

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

August 5, 2024

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 \$5,327.54, subject to an audit of actual invoices. On June 12, 2024, Vehicle #225 was damaged by a raccoon. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

*Kristi Onstot*

Kristi Onstot  
Executive Secretary

cc: Adam Steen, Director, Department of Administrative Services  
DAS Fleet Services, Risk  
Matt Bender, Department of Management  
Heather Hackbarth, Department of Management

AOS Claim # 3815  
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

July 24, 2024

Kristi Onstot  
Executive Council  
L O C A L

Subject: Raccoon Damage to Vehicle #225 on June 12, 2024  
Department of Administrative Services  
Claim dated June 18, 2024  
AOS Claim ID: 3815

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 \$5,327.54, subject to an audit of actual invoices.

Sincerely,

Brian R. Brustkern, CPA  
Deputy Auditor of State

cc: Adam Steen, Director, Department of Administrative Services  
Mariah Fucaloro, Fleet Services Manager, Department of Administrative Services  
Heather Hackbarth, Department of Management



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

Date: June 18, 2024

To: Tammy Hollingsworth, Auditor of State  
Victoria Newton, Treasurer of State  
Executive Council

From: Karl Bubser, Fleet Administrator  
DAS Fleet Services  
Department of Administrative Services

**Re: ALLOCATION REQUEST - 29C20 Claim for Executive Council Consideration**

Vehicle / Event	#225/Animal
Event Date	June 12, 2024
Summary	Vehicle 225 struck a raccoon. (283160)
Amount Requested	\$5,327.54 - Estimate
Supporting Documentation	29C20 Email Notification, Accident Report, Repair Estimate(s), Photos

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

Thank you,

Karl Bubser, Fleet Administrator  
DAS Fleet Services  
Karl.Bubser@iowa.gov  
515-281-3162



AOS #3815

Risk, DAS <das.risk@iowa.gov>

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29C20

Risk, DAS <das.risk@iowa.gov>

Wed, Jun 12, 2024 at 3:37 PM

Draft To: TOS ExecutiveCouncil <executivecouncil@tos.iowa.gov>, Tammy Hollingsworth <Tammy.Hollingsworth@aos.iowa.gov>

Please accept this email as initial 24 hr notification for AON, vehicle 225 struck a raccoon on 6/12/24. I will forward all information as soon as it is received.

All accidents must be reported via email or phone to Fleet Services within 24 hours. All accident reports and estimates are due within 72 hours of an accident. Agencies have 60 days to complete repairs to vehicles once approval is given.

Thank you,

**DAS Risk**

Central Procurement and Fleet Services Enterprise

Iowa Department of Administrative Services

109 SE 13<sup>th</sup> St, Des Moines, IA 50319

515-281-3162 office

[das.risk@iowa.gov](mailto:das.risk@iowa.gov)

<https://das.iowa.gov>



Department of  
Administrative Services

## State Vehicle Damage Report

Attach this completed form to an email along with the items identified below and send to: *DPS – Vehicle Damage; DAS – Risk*

- One Repair Estimate from Approved State Bid Shop
- DOT MARS Report (if reportable)
- Memo from the Driver of the State Vehicle
- 3-4 photos of the vehicle damage

\*\*\*Sworn Officers only: Complete a Line of Duty Form #432037 and send to DOT if 10-50 was reportable!!!

**STATE VEHICLE: (Mark if Act of Nature  ) CASE #: 2024014696**

Date: <small>(Month/Day/Year)</small>	6/12/2024	Time: <small>(Time plus a.m./p.m.)</small>	4:14 a.m.
Vehicle Plate #:	225	Vehicle Mileage:	109643
Vehicle Description: <small>(Yr/Make/Model/ &amp; Vin#)</small>	2020 / Dodge / Charger / 2C3CDXKT8LH127522		
Assigned To:	Tyler Mikkelsen	Badge #	225
Driven By:		Badge #	
Driver's Lic #:	115AC6984	Damage:	\$
Vehicle Towed: <small>(Yes / No)</small>	No	Towed By:	
Towed To:		Towing Cost:	\$
Seat Belt: <small>(Yes / No)</small>	Yes	Type of Vehicle: <small>(Marked/Semi /Unmarked)</small>	Marked
Injured/Injuries:	None		
Occupants: <small>(Other than driver)</small>	None		

**VEHICLE #2:**

DL #:		State:	
Vehicle Lic. #		State:	
Driver's Name:			
Driver's Address:			
Owner's Name:			
Owner's Address:			
Owner's Phone:			

Insurance Info: (Carrier/Policy #/Phone)			
Veh Description: (Yr/Make/Model & Vin#)			
Damage:	\$	Seat Belt: (Yes / No)	Yes
Injured/Injuries:			
Occupants: (Other than driver)			
Occupant(s) Wearing Seat Belt: (Yes/No)	Yes		

**OTHER INFORMATION:**

Witnesses:	None
Accident Location: (Street/Hwy)	K-42 and Old Hwy 141 / D-25
County:	Woodbury
Weather/Road Conditions:	Dry / Normal
<p>Narrative: Trooper Mikkelsen was southbound on county road K-42 near Old Hwy 141 / D-25 when he observed a racoon in his lane of travel. He attempted to slow down and change lanes to avoid hitting the racoon but it collided with the front bumper on the passenger side of his patrol vehicle. The collision caused damage to the front passenger side bumper and wheel well. Additionally, as a result of the collision his power steering began making a whining noise. No other visible damage can be seen.</p>	
Property Damage other than Vehicles:	None
Cost:	\$
Citations Issued To: (List Charge(s) and Statute Code(s))	None

Investigating Officer:	Lt. Nick Albrecht #71
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**VEHICLE #3: (If needed) (For more vehicles, please make extra copies of this portion)**

DL #:		State:	
Vehicle Lic. #		State:	
Driver's Name:			

Driver's Address:			
Owner's Name:			
Owner's Address:			
Owner's Phone:			
Insurance Info: (Carrier/Policy #/Phone)			
Veh Description: (Yr/Make/Model & Vin#)			
Damage:	\$	Seat Belt: (Yes / No)	Yes
Injured/Injuries:			
Occupants: (Other than driver)			
Occupant(s) Wearing Seat Belt: (Yes/No)	Yes		

# MEMORANDUM



**TO:** Lt. Albrecht #71  
**FROM:** Trp. Mikkelsen #225  
**DATE:** 06/12/2024  
**SUBJECT:** Vehicle Damage

On 06/12/2024 at approximately 04:14 I was traveling on the Bronson Blacktop approaching old Highway 141 when I observed a coon in my lane of travel. I attempted to slow down and change lanes to avoid hitting the coon but it collided with the front bumper on the passenger side of my patrol vehicle. I pulled onto the shoulder and inspected my patrol car for damage. The collision caused damage to my front passenger side bumper and wheel well. Also as a result of the collision my power steering began making a whining noise. No other visible damage can be seen. I reported the incident to Lt. Albrecht and Sgt. Haack.





# CHEROKEE COLLISION CENTER

Your Complete Auto Repair Center  
111 INDIAN STREET, CHEROKEE, IA 51012  
Phone: (712) 225-3877  
FAX: (712) 225-3878

Workfile ID: cd375b41  
PartsShare: 7Zp854  
Federal ID: 42-1468487  
Resale Number: 1-18-006356

## Preliminary Estimate

**Customer: Iowa State Patrol**

Written By: Rick Weaver

Insured: Iowa State Patrol      Policy #:      Claim #:  
Type of Loss:      Date of Loss:      Days to Repair: 0  
Point of Impact: 12 Front

**Owner:** Iowa State Patrol  
(712) 249-4813 Cell

**Inspection Location:**  
CHEROKEE COLLISION CENTER  
111 INDIAN STREET  
CHEROKEE, IA 51012  
Repair Facility  
(712) 225-3877 Business

**Insurance Company:**

## VEHICLE

2020 DODG Charger Police AWD (Fleet) 4D SED 8-5.7L Gasoline Sequential MPI

VIN: 2C3CDXKT8LH127522      Interior Color:      Mileage In:      Vehicle Out:  
License: 225      Exterior Color:      Mileage Out:  
State: IA      Production Date:      Condition:      Job #: 225

### TRANSMISSION

Automatic Transmission  
4 Wheel Drive

### POWER

Power Steering  
Power Brakes  
Power Windows  
Power Locks  
Power Mirrors  
Power Driver Seat

### DECOR

Dual Mirrors  
Tinted Glass  
Overhead Console

### CONVENIENCE

Air Conditioning  
Intermittent Wipers  
Tilt Wheel  
Cruise Control  
Rear Defogger  
Keyless Entry  
Message Center  
Steering Wheel Touch Controls  
Telescopic Wheel  
Climate Control  
Backup Camera  
Parking Sensors

### RADIO

AM Radio  
FM Radio  
Stereo  
Search/Seek  
Auxiliary Audio Connection

### SAFETY

Drivers Side Air Bag  
Passenger Air Bag  
Anti-Lock Brakes (4)  
4 Wheel Disc Brakes  
Front Side Impact Air Bags  
Head/Curtain Air Bags  
Hands Free Device

### SEATS

Cloth Seats  
Bucket Seats  
Reclining/Lounge Seats

### WHEELS

Styled Steel Wheels

### PAINT

Clear Coat Paint

### OTHER

Traction Control  
Stability Control  
California Emissions

**Preliminary Estimate**

**Customer: Iowa State Patrol**

2020 DODG Charger Police AWD (Fleet) 4D SED 8-5.7L Gasoline Sequential MPI

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	Disconnect Battery & Disarm SRS		1		0.3 M	
2	#	R&I Push bar				2.0	
3	#	R&I Lights, siren and wiring				2.0	
4	<b>FRONT BUMPER &amp; GRILLE</b>						
5		O/H front bumper				3.4	
6	**	Repl A/M CAPA Bumper cover	68267765AC	1	750.00	Incl.	3.4
7		Add for Clear Coat					1.4
8	#	Subl Flex		1	8.00		
9	**	Repl A/M CAPA Lower grille w/o adaptive cruise	68214782AB	1	112.00	Incl.	
10		Repl RT Air duct	68214812AA	1	71.55	Incl.	
11	<b>RADIATOR SUPPORT</b>						
12		Repl RT Air guide 1-piece guide all	68212036AB	1	35.45	0.1	
13	**	Repl A/M CAPA Front shield w/police	68231862AA	1	231.00	Incl.	
14		Repl Front shield pin	68331806AA	4	32.80		
15		Repl Front shield screw	6506161AA	5	52.75		
16	<b>FENDER</b>						
17		Repl RT Fender liner 3.6, 5.7 liter	68205936AH	1	173.00	0.3	
18	<b>STEERING GEAR &amp; LINKAGE</b>						
19		Repl P/S pump 3.6 & 5.7 liter AWD	68059525AM	1	2,215.00 m	1.0 M	
20	#	Rpr Purge and bleed P/S system				1.0 M	
21	#	Repl P/s fluid	MS-11655	1	29.99		
22	#	Connect Battery & Arm SRS		1		0.2 M	
23	<b>VEHICLE DIAGNOSTICS</b>						
24	*	Subl Pre-repair scan		1	120.00 m		
25	*	Subl Post-repair scan		1	120.00 m		
26	#	Repl Hazardous Waste Charge		1	5.00 T		
<b>SUBTOTALS</b>					<b>3,956.54</b>	<b>10.3</b>	<b>4.8</b>

## Preliminary Estimate

### Customer: Iowa State Patrol

2020 DODG Charger Police AWD (Fleet) 4D SED 8-5.7L Gasoline Sequential MPI

#### ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			3,951.54
Body Labor	7.8 hrs @	\$ 70.00 /hr	546.00
Paint Labor	4.8 hrs @	\$ 125.00 /hr	600.00
Mechanical Labor	2.5 hrs @	\$ 90.00 /hr	225.00
Miscellaneous			5.00
Subtotal			5,327.54
<b>Grand Total</b>			<b>5,327.54</b>
Deductible			0.00
<b>CUSTOMER PAY</b>			<b>0.00</b>
<b>INSURANCE PAY</b>			<b>5,327.54</b>

Cherokee Collision Center hereby provides a Limited Warranty on repairs performed by this shop. This Limited Warranty is valid only for as long as you own the vehicle stated herein, and is for the person to whom this Limited Warranty is granted and whose name appears herein and on the original work order. A three year Limited Warranty on paint against fading and peeling. A one year Limited Warranty on metalwork, excluding any rust repairs, and workmanship. All parts are OEM, original equipment manufacturer, certified, so therefore have a Limited Warranty from the manufacturer.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF AFTERMARKET CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. ANY WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THESE PARTS RATHER THAN THE MANUFACTURER OF YOUR VEHICLE.

## Preliminary Estimate

### Customer: Iowa State Patrol

2020 DODG Charger Police AWD (Fleet) 4D SED 8-5.7L Gasoline Sequential MPI

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DR3PB11, CCC Data Date 06/10/2024, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (\*) or Double Asterisk (\*\*) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2024 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

#### SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category.

X=Miscellaneous Non-Taxed charge category.

#### SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category.

M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

#### OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blend=Blend. BOR=Boron steel.

CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel.

HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non

Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace.

R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel.

Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Intelligent Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

**Preliminary Estimate**

**Customer: Iowa State Patrol**

2020 DODG Charger Police AWD (Fleet) 4D SED 8-5.7L Gasoline Sequential MPI

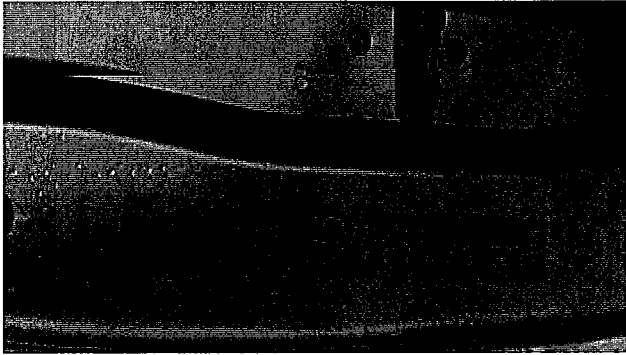
**PARTS SUPPLIER LIST**

<b>Line</b>	<b>Supplier</b>	<b>Description</b>	<b>Price</b>
6	Keystone, Inc 8206 J STREET OMAHA NE 68127 (402) 553-0230	#CH1000A24PP A/M CAPA Bumper cover Quote: 2545696397 Expires: 08/01/24	\$ 750.00
9	Keystone, Inc 8206 J STREET OMAHA NE 68127 (402) 553-0230	#CH1036140C A/M CAPA Lower grille w/o adaptive cruise Quote: 2545697505 Expires: 08/01/24	\$ 112.00
13	Keystone, Inc 8206 J STREET OMAHA NE 68127 (402) 553-0230	#CH1228129C A/M CAPA Front shield w/police Quote: 2545700497 Expires: 08/01/24	\$ 231.00

**CHEROKEE COLLISION CENTER**  
**111 INDIAN STREET, CHEROKEE, IA 51012**  
**Phone: (712) 225-3877, Fax: (712) 225-3878**

**Image Report**

Owner:	Iowa State Patrol	Insurance:	Estimator:	Rick Weaver	Vehicle Out:
RO Number:		Claim Number:			
Year:	2020	Color:	License Plate:	225	Production Date:
Make:	DODG	Body Style:	4D SED	State:	IA
Model:	Charger Police AW...	Engine:	8-5.7L Gasoline S...	VIN:	2C3CDXKT8LH127522
					Condition:



6/17/2024  
 Comments:



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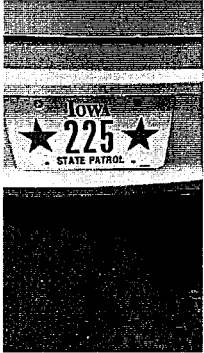


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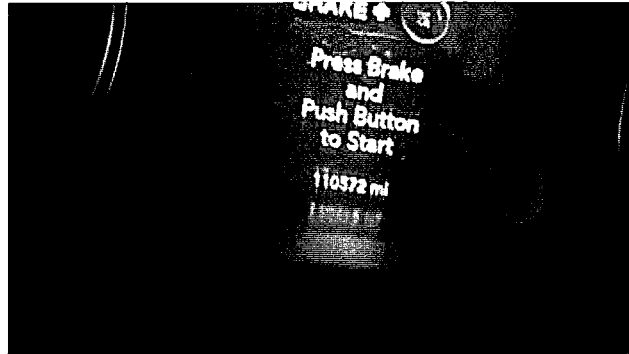
**CHEROKEE COLLISION CENTER**  
111 INDIAN STREET, CHEROKEE, IA 51012  
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**Image Report**

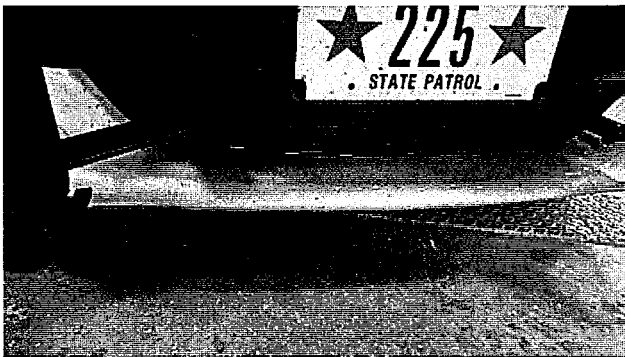
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RO Number:		Claim Number:					
Year:	2020	Color:		License Plate:	225	Production Date:	
Make:	DODG	Body Style:	4D SED	State:	IA	Mileage In:	
Model:	Charger Police AW...	Engine:	8-5.7L Gasoline S...	VIN:	2C3CDXKT8LH127522	Condition:	



6/17/2024  
Comments:



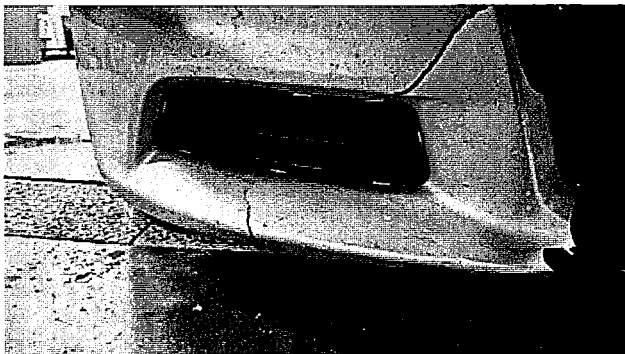
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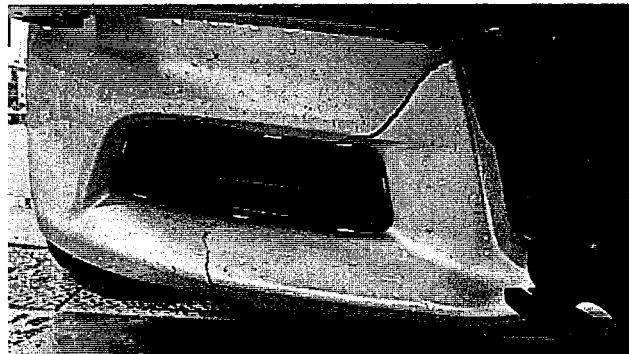
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Comments:

**CHEROKEE COLLISION CENTER**  
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**Image Report**

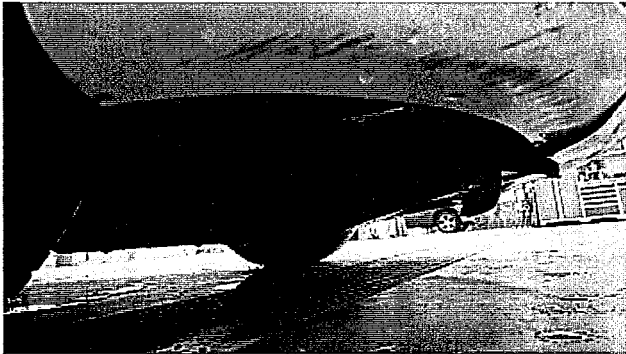
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RO Number:		Claim Number:			
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					Condition:



6/17/2024  
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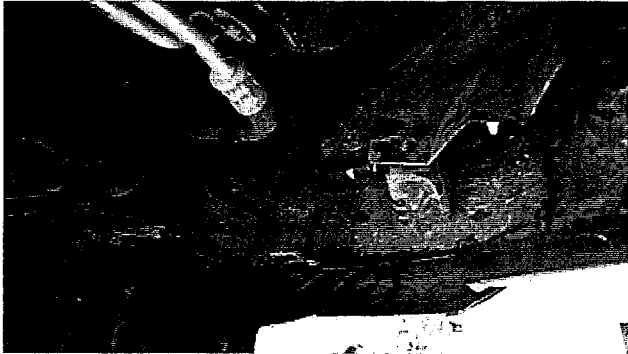
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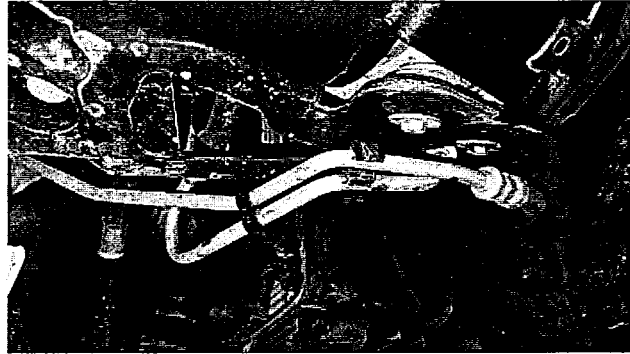
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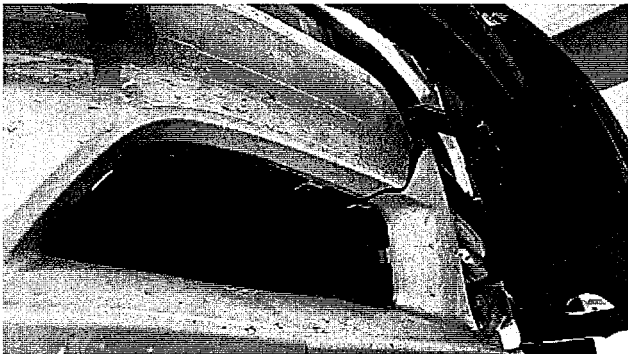
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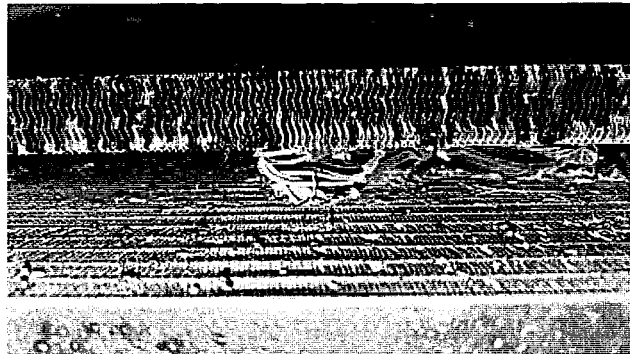
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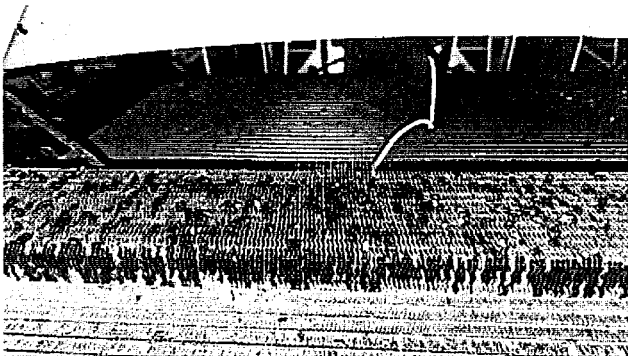
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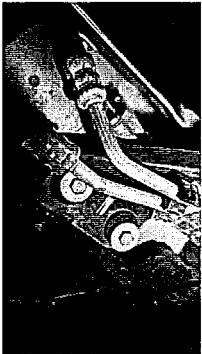
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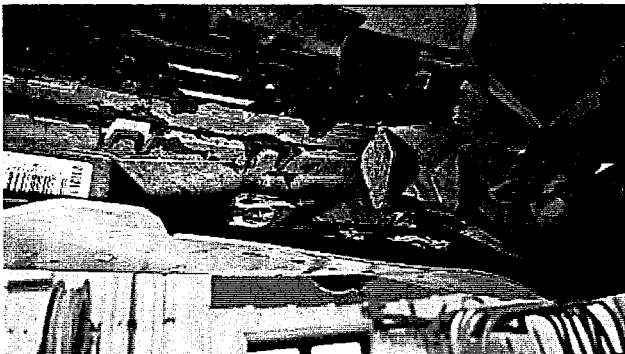
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**CHEROKEE COLLISION CENTER**  
111 INDIAN STREET, CHEROKEE, IA 51012  
Phone: (712) 225-3877, Fax: (712) 225-3878

**Image Report**

Owner:	Iowa State Patrol	Insurance:		Estimator:	Rick Weaver	Vehicle Out:	
RO Number:		Claim Number:					
Year:	2020	Color:		License Plate:	225	Production Date:	
Make:	DODG	Body Style:	4D SED	State:	IA	Mileage In:	
Model:	Charger Police AW...	Engine:	8-5.7L Gasoline S...	VIN:	2C3CDXKT8LH127522	Condition:	



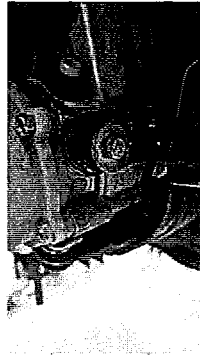
6/17/2024 E01  
Comments:



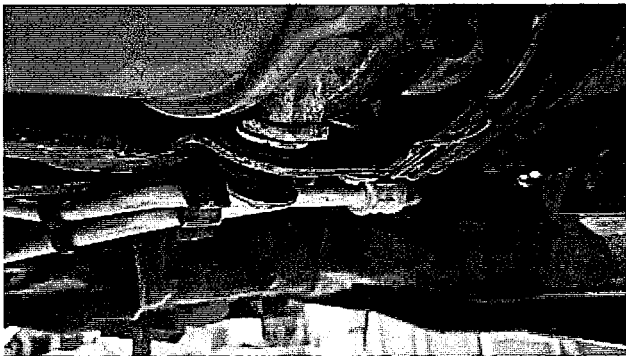
6/17/2024 E01  
Comments:



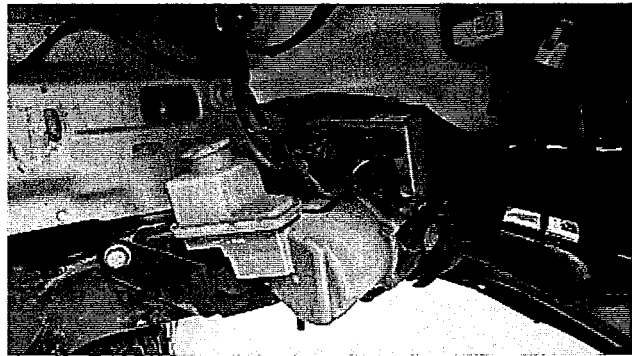
6/17/2024 E01  
Comments:



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Comments:



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Comments:



6/17/2024 E01  
Comments:

**CHEROKEE COLLISION CENTER**  
111 INDIAN STREET, CHEROKEE, IA 51012  
Phone: (712) 225-3877, Fax: (712) 225-3878

**Image Report**

Owner:	Iowa State Patrol	Insurance:	Estimator:	Rick Weaver	Vehicle Out:
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6/17/2024 E01  
Comments:



6/17/2024 E01  
Comments:



6/17/2024 E01  
Comments:

