2026

Miron Project Number 250120













ABOUT MIRON

OUR VISION & VALUES

We recently embarked on a journey to define core values that are a more accurate reflection of Miron's culture and what we bring to every project we are honored to undertake.

Through listening sessions with employees from every facet of our organization, we gathered stories, shared experiences, and discovered commonalities, ultimately identifying values authentic to who we are today, and who we want to be for the next 100+ years.

At Miron, we **Stay Grounded, Think Big, Rally Together, Dig Deep, and Build Legacies**.

Our team lives out these core values every day. We put an emphasis on building lasting relationships and fulfilling the commitments we make to our clients, our partners, and each other.

As your partner throughout the construction process, we rely on transparent communication and focus on the details, standing behind our work and providing unparalleled service.

Our *commitment* reaches beyond construction;
our *passion* brings *dreams* to life.

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Executive Summary

Action Items

Design Items

Quality

Construction Summary

Risk Management

Progress Photos

Contract Summary

Contingency Summary

Supporting Documentation & Resources

KEY PROJECT DRIVERS

- Create inviting recreation center
- Communication with the City and Public
- Cost

Distribution List

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Executive Summary

Overview

January was a windy and cold month. We saw multiple days with high winds and brutal cold wind chills resulting in multiple weather delays, reducing our weather bucket (see weather log). Even with the weather, the site made steady progress. The CMU walls are erected in the locker room area. We were able to get the roof on Building B (North lean-to) and started installing the liner on Building A (gym building). The interior steel columns and beams were delivered and started erection. In the next couple of weeks, the second floor will start taking shape. Our main concern is getting the building enclosed with the roof and the exterior metal panels to begin temporary heating for the slab pours.

Major Milestones / Accomplishments

- PEMB Building B is roofed

Upcoming Milestones

- PEMB Building A Roof
- Main interior steel erection completion

Key Issues and Concerns

- Color selection of AF-2 – Wrapped up with additional samples
- Finalizing owner supplied equipment and getting contractors on board
- Electrical and Gas service to building
- Weather and building enclosure to pour slabs on grades



Be authentic, lead with humility, and recognize the needs of others. Care for one another and extend a helping hand wherever it's needed. Honor our history.

Design/Action Items

Accomplishments

- Finalizing multiple color selections.

Upcoming Submittals/Design Deliverables

- ASI-14: SW Mechanical Screen Update – Confirming sidewalk to new gate location

Submittals

- Fire protection shop drawings and product data

Requests for Information

- 22 Total RFI's
- 5 RFI's this month
- 0 Pending answers
  – 0 over due

Areas of Concern / Focus

- ASI's to be released:
  – SW mechanical screen door move
- Athletic flooring color selection
  – Received additional samples, AF-2: Raiders and AF-3: Deep Blue



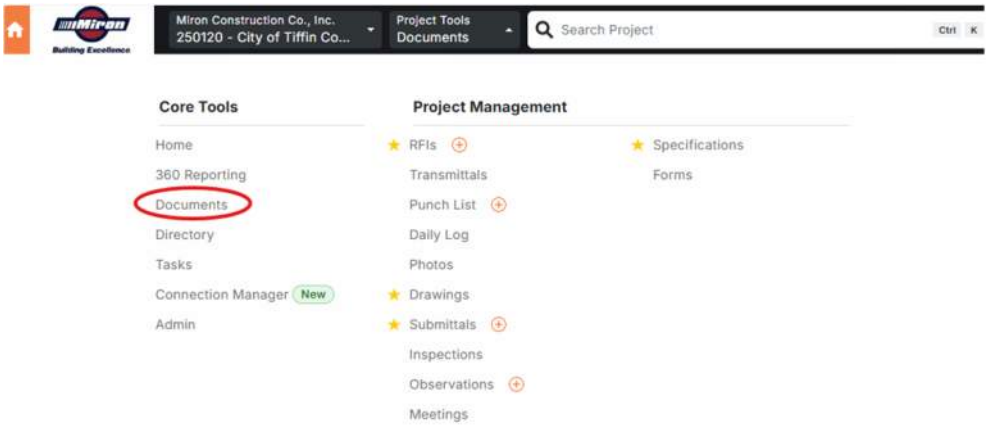
Quality

Inspections

- See attached “Daily Log Inspections”

Test Results

- Can be found in Procore. See below for accessibility.
    - Log into your Procore account and select 250120 – City of Tiffin Community Recreation Center
    - Under Project Tools click “Documents” under Core Tools



    - In the file tree select the Testing Reports Folder

Quality Issues & Resolution

- N/A

Upcoming Preinstallation Meetings

- Slab on metal deck and slab on grade

DIG DEEP

Bring the passion, keep moving forward, and stay focused on the results. Champion the competitive spirit, make the most of every opportunity, and stay hungry.

Construction Summary

Schedule Update

Scheduled January Activities:

- Foundation backfill (95%)
- Erection of pre-engineered metal building (100%)
- PEMB Roofing (35%)
- PEMB exterior metal panels (20%)
- Locker Room CMU (95%)

Scheduled February Activities:

- 2nd floor interior steel
- PEMB roofing
- PEMB exterior metal panels

Manpower Report

List of major subcontractors & number of employees onsite:

Total number of employees: 25

- AAA Mechanical – 1
- Cedar Valley Steel – 3
- Merit Construction – 1
- Miron Concrete - 2
- Miron Construction Manager - 2
- Price Electric – 2
- Seehase Masonry - 6
- SG Construction – 8

Delays

- Weather – See Daily Log Weather Report
  - 3 days in January
    - 1/19/2026 – Dangerous cold temperatures -20F below wind chill
    - 1/22/2026 – High winds picked up during the morning
    - 1/23/2026 – Dangerous cold temperatures, -20F below wind chill
    - 1/26/2026 – Dangerous cold temperatures, -20F below wind chill (Day made up on 2/1)

Weather Delays (Construction)		
Scheduled	Occurred	Left
12	8	4

- Materials & Labor
  - N/A

Key Issues / Concerns & Recommended Action Steps

- Installation progress of exterior metal panels and roof

BUILD LEGACIES

Deliver unmatched quality, create meaningful connections, and craft unforgettable experiences in everything we do. Capture what truly matters and find ways to inspire.

Risk Management

Key Safety Statements & Focus Issues

The below safety topics are areas of focus for this month:

- Fall protection
- Staying clear during steel erection
- Winter readiness and slip/trips/falls
- Reminder – No smoking on project site

Safety Incidents (Past Month)

- Near misses – 0
- Recordable injuries – 0
- Lost-time injuries – 0

Contract Summary

Contract Summary	
Original Contract Amount:	$12,435,142.00
Change Orders to Date:	-$1,042,001.88
Current Contract Value:	$11,393,140.12

Construction Manager Contingency Summary	
CMaR Contingency Amount:	$567,585.00
Change Orders to Date:	-$115,861.86
CMaR Contingency Value:	$451,723.14

Owner Contingency Summary	
Owner Contingency Amount:	$0.00
Change Orders to Date:	$225,451.17
Owner Contingency Value:	$225,451.17

Current Scope Revisions

Description	Number	Date Submitted	Status	Allowance Item?	CMaR Contingency Item?	Owner Contingency Item?	Estimated Cost Impact
100% IFC Set - Civil BP1 (Add Fire Protection Line)	001	6/16/2025	Approved	Yes	Yes		$7,300.12
ASI-01 Civil Utility Information	002	7/3/2025	Approved				$0.00
Bid Package #2 Bid Documents and Drawing Updates	003	9/8/2025	Approved				$0.00
Finalize Contract Budgets from Bid Package #2	004	8/21/2025	Approved				$0.00
BP #2 Contract Reconciliation	005	9/25/2025	Approved				-$1,042,001.88
ASI-02 Transformer Pad, Changes Related to PEMB, Changes Related to Elevator	006	10/3/2025	Approved		Yes		-$53,254.03
Credit to change electrical wiring to MC cable in metal studs per RFI #6	007	10/3/2025	Approved		Yes		$7,358.01
ASI-03 Add Door to Mechancial Room	008	11/4/2025	Approved			Yes	-$12,063.59
Reroute existing water and swere line to move ou for aggregate piers	009	10/9/2025	Approved	Yes			-$14,543.95
ASI-04 Add additional water piping per city comments	010	11/5/2025	Approved			Yes	-$86,485.30
ASI-05 Electrical Modifications	011	10/31/2025	Approved		Yes		$0.00
ASI-06 Fire Alarm change to Voice	012	10/31/2025	Approved			Yes	-$30,591.94
ASI-07 Fire Marshal Modifications (additional signage,elevator knox box)	013	11/21/2025	Approved		Yes		-$2,495.58
Paper faced abuse board in lieu of glass-mat board	014	11/5/2025	Approved			Yes	$4,100.00
ASI-08 Panel C Cut Joints	015	11/25/2025	Approved		Yes		$0.00
ASI-09 Structural Foundation Revisions	016	11/18/2025	Approved		Yes		-$883.48
RFI #14 Add additional data outlets for TV on elevator wall	017	12/2/2025	Approved		Yes		-$1,581.78
ASI-10 CMU Lintel Revision	018	12/8/2026	Approved		Yes		$0.00
ASI-11 Court Dimensions Revisions	019	1/5/2026	Collecting Pricing		Yes		$0.00
Seehase Masonry - Broken Key, Drill and Epoxy, Hauling Water	020	1/5/2026	In Review		Yes		-$695.00
ASI-13 Civil Revisions	021		Collecting Pricing		Yes		
ASI-12 Exterior Elevation Revised and Clarified	022	1/20/2026	Approved		Yes		$0.00

Progress Photos



High steel for running track being installed



Interior CMU walls being installed (Plumbing chase)



Men’s Locker room plumbing chase completed



Women’s Locker room plumbing chase completed



Storage room CMU wall completed



Building B Roof being installed

Progress Photos



Strapping for roof liner being installed in high bays



First roof liners being installed in high bays



Roof liner along with roof insulation in high bays

Attachments

1. Schedule
2. Weather Delay Log

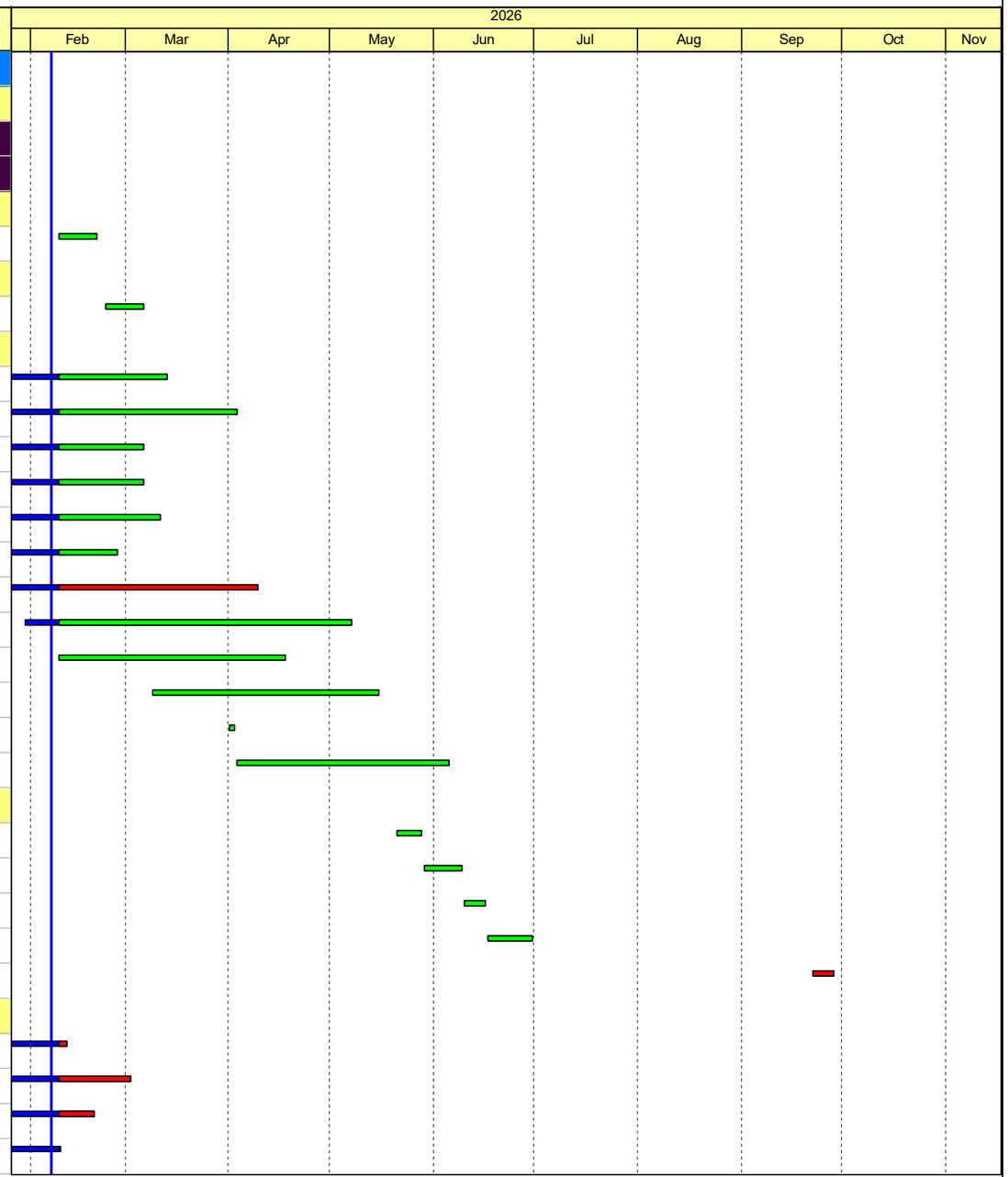
Tiffin Community Recreation Center

Construction Schedule Update 2/06/2026

Miron Construction Co., Inc.

- Layout Name: 250120B
- Data Date: 06-Feb-26
- Page 1 of 4
- 250120-35PM 20260206

Activity ID	Resp	Predecessc	Successors	Activity Name	Orig Dur	Rem Dur	Start	Finish
Tiffin Community Recreation Center					276	194	30-Sep-25 A	10-Nov-26
PRECONSTRUCTION					0	0		
PRECONSTRUCTION - BP1					0	0		
PRECONSTRUCTION - BP2					0	0		
SUBMITTALS					10	10	09-Feb-26	20-Feb-26
A1150	GENTRADES	A1030	A1080	Casework Resubmittal	10	10	09-Feb-26	20-Feb-26
A/E REVIEW / APPROVAL					10	10	23-Feb-26	06-Mar-26
A1080	GENTRADES	A1150	3100	Casework Resubmittal - Reveiw	10	10	23-Feb-26	06-Mar-26
FAB / DELIVER					166	84	30-Sep-25 A	05-Jun-26
2980	MIRON DOOR	2970	2340, 1520,	Hollow Metal Frames Fab and Deliver	45	25	30-Sep-25 A	13-Mar-26
2990	MIRON DOOR	2970	2920	Hollow Metal Doors Fab and Deliver	60	40	30-Sep-25 A	03-Apr-26
2330	TSF	2250	2410	Steel - Sequence 7 Running Track Stair Fab and Deliver	111	20	20-Oct-25 A	06-Mar-26
2340	TSF	2260	2420	Steel - Sequence 8 Running Track Railing Fab and Deliver	107	20	28-Oct-25 A	06-Mar-26
2350	TSF	2270	2430	Steel - Sequence 9 Mechanical Screen Fab and Deliver	117	23	28-Oct-25 A	11-Mar-26
2510	ZEPHYR	3070, 2500,	1840	Curtain Wall/Aluminum Entrance/Glazing Fab and Deliver (Field Verification Openings)	15	14	23-Jan-26 A	26-Feb-26
2530	ZEPHYR	3070, 2500	1840	Curtain Wall/Aluminum Entrance/Glazing Fab and Deliver (Hold RO Openings)	45	44	23-Jan-26 A	09-Apr-26
3000	MIRON DOOR	2970	3080, 2920	Wood Doors & Hardware Fab and Deliver	70	64	30-Jan-26 A	07-May-26
1270	OTIS	1220	1830	Elevator - Fab and Deliver	50	50	09-Feb-26	17-Apr-26
3100	GENTRADES	A1030, A1080	2080	Casework Fab and Delivery	50	50	09-Mar-26	15-May-26
3210	H2I	1390	3220	Gym Equipment Field Verification	2	2	01-Apr-26	02-Apr-26
3220	H2I	3210	2910	Gym Equipment Procurement	45	45	03-Apr-26	05-Jun-26
SITEWORK					90	90	21-May-26	28-Sep-26
2120	SCHRADER	1830	1940	Rough Grade	5	5	21-May-26	28-May-26
1940	ALL AMERICAN	1840, 2120	1960, 1950	Site Concrete - Curbs and Sidewalks	8	8	29-May-26	09-Jun-26
1960	SCHRADER	1940, 1340,	1870	Final Grade	5	5	10-Jun-26	16-Jun-26
1870	CULVERS	1960, 1440	1760	Landscape	10	10	17-Jun-26	30-Jun-26
1950	LLPELL	1940, 1720	1760	Asphalt Overlay and Parking Lot Striping	5	5	22-Sep-26	28-Sep-26
CONSTRUCTION					207	176	24-Dec-25 A	15-Oct-26
3190	MERIT	A1090, 3090	2850, 3120	Exterior Metal Panels Building B	4	3	24-Dec-25 A	11-Feb-26
1440	MERIT	A1100, 1370,	2850, 2110,	Exterior Metal Panels Building A	20	16	08-Jan-26 A	02-Mar-26
1450	MERIT	A1130, 1370,	1390, 2780	Roofing Building A	15	9	19-Jan-26 A	19-Feb-26
2380	TSF	A1130, 2300,	2440	Steel - Sequence 4 Columns/Beams	8	1	20-Jan-26 A	09-Feb-26



Actual Work
Remaining Work
Critical Remaining Work
Milestone

Please review the activities for which you are responsible and the relationships to the activities of other trades. If you have questions or comments, please contact ***Patrick Myers & Corey Boyles*** *immediately. If we receive no comments from you by* ***5 workings days****, we will assume a lack of response to be your agreement and commitment to the durations, relationships, and sequencing of this plan. As always, we will attempt to improve upon the dates shown. Periodic updates will be distributed as the project progresses.*

Building Excellence

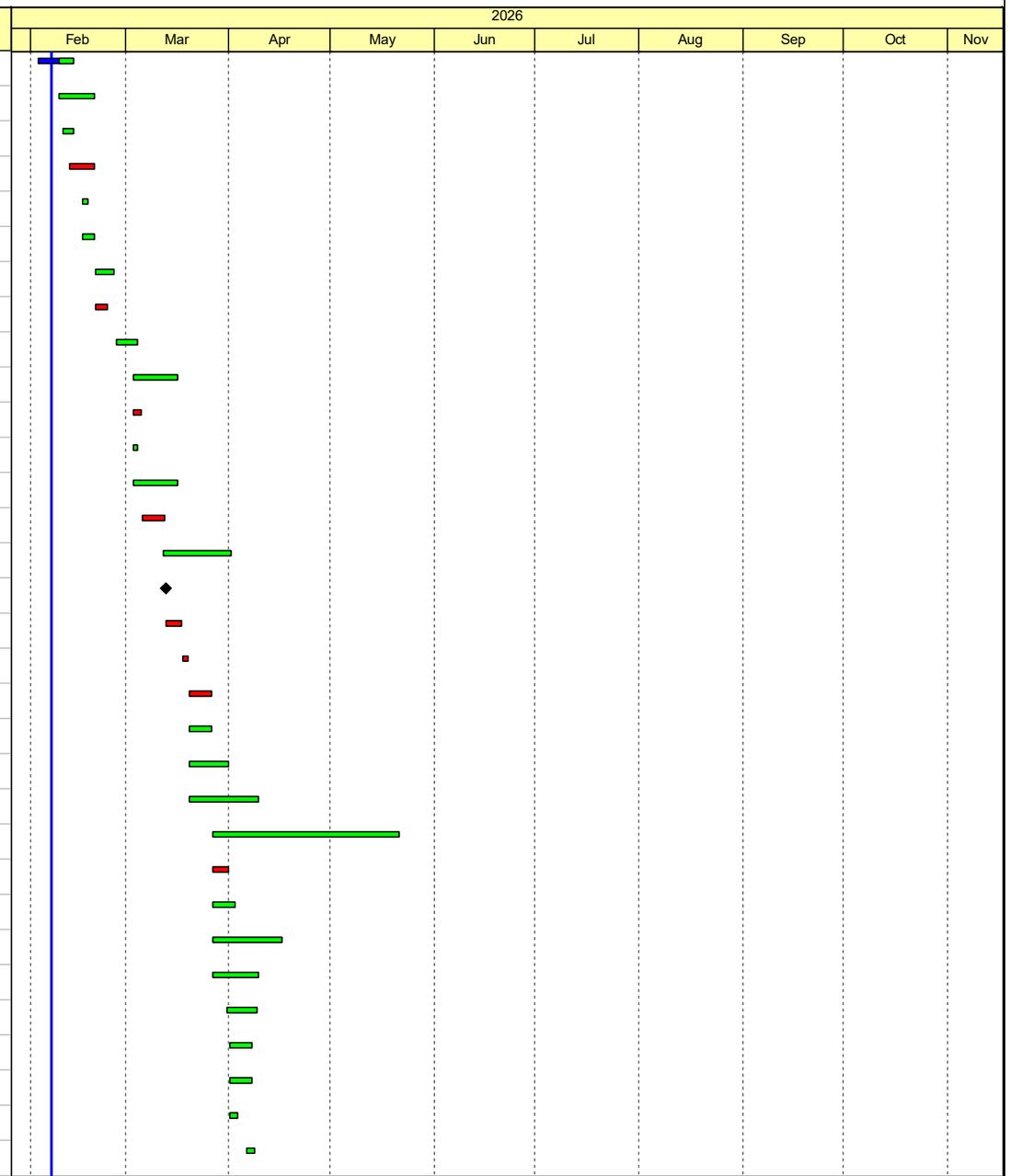
Tiffin Community Recreation Center

Construction Schedule Update 2/06/2026

Miron Construction Co., Inc.

- Layout Name: 250120B
- Data Date: 06-Feb-26
- Page 2 of 4
- 250120-35PM 20260206

Activity ID	Resp	Predecessc	Successors	Activity Name	Orig Dur	Rem Dur	Start	Finish
2440	TSF	2380	2450	Steel - Sequence 4 Joist/Detailing	10	5	03-Feb-26 A	13-Feb-26
2460	TSF	2390	2470	Steel - Sequence 5 Beams/Channels	9	9	09-Feb-26	19-Feb-26
2450	TSF	2440	2390, 1430	Steel - Sequence 4 Metal Decking	4	4	10-Feb-26	13-Feb-26
3130	MERIT	3120, 3110,	3200	Roofing Building C	6	6	12-Feb-26	19-Feb-26
2390	TSF	2310, 2450,	2460	Steel - Sequence 5 Track Rods	2	2	16-Feb-26	17-Feb-26
2470	TSF	2460	2480	Steel - Sequence 5 Detailing	4	4	16-Feb-26	19-Feb-26
2480	TSF	2470	2400, 2950	Steel - Sequence 5 Decking	4	4	20-Feb-26	25-Feb-26
3200	MERIT	3130, 3110,	2850, 2780	Exterior Metal Panels Building C	2	2	20-Feb-26	23-Feb-26
2400	TSF	2480, 2320	2410	Steel - Sequence 6 Main Stair Install/Detail	5	5	26-Feb-26	04-Mar-26
2110	AAAMECH	1440	1990	Plumbing Inwall Rough In - Exterior PEMB Walls	10	10	03-Mar-26	16-Mar-26
2780	GENTRADES	3200, 1450,	1430, 1390	Temp Heat	3	3	03-Mar-26	05-Mar-26
2850	ILTENS	1440, 3190,	2430	RTU Setting	2	2	03-Mar-26	04-Mar-26
3140	PRICEELEC	1440	1990	Electrical Inwall Rough In - Exterior PEMB Walls	10	10	03-Mar-26	16-Mar-26
1430	MIRON CONC	2450, 2780	1550, 1570,	Prep/Pour/Strip 2nd Floor to GL 5	5	5	06-Mar-26	12-Mar-26
2430	TSF	2850, 2350	1960	Steel - Sequence 9 Mechanical Screens Install	15	15	12-Mar-26	01-Apr-26
1410	MIRON		1390	Preinstall - Gym Floor and Slab on Grade	0	0	13-Mar-26	
2950	MIRON CONC	1430, 2480	1980	Prep/Pour/Strip 2nd Floor Sequence 2A	3	3	13-Mar-26	17-Mar-26
1980	MIRON CONC	2950	1390, 2930	Prep/Pour/Strip 2nd Floor Sequence 2B	2	2	18-Mar-26	19-Mar-26
1390	MIRON CONC	1450, 2780,	1970, 1360,	Prep/Pour/Strip Slab on Grade - Gym Floor (Orange)	5	5	20-Mar-26	26-Mar-26
1550	PEARSON	1430, 2980	2340, 1560,	2nd Floor Interior Steel Stud Framing	5	5	20-Mar-26	26-Mar-26
1570	AAAMECH	1430	1560, 1580	2nd Floor Overhead Rough In - MEP	8	8	20-Mar-26	31-Mar-26
2930	TRI CITY FP	1980	1680	2nd Floor Fire Protection	15	15	20-Mar-26	09-Apr-26
1970	MIRON	1390	1720	Gym Floor Moisture Mitigation	40	40	27-Mar-26	21-May-26
1360	MIRON CONC	1390	2840, 1520,	Prep/Pour/Strip Slab on Grade - Pink	3	3	27-Mar-26	31-Mar-26
3160	PRICEELEC	1550	1660	2nd Floor In Wall Rough In - Electrical	5	5	27-Mar-26	02-Apr-26
3170	PRICEELEC	1390	1680	Gym Area Overhead Rough In - Electrical	15	15	27-Mar-26	16-Apr-26
3180	ILTENS	1390	1680	Gym Area Overhead Rough In - Mechanical	10	10	27-Mar-26	09-Apr-26
2420	TSF	2410, 2340	1680	Steel - Sequence 8 Running Track Railing Install	7	7	31-Mar-26	09-Apr-26
1560	AAAMECH	1550, 1570	1660	2nd Floor In Wall Rough In - Plumbing	5	5	01-Apr-26	07-Apr-26
1580	AAAMECH	1570, 1390	1680	Gym Area Overhead Rough In - Plumbing	5	5	01-Apr-26	07-Apr-26
2840	MIRON CONC	1360	2830, 2940	Prep/Pour/Strip Slab on Grade - Green	3	3	01-Apr-26	03-Apr-26
2830	MIRON CONC	2840	1990, 2410	Prep/Pour/Strip Slab on Grade - Brown	3	3	06-Apr-26	08-Apr-26



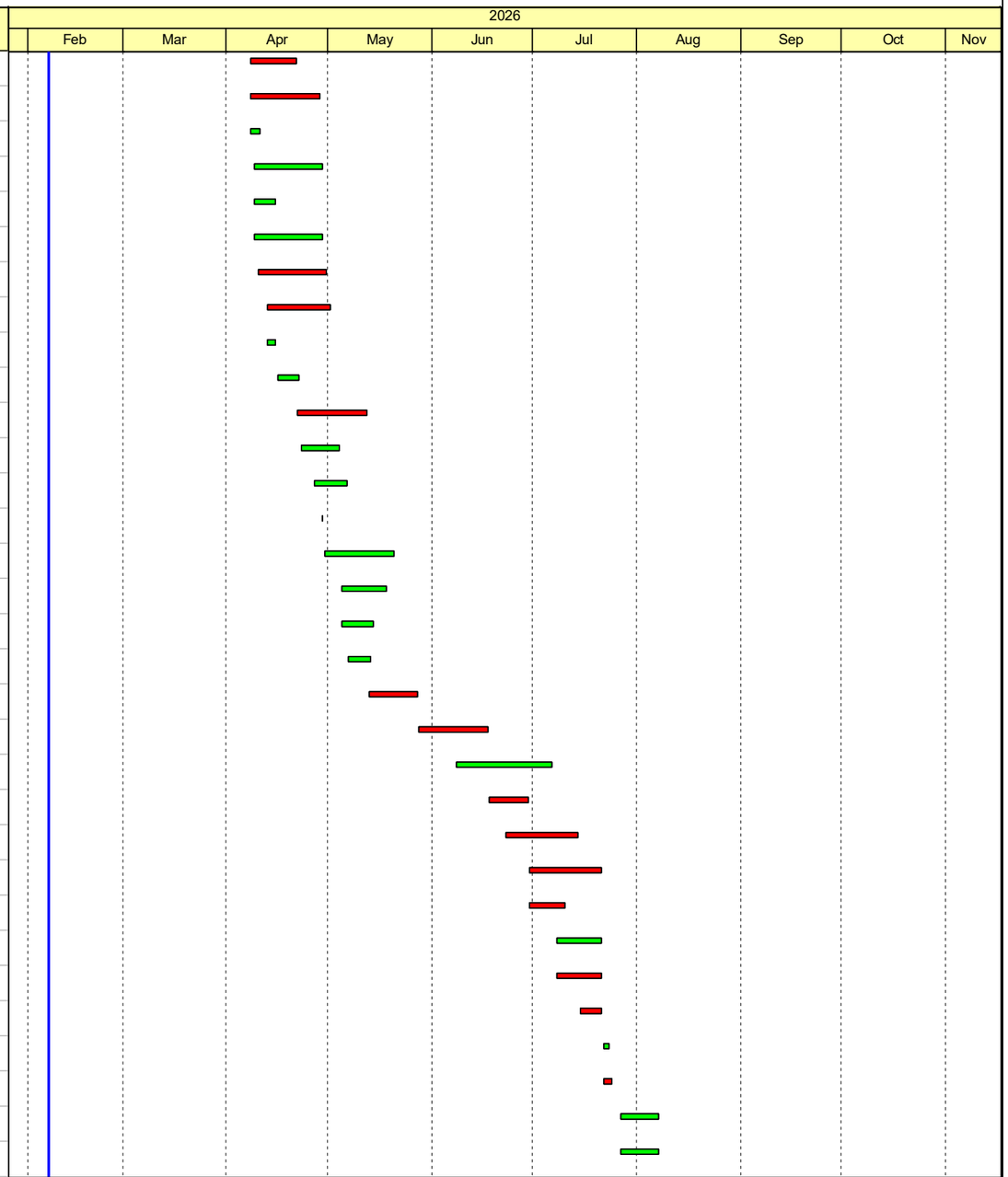
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- Milestone

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Miron Building Excellence

Miron Construction Co., Inc.

Activity ID	Resp	Predecessc	Successors	Activity Name	Orig Dur	Rem Dur	Start	Finish
1520	PEARSON	1430, 1360,	2340, 1530,	1st Floor Interior Steel Stud Framing	10	10	08-Apr-26	21-Apr-26
1540	ILTENS	1300, 1360	2010, 1530	1st Floor Overhead Rough In - Mechanical	15	15	08-Apr-26	28-Apr-26
2340	GENTRADES	2980, 1550,	1600, 1660	Hollow Metal Frame Installation	3	3	08-Apr-26	10-Apr-26
1990	MERIT	2830, 2110,	2890	PEMB - Interior Liner Panels	15	15	09-Apr-26	29-Apr-26
2410	TSF	2330, 2400,	2420	Steel - Sequence 7 Running Track Stair Intall/Detail	5	5	09-Apr-26	15-Apr-26
2940	TRI CITY FP	2840	1630	1st Floor Fire Protection	15	15	09-Apr-26	29-Apr-26
1840	GLAZING	1430, 2510,	1600, 1940	Glazing	15	15	10-Apr-26	30-Apr-26
1530	AAAMECH	1520, 1540	1600	1st Floor In Wall Rough In - Plumbing	15	15	13-Apr-26	01-May-26
1660	PEARSON	2340, 1560,	1670	2nd Floor Drywall - Hang	3	3	13-Apr-26	15-Apr-26
1670	PEARSON	1660	1680	2nd Floor Drywall - Tape and Sand	5	5	16-Apr-26	22-Apr-26
3150	PRICEELEC	1520	1600	1st Floor In Wall Rough In - Electrical	15	15	22-Apr-26	12-May-26
1680	YOUNGS	1580, 1670,	1700, 2080,	2nd Floor Paint	8	8	23-Apr-26	04-May-26
3010	APPLEBY	1680	1700	2nd Floor Wall Tile	8	8	27-Apr-26	06-May-26
2010	PRICEELEC	1540, 1650	1830	Permenant Power	1	1	29-Apr-26	29-Apr-26
1830	OTIS	1270, 2010	1740, 2120	Elevator Installation	15	15	30-Apr-26	20-May-26
2890	PRICEELEC	1680, 1990	1760	2nd Floor - Electrical Trim and Lights	10	10	05-May-26	18-May-26
2900	ILTENS	1680	1820	2nd Floor - Fabric Duct and Diffusers	8	8	05-May-26	14-May-26
1700	AAAMECH	1680, 3010	2090	2nd Floor Plumbing Fixtures	5	5	07-May-26	13-May-26
1600	PEARSON	2340, 1530,	1610	1st Floor Drywall - Hang	10	10	13-May-26	27-May-26
1610	PEARSON	1600	1620	1st Floor Drywall - Tape and Sand	15	15	28-May-26	17-Jun-26
2910	H2I	1680, 3220	1720	Gym Equipment - Installation	20	20	08-Jun-26	06-Jul-26
1620	YOUNGS	1610, 1470	3080, 1630,	1st Floor Paint	8	8	18-Jun-26	29-Jun-26
3020	APPLEBY	1620	1640	1st Floor Wall Tile	15	15	23-Jun-26	14-Jul-26
1630	HARGERS	1620, 2940	1640, 1740,	1st Floor Ceiling Tile - Grid	15	15	30-Jun-26	21-Jul-26
3080	MIRON DOOR	1620, 3000	2090	Door and Hardware Installation	8	8	30-Jun-26	10-Jul-26
2870	PRICEELEC	1620, 1630	1760	1st Floor - Electrical Trim and Lights	10	10	08-Jul-26	21-Jul-26
2880	ILTENS	1630	1820, 2090	1st Floor - Diffusers	10	10	08-Jul-26	21-Jul-26
1640	AAAMECH	1630, 3020	1650, 2090	1st Floor Plumbing Fixtures	5	5	15-Jul-26	21-Jul-26
1650	CEILING	1640	1820	1st Floor Ceiling Tile - Drop	2	2	22-Jul-26	23-Jul-26
2090	ILTENS	3080, 1640,	1720, 1820,	HVAC Startup	3	3	22-Jul-26	24-Jul-26
1730	PHILLIPSFLR	1620, 2090	1760	Flooring - Turf Area	10	10	27-Jul-26	07-Aug-26
1740	APPLEBY	1630, 1830,	2080, 2920	Soft Goods Flooring - 1st Floor	10	10	27-Jul-26	07-Aug-26



Actual Work
Remaining Work
Critical Remaining Work
◆ Milestone

Please review the activities for which you are responsible and the relationships to the activities of other trades. If you have questions or comments, please contact ***Patrick Myers & Corey Boyles*** *immediately. If we receive no comments from you by* ***5 workings days****, we will assume a lack of response to be your agreement and commitment to the durations, relationships, and sequencing of this plan. As always, we will attempt to improve upon the dates shown. Periodic updates will be distributed as the project progresses.*

Miron Building Excellence

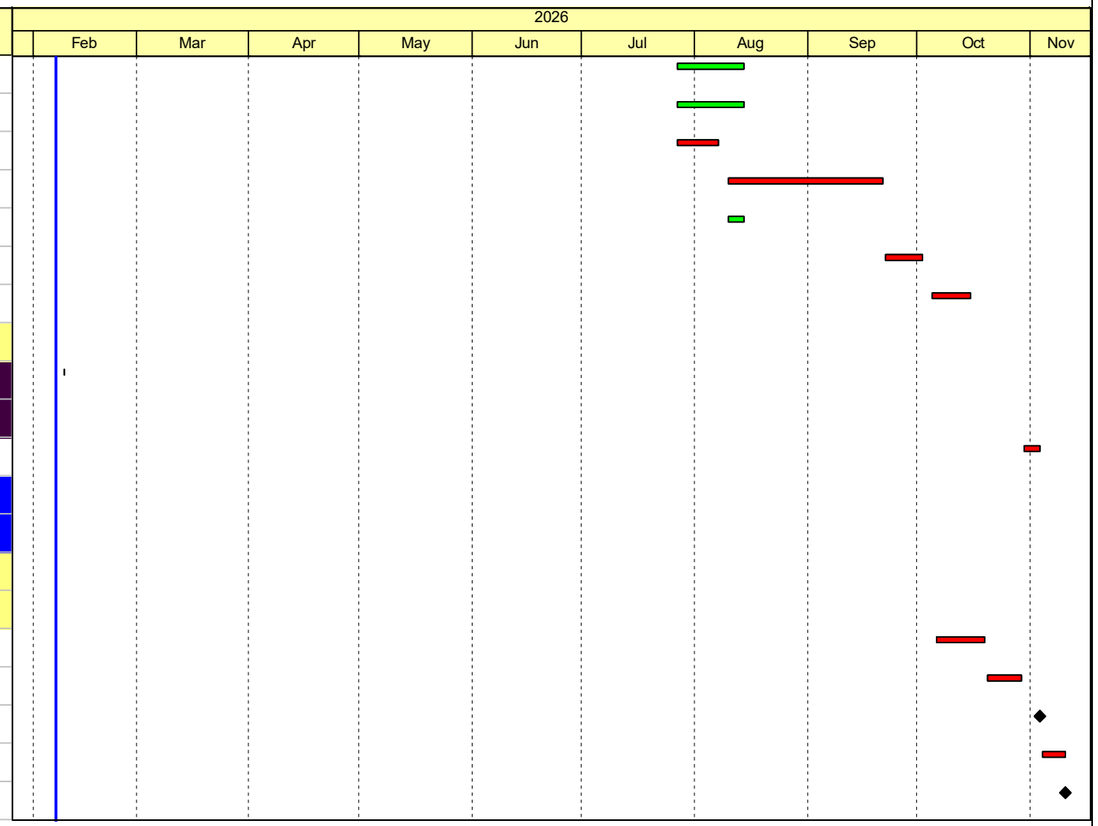
Tiffin Community Recreation Center

Construction Schedule Update 2/06/2026

Miron Construction Co., Inc.

- Layout Name: 250120B
- Data Date: 06-Feb-26
- Page 4 of 4
- 250120-35PM 20260206

Activity ID	Resp	Predecessc	Successors	Activity Name	Orig Dur	Rem Dur	Start	Finish
1810	PHILLIPSFLR	2090	1760	Athletic Flooring - 2nd Floor	15	15	27-Jul-26	14-Aug-26
2080	GENTRADES	3100, 1620,	1760	Architectural Casework Install	15	15	27-Jul-26	14-Aug-26
2860	PHILLIPSFLR	2090	1720	Athletic Flooring - 1st Floor	10	10	27-Jul-26	07-Aug-26
1720	H2I	1970, 1620,	1820, 1950	Wood Flooring - Gym Area	30	30	10-Aug-26	21-Sep-26
2920	MIRON DOOR	1740, 2990,	1820	Interior Door and Harware Installation	5	5	10-Aug-26	14-Aug-26
1820	MEP	1720, 1650,	1760, 1880	Test & Balance	9	9	22-Sep-26	02-Oct-26
1880	MEP	1820	1760	Commissioning	9	9	05-Oct-26	15-Oct-26
WEATHER CONTINGENCY					189	189	09-Feb-26	03-Nov-26
WEATHER CONTINGENCY SITE WORK BP1					0	0	09-Feb-26	09-Feb-26
WEATHER CONTINGENCY CONSTRUCTION BP2					3	3	30-Oct-26	03-Nov-26
1890	MIRON	1770	1780	Weather Contingency Construction (Sept '25-Jan '26 12 Days)	3	3	30-Oct-26	03-Nov-26
CRITICAL					0	0		
NON-CRITICAL					0	0		
CONSTRUCTION BULLETINS					0	0		
PROJECT COMPLETION					26	26	06-Oct-26	10-Nov-26
1760	MIRON	1820, 1870,	1770	Quality Control Review	10	10	06-Oct-26	19-Oct-26
1770	MIRON	1760	1890, 1780	Punchlist	8	8	20-Oct-26	29-Oct-26
1780	MIRON	1890, 1770	1790	Substantial Completion	0	0		03-Nov-26*
1790	MIRON	1780	1800	Punchlist Corrections	5	5	04-Nov-26	10-Nov-26
1800	MIRON	1790		Final Completion	0	0		10-Nov-26



Actual Work
Remaining Work
Critical Remaining Work
Milestone

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Building Excellence

Miron Construction Co., Inc.
335 French Ct SW
Cedar Rapids, Iowa 52404
United States

Printed on Tue Feb 3, 2026 at 08:33 am CST

Job #: 250120 City of Tiffin Community Recreation Center
105 South Park Road
Tiffin Iowa. 52340

Daily Log Weather Delays For City of Tiffin Community Recreation Center

Date	Ground Conditions	Wind Conditions	Sky Conditions	Calamity	Temperature	Average	Precipitation	Comments	Attachments
01/26/26		High Wind			Very Cold			Cold and windy too cold for people or equipment	
01/23/26					Very Cold			Extreme cold	
01/22/26		High Wind						Winds picked up, sg left at 10	
01/19/26		High Wind			Very Cold			Feels like temp -15 no equipment running, to cold and windy for exterior work, no SG- planned, CVS unload semi and leave after trying.	

CITY OF TIFFIN
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL
February 13, 2026

- As mentioned at the last council meeting, North Liberty accepted the bid and authorized the execution of a contract with CJ Moyna & Sons, LLC, for the Forevergreen Road and Jasper Avenue Improvements Project (roundabout). The late start date for the project is April 6th and the substantial completion date is November 14th.

- Boomerang is getting ready to start the next phase of the North Park Road Improvements project. Tentative start date would be March 2nd. This would include closing the road just north of the entrance to the bus barn and a partial/temporary closure of Mopar Drive for the storm sewer and watermain infrastructure work.

- We have gotten a handful of applications for the Parks & Grounds Specialists position. Application deadline is Friday, February 27th.

- As a result of the work session on Tuesday night, I continue to put the final touches on the FY 2026-2027. I should have it very close to being completed and for review on Tuesday night.

- It appears that the special census in winding down. There is a good possibility the council meetings will be back in the council chambers in March.