



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

December 4, 2025

Kristi Onstot  
Executive Council  
L O C A L

Subject: Storm Damages/Large Tree Branch Fell on Shelter at Lake Macbride State Park on July 15, 2025  
Department of Natural Resources  
Claim dated September 8, 2025  
AOS Claim ID: 4111

The Department's request included a supplemental allocation request of \$490.00 because additional damages were identified. We recommend Executive Council approval of the supplemental allocation of \$490.00, which increases the allocation to \$5,190.00. In accordance with Executive Council policy, we have examined the invoices and supporting documentation for final payment related to this loss. We have found the items to be in order as shown below:

Documented request	\$	<u>5,190.00</u>
Executive Council allocation (Revised)	\$	5,190.00
<b>Less:</b>		
Previous payments	\$	0.00
This payment		<u>5,190.00</u>
Total		\$ <u>5,190.00</u>
Remaining Executive Council allocation	\$	<u>0.00</u>

We recommend that reimbursement be made in the amount of \$5,190.00. This represents full and final payment on this allocation.

Sincerely,

Brian R. Brustkern, CPA  
Deputy Auditor of State

cc: Sherry Arntzen, Bureau Chief, Parks, Forests and Preserves Bureau, Department of Natural Resources  
Kara Bryant, Budget and Finance, Department of Natural Resources

November 25, 2025

To: Tammy Hollingsworth, Auditor of State  
Kristi Onstot, Treasurer of State  
Executive Council

From: Kara Bryant, Federal Aid Coordinator  
Department of Natural Resources

Re: Reimbursement Request – 29C.20 Claim

AOS Claim #	4111
Location	Lake Macbride State Park
Event Date	July 15, 2025
Event Summary	Tree damage
Amount Requested	\$5,190.00
Request Details	1 <sup>st</sup> and final
DNR Accounting String	0147-542-R500-XH-0301

Copies of accounting documents paid by the DNR included in this request are attached. Actual costs were higher than estimated therefore we are requesting an additional \$490.00.

If you have questions or need additional information, please do not hesitate to contact me.

Thank you,

Kara Bryant, Federal Aid Coordinator  
Department of Natural Resources  
[kara.bryant@dnr.iowa.gov](mailto:kara.bryant@dnr.iowa.gov)  
515-587-7409

Doc Record Date	Budget FY	Doc CD	Doc ID	Fund	Appr	Dept	Unit	Sub Unit	Rev/O bj Class	Rev/O bj Code	Revenue/Object Name	Vendor Invoice Date	Vendor Invoice Number	Vendor Customer	Vendor Customer Name	Check Number	Amount
11/20/25	2026	GAX	11111925136	0147	0000	542	R500	XH	901	9500	Other Capital Outlay	09/24/25	5206	00003233881	Lanza Construction	000001000462723	5,190.00
																<b>Sum:</b>	<b>5,190.00</b>

IOWA DEPARTMENT OF NATURAL RESOURCES PURCHASE ORDER (PO)

6200 Park Ave Ste 200, Des Moines IA 50321

- The PO document is required for all inventory items \$5,000 or more and ALL items that must be licensed (i.e.: trailers, boats). If purchasing an inventory item, the received by section at the bottom of the form, must be completed in its entirety for asset tracking. The received by date must match any delivery documentation provided and signed by the vendor. Prior to purchase; DOM Notification is required for purchases over \$25,000 and DOM Approval is required for purchases of \$100,000 or more, regardless of the funding source.
- When suggested by DNR Procurement, the PO document may be used, in lieu of a contract, for Public Improvement or Service projects under \$15,000 that are not routine or are limited in scope. In such situations, all required supervisory approvals per the DNR Signature Policy, and the Contractor Registration Number for the selected Contractor, must be noted on the PO (this will be a C followed by 6 digits. i.e.: C123456).
- A completed DNR PO, must be submitted, with all required signatures, in addition to the following, for payment: Original vendor/contractor invoice and quote/DNR Bid Quotation Form (when required or suggested), DOM Notification (over \$25K) or DOM Approval Form (over \$100K), packing slips, signed vendor delivery acknowledgement and Equipment Inventory Change Form (required for equipment purchases & trade-ins), email approval to trade in equipment (when required) and any other back up documentation to substantiate the receipt of the good or service.

**NOTICE TO VENDORS/CONTRACTORS:** A signature MUST be documented on the DNR PO, acknowledging the state of Iowa Terms and Conditions, prior to purchase. The Contractor shall warrant any service or public improvement work, for a period of one year from the date of project completion, and work shall remain free from all defects in workmanship and material. The Contractor shall also maintain in full force and effect, with insurance companies licensed by the State of Iowa, at the Contractor's expense, insurance covering its work during the entire project duration.

# Invoice

## Century Roofing Company

Date: 9/24/25

Invoice #: 5206

71 Commercial Drive Iowa City, IA 52246

Phone: (319)351-5055

Terms: 1.5% 10 days past due

**Bill To:** Dept of Natural Resources  
6200 Park Avenue 2nd Floor  
Des Moines, IA 50321

Ref: 1801 Sailboat Road Shelter #2

Due Date: 10/8/25

**Customer Phone:** Ron 319-330-5227

Item	Description	Amount
Tear off and re-roof	Per contract/proposal for complete tear off and re-roof of shelter listed above and replacement of broken truss.	\$ 4,700.00
Additional	Due to some rot on some additional boards it was necessary to change out some more framing in additional areas.	\$ 490.00
	Malarkey Vista - Weatheredwood Plus - 7.33 sq. Impact 4 resistant shingle	
<b>Balance Due</b>		\$ 5,190.00

Thank you for your business

Please retain this invoice for your records.