

MEMBERS OF COUNCIL

HON. KIM REYNOLDS  
GOVERNOR

HON. PAUL D. PATE  
SECRETARY OF STATE

HON. ROB SAND  
AUDITOR OF STATE

HON. ROBY SMITH  
TREASURER OF STATE

HON. MIKE. NAIG  
SECRETARY OF AGRICULTURE



## Executive Council of Iowa

CAPITOL BUILDING  
DES MOINES, IOWA 50319  
PHONE: 515 281-5368

April 7, 2025

Accounting Department  
Office of the Treasurer  
Lucas Building  
321 E 12<sup>th</sup> Street  
Des Moines, IA, 50319

The Executive Council, in a meeting held on this date, approved the Board of Regents – University of Iowa request for an emergency allocation in the amount of \$5,917.00, subject to an audit of actual invoices. On October 2, 2024, a window was broken at the Main Library. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

Kristi Onstot  
Executive Secretary

cc: John Nash, Director of Facilities, Board of Regents, State of Iowa  
Camille Walters Gott, Risk Management Administrator, University of Iowa  
Andrea Anania, Board of Regents  
Aimee Claeys, Board of Regents  
Heather Hackbarth, Department of Management  
Matt Bender, Department of Management

AOS Claim # 3930  
TOS Job # \_\_\_\_\_



**OFFICE OF AUDITOR OF STATE**  
**STATE OF IOWA**

Rob Sand  
Auditor of State

State Capitol Building  
Des Moines, Iowa 50319-0004  
Telephone (515) 281-5834

March 4, 2025

Kristi Onstot  
Executive Council  
L O C A L

Subject: Broken Window at the Main Library on October 2, 2024  
University of Iowa – Board of Regents  
Claim dated January 24, 2025  
AOS Claim ID: 3930

In accordance with Executive Council policy, we have examined the claim for 29C.20 funds for the above-mentioned damage. It is our conclusion that the above damage incurred by the University of Iowa – Board of Regents is covered by Chapter 29C.20 of the Code of Iowa. Therefore, we recommend an Executive Council allocation in the amount of \$5,917.00, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian R. Brustkern".

Brian R. Brustkern, CPA  
Deputy Auditor of State

cc: Camille Walters Gott, Risk Management Claims Manager, University of Iowa  
John Nash, Director of Facilities, Board of Regents  
Heather Hackbarth, Department of Management



## Business Services

### Risk Management, Insurance and Loss Prevention

University of Iowa  
202 Plaza Centre One  
Iowa City, Iowa 52242-2501  
319-335-0010  
Fax 319-353-1893

January 24, 2025

Executive Council of Iowa  
Office of Treasurer of State  
State Capitol Building  
Des Moines, IA 50319

Re: University of Iowa – Main Library Broken Window – Preliminary Loss Report (10/2/2024) – AOS Claim #3930

Dear Executive Council,

On October 2, 2024, an exterior window above the south entrance broke at the Main Library, located at 125 West Washington Street, Iowa City, Iowa.

The purpose of this Preliminary Loss Report is to notify you of our current damage estimate and to request allocation of funds for clean-up and replacement of the broken window. Our estimated damage is approximately **\$5,917.00**. A Formal Loss Report will be provided with supporting invoice and payment documentation.

Please feel free to contact me with any questions or concerns.

Sincerely,

Camille Walters Gott  
Risk Management Claims Manager

cc: Tammy Hollingsworth  
John Nash  
Debby Zumbach  
Josey Bathke

**From:** [Walters Gott, Camille S](#)  
**To:** [executivecouncil@tos.iowa.gov](mailto:executivecouncil@tos.iowa.gov); [Tammy Hollingsworth](#); [John Nash \(john.nash@iowaregents.edu\)](mailto:john.nash@iowaregents.edu)  
**Cc:** [Bathke, Josey](#); [Zumbach, Debby J](#)  
**Subject:** University of Iowa Main Library - Property Loss Notice  
**Date:** Wednesday, October 2, 2024 3:15:08 PM  
**Attachments:** [image001.png](#)  
[Univ of Iowa Main Library Broken Window 10-2-2024.pdf](#)

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Hello,

Risk Management was notified on 10/2/2024 of an incident at the Main Library, located at 125 West Washington Street, Iowa City, Iowa. On 10/2/2024, an exterior window above the south entrance broke. We are investigating the incident at this time, but the estimated damages could potentially exceed \$5,000. Attached are photos of the broken window.

We will submit a preliminary loss report once we have a detailed damage estimate.

Please feel free to contact me with any questions or concerns.

Thank you,

**Camille Walters Gott**

Claims Manager, Risk Management Insurance and Loss Prevention

202 Plaza Centre One, 125 S Dubuque St, Iowa City, Iowa 52242

Office: 319-335-5357

<https://riskmanagement.fo.uiowa.edu/>

**IOWA**



Department of Risk Management  
Insurance & Loss Prevention  
202 Plaza Centre One (PCO)  
Iowa City, IA 52242-2500  
Phone 319-335-0010

General Fund Property 29C:20 Cost Estimate - Main Library Broken Window

Building:	Main Library				Date of Loss:	10/2/2024	
Department:	Facilities Management				Completed by:	Camille Walters Gott	
					UI Claim #:	PR-22450-SUI	
					AOS 29C:20 Claim #:	#3930	
Category	Reference #		Vendor	PO	Voucher	Cost Estimate	
Building	1B Prelim	MGSI		1003115030	Pending	\$	5,917.00
						\$	-
Building Estimate						\$	5,917.00
Equipment	N/A	None				\$	-
Equipment	N/A	None				\$	-
Equipment Estimate						\$	-
ESTIMATE TOTAL						\$	5,917.00

# Estimate #67713


**Billing Address**

UNIVERSITY OF IOWA  
FACILITIES MANAGEMENT  
ACCOUNTS PAYABLE AND  
TRAVEL  
202 PLAZA CENTRE ONE  
IOWA CITY IA 52242 US

**Service Address**

MAIN LIBRARY - LIB - 0136  
125 West Washington Street  
Iowa City IA 52242 United  
States

**Send Payment To**

MGSI, Ltd  
122 Lafayette Street  
Iowa City IA 52240  
+13193512261  
info@mgsiglass.com  
81-4526911

<b>Total</b>	\$5,917.00
<b>Payments</b>	\$0.00
<b>Balance</b>	\$5,917.00

## Scope of Work

~~UI PO # 1002737969~~

Jon Swearingen

**Jon Swearingen** (he/him)

Construction Project Specialist

Design and Construction - Facilities Management

The University of Iowa

Mobile: 319.530.3731 | Office: 319.335.0005

[jon-swearingen@uiowa.edu](mailto:jon-swearingen@uiowa.edu)

Measure to replace glass and clean out broken plate (2M 4H)

- Extension ladder required to gain access to lower level roof
- Make sure brick opening is square - use Milwaukee laser to verify.
- Clean up broken glass and dispose

Replace broken glass - 95 5/8" X 90 3/4" X 1/4" GREY TEMPERED GLASS

- Pocket set glass with structural silicone at sill due to roof termination bar and flashing encroachment into glass stop sight line
- 1 Day RT scissor lift rental
- Erection of 2 sections of scaffolding at interior
- Installation of safety perimeter with cones and tape
- All new work to be performed on Saturday to minimize foot traffic exposure
- 4 Glaziers required for weight handling of new glass

## Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
4007-Comm Service	Clean up / BOARD UP / Measure Labor	\$593.00	✓	1.0	\$593.00
4007-Comm Service	RT Scissor Rental	\$564.00	✓	1.0	\$564.00
	- Delivery / Pickup fees included				
4007-Comm Service	95 3/4 x 90 3/4 x 1/4" Gray Tempered Glass	\$4,760.00	✓	1.0	\$4,760.00
	Structural silicone + compatible foam glazing tape				
	Tremco Tremsil 400 Perimeter Sealant at Sash System				
	Labor - Saturday work				
	- Erect two sections scaffold at interior				
	- Establish perimeter security lines				
	- Remove and Replace Glass				

Subtotal	\$5,917.00
Tax	\$0.00
<b>Total</b>	<b>\$5,917.00</b>

## Notes

Lead times vary and will be provided at time of order.

### EXCLUSIONS

Openings, opening modifications, overtime or shift work unless specified, architectural testing, break metal trim or flashings, engineering stamps or calculations, any item not specifically called out for. Final cleaning by others. Standard 1 year craftsmanship warranty. Material warranties are provided by manufacturers and subject to terms by manufacturer, which are available upon request.

## Terms

All payments are due within the terms outlined below. Accounts with existing credit shall default to terms per approved credit agreement with MGSI.

Residential Service Work: 100% Prepay due at scheduling. Customer must provide signature on estimate to order materials.

Residential Contract Work \$1.00 - \$5,000.00: 50% Deposit, 50% Net 10 on invoice

Residential Contract Work \$5,000.01 and up: Written contract and credit check required, deposit and payment subject to terms of contract.

Commercial Service Work \$1.00 - \$2,500.00: 100% prepay due at scheduling. Customer must provide signature on estimate to procure materials.

Commercial Service Work \$2500.01 - \$5,000.00: 50% Prepay, Net 10 on invoice.

Commercial Service Work \$5,000.01 and up: Written contract and credit check required, deposit and payment subject to terms of contract.

Any amount not paid beyond accepted term will incur a late payment penalty at 1.5% interest compounded monthly (18% APY).

MGSI reserves the right to revoke or change credit limits and payment terms at any time.

Accounts not paid in full beyond 90 days without written payment schedule shall be reported to a Credit Bureau.

Persons or companies furnishing labor or materials for the improvement of real property may enforce a lien upon the improved property if they are not paid for their contributions, even if the parties have no direct contractual relationship with the owner. The mechanics' notice and lien registry internet site provides a listing of all persons or companies furnishing labor or materials who have posted a lien or who may post a lien upon the improved property. If the person or company has posted its notice or lien to the mechanics' notice and lien registry internet site, you may be required to pay the person or company even if you have paid the general contractor the full amount due. Therefore, check the mechanics' notice and lien registry internet site for information about the property including persons or companies furnishing labor or materials before paying your general contractor. In addition, when making payment to your general contractor, it is important to obtain lien waivers from your general contractor and from persons or companies registered as furnishing labor or materials to your property. The information in the mechanics' notice and lien registry is posted on the internet site of the mechanics' notice and lien registry.

MNLR Internet Web site address ([sos.iowa.gov/MNLR](http://sos.iowa.gov/MNLR)) and MNLR toll-free telephone number (1-888-767-8683).

The requirements of Iowa Code chapter 572 which are outlined on this page apply only to residential construction projects.

## Signatures

Name	Signature	Reason	Requested	Signed	Document
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