Executive Council of Iowa

CAPITOL BUILDING
DES MOINES, IOWA 50319
PHONE: 515 281-5368
FAX: 515 281-7562

July 20, 2026

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

The Executive Council, in a meeting held on this date, approved the Department of Natural Resources' request for a supplemental emergency allocation in the amount of $1,288.00, which brings the total allocation to $5,760.00. On July 14, 2025, the maintenance shed at Shimek State Forest was damaged due to severe storms. Request was to cover repair costs.

This represents full and final payment, and this allocation closed.

EXECUTIVE COUNCIL OF IOWA

Kristi Onstot

Kristi Onstot
Executive Secretary

cc: Kayla Lyon, Director, Department of Natural Resources
Sherry Arntzen, Bureau Chief, Forests and Preserves Bureau, Department of Natural Resources
Kara Bryant, Budget and Finance, Department of Natural Resources
Matt Bender, Department of Management
Heather Hackbarth, Department of Management

AOS Claim # 4105
TOS Job # 2898

OFFICE OF AUDITOR OF STATE
STATE OF IOWA

State Capitol Building
Des Moines, Iowa 50319-0006
Telephone (515) 281-5834

Rob Sand
Auditor of State

July 8, 2026

Kristi Onstot
Executive Council

Subject: Damages to Maintenance Shed at Shimek State Forest Due to Severe Storms on July 14, 2025
Department of Natural Resources
Claim dated August 20, 2025
AOS Claim ID: 4105

The Department's request included a supplemental allocation request of $1,288.00 because additional damages were identified. We recommend Executive Council approval of the supplemental allocation of $1,288.00, which increases the allocation to $5,760.00. In accordance with Executive Council policy, we have examined the invoices and supporting documentation for final payment related to the above-mentioned damage and have found the items to be in order as shown below:

Documented Payment Request		$ 5,760.00
Executive Council Allocation (Revised)		$ 5,760.00
Less:		
Previous payments	$ 0.00	
Current payment	5,760.00	
Total		$ 5,760.00
Remaining Executive Council Allocation		$ 0.00

We recommend reimbursement be made in the amount of $5,760.00. This represents full and final payment of the loss.

Sincerely,

Brian R. Brustkern, CPA
Deputy Auditor of State

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

June 3, 2026

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 #	4105
Location	Shimek State Forest
Event Date	July 14, 2025
Event Summary	damage caused by severe storms
Amount Requested	$5760.00
Request Details	1st and final
DNR Accounting String	0147-542-R500-XA-0301

Copies of accounting documents paid by the DNR included in this request are attached. Actual costs were higher than estimated when the allocation request was submitted therefore we are requesting an additional $1,288.00.

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
515-587-7409

Cycle Date	Budget FY	Ref Doc Code	Ref Document ID	Doc Cd	Check Number	Vendor Customer	Vendor Name	Vendor Invoice Date	Vendor Invoice Number	Fund	Dept	Unit	Sub Unit	Object	Object Name	Objct Class	Posting Amt
03/27/26	2026	GAX	11032626106	AD	000001000740623	00003184139	Marty Jacobs	02/17/26	1001	0147	542	R500	XA	9500	Other Capital Outlay	901	5,760.00
																	5,760.00

INVOICE
#1001

Jacobs Contracting
2717 214th AVE
Donnellson, IA 52625
State of Iowa Contractor Registration
C116414

February 17, 2026

Shimek Forest
Farmington Iowa unit
Farmington, IA
Attn: John Byrd
P.O. # 26CRDPFPJBYRD-0001PI

RE: Repair building where tree fell

- Pricing includes labor and material unless otherwise noted
- Remove and replace broken face board and gurt boards between trusses one 16 foot face board and two 8 foot gurts 225.00
- Reinstall soffit 200.00
- Install new fascia 20 feet 220.00
- Install new gutter apron 20 feet 160.00
- Remove and replace steel roofing 5 sheets needed 3,330.00
- Remove old broken gutter and replace roughly 70 feet 1,050.00
- Two story charge machine rental 475.00
- Extra found two more broken gurt boards once opened up labor/material 100.00

Total Invoice $5,760.00

Sincerely,

Jacobs Contracting
Marty Jacobs
319.795.4311

Ron Moore

Digitally signed by Ron Moore
Date: 2026.02.20 15:29:27 -06'00'

Work Completed on 2/17/2026 - DG

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.

BILL TO: NAME & ADDRESS	SHIP TO: NAME & ADDRESS	VENDOR NAME & ADDRESS	
Shimek State Forest	Shimek State Fores	Jacobs Contracting	PO NUMBER: 26CRDPFPJBYRD-0001PI
33653 Rte J56	33653 Rte J56	2717 214th Ave	DATE: 12/30/2025
Farmington, IA 52626	Farmington, IA 52626	Donnellson, Ia 52625	CONTRACT #:
			BUDGET FY: FY26 DG - 3/5/26
			PROMISED DELIVERY DATE:
Phone: 319-878-3811	Phone: 319-878-3811	Phone: 319-795-4311	CONTRACTOR
Email: john.byrd@dnr.iowa.gov	Email: john.byrd@dnr.iowa.gov	Email: jacobscontracting10@gmail.com	REGISTRATION NUMBER C116414

QTY	Units of Measure	Description and/or Specifications (Attach Additional Sheet if Necessary)	Unit Price	Amount/Cost
1		• Remove and replace broken face board and gurt boards	325	325
1		• Reinstall soffit	200	200
1		• Install new fascia 20 feet	220	220
1		• Install new gutter apron 20 feet	160	160
1		• Remove and replace steel roofing 5 sheets needed	3330	3330
1		• Remove old broken gutter and replace roughly 70 feet	1050	1050
1		• Two story charge machine rental	475	475
		Trade-in(s)-Enter Trade in Amounts below- Equipment Inventory Change Form is also required		
				0
				0
				0
			Total	5760

LN	FND	AGY	ORG	SUB/ORG	OBJ	Line Amount
1	0147	542	R500	XA	9500	5760
2				3.25.2026 ksb		
3	claim ID		4105			
4						
					Total	5660

Vendor Approval Signature

Vendor Signature:

Date: 1/5/26

This purchase order is subject to the State of Iowa Terms and Conditions located at: https://das.iowa.gov/procurement/terms-and-conditions

DNR Approval Signatures		Approval Date
Staff ($2,000 and under)	John Byrd Digitally signed by John Byrd Date: 2026.02.18 09:56:16 -06'00'	
Immediate Supervisor ($2,001-$9,999)	Ron Moore Digitally signed by Ron Moore Date: 2026.02.18 10:47:11 -06'00'	
Bureau Chief ($10,000-$14,999)		
Division Administrator ($15,000-$25,000)		
Director (over $25,000)		

Received By (Signature)

Received By (Print) **Received Date**

Equipment Destination **Destination cost center**

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.