

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

February 3, 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 today's date, approved Department of Administrative Services request for an emergency allocation in the amount of \$12,100.00, subject to an audit of actual invoices. On May 21, 2024, multiple buildings on the Capitol Complex and Ankeny Labs Facility were damaged by storm. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

*Kristi Onstot*

Kristi Onstot  
Executive Secretary

cc: Adam Steen, Director, Department of Administrative Services  
Brooke Futrelle, Accountant II, Department of Administrative Services  
Matt Bender, Department of Management  
Heather Hackbarth, Department of Management

AOS Claim # 3777  
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

January 21, 2025

Kristi Onstot  
Executive Council  
L O C A L

Subject: Storm Damages to Multiple Buildings on the Capital Complex and Ankeny Labs  
Facility on May 21, 2024  
Department of Administrative Services  
Claim dated October 28, 2024  
AOS Claim ID: 3777

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 Department of Administrative Services is covered by Chapter 29C.20 of the Code of Iowa. Therefore, we recommend an Executive Council allocation in the amount of \$12,100.00, 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: Adam Steen, Director, Department of Administrative Services  
Brooke Futrelle, Accountant II, Department of Administrative Services  
Heather Hackbarth, Department of Management



Governor Kim Reynolds  
Lt. Governor Adam Gregg  
Adam Steen, Director

Date: October 28, 2024  
To: Tammy Hollingsworth, Manager  
Office of Auditor of State  
State of Iowa  
From: Brooke Futrelle  
Accountant II  
Department of Administrative Services  
Subj: **Allocation Request**  
29C.20 Complex & Iowa Labs Storm Damage\_Claim 3777

Tammy,

On behalf of the Department of Administrative Services, I would like to request \$12,100.00 pursuant to Section 29C.20 of the Code of Iowa, for repair work associated with storm damages on the Capitol Complex and Ankeny Labs Facility on May 21, 2024. This Allocation Request is based upon actual costs.

| PO/Project/P-card/Supplies | Bid/Proposal Date | Paid Date | Actual/Est | Invoice Number  | Vendor/Employee | Amount             |
|----------------------------|-------------------|-----------|------------|-----------------|-----------------|--------------------|
|                            |                   |           | Actual     | See Spreadsheet |                 | \$12,100.00        |
| Total                      |                   |           |            |                 |                 | <u>\$12,100.00</u> |

The costs itemized above are actual as of October 28, 2024. If additional costs and/or estimates are anticipated I will notify you and documentation will be sent to you as soon as it is available.

Please contact me at 515-725-0664 or [brooke.futrelle@iowa.gov](mailto:brooke.futrelle@iowa.gov) if you have questions. Thank you for your attention to this matter.

Sincerely,

Brooke Futrelle  
Accountant II  
Department Administrative Services

cc: Victoria Newton, Executive Council [executivecouncil@tos.iowa.gov](mailto:executivecouncil@tos.iowa.gov)  
Matt Durand, CFO DAS-GSE [matthew.durand@iowa.gov](mailto:matthew.durand@iowa.gov)

| Document              | Actual Estimate | Vendor/Employee     | Estimated Amount | Actual Amount       | Status | Invoice Number | Warrant/EFT | Date Paid |
|-----------------------|-----------------|---------------------|------------------|---------------------|--------|----------------|-------------|-----------|
|                       | Actual          | Tree Doctor         |                  | 3,100.00            |        |                |             |           |
|                       | Actual          | Tree Doctor         |                  | 1,100.00            |        |                |             |           |
|                       | Actual          | Tree Doctor         |                  | 6,400.00            |        |                |             |           |
|                       | Actual          | Brockway Mechanical |                  | 1,500.00            |        |                |             |           |
|                       |                 |                     |                  |                     |        |                |             |           |
|                       |                 |                     |                  |                     |        |                |             |           |
| <b>Total 005-X674</b> |                 |                     | \$ -             | <b>\$ 12,100.00</b> |        |                |             |           |



Futrelle, Brooke &lt;brooke.futrelle@iowa.gov&gt;

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**Fwd: Potential 29C Capitol Complex & Iowa Labs on 5-21-2024**

1 message

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**Durand, Matthew** <matthew.durand@iowa.gov>  
To: Brooke Futrelle <brooke.futrelle@iowa.gov>

Tue, Jun 25, 2024 at 2:20 PM

----- Forwarded message -----

**From:** Tammy Hollingsworth <Tammy.Hollingsworth@aos.iowa.gov>  
**Date:** Tue, Jun 4, 2024 at 1:48 PM  
**Subject:** RE: Potential 29C Capitol Complex & Iowa Labs on 5-21-2024  
**To:** Newton, Victoria [TOS] <victoria.newton@tos.iowa.gov>, Arntzen, Brent <brent.arntzen@iowa.gov>, Cross, Charlee [DAS] <charlee.cross@iowa.gov>, Durand, Matthew [DAS] <matthew.durand@iowa.gov>  
**Cc:** Onstot, Kristi [TOS] <kristi.onstot@tos.iowa.gov>

I would agree. We can just include this with #3777.

---

**From:** Newton, Victoria [TOS] <Victoria.Newton@tos.iowa.gov>  
**Sent:** Friday, May 24, 2024 1:44 PM  
**To:** Arntzen, Brent <brent.arntzen@iowa.gov>; Cross, Charlee [DAS] <charlee.cross@iowa.gov>; Durand, Matthew [DAS] <matthew.durand@iowa.gov>; Tammy Hollingsworth <Tammy.Hollingsworth@AOS.IOWA.GOV>  
**Cc:** Onstot, Kristi [TOS] <kristi.onstot@tos.iowa.gov>  
**Subject:** RE: Potential 29C Capitol Complex & Iowa Labs on 5-21-2024

CAUTION: This email originated from outside of AOS. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Unless Tammy sees this differently, I think this should be on AOS Claim 3777 since it is hard to discern what damage would have solely been caused by today's events had Tuesday not happened.

I'll let Tammy weigh in if she feels differently.

**Victoria Newton** | Consumer Programs Manager

Treasurer of State • Lucas State Office Building

321 E 12<sup>th</sup> Street 1st Floor • Des Moines, Iowa 50319[p] 515.281.7677 • [w] [IowaTreasurer.gov](http://IowaTreasurer.gov)

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**From:** Arntzen, Brent <brent.arntzen@iowa.gov>  
**Sent:** Friday, May 24, 2024 7:00 AM  
**To:** Cross, Charlee [DAS] <Charlee.Cross@iowa.gov>; Durand, Matthew [DAS] <matthew.durand@iowa.gov>; Hollingsworth, Tammy [AOS] <Tammy.Hollingsworth@aos.iowa.gov>; Newton, Victoria [TOS]

<[Victoria.Newton@tos.iowa.gov](mailto:Victoria.Newton@tos.iowa.gov)>

**Subject:** Re: Potential 29C Capitol Complex & Iowa Labs on 5-21-2024

All

The storm that just went through did more damage to the campus. Can I just add this damage to the existing AOS Claim #3777?

Brent

On Thu, May 23, 2024 at 11:47 AM Tammy Hollingsworth <[Tammy.Hollingsworth@aos.iowa.gov](mailto:Tammy.Hollingsworth@aos.iowa.gov)> wrote:

Notification of 29C.20 Damages Received – AOS Claim #3777

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**From:** Arntzen, Brent <[brent.arntzen@iowa.gov](mailto:brent.arntzen@iowa.gov)>

**Sent:** Wednesday, May 22, 2024 3:46 PM

**To:** Tammy Hollingsworth <[Tammy.Hollingsworth@AOS.IOWA.GOV](mailto:Tammy.Hollingsworth@AOS.IOWA.GOV)>; ExecutiveCouncil [TOS] <[ExecutiveCouncil@tos.iowa.gov](mailto:ExecutiveCouncil@tos.iowa.gov)>; Arntzen, Brent <[brent.arntzen@iowa.gov](mailto:brent.arntzen@iowa.gov)>; Cross, Charlee [DAS] <[charlee.cross@iowa.gov](mailto:charlee.cross@iowa.gov)>; Durand, Matthew [DAS] <[matthew.durand@iowa.gov](mailto:matthew.durand@iowa.gov)>; Newton, Victoria [TOS] <[victoria.newton@tos.iowa.gov](mailto:victoria.newton@tos.iowa.gov)>

**Subject:** Potential 29C Capitol Complex & Iowa Labs on 5-21-2024

CAUTION: This email originated from outside of AOS. Do not click links or open attachments unless you recognize the sender and know the content is safe.

All,

On behalf of the Department of Administrative Services, I am submitting a possible 29C20 claim for storm damages that occurred on May 21, 2024. Due to the extreme winds and rainfall, multiple buildings and trees on the Capitol Complex and the Iowa Laboratories Facility at Ankeny sustained a variety of damages. At this time the exact extent of the damages or potential damages are unknown and DAS-GSE is working with Contractors and State Agencies to assess the damage and repairs needed. We will continue to update and provide additional information as requested.

Thanks

Brent

--

**Brent Arntzen**

**Facilities Administrator**

General Services Enterprise

Iowa Department of Administrative Services

109 SE 13th Street Des Moines, Iowa 50319

515-281-3137 main line

515-208-4399 mobile

515-242-5120 ext 3 (24/7) Customer Service [brent.arntzen@iowa.gov](mailto:brent.arntzen@iowa.gov)

<https://das.iowa.gov>



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[Auditor.iowa.gov](https://auditor.iowa.gov)

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[Auditor.iowa.gov](https://auditor.iowa.gov)

--  
**Matt Durand, CPA**  
**Chief Financial Officer**  
Division of Financial Management  
Iowa Department of Administrative Services  
109 SE 13th St  
515-201-4896 mobile  
515-281-8748 fax  
[matthew.durand@iowa.gov](mailto:matthew.durand@iowa.gov)  
<https://das.iowa.gov>



The Tree Doctor  
2811 South Union St  
Des Moines, IA 50315 USA  
info@thetreedoctormd.com



**RECEIVED**  
*By DAS Finance at 8:29 am, Jun 28, 2024*

# INVOICE

**BILL TO**  
Josh Davenport  
Iowa Department of  
Administrative Services  
109 SE 13th St  
Des Moines, IA

**SHIP TO**  
Josh Davenport  
Iowa Department of  
Administrative Services  
109 SE 13th St  
Des Moines, IA

**INVOICE #** 3421  
**DATE** 06/27/2024  
**DUE DATE** 06/27/2024  
**TERMS** Due on receipt

| DESCRIPTION   | AMOUNT            |
|---|-------------------|
| <b>Tree Removal</b><br>Removed tree and hauled all debris. Iowa work force building | 3,100.00          |
| <hr/>   |                   |
| SUBTOTAL  | 3,100.00          |
| TAX   | 0.00              |
| TOTAL   | 3,100.00          |
| BALANCE DUE   | <b>\$3,100.00</b> |



The Tree Doctor  
2811 South Union St  
Des Moines, IA 50315 USA  
info@thetreedoctormd.com



# INVOICE

**RECEIVED**  
*By DAS Finance at 10:49 am, May 28, 2024*

**BILL TO**  
Josh Davenport  
Iowa Department of  
Administrative Services  
109 SE 13th St  
Des Moines, IA

**SHIP TO**  
Josh Davenport  
Iowa Department of  
Administrative Services  
109 SE 13th St  
Des Moines, IA

**INVOICE #** 3384  
**DATE** 05/24/2024  
**DUE DATE** 05/24/2024  
**TERMS** Due on receipt

| DESCRIPTION   | AMOUNT            |
|---|-------------------|
| <b>Storm Damage</b><br>Provided emergency storm damage cleanup. | 1,100.00          |
| <hr/>   |                   |
| SUBTOTAL  | 1,100.00          |
| TAX   | 0.00              |
| TOTAL   | 1,100.00          |
| BALANCE DUE   | <b>\$1,100.00</b> |

The Tree Doctor  
2811 South Union St  
Des Moines, IA 50315 USA  
info@thetreedoctormd.com



**RECEIVED**

*By DAS Finance at 7:24 am, May 29, 2024*

**BILL TO**

Josh Davenport  
Iowa Department of  
Administrative Services  
109 SE 13th St  
Des Moines, IA

**SHIP TO**

Josh Davenport  
6900 Park ave  
Des Moines, IA

**INVOICE #** 3389

**DATE** 05/28/2024

**DUE DATE** 05/28/2024

**TERMS** Due on receipt

| DESCRIPTION  | AMOUNT            |
|--|-------------------|
| <b>Storm Damage</b><br>Provided emergency storm damage cleanup. Remove Large Limb That Broke From White oak.                             | 1,100.00          |
| <b>Tree Removal</b><br>Removed tree and hauled all debris.<br>Removed Linden Tree that fell over in storm.<br>in Front of Lucas Building | 2,900.00          |
| <b>Tree Removal</b><br>Removed tree and hauled all debris.<br>Removed Tree that fell over in storm<br>in front of Ola Babcock Building   | 2,400.00          |
| <hr/>  |                   |
| SUBTOTAL   | 6,400.00          |
| TAX  | 0.00              |
| TOTAL  | 6,400.00          |
| BALANCE DUE  | <b>\$6,400.00</b> |



# Brockway

**MECHANICAL & ROOFING**

**RECEIVED**

By DAS Finance at 11:41 am, Jun 21, 2024

Invoice No: **R8390**  
PO No: **00524457621**

EMAIL ONLY:  
[das.finance.payables@iowa.gov](mailto:das.finance.payables@iowa.gov)

Remit to: P. O. Box 1190  
Burlington, Iowa 52601  
Phone: (319) 753-2753, Fax (319) 753-1662

## INVOICE

**Customer**

Iowa Dept of Admin Services  
Hoover State Office Bldg  
1305 East Walnut Ave  
Des Moines, IA 50319-0106

Date **6/18/2024**  
PO# **00524457621 - Roof repairs**  
**at Grimes & Lucas Bldgs as**  
**requested by Mike**  
3024R **IOWSTA**

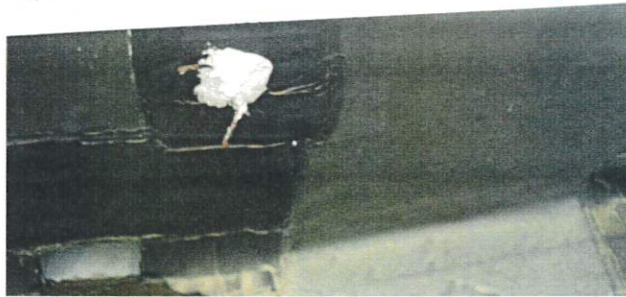
| Qty | Description   | Unit Price  | TOTAL      |
|-----|---|-------------|------------|
| 1   | Mike reported leaks at Grimes & Lucas Bldgs.<br>Grimes Bldg: repaired roofing around pipe<br>Lucas Bldg: repaired failing roofing around entire perimeter | \$ 1,500.00 | \$1,500.00 |
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|              |                   |
|--------------|-------------------|
| Subtotal     | \$1,500.00        |
| 6% Iowa Tax  | EXEMPT            |
| 1% Local Tax | EXEMPT            |
| <b>TOTAL</b> | <b>\$1,500.00</b> |

Payment Terms:  
Net 30 Days

THANK YOU FOR YOUR BUSINESS !  
**[www.brockwaymechanical.com](http://www.brockwaymechanical.com)**

| PURCHASE REQUISITION   |                     |   |  |                            | 06/18/2024                       |  |                            |                    |                        |                  |             |
|--|---------------------|---|--|----------------------------|----------------------------------|--|----------------------------|--------------------|------------------------|------------------|-------------|
| MAPCON PO #  | Goods/Services/Both | Requested By  | MAPCON #                                 | eDAS or Work Order Number: |                                  | MP                                     | Date                       |                    |                        |                  |             |
| 00524457621  | Services            | TROY KOESTER  | 2404647                                  |                            |                                  | 29C20                                  | 5/23/24                    |                    |                        |                  |             |
| <b>Bill To:</b>  |                     | <b>Ship To:</b>   |  | <b>VENDOR INFORMATION</b>  |                                  |  | <b>Vendor ID</b>           | 00002116146        |                        |                  |             |
| Main Site<br>Iowa Dept. of Administrative Services<br>Hoover State Office Building<br>1305 East Walnut Ave<br>das.finance.payables@iowa.gov<br>Des Moines, IA 50319-0106 |                     | Main Site<br>Iowa Department of Administrative Services<br>109 SE 13th Street<br>Facility Maintenance Building<br><br>Des Moines, IA 50319-0106 |  | <b>Names</b>               | Brockway Mechanical & Roofing Co |  | <b>Master Agreement</b>    | 19146D             |                        |                  |             |
|  |                     |   |  | <b>Address</b>             | PO Box 1190                      |  | <b>Contact Person</b>      |                    |                        |                  |             |
|  |                     |   |  | <b>City</b>                | Burlington                       |  | <b>Phone Number</b>        |                    |                        |                  |             |
|  |                     |   |  | <b>State</b>               | Iowa                             | <b>Zip Code</b>                        | 52601                      | <b>Email</b>       | njennetten@brockwaymec |                  |             |
| <b>Narrative/Justification</b>   |                     | Repair roofs 29c20 # 3777   |  |                            |                                  |  |                            |                    |                        |                  |             |
| <b>Point of Contact</b>  |                     | TROY KOESTER  |  |                            |                                  |  |                            |                    |                        |                  |             |
| Line #   | Building Name       | More than one accounting code can be used per line  |  |                            | Object class                     | BLDG                                   | Objective code description | Dept #             | X and 0655 Total       | Ceremonial Total | Grand total |
|  |                     | X674  | Ceremonial                               | P655                       |                                  |  |                            |                    |                        |                  |             |
| 1  | Grimes - 100% X     | 100   |  |                            | 409                              | 11                                     | 2512                       | 4186               | \$750.00               | \$0.00           | \$750.00    |
| service  |                     |   |  |                            |                                  |  |                            |                    |                        |                  |             |
| 2  | Lucas - 100% X      | 100   |  |                            | 409                              | 10                                     | 2512                       | 4186               | \$750.00               | \$0.00           | \$750.00    |
| service  |                     |   |  |                            |                                  |  |                            |                    |                        |                  |             |
| <b>Requestor Approval</b>  |                     | <b>CCM Administrator Approval</b>   |  |                            | <b>GSE Authorized Purchaser</b>  |  |                            | \$1500.00          | \$0.00                 | \$1500.00        |             |
| <b>Digitally signed by</b>   |                     | <b>Date Signed</b>  | <b>Digitally signed by</b>               |                            | <b>Date Signed</b>               | <b>Digitally signed by</b>             |                            | <b>Date Signed</b> | <b>Final Total</b>     |                  |             |
| TROY KOESTER, CARPENTER  |                     | 5/23/24   | Damon Pierson, Public Service Supervisor |                            | 5/23/24                          | JEFF SHANNON, Pulic Service Supervisor |                            | 5/29/24            |                        |                  |             |



**Brockway**  
MECHANICAL & ROOFING  
www.brockwaymechanical.com  
4301 NE 34th Street, Des Moines, Iowa 50313  
Phone: 515-262-2528 Fax: 515-262-2538

WORK ORDER #: R 8390  
DATE: \_\_\_\_\_  
SCHEDULE DATE: \_\_\_\_\_  
MANUFACTURER PD: \_\_\_\_\_

|           |                |               |      |
|-----------|----------------|---------------|------|
| BILL TO:  | DAS            | PHONE:        |      |
| ADDRESS:  |                |               |      |
| JOB NAME: | Lucas Building | CONTACT:      | Mike |
| ADDRESS:  |                | PHONE:        |      |
|           |                | TYPE OF ROOF: | EPDM |

DESCRIPTION OF PROBLEM: Roof Leak, Where?

